

Residential Admissions Procedure Manual

Effective May 15, 2009

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1 **ARTICLE I**

2

3 **General Provisions**

4

5 This Residential Admissions Procedure Manual (“Procedure Manual”) provides details regarding
6 policies and procedures relating to residential Associate Membership and admission to SRA
7 membership. It is a companion document to Regulation No. 2, Admission to Residential Associate
8 Membership and SRA Membership. Definitions of terms used in this Procedure Manual are provided
9 in Regulation No. 2.

10

11 To the extent that a procedural question arises that is not specifically covered by Regulation No. 2 or
12 the policies and procedures that implement the Regulation, the individual, committee, panel, or board
13 charged with responsibility may consider the procedural rules that are applicable in a court of law;
14 however, such individual or body shall not be bound by such procedural rules and may take such
15 action in the proceeding as fairness and justice require.

16

17 In the event that a required or permitted notice is delivered to one or more parties to a proceeding in a
18 manner that does not comply with the requirements of Regulation No. 2 or the policies and
19 procedures that implement the Regulation, such failure to comply shall not be deemed substantive
20 unless one or more parties to whom such notice was directed was, in fact, adversely affected by such
21 failure to comply.

22

23 To ensure that all admissions decisions are free of conflict of interest or personal bias, no member of
24 any body shall participate in any admissions decision regarding a particular Applicant, Associate
25 Member or Affiliate Member, if that member has, at any time previously, performed any investigative,
26 review, or decision making function of any kind with respect to the subject matter of the current
27 application of the particular individual. If any member disqualifies himself or herself on the grounds of
28 conflict of interest or personal bias with respect to a particular individual, such member shall not
29 discuss matters pertaining to the individual or the application, either formally or informally, with any
30 member of the body from which he or she was disqualified or with any member of a higher level
31 Appraisal Institute review body in the admissions process. Furthermore, a member who does not
32 participate in the evidentiary portion of a conference or Appeal Hearing, shall not participate or vote in
33 the related Executive Session. The Appraisal Institute may have its own legal counsel present to
34 render advice at any meetings and at any conferences or Appeal Hearings.

35

36 Wherever this Procedure Manual grants permission to a Chair or Vice Chair of a body to appoint a
37 person or persons to perform a particular task, that same appointive permission is extended to any
38 person on the same body who is designated by the Chair or Vice Chair of such body to make such
39 appointments.

43

44 **Consideration of Good Moral Character**

45

46 **Part A: Appointment of Investigative Team**

47 When the Membership Services Department receives an application for (a) admission (or
48 readmission) to residential Associate Membership; or (b) admission to SRA membership, along with
49 information which indicates that the Applicant may lack good moral character, the previous Chair or
50 Vice Chair of the Admissions Committee who holds an SRA designation ("Appointor") shall appoint an
51 Investigative Team consisting of SRA members to investigate whether the Applicant lacks good moral
52 character. If any member of an Investigative Team determines that he or she has a conflict of interest
53 with or a personal bias for or against the Applicant, he or she shall be disqualified from further service
54 on that Investigative Team and the Appointor shall appoint a replacement. The Investigative Team
55 members shall not be members of the Admissions Committee and shall, where possible, be from the
56 same geographical area as the Applicant. In the letter appointing the Investigative Team, the
57 Appointor shall fix a reasonable period (not to exceed sixty (60) days) within which the Investigative
58 Team is to conduct its investigation and submit its report. The period of time for conducting the
59 investigation and submitting the report may be extended by the Appointor for good cause shown.

60

61 **1. If Applicant for Residential Associate Membership**

62

63 If an Applicant's prior application for admission (or readmission) to residential Associate
64 Membership or to another category of membership was denied by the Admissions Committee (or
65 the Admissions Appeal Board) which determined: (a) that the Applicant not be permitted to
66 reapply for admission (or readmission) to residential Associate Membership or to another
67 category of membership within the Appraisal Institute at any time in the future; (b) that the
68 Applicant be permitted to reapply for admission (or readmission) to residential Associate
69 Membership or to another category of membership within the Appraisal Institute after a specified
70 period of time; (c) that the individual's residential Associate Membership be terminated without
71 permission to apply for readmission to residential Associate Membership or another category of
72 membership within the Appraisal Institute at any time in the future; or (d) that the individual's
73 residential Associate Membership be terminated, but that the individual be permitted to apply for
74 readmission to residential Associate Membership or another category of membership within the
75 Appraisal Institute after a specified period of time, no Investigative Team shall be appointed and
76 the Membership Services Department shall notify the Applicant that his or her application for
77 residential Associate Membership will not be processed if the condition for reapplication
78 previously set has not yet been (or cannot be) satisfied.

