

MAI Experience Credit Application: Overview

Your application for specialized Experience will require completion of the Application for Experience Credits – MAI Membership, and the List of Assignments. The following information is appropriate if you became an Associate Member ***after*** July 1, 2006 and will be helpful for completing your application.

- [MAI Experience Criteria and Procedures](#)
- [MAI Experience Instructions: Applications & List of Assignments](#)
- Click here for: [List of Assignments](#)

We suggest that you review the Criteria and Procedures as well as the Instructions links above prior to completing and submitting your Application for Experience Credits and List of Assignments.

You may also find the following documents helpful:

- [Experience Review Guidance Tips for Associate Members](#)
- [Experience Review: Common Errors & Issues](#)
- [Appraisal Institute Certification Statements](#)
- [General Admissions Procedure Manual](#)
- [Regulation No. 1: Admission to General Associate Membership and MAI Membership](#)

Application for Experience Credits – MAI Membership

Name	Account #	Date
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Associate Member's Request

I am applying for (please choose only one):

- 4,500 Hours over at least 36 months.**

 [] **Hours after a previous submission, for which I received partial credit.**

Time Period: From: ____/____/____ through ____/____/____

Associate Member's Certification (please check boxes below)

- I have verified that the first and last report shown on my List of Assignments corresponds with the time period applied for in the section above.
- I have selected two (2) reports/assignments that are representative of my best work, and have made note of my selections by highlight or boldface. (Do not select assignments that were used for an advisory review or for demonstration appraisal report credit).
- I have listed all work that I have performed during the time period listed above, that meets the definition of Specialized Experience, and for which I have significant professional responsibility. I certify that I have listed my most recent work. IF my most current work is more than 45 days old, I have provided a written explanation with this application.
- IF there are any gaps in time, of three (3) months or more, in which I did not list work, I have provided a written explanation with this application.
- IF there are any reports on the List of Assignments, that indicated "Did Not Sign", I have provided a written explanation with this application.
- I am including and will submit the completed application, my experience Excel log/list of assignments and any needed explanations electronically to experience@appraisalinstitute.org. I am aware that I will be contacted by the Admissions Department, if my application and log are approved, and given instructions on uploading my reports for review.
- 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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Payment Information

❖ **Experience Application Fee \$300**

- VISA
 MasterCard
 American Express
 Check (payable to Appraisal Institute)

Card Number	Expiration Date	Signature
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Please **scan and email** this Application along with your List of Assignments (Excel) to: experience@appraisalinstitute.org

If you need to send a *check*, please make it payable to Appraisal Institute-Experience, and mail to: Appraisal Institute, 550 W. Van Buren St., Suite 1000, Chicago IL 60607