

MAI Experience Instructions: Applications & List of Assignments

Application Instructions for Experience Credit and List of Assignments

- Please make sure you FIRST login to your “My Appraisal Institute” webpage and confirm that all of your contact information is accurate.
- [MAI Experience Application: 4,500 Hours](#) (Associate Members admitted to membership **after** July 1, 2006)
- [MAI Experience Application: 3,000 Hours](#) (Associate Members admitted to membership **prior to** July 1, 2006 and after initial level experience has been submitted and approved).
- [List of Assignments For General Associate Members \[EXCEL\]](#)

Associate Member’s Request

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*. List ALL work performed during this time period. Work must include the most recent, so it is appropriate to start your list with current work and list assignments going back in time.

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”.

Payment Information

Please make sure you have completed the payment information section on your application.

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Submission

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

Please enter the Time Period of Hours of experience that you are applying for.

Filling Out Your Log

The following items should be filled out for EVERY assignment:

❖ ***Date***

Indicate the date of the report or date report was completed.

❖ ***Assignment Identification/[Size or Units]***

Identify the assignment via address, identification number, or other means that allows you and the screener to distinguish any assignment from the others.

❖ ***Hours***

Hours per assignment. Do not include 1-4 family properties. (Please total your hours for the entire experience submission).

The following items should be filled out for your MOST RECENT 1,500 Hours of Work (over at least 12-months):

❖ ***Intended Use***

Indicate the use of the report, e.g., mortgage, tax appeal, estate, condemnation, etc.

❖ ***Value Range***

Enter the approximate dollar range, or a specific property value:

- 0–500,000
- 501,000 to 2 Million
- 2 Million to 10 Million
- 10 Million +

❖ **Property Type**

Enter one of the following, or more specific information:

- Multi-Family
- 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. A specific description of the scope of work will be required for this work category.) Do not include 1-4 family properties.

❖ **Report Format**

For appraisals, enter one of the following:

SC = Self-Contained

S = Summary

R = Restricted

For work falling outside Standards 1-6, provide information about the reporting format.

❖ **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 which Standard of USPAP applies:

V = Valuation

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

AC = Appraisal Consulting (Standards 4 & 5)

M = Mass

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

Note: Although you must include all work completed, no more than 1,500 hours of credit may be awarded for work performed in a twelve (12) month period.

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Electronic Submission and Assistance

- ✓ Please submit your application and *List of Assignments* electronically to experience@appraisalinstitute.org.
- ✓ You may submit your Application as a PDF, JPG, or TIF (by scanning and emailing).
- ✓ Credit card payments should be indicated on the application itself.
- ✓ The *List of Assignments* should be submitted in Excel format.

Submit both the Application and *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 experience@appraisalinstitute.org or (312) 335-4111.