79

80 **2. If Applicant for SRA Membership**

81

82 If a residential Associate Member's prior application for admission (or readmission) to SRA
83 membership was denied by the Admissions Committee or the Admissions Appeal Board) which
84 determined that his or her residential Associate Membership not be terminated and that the
85 residential Associate Member be permitted to reapply for admission to SRA membership after a

86 specified period of time, no Investigative Team shall be appointed and the Membership Services
87 Department shall notify the residential Associate Member that his or her application for SRA
88 membership will not be processed if the condition for reapplication previously set has not yet
89 been satisfied.
90
91

92 **Part B: Evaluation of Information**

93 The Investigative Team may consider information contained in the application, Appraisal Institute
94 files, and information from other sources. The Investigative Team shall rely only on factual information
95 which can be verified and shall evaluate the factual information on a “greater weight of the evidence”
96 standard.
97
98

99 **Part C: Informal Report of Investigative Team**

100 If the Investigative Team determines at any point in the investigation that it appears that further
101 investigation will not lead to a finding, by the greater weight of the evidence, that the Applicant lacks
102 good moral character, the Investigative Team may informally report such belief by letter to the
103 Appointor. The letter shall describe the nature and scope of the Investigative Team’s investigation
104 and the reasons for the Investigative Team’s belief that further investigation is unnecessary.
105

- 106 1. If the Appointor believes that the Investigative Team’s investigation was adequate, and
107
108 a. if the Applicant seeks residential Associate Membership, the Applicant shall be admitted (or
109 readmitted) to residential Associate Membership, and the Membership Services Department
110 shall give the Applicant and the Chapter and Region having jurisdiction appropriate notice; or
111
112 b. if the Applicant seeks SRA membership, the President of the Appraisal Institute shall be
113 informed that the residential Associate Member has completed all the requirements for SRA
114 membership, as set forth in Regulation No. 2.
115
- 116 2. If the Appointor believes that the Investigative Team’s investigation was not adequate, the
117 Appointor shall order further investigation.
118
119

120 **Part D: Interview of Applicant**

121 If the Investigative Team tentatively determines that it appears that an Applicant lacks good moral
122 character, the Investigative Team shall schedule an interview with the Applicant in person (or by
123 telephone if requested by the Applicant). At the time of the interview, the Investigative Team shall
124 advise the Applicant as to the factual information in its file that has led it to a tentative determination
125 that the Applicant lacks good moral character. The Applicant shall be allowed to furnish information to
126 the Investigative Team to refute or explain the information in the Investigative Team’s file. If the
127 Applicant requests additional time in order to obtain information or to assemble documentation in
128 support of his or her position, the Investigative Team shall schedule an additional interview for this
129 purpose not more than thirty (30) days after the initial interview.
130

131 **Part E: Formal Report of Investigative Team**

132 If as a result of its evaluation of the factual information available to it, the Investigative Team believes
133 that, by the greater weight of the evidence, the Applicant lacks good moral character, the
134 Investigative Team shall prepare a written, formal report (“Report”) on the appropriate form provided
135 by the Membership Services Department, which Report shall state the basis for the decision and set
136 forth in detail the relevant factual information relied on as the basis for its belief. Before completing
137 the Report, the Investigative Team shall make a reasonable effort to verify and substantiate all factual
138 data relied on as the basis for its Report and include with the Report a brief statement describing
139 such efforts.

140
141 The Investigative Team shall submit the Report to the Membership Services Department. If the
142 Membership Services Department in coordination with the Appointor determines that the Investigative
143 Team’s Report is not in compliance with the requirements of this Procedure Manual, the Membership
144 Services Department shall return the Report to the Investigative Team with instructions to take such
145 further steps as may be required to bring the Report into compliance with the requirements of this
146 Procedure Manual.

147
148 On determination by the Membership Services Department in coordination with the Appointor that the
149 Investigative Team’s Report is in compliance with the requirements of this Procedure Manual, the
150 Membership Services Department shall submit a copy of the Report to the Applicant and to the Chair
151 or Vice Chair of the Admissions Committee.

152
153

154 **Part F: Right to Request a Conference Regarding Formal Report**

155 Each Applicant who is the subject of a formal Report of an Investigative Team shall have the right to
156 request a Conference. The Conference right may be exercised only by filing a timely Notice. A Notice
157 shall be deemed timely if it is filed by the Applicant within thirty (30) days after the date of the
158 correspondence from the Membership Services Department advising the Applicant of the unfavorable
159 Report of the Investigative Team. The Notice by the Applicant shall be transmitted by traceable
160 carrier to the Membership Services Department.

161
162 The correspondence from the Membership Services Department apprising the Applicant of the
163 unfavorable Report shall advise the Applicant that if he or she does not file a timely Notice, his or her
164 application shall be considered by the Admissions Committee, and that the Admissions Committee
165 may decide:

- 166
167 a. if the Applicant seeks residential Associate Membership:
- 168
169 (1) that the Applicant not be permitted to reapply for admission (or readmission) to residential
170 Associate Membership or to another category of membership within the Appraisal Institute; or
 - 171
172 (2) that the Applicant be permitted to reapply for admission (or readmission) to residential
173 Associate Membership or to another category of membership within the Appraisal Institute
174 after a specified period of time;

175

- 176 b. if the Applicant seeks SRA membership:
177
178 (1) that the individual's residential Associate Membership be terminated without permission to
179 apply for readmission to residential Associate Membership or another category of
180 membership within the Appraisal Institute at any time in the future;
181
182 (2) that the individual's residential Associate Membership be terminated, but that the individual
183 be permitted to apply for readmission to residential Associate Membership or another
184 category of membership within the Appraisal Institute after a specified period of time; or
185
186 (3) that the residential Associate Member not be terminated and that the residential Associate
187 Member be permitted to reapply for admission to SRA membership after a specified period of
188 time.
189

