



APPLIED EXPERIENCE APPLICATION FORM

NOTE: A filing fee may apply...please consult your Provincial Association to confirm.

(Please print clearly)

The undersigned Candidate is entering the Applied Experience Program working towards their AACI / CRA designation.

This application is made the _____ day of _____, 20____, between

_____ of _____
Candidate Name Company Name

and
_____ of _____
Mentor Name Company Name

in the province of _____.

We the undersigned, agree to comply with the Applied Experience Program as set out in the program guidelines published by the Appraisal Institute of Canada (<http://www.aicanada.ca/cmsPage.aspx?id=54>) and outlined in summary on this form.

MENTOR RESPONSIBILITIES

The mentor must be willing to:

- assist the Candidate to prepare the Applied Experience Enrolment Report, which forms a critical component of the application to AEP;
- help the Candidate understand the importance of First Principles of Value as they relate to their work in the Recognized Areas of Applied Experience (see list on page 7);
- advise the Candidate on the development of Critical Professional Competencies as defined by AIC; and
- prepare a report for the Committee of Examiners that briefly outlines the candidate's experience, their application and understanding of the First Principles of Value and recommends that the Candidate is ready for designated member status based on their applied experience.

Mentor Signature

Date

CANDIDATE RESPONSIBILITIES

It is the obligation of the **Candidate** to:

- select a mentor that they judge best able to support their success in AEP;
- develop a plan to complete the Applied Experience program in a manner that will develop the knowledge, skills and experience necessary to achieve the desired designation;
- prepare a comprehensive enrolment report that sets out the goals and objectives for this candidate's particular circumstances for the Program;
- schedule regular meetings with the mentor as required;
- submit any documentation requiring mentor review to the Mentor in a timely fashion; and
- keep the Mentor informed of progress in academic pursuits and applied experience.

Candidate Signature

Date

PLEASE NOTE

- Together with this duly signed Agreement the Candidate **MUST** submit an Applied Experience enrolment report. This report (minimum 800 words) must be written with the input of the mentor and be signed by both parties. (see page 2)
- The report will form a component of the designation interview.
- The Applied Experience term **WILL NOT** start until both the signed agreement and the Applied Experience enrolment report has been filed with the appropriate Provincial Association.
- This agreement can be terminated by either party by advising the appropriate Provincial office in writing indicating the termination date.
- If this mentoring relationship is terminated by either party, the candidate will retain credit for the experience gained but must renew enrolment under a new mentor in order to complete the experience requirements and proceed to the designation examination.

THE APPLIED EXPERIENCE ENROLMENT REPORT

The request to enrol and the accompanying report should explain to the Provincial Committee of Examiners how they, mentor and candidate, plan to approach and fulfill the Applied Experience Program requirements, and how the experience they will be attaining during the AE term relates to the Application of the First Principles. In addition to First Principles, candidates must acquire 'Critical Professional Competencies'; the report should provide the committee with confirmation how these skills will be addressed/strengthened within the term. The report (minimum 800 words) must be written with the input of the mentor and signed by both parties.

First Principles of Value (see Applied Experience Guidelines for expanded definition)

There are many aspects of real property consulting. Without suggesting any limitations, this concept may include valuation, use strategies, feasibility studies, litigation strategies, academic pursuits, forecasting and strategic implementations. Even these examples can be expanded and refined. However, a common thread in each real property discipline is the need to understand the inter relationships between forces of economic, law and the marketplace on real property. The reliance on various Principles allows for a focused and disciplined approach to the requisite analyses and interaction between the various tangents that real estate consultants may pursue. Furthermore, a common understanding will enhance communication between consultants and their clients.

In order to achieve use of the CRA or AACI, P.App designation, the candidate must have experience and be proficient in the following First Principles of property value. Candidates employed in any of the real estate related disciplines must have experience in application and principles, which currently include the following:

- Problem Identification
- Property Content/Property Rights
- Function/Purpose
- Highest & Best Use
- Land Use Regulations
- Economic Variables
- Legal Issues
- Research

Critical Professional Competencies

In addition to First Principles, candidates must acquire what are determined to be "Critical Professional Competencies". These skill sets are:

- Market Analysis
- Integrity
- Critical Thinking
- Relationship Building & Communication
- Self Development

REPORT REQUIREMENTS – Certification of Readiness by Mentor & Candidate

At the completion of all educational designation requirements and prior to the candidate's application for the designation examination(s) , the candidate and mentor must supply their Provincial Association with the following reports that confirm that the applied experience requirement has been satisfied.

Mentor Report

The mentor report will briefly canvass the candidate's experience, application and understanding of the principles of value. The mentor will also recommend whether the candidate is ready for designated member status based on their applied experience.

Candidate Report

The candidate report is to contain high-level description of applied experience acquired and the frequency and involvement of first principles. It is recommended that this report not exceed six pages.

These reports along with the Applied Experience enrollment report will be provided to the Provincial Committee of Examiners as background for the Professional Competency Interview.

Candidates and mentors should familiarize themselves with the full Appraisal Institute of Canada Applied Experience Guidelines prior to submitting their application for AEP. The Guidelines can be found on the AIC web site at <http://www.aicanada.ca/cmsPage.aspx?id=54>.