

Initial Level Experience Application

(Please print legibly)

Name	Account #	Date
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General Associate Member **Residential Associate Member**

- For General Associates, list a total of 3,000 hours (work performed over at least 24 months).
- Residential Associates, list a total of 2,000 hours (work performed over at least 18 months).

Note: No more than 1,500 hours of experience credit may be received in a twelve-month period.

Associate Member's Request

Time Period of work for Initial Experience Level: From: ____/____/____ through ____/____/____

Associate Member's Certification (please check boxes below)

- I have verified that the time period applied for in the section above corresponds with the experience submitted for my state certification (copy of license or log attached) OR with the first and last report shown on my List of Assignments.
- I am including and will submit this completed application, proof of my **initial state certification** OR applicable *List of Assignments* to experience@appraisalinstitute.org. I am aware that I will be contacted by the Associate Member Service Center, if my application and state certification/List of Assignments are approved.
- I hereby certify that I have examined my business records and that all statements in this application, including the List of Assignments, are true and correct to the best of my knowledge and belief, and that my files contain evidence of copies or records of said assignments that may be confidentially verified by designated representative(s) of the Appraisal Institute.

Signature	Date
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Please **scan and email** this Application along with a copy of your initial State Certification OR List of Assignments (Excel) to: experience@appraisalinstitute.org

If you have any questions, please email experience@appraisalinstitute.org or call (312) 335-4111.

Initial Experience Level Instructions: Residential and General Associate Members

These instructions pertain to Residential Associate Members admitted prior to January 1, 2005 and General Associate Members admitted prior to July 1, 2006.

- Residential Associate members will submit a minimum of 2,000 hours (over at least 18 months). If you hold a residential state certification, you may submit proof of your initial certification in lieu of the *List of Assignments*. If you do NOT hold a residential state certification, you must complete a *List of Assignments* that reflects at least 2,000 hours. Click here for the [Residential List of Assignments](#)
- General Associate members will submit a minimum of 3,000 hours (over at least 24 months). If you hold a general state certification, you may submit proof of your initial certification in lieu of the *List of Assignments*. If you do NOT hold a general state certification, you must complete a *List of Assignments* that reflects at least 3,000 hours. Click here for the [General List of Assignments](#)

Note: One of the purposes of establishing Initial Level is to provide a start date for work that qualifies for Final Level. If you are choosing to submit your state certification to establish your initial level, make sure that you are submitting your earliest certification.

NEXT PAGE

Instructions for Completing Initial Level Experience Application

- Please make sure you FIRST login to your “My Appraisal Institute” webpage and confirm that all of your contact information is accurate.
- Please indicate whether you are a Residential or General Associate Member.

Time Period of Work

Fill in the dates of the time period for which you have listed work. Verify that the dates of the time period on the application correspond to the dates of the assignments shown on the *List of Assignments*, OR, if you are submitting an initial state certification, that the dates listed match the experience you submitted to the state to achieve your certification. (In lieu of submitting a copy of your initial state certification, you can submit a copy of your state log or a letter from your state verifying your initial certification date.)

Note: If submitting a state certificate, the issue date on the certificate must be PRIOR to the date on which you wish to begin your final level of experience. (i.e. You cannot use a certificate issued in 2007 if you plan to submit a final level that begins in 2005).

Associate Member's Certification

Please make sure you go over this section carefully, and check each section/box off as it is confirmed. Sign and date the application. Be sure to keep a copy of your application and *List of Assignments* for your records. Sign and date your application.

Note: Review your list and check for “gaps.” “Gaps” are periods of inactivity of three (3) months or more where one report ends and another begins. These periods of inactivity may be explained by a host of reasons, which may include vacation time, pursuit of other economic endeavors, or performing reports that do not meet the definition of Specialized Experience. You must submit a letter explaining all “gaps”.

NEXT PAGE

Instructions for Completing List of Assignments

- Click here for the [Residential List of Assignments](#) (Excel spreadsheet)
- Click here for the [General List of Assignments](#) (Excel spreadsheet)

Please submit your *List of Assignments* as a single spreadsheet; do not divide your work into separate pages or spreadsheets unless you are instructed to do so. If it is necessary to mark off different time periods on your *List of Assignments*, feel free to footnote it as necessary.

Your *List of Assignments* should be submitted as an electronic (Excel) document so that it can be sorted and processed. Please note that handwritten *List of Assignments* will NOT be accepted.

Please complete the Associate Member Contact information section.

Prior Business/Employment

List all previous business and/or employment, encompassing the time period of the work listed.

Time Period of Hours

Fill in the dates of the time period for which you have listed work.

Filling Out Your Log

- ❖ ***Date***
Indicate the date of the report or date report was completed.
- ❖ ***Assignment Identification/[Size or Units]***
Fill in the address of the appraised property or the identification, and the size or units.
- ❖ ***Age of Property***
Include the age of the property. (Residential ONLY)
- ❖ ***Use***
Indicate the intended use of the report, e.g., mortgage, tax appeal, estate, condemnation.
- ❖ ***Value Range***
Enter the dollar range of property value:

General:

0–500,000

501,000 to 2 Million

2 Million to 10 Million

10 Million +

Residential:

0-200,000

201-400,000

401,000-600,000

601,000-999,999

1,000,000 and over

❖ **Property Type**

Enter one of the following:

- Single Family (Not allowed for General)
- Condominium (Individual units not allowed for General)
- Multi-Family (2-4 family not allowed for General)
- Office
- Retail
- Industrial
- Agricultural Land
- Non Agric. Land
- Other. (Including analyst and consultant work, e.g., highest and best use studies, feasibility studies, and market studies.)

Note: Qualifying Residential work may include residentially oriented properties, including Multi-family (2-500+ units), residential subdivisions, and other residential type properties.

❖ **Report Format**

For appraisals, enter one of the following:

SC = Self-Contained

S = Summary

R = Restricted

For non-appraisals, enter "NA."

❖ **Significant Professional Responsibility**

Enter one of the following:

SS = Sole Signer

C-S = Co-Signer

DNS = Did not sign (Provide a written explanation if you did not sign.)

❖ **Standards**

Indicate the type of experience:

V = Valuation

R = Review (Enter "Y" if you adjusted the value conclusion. For example: R/Y)

C = Consulting

M = Mass

O = Standards 1-6 do not apply (must be non-valuation assignments)

❖ **Grand Total Hours**

Total the hours for the entire experience submission. General Associate Members may not include 1-4 family properties.

NEXT PAGE

Submission: Initial Level Experience

We ask that you to submit your application and proof of state certification **OR** *List of Assignments* electronically. You may submit your Application/proof of certification as a PDF, JPG, or TIF (by scanning and emailing).

- ❖ Submit **both** the Initial Experience Application and initial State Certification **OR** *List of Assignments* to experience@appraisalinstitute.org

Assistance with Experience Submission

If you need assistance completing your Application for Experience Credits and/or List of Assignments, please contact the Associate Member Service Center via email at experience@appraisalinstitute.org or at (312) 335-4111.