190 The correspondence shall further advise that the decision of the Admissions Committee in such case
191 shall be final and that the Applicant shall have no further right of review or appeal.
192
193

194 **Part G: Conference and Decision**

195 A Conference shall be heard by the Admissions Committee or a Conference Board appointed by the
196 Chair or Vice Chair of the Admissions Committee. The Admissions Committee (or Conference
197 Board) shall give the Applicant at least sixty (60) days notice as to the date and location of the
198 Conference, unless the Applicant consents to a shorter notice period. Any member of the Admissions
199 Committee (or Conference Board) who determines that he or she has a conflict of interest with or
200 personal bias for or against the Applicant shall not participate in the Conference or in the decision.
201 Such member shall not discuss the merits of the matters related to the Applicant, either formally or
202 informally, with any other member of the Admissions Committee, Conference Board, or the
203 Admissions Appeal Board. An Applicant shall have the right to appear at the Conference in person,
204 individually or with legal counsel or a personal representative. By advance request, an Applicant may
205 participate by telephone. Further, the Applicant shall have the right to submit a brief (a statement of
206 facts and argument) at any time prior to thirty (30) days before the date set for the Conference.
207

208 At the Conference, the Applicant shall have the right to present evidence, both testimony and
209 documents, with respect to the Report of the Investigative Team. The Investigative Team shall have
210 one or more of its members in attendance to present evidence and to respond to the Admissions
211 Committee's (or Conference Board's) questions. The Investigative Team shall have the burden to
212 prove, by the greater weight of the evidence, that the Applicant lacks good moral character.
213

214 The Admissions Committee (or Conference Board) may conduct its proceedings with the assistance
215 of counsel. A court reporter shall be present at the Conference and shall record all formal
216 proceedings prior to the Executive Session of the Admissions Committee (or Conference Board).
217

218 Upon completion of the Conference, the Admissions Committee (or Conference Board) shall adjourn
219 to Executive Session to discuss the issues raised in the Conference, the Applicant's brief (if any), the
220 testimony of witnesses, documentary evidence and oral arguments. The Admissions Committee (or

221 Conference Board) shall decide the issues raised in the Conference by a majority vote of the
222 members present and voting. Only members of the Admissions Committee (or Conference Board)
223 who attend both the Conference and the Executive Session may vote. The individual who appointed
224 the Investigative Team shall not be present or vote during the Conference or Executive Session.
225

226 If the Admissions Committee (or Conference Board) finds, by the greater weight of evidence, that the
227 Applicant lacks good moral character, the Admissions Committee (or Conference Board) shall
228 prepare a written decision explaining its reasons for such finding. If the Conference concerns an
229 Applicant for residential Associate Membership, the Admissions Committee (or Conference Board)
230 shall determine either: (a) that the Applicant not be permitted to reapply for admission (or
231 readmission) to residential Associate Membership or to another category of membership status within
232 the Appraisal Institute at any time in the future; or (b) that the Applicant be permitted to reapply for
233 admission (or readmission) to residential Associate Membership or to another category of
234 membership within the Appraisal Institute after a specified period of time; and
235

236 If the Conference concerns an Applicant for SRA membership, the Admissions Committee (or
237 Conference Board) shall determine either: (a) that the individual's residential Associate Membership
238 be terminated without permission to apply for readmission to residential Associate Membership or
239 another category of membership within the Appraisal Institute at any time in the future; or (b) that the
240 individual's residential Associate Membership be terminated, but that the individual be permitted to
241 apply for readmission to residential Associate Membership or another category of membership within
242 the Appraisal Institute after a specified period of time; or (c) that the residential Associate Member not
243 be terminated and that the residential Associate Member be permitted to reapply for admission to
244 SRA membership after a specified period of time.
245

246 If the Admissions Committee (or Conference Board) does not find that the Applicant lacks good moral
247 character, and (a) if the Applicant seeks residential Associate Membership, the Applicant shall be
248 admitted (or readmitted) to residential Associate Membership, or (b) if the Applicant seeks SRA
249 membership, the President of the Appraisal Institute shall be informed that the residential Associate
250 Member has completed all the requirements for SRA membership as set forth in Regulation No. 2.
251

252

253

Part H: Invitations and Summons

254 Upon written request, the Chair or Vice Chair of the Admissions Committee (or Conference Board)
255 may issue invitations or summonses. Such invitations or summonses fall into one of three categories:
256

257

Section 1. Invitations to a Non-member

258 Both the Applicant and the Investigative Team shall have the right to request, at any time prior to
259 thirty (30) days before the Conference date, that the Chair or Vice Chair of the Admissions Committee
260 (or Conference Board) issue invitations to individuals who are not members requesting one or both of
261 the following:
262

263

- a. That such individual appear and testify at the Conference; and

264

- 265 b. That such individual produce such documentary evidence in his or her possession or control as
266 may be relevant to the subject matter of the proceeding and specified in such invitation.
267

268 **Section 2. Invitations to Members**

269 Both the Applicant and the Investigative Team shall have the right to request, at any time prior to
270 thirty (30) days before the Conference date, that the Chair or Vice Chair of the Admissions Committee
271 (or Conference Board) issue invitations to members to appear and testify at the Conference as expert
272 witnesses. As used in this context, an expert witness is an individual invited to testify at a Conference
273 who has specialized knowledge that will assist the Admissions Committee (or Conference Board) to
274 understand evidence or to determine an issue in the case. Any member who is issued an invitation to
275 testify at the Conference as an expert witness may decline the invitation to testify.
276

277 **Section 3. Summons to Members**

278 Both the Applicant and the Investigative Team shall have the right to request, at any time prior to
279 thirty (30) days before the Conference date, that the Chair or Vice Chair of the Admissions Committee
280 (or Conference Board) issue a summons to a member who possesses knowledge of the facts that are
281 at issue in the proceeding requiring one or both of the following:
282

- 283 a. That such member appear and testify at the Conference; and
284
285 b. That such member produce such documentary evidence in his or her possession or control as
286 may be relevant to the subject matter of the proceeding and specified in such summons.
287

288 Except for good cause shown, any member who possesses knowledge of the facts which are at issue
289 in the proceeding and receives such summons but fails to appear and testify, or fails to produce
290 relevant documentary evidence in his or her possession or control which is specified in a summons,
291 shall be in violation of Canon 2 of the Appraisal Institute Code of Professional Ethics.
292

293 The Chair or Vice Chair of the Admissions Committee (or Conference Board) shall issue an invitation
294 or summons upon request only if the following conditions are met:
295

- 296 a. The request is written;
297
298 b. The request is timely; and
299
300 c. The request is material to the issues of fact in the proceeding and is reasonably necessary for the
301 proper determination of the issues at the Conference.
302

303 If the Applicant exercises his or her right to request the Chair or Vice Chair of the Admissions
304 Committee (or Conference Board) to issue an invitation or summons, and if the Chair or Vice Chair of
305 the Admissions Committee (or Conference Board) does issue such invitation or summons, the
306 Applicant shall be required to pay the expenses of the witness he or she requested. Members who
307 are summoned to appear and testify may seek reimbursement for travel expenses only. Upon the
308 issuance of an invitation or summons, the Chair or Vice Chair of the Admissions Committee (or
309 Conference Board) shall mail a copy to the Applicant and to the Investigative Team.

310

311 The Admissions Committee (or Conference Board) may, on its own motion, issue invitations and
312 summonses for witnesses to appear and testify or to produce documentary evidence in connection
313 with a scheduled Conference.

314

315

316 **Part I: Notice of Adverse Decision**

317 The Membership Services Department shall notify each Applicant who receives an adverse decision
318 of the Admissions Committee (or Conference Board) with respect to his or her application for
319 admission (or readmission) to residential Associate Membership or SRA membership that such
320 Applicant has the right to appeal from such adverse decision to the Admissions Appeal Board.

321

322

323 **Part J: Right to Appeal**

324 The right of an Applicant to appeal an adverse decision of the Admissions Committee (or Conference
325 Board) may be exercised only by filing a timely Notice of Appeal. A Notice of Appeal shall be deemed
326 timely if it is filed by the Applicant within thirty (30) days after the date of the notice from the
327 Membership Services Department advising the Applicant of the adverse decision of the Admissions
328 Committee. The Notice of Appeal shall be transmitted by traceable carrier to the Membership
329 Services Department. If an Applicant fails to file a timely Notice of Appeal, the right of such Applicant
330 to appeal shall terminate, and the decision of the Admissions Committee (or Conference Board) shall
331 be final.

332

333

335

336 **Demonstration Appraisal Verification**

337

338 The following procedures shall be used to verify factual data in a residential Associate Member's
339 demonstration appraisal report (or written module) and the statements of the residential Associate
340 Member in the application for credit:

341

342 a. Upon being notified by the Membership Services Department that the residential Associate
343 Member's demonstration appraisal report (or module) meets the technical requirements, the
344 Chair of the Demonstration Appraisal Grading Panel (or designee) shall assign a Local
345 Representative:

346

347 (1) to verify the factual data in a residential Associate Member's demonstration appraisal report
348 (or module) and the statements of the residential Associate Member in the application for
349 credit; and/or

350

351 (2) to make a recommendation, as appropriate, whether the demonstration appraisal report (or
352 module) and the statements in the application for credit should be accepted as factual and
353 accurate or be rejected as being non-factual and inaccurate.

354

355 b. If a Local Representative determines that he or she has a conflict of interest or a personal bias for
356 or against the residential Associate Member, he or she shall be disqualified from service as a
357 Local Representative with respect to that residential Associate Member's demonstration appraisal
358 report (or module) and the Chair of the Demonstration Appraisal Grading Panel (or designee)
359 shall assign a replacement.

360

361 c. If the Local Representative is able to verify the factual data in the residential Associate Member's
362 demonstration appraisal report (or module) and the statements of the residential Associate
363 Member in the application for credit, the Local Representative shall notify the Membership
364 Services Department in writing of this fact. Then the Membership Services Department shall take
365 appropriate action to post credit for the demonstration appraisal report (or module) on the
366 residential Associate Member's record and to notify the residential Associate Member that credit
367 has been posted. Unless there is a recommendation by the Local Representative that credit not
368 be given, the verification process shall not exceed twenty (20) business days. This period of time
369 may be extended by the Chair of the Demonstration Appraisal Grading Panel for good cause
370 shown. If the Local Representative fails to file a recommendation within twenty (20) days of the
371 date the Chapter received the demonstration appraisal report (or module) and application for
372 credit from the Membership Services Department (or any extension granted by the Chair of the
373 Demonstration Appraisal Grading Panel), it shall be deemed that the Local Representative has
374 submitted a favorable recommendation.

375

- 376 d. If at any point in the verification process it appears to the Local Representative that there is a
377 possibility that the factual data in the residential Associate Member's demonstration appraisal
378 report (or module) and/or the statements in the residential Associate Member's application for
379 credit are not accurate, the Local Representative shall schedule an interview with the residential
380 Associate Member in person (or by telephone if requested by the residential Associate Member).
381 At the request of the Local Representative, the Chair of the Demonstration Appraisal Grading
382 Panel (or designee) may appoint two additional local representatives to assist in conducting the
383 interview and any investigation concerning whether the statements in the residential Associate
384 Member's application for credit are accurate.
385
- 386 e. At the interview, the Local Representative shall advise the residential Associate Member that he
387 or she is unable to verify the factual data in the residential Associate Member's demonstration
388 appraisal report (or module) and/or that he or she has tentatively concluded that the statements
389 of the residential Associate Member in the application for credit are not factually accurate. The
390 residential Associate Member shall be allowed to explain where or how the factual data in the
391 demonstration appraisal report (or module) was obtained and/or to furnish information to the
392 Local Representative to show that the factual data in the demonstration appraisal report (or
393 module) and/or the statements in the application for credit are accurate. If the residential
394 Associate Member requests additional time in order to obtain information or to assemble
395 documentation in support of verification, the Local Representative shall schedule an additional
396 interview for this purpose not more than ten (10) business days after the initial interview.
397
- 398 f. If, after considering the residential Associate Member's information and explanations in support of
399 verification, the Local Representative concludes, by the greater weight of the evidence, that the
400 data in the demonstration appraisal report (or module) and/or the statements in the application for
401 credit are accurate, the Local Representative shall notify the Membership Services Department in
402 writing of this fact. Then the Membership Services Department shall post credit. All decisions of
403 the Local Representative shall be based upon factual information that can be verified. The
404 notification to the Chair of the panel shall describe the efforts taken to verify the data and/or
405 statements. If at any time the Chair of the Demonstration Appraisal Grading Panel determines
406 that the Local Representative has not conducted the verification process adequately, the Chair
407 (or designee) may order further investigation or rescind the appointment of the Local
408 Representative and appoint a replacement.
409
- 410 g. If, after considering the residential Associate Member's information and explanation in support of
411 verification, the Local Representative concludes, by the greater weight of the evidence, that the
412 data in the residential Associate Member's demonstration appraisal report (or module) and/or the
413 statements in the residential Associate Member's application for credit are not accurate, the Local
414 Representative shall prepare a formal written report and recommendation ("Recommendation")
415 which recommends, and states the basis for the recommendation, that the residential Associate
416 Member's demonstration appraisal report (or module) not receive credit. The Recommendation
417 shall set forth in detail the relevant factual information relied on as the basis for the Local
418 Representative's conclusion. Before completing the Recommendation, the Local Representative
419 shall make a reasonable effort to verify and substantiate all factual data relied on as the basis for

420 the Recommendation and include with the Recommendation a brief statement describing such
421 efforts.

422

423 h. The Local Representative shall submit the Recommendation to the Membership Services
424 Department. If the Membership Services Department determines that the Local Representative's
425 Recommendation is not in compliance with the requirements of this Procedure Manual, the
426 Membership Services Department shall return the Recommendation to the Local Representative
427 with instructions to take such further steps as may be required to bring the Recommendation into
428 compliance with the requirements of this Procedure Manual. On determination by the
429 Membership Services Department that the Local Representative's Recommendation is in
430 compliance with the requirements of this Procedure Manual, the Membership Services
431 Department shall submit a copy of the Recommendation to the Chair of the Demonstration
432 Appraisal Grading Panel.

433

434 i. If after review the Chair of the Demonstration Appraisal Grading Panel determines that the
435 Recommendation that the demonstration appraisal report not receive credit is without a
436 reasonable basis in fact, he or she shall instruct the Membership Services Department to post
437 credit. If after review the Chair of the Demonstration Appraisal Grading Panel determines that
438 there may be a reasonable basis in fact for the Recommendation, he or she shall instruct the
439 Membership Services Department to submit a copy of the Recommendation to the residential
440 Associate Member.

441

442 j. Each residential Associate Member who has received an unfavorable Recommendation by the
443 Local Representative shall have the right to request a Conference. The Conference right may be
444 exercised only by filing a timely Notice. A Notice shall be deemed timely if it is filed by the
445 residential Associate Member within thirty (30) days after the date of the correspondence from the
446 Membership Services Department advising the residential Associate Member of the unfavorable
447 Recommendation. The Notice by the residential Associate Member shall be transmitted by
448 traceable carrier to the Membership Services Department.

449

450 The correspondence from the Membership Services Department apprising the residential
451 Associate Member of the unfavorable Recommendation shall advise the residential Associate
452 Member that if he or she does not file a timely Notice, the Recommendation may be considered
453 by the Admissions Committee without a Conference and may be adopted, and that the
454 Admissions Committee may decide the verification issue and may prepare a formal decision
455 concluding that the residential Associate Member demonstration appraisal report not receive
456 credit on the grounds that: (a) the data in the demonstration appraisal report (or module) was not
457 factual; and/or (b) the statements of the residential Associate Member in the application for credit
458 were not accurate. The correspondence shall further advise the residential Associate Member
459 that if no timely Notice is filed, the Admissions Committee's decision shall be final and the
460 residential Associate Member shall have no further right of review or appeal.

461

462 Any member of the Admissions Committee who determines that he or she has a conflict of
463 interest or personal bias for or against the residential Associate Member shall not participate in
464 any aspect of the review of an unfavorable Recommendation. Such member shall not discuss the

465 merits of the matters related to the residential Associate Member, either formally or informally,
466 with any other member of the Admissions Committee or the Admissions Appeal Board.
467

468 k. If a residential Associate Member makes a timely request for a Conference, the residential
469 Associate Member shall have the right to appear at the Conference in person, individually or with
470 legal counsel or a personal representative. The procedures for a residential Associate Member to
471 have invitations and summonses issued are similar to those described above in Article II, Part H.
472 By advance request, a residential Associate Member may participate by telephone. Further, a
473 residential Associate Member shall have a right to submit a brief (a statement of facts and
474 argument) at any time prior to thirty (30) days before the date set for the Conference.
475

476 At the Conference, the residential Associate Member shall have the right to present evidence,
477 both testimony and documents, with respect to the unfavorable Recommendation. The Local
478 Representative shall be in attendance to present evidence and to respond to questions of the
479 Admissions Committee (or Conference Board appointed by the Chair or Vice Chair of the
480 Admissions Committee). The Local Representative shall have the burden to prove, by the
481 greater weight of the evidence, that the data in the demonstration appraisal report (or module)
482 and/or the statements in the residential Associate Member's application for credit are not factually
483 accurate. Rules regarding hearing procedures shall be the same as those before the Admissions
484 Committee (or Conference Board) as described in Article II, Part G of this Procedure Manual.
485 Only members of the Admissions Committee (or Conference Board) who attend both the
486 Conference and the Executive Session may vote. A court reporter shall be present at the
487 Conference and shall record all formal proceedings prior to the Executive Session.
488

489 If the Admissions Committee (or Conference Board) finds, by the greater weight of the evidence,
490 that the data in the demonstration appraisal report (or module) was not accurate and/or that the
491 statements of the residential Associate Member in the application for credit were not factual, the
492 Admissions Committee (or Conference Board) shall prepare and submit a written decision
493 concluding that the demonstration appraisal report (or module) not receive credit.
494

495 If the Admissions Committee (or Conference Board) determines that the data in the residential
496 Associate Member's demonstration appraisal report (or module) and the statements in the
497 residential Associate Member's application for credit are factually accurate, it shall instruct the
498 Membership Services Department to post credit.
499

500 l. A residential Associate Member who receives an adverse decision from the Admissions
501 Committee (or Conference Board) after a Conference with respect to verification of a
502 demonstration appraisal report (or module) shall have the right to appeal the adverse decision to
503 an Admissions Appeal Board. The right to appeal may be exercised only by filing a timely Notice
504 of Appeal.
505

506 m. A Notice of Appeal shall be deemed timely if it is filed by the residential Associate Member within
507 sixty (60) days after the date of the notice from the Membership Services Department advising
508 the residential Associate Member of the adverse decision of the Admissions Committee (or
509 Conference Board). The Notice of Appeal shall be transmitted by traceable carrier to the

510 Membership Services Department. The Notice of Appeal must state the residential Associate
511 Member reason(s) for contesting the decision. If the residential Associate Member fails to file a
512 timely Notice of Appeal, the right of such residential Associate Member to appeal shall terminate
513 and the decision of the Admissions Committee (or Conference Board) shall become the final
514 decision of the Appraisal Institute and shall not be subject to further review or appeal. Procedures
515 governing formal appeals and Appeal Hearings regarding verification of demonstration appraisal
516 reports are contained in the Admissions Appeal Board Procedure Manual.
517

519

520 Supervisory Experience

521

522 An Associate Member in a supervisory position who receives full experience credit pursuant to the
523 provisions of this Appendix shall be considered to have met the experience requirements set forth in
524 Regulation No. 2.

525

526 Qualifications:

527

528 The Associate Member has been in a supervisory position for at least ten (10) years.

529

530 The Associate Member trains or is responsible for people who perform work that meets the
531 Regulation No. 2 definitions of Residential Experience and Significant Professional Responsibility.

532

533 Within the previous ten (10) years, the Associate Member has not performed at least the number of
534 hours set forth in Regulation No. 2 for Residential Experience that meets the definition of Significant
535 Professional Responsibility.

536

537 Submissions required:

538

539

- List of Work

540

541

542

543

544

If the Associate Member performed any work within the previous ten (10) years that meets the definition of Significant Professional Responsibility and the definition of Residential Experience, the Associate Member must submit a list of that work. Samples will be selected to review similar to the procedures for experience review described in Regulation No. 2 and the Residential Admissions Procedure Manual.

545

546

- Resume

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563

- Work product

The Associate Member must submit two work products that were:

- 564
- 565
- completed partially by the Associate Member;
- 566
- 567
- co-signed by the Associate Member; or
- 568
- 569
- prepared by another person and the Associate Member assumed responsibility for the
- 570
- product.

571

572 Review Process

573

574 A submission shall be reviewed by a special Review Committee consisting of at least three SRA
575 members of the Experience Review Panel. The Chair of this panel shall be the Manager of
576 Experience Review or an Assistant Screener.

577

578 The Review Committee shall interview the Associate Member to ascertain the Associate Member's
579 level of experience. The committee will use the reports as a starting point to ask questions to
580 determine the Associate Member's knowledge of appropriate theory and techniques.

581

582 In addition to either no credit or full credit, partial credit may be granted. If no credit or partial credit is
583 granted, the Associate Member may reapply for a time period that begins after the date of the
584 previous application.

585

586 After an interview, the Review Committee shall prepare its recommendation regarding experience
587 credit and forward it to the Membership Services Department. The written recommendation of the
588 Review Committee shall specifically state the number of hours of experience credit awarded to the
589 Associate Member.

590

591 If the Review Committee's decision is that the Associate Member receive less experience credit than
592 that being requested, the Membership Services Department shall notify the Associate Member of the
593 Review Committee's decision and the right to appeal.

594

595

597

598 Options for Individuals Admitted to Residential
599 Associate Membership as the result of an
600 Application Postmarked before January 1, 2005

601

602 Individuals admitted to residential Associate Membership as the result of an application postmarked
603 before January 1, 2005 (pre-2005 residential Associate Members), have the option to:

604

605 a. complete the SRA designation requirements effective January 1, 2005, as modified from time to
606 time; or

607

608 b. by December 31, 2008, complete the 2004 designation requirements (as provided in the
609 Regulation No. 2 with an effective date of June 29, 2004). The 2004 alternatives to specific parts
610 of Regulation No. 2 are provided in this Appendix. However, beginning in 2008, each year that a
611 pre-2005 residential Associate Member completes one or more of the following designation
612 requirements, he or she will receive an additional year extension to complete the remainder of his
613 or her SRA designation requirements:

614

615 (1) Submit initial list of 2000 hours of work;

616 (2) Receive credit for the final 2000 hours of Residential Appraisal Experience, or receive partial
617 credit;

618 (3) Participate in an Advisory Review (this may be used for an extension one time only);

619 (4) College Degree Requirement;

620 (5) Pass all Level I education exams or obtain state certification;

621 (6) Pass all Level II education exam(s); or

622 (7) Receive credit for Demonstration Appraisal Report (or alternative).

623

624 **I. Alternative to Regulation No. 2, Article III, Part C, College Degree**

625

626 If by December 31, 2008, a pre-2005 residential Associate Member receives credit for a college
627 degree according to the following provisions, the pre-2005 residential Associate Member shall also be
628 considered to have completed the college degree requirements effective January 1, 2005.

629

630 2004 College Degree Requirements

631 The residential Associate Member must have received at least a four-year undergraduate degree
632 from a degree-granting educational institution approved by the Admissions Committee or an
633 alternative thereto, as determined by the Admissions Committee from time to time in its sole
634 discretion.

635

636 Individuals admitted or readmitted to residential Associate Membership as the result of an application
637 for residential Associate Membership postmarked:

638

639 a. on or after January 1, 2002; or

640

641 b. before January 1, 2002, where such individual does not meet the college degree requirement by
642 December 31, 2004,

643

644 may satisfy the college degree requirement by receiving (a) an acceptable score(s) as determined by
645 the Admissions Committee on the Graduate Management Admissions Test (GMAT); or (b) credit for
646 an additional 4,500 hours of Residential Appraisal Experience.

647

648 Alternatives to the college degree for individuals admitted or readmitted to residential Associate
649 Membership as the result of an application for residential Associate Membership postmarked before
650 January 1, 2002 and who meet the college degree requirement by December 31, 2004 are as follows:

651

652 a. receive an acceptable score(s) on the Graduate Management Admissions Test (GMAT);

653

654 b. receive an acceptable score on the Graduate Records Examination (GRE);

655

656 c. receive credit for an additional 4,500 hours of Residential Appraisal Experience;

657

658 d. receive an associate's degree from a college or university approved by the Admission Committee
659 and receiving credit for an additional 2,250 hours of Residential Appraisal Experience. Evidence
660 of this degree must be forwarded by the educational institution to the Appraisal Institute
661 Membership Services Department before the residential Associate Member may apply for the
662 additional 2,250 hours of experience credit;

663

664 e. pass the General Examinations of the College Level Examination Program (CLEP) of the College
665 Entrance Examination Board and receive credit for an additional 3,000 hours of Residential
666 Appraisal Experience for individuals admitted to residential Associate Member as the result of an
667 application for residential Associate Member postmarked: (a) on or after January 1, 1993, or (b)
668 before January 1, 1993 and who do not pass the CLEP by December 31, 1997. Evidence of the
669 passing scores in these examinations must be forwarded to the Appraisal Institute Membership
670 Services Department before the residential Associate Member may apply for the additional 3,000
671 hours of experience credit; and

672

673 f. the General Examinations of the College Level Examination Program (CLEP) of the College
674 Entrance Examination Board will be accepted as an alternative examination for individuals who
675 were admitted to candidacy as the result of an application for candidacy postmarked before
676 January 1, 1993 who also meet this requirement by December 31, 1997.

677

678 **II. Provisions related to Regulation No. 2, Article III, Part D, Section 2, Examinations**

679

680 If by December 31, 2008, a pre-2005 residential Associate Member completes all the 2004 course
681 and examination requirements as well as the 2004 demonstration appraisal report and experience
682 requirements, the associate shall have no additional examination requirements. If a pre-2005

683 Associate Member does not complete all of the 2004 course and examination requirements as well as
 684 the 2004 demonstration appraisal report and experience requirements the by December 31, 2008, the
 685 pre-2005 Associate Member may receive equivalent credit for certain corresponding 2005
 686 examinations based on the following chart:

2004 Examination	2005 Examination
Appraisal Principles (110)	Basic Appraisal Principles
Appraisal Procedures (120)	Basic Appraisal Procedures
Advanced Residential Form and Narrative Report Writing (500) or Report Writing and Valuation Analysis (540)	Residential Report Writing (and Case Studies), as determined by the Admissions Committee

689
 690 The Admissions Committee may determine whether other 2005 examinations are satisfied by passing
 691 certain 2004 examinations.

692

693 2004 Examination Requirements

694 The residential Associate Member shall have received a passing grade on the Level II examinations
 695 in addition to satisfying the Level I examination requirements. The Level I and II examinations and
 696 equivalent examinations are as follows:

697

698 Level I and Equivalent Examinations

699

2004 TITLE	AIREA TITLE	SOCIETY TITLE
Appraisal Principles (110)	Real Estate Appraisal Principles (1A1/8-1)	An Introduction to Appraising Real Property (101)
Appraisal Procedures (120)	Basic Valuation Procedures (1A2)	An Introduction to Appraising Real Property (101)
Residential Case Study (210)	Residential Valuation (8-2)	Applied Residential Property Valuation (102)
Standards of Professional Practice (USPAP) (410)	None	None

700

701 The requirements for the Level I examinations (except for the Standards of Professional Practice,
 702 Course 410) may also be satisfied by meeting a state's requirements for becoming a state certified
 703 real estate appraiser after successfully completing the prescribed appraisal course work with
 704 examinations and passing a state's certification examination, provided that the state's requirements
 705 for certification meet the criteria for certification established by the Appraiser Qualification Board of
 706 The Appraisal Foundation.

707

708 Level II and Equivalent Examinations

709

Advanced Residential Form and Narrative Report Writing (500)	Report Writing and Valuation Analysis (540)
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710

711 Alternative Educational Requirements for Graduates of Accredited Colleges or Universities

712 A residential Associate Member who holds a bachelor's or graduate degree from an accredited
713 college or university graduate or undergraduate program in real estate, real property valuation, or
714 finance shall be considered to have met the requirements of the Level I and II courses and
715 examinations, except for the Standards courses and examinations. Such residential Associate
716 Member must: (a) take the Standards of Professional Practice Courses 410 and 420 and receive a
717 passing grade on the related examinations; and (b) attend a Business Ethics course approved by the
718 Appraisal Institute.

719

720

721

722 **III. Provisions related to Regulation No. 2, Article III, Part F, Section 5, Hours of Experience**

723

724 If by December 31, 2008, a pre-2005 residential Associate Member receives credit for experience
725 according to the following adjustments to the 2005 provisions, the pre-2005 residential Associate
726 Member shall also be considered to have completed the experience requirements effective January
727 1, 2005.

728

729 Advisory Review

730 Residential Associate Members must submit a list of appraisal work after completing 2,000 hours.

731 Residential Associate Members who submit a copy of a state certification along with evidence of the
732 date the certification was first awarded shall be considered to have met this requirement. Residential
733 Associate Members who submit a copy of their state license, for which at least 2,000 hours was
734 required, will also satisfy this requirement.

735

736 For educational purposes, a residential Associate Member may request review of a sample of the
737 work listed. The residential Associate Member shall select five appraisals for this review. The
738 Membership Services Department shall assign an SRA member from the Experience Review Panel
739 to review the sample work and interview the residential Associate Member about the work. The
740 individual conducting the review and interview shall provide the residential Associate Member with
741 educational feedback.

742

743 Experience Hours

744

745 2,000 hours of Residential Appraisal Experience performed after the work listed for the advisory
746 review (the initial 2,000 hours). In addition to either no credit or full credit, partial credit of 1,000 hours
747 may be granted.

748

749

750 **IV. Provisions related to Regulation No. 2, Article III, Part E, 45-Hour Package Alternative to**
751 **the Demonstration Appraisal Report**

752

753 A pre-2005 residential Associate Member may satisfy the 2004 demonstration appraisal report
754 requirement by receiving credit for the 45-Hour Package of Residential Courses, which includes the
755 15-Hour Advanced Residential Applications and Case Studies Course and the 30-Hour Advanced
756 Residential Report Writing Course. To receive credit for the 45-Hour package, a residential Associate
757 Member must attend the courses and pass the corresponding examinations.

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