

2025

# Appraisal Institute of Canada Membership Policy

EFFECTIVE: FEBRUARY 2025

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## **Abbreviation Lexicon**

**AACI:** Accredited Appraiser Canadian Institute

**AAC:** Admissions and Accreditations Committee

**AEWE:** Applied Experience Written Exam

**CPD:** Continuing Professional Development

**CRA:** Canadian Residential Appraiser

**CUSPAP:** Canadian Uniform Standards of Professional Appraisal Practice

**PPC:** Professional Practice Committee

**PPS:** Professional Practice Seminar

**P.VAL.:** Professional Valuer

**MRP:** Mandatory Review Program

For additional information on definitions and acronyms please refer to AIC's Bylaws.

## **Code of Conduct**

The hallmarks of a respected and trusted self-regulated organization are the professional conduct and competence of its members.

Members of the Appraisal Institute of Canada (AIC) bear a responsibility to:

- protect the public interest
- provide professional services with integrity, competence, and due diligence in an objective, fair, and unbiased manner
- engage only in activities that support and uphold the reputation of the appraisal profession and the AIC
- interact with other Members, the AIC, and the public with courtesy, impartiality, and in good faith
- comply with AIC By-Laws, AIC Consolidated Regulations, and CUSPAP.

## **Membership Policy**

POLICY APPROVED ON FEBRUARY 26, 2025

### **Annual Membership Renewal Requirements**

A Member must maintain good standing with AIC. An AIC Member in Good Standing is a Member who:

- Pays their annual dues;
- Pays their annual professional liability insurance premium;
- Complies with all annual membership renewal requirements including completing the Criminal Record Check as needed or at specified intervals;
- Complies with continuing professional development (CPD) requirements; and
- Adheres to the AIC Code of Conduct and complies with the AIC standards of professional appraisal practice.

As part of the annual membership renewal process, all active Members are required to:

- remit full payment of annual dues; and
- provide a recent Criminal Records Check when required – or at required intervals - from the AIC's CRC provider.

### **Dues**

#### ***Dues Renewal***

The AIC annual membership dues renewal cycle begins on October 1 of one calendar year and ends on September 30 of the next calendar year. Deadline for payment is September 30 of each year.

Prorated dues are not available for Designated Members, or reinstated members returning to active status, who join or are reinstated after the membership cycle has started. First-year Candidate Members and Associates joining on June 1 of that year will have their National dues paid until the following year.

#### ***Membership Dues***

National dues are determined by the National Board. The Membership is notified of any dues increase in advance, along with an explanation for the proposed increase.

Membership Dues are non-refundable.

Membership Dues do not include Professional Liability Insurance premiums.

Provincial dues are determined according to the bylaws of the provincial associations affiliated with the AIC. Refer to provincial associations for regional dues schedules.

### ***Candidate Dues***

Upon acceptance of their membership application, Candidates Members pay a one-time discounted National dues rate for their first year with the AIC. Refer to provincial associations for regional dues schedules.

### ***AIC Associates Dues***

AIC Associates are required to pay National dues.

### ***Reimbursement for Retiring Longstanding Members***

Members retiring after a cumulative 25 years of AIC membership may be entitled to a reimbursement of any outstanding membership dues, should they change their status to retired at the end of the calendar year. The prorated refund will be calculated as of the first day of the month following the date on which the Member retired.

### ***Payment***

The AIC National Office administers the annual dues billing for all AIC members. The dues billing process is as follows:

- Dues are invoiced on September 1 (mid-August) of each calendar year and must be submitted to the AIC National Office by the methods accepted by the AIC; and
- The invoicing period ends on September 30 of each calendar year.

The CEO or another appointed officer will notify Members of any dues they need to pay. If a Member fails to pay their dues on time, the CEO or another appointed officer, may mark the Member as being in default.

### ***Consequences of non-payment***

Membership will be suspended immediately following the payment due date if a payment is not received. If a Member fails to pay their dues on time, the **CEO or another appointed officer**, may mark the Member as being in default. If dues remain unpaid for 30 calendar days after the initial default, the Member will be considered Suspended, forfeiting all associated membership rights and privileges.

Members who are 31 days or more past due must apply for reinstatement through their provincial association, pay provincial reinstatement fees along with all outstanding dues and comply with AIC reinstatement guidelines.

Suspended members who pay all outstanding dues, including the late fee, within 30 days of the due date will be automatically reinstated. An administration fee for late payment will be applied.

### ***Dues-Returning to Active status***

A Member returning to active status from Compassionate Leave must pay pro-rated membership fees for the remainder of the year in which they apply for reinstatement.

### ***Dues and Compassionate Leave***

If a Member is granted Compassionate Leave after paying their membership dues, AIC will provide a pro-rated refund from the date the leave was granted to the end of that membership dues cycle. The refund will be calculated from the first day of the month following the date on which Compassionate Leave was granted. No refund of dues will be issued if the Compassionate Leave was granted after July 1.

Reimbursements will be issued directly to the Member. The member can contact AIC directly to request refunds. AIC does not provide refunds to third parties.

### ***Refund upon Death of Member***

If a Member passes away after their membership dues have been paid, AIC will provide a pro-rated refund for the remainder of the membership year. The refund will be calculated from the first day of the month following the notification AIC receives of the member's passing. No refund will be issued if the death occurs after July 1. Refunds will only be issued to the Member's Estate. The Estate or Power of Attorney may contact AIC directly to request the refunds. AIC does not provide refunds to third parties.

The Estate of the deceased Member will have run-off professional liability insurance coverage in effect for a period of seven (7) years from the date of notification of the Member's death.

### ***Leave***

Members on-leave will not be listed in the Find an Appraiser database.

Members who are unable to work after a maximum of two (2) years on leave will be required to change their membership status to Retired Member.

A Member who is temporarily unemployed or employed in a field that is unrelated to the Professional Services defined in CUSPAP, may change their insurance category to "Non-Fee" for the period during which they are not providing any Professional Services.

### ***Compassionate Leave***

A Member who is unable to work for a short period of time due to medical reasons or serious family matters, (e.g., serious illness, bereavement, maternity/parental leave) may request Compassionate Leave for up to one year. If additional time is needed, a request for extension may be submitted.

If approved, the Member will:

- Have their membership status changed to Compassionate Leave by the AIC; and
- change their insurance category to "Non-Fee" for the duration of the leave period.

Members granted Compassionate Leave status are not required to complete the PPS by the deadline set in place by the Continuing Professional Development Policy as long as they remain on Compassionate Leave.

Any member on Compassionate Leave and returning to active status will be required to complete the PPS current at the time of return to active status.

The remainder of the credits required by Compassionate Leave members for the cycle will be adjusted based on the length of time they are active during the cycle.

Members will be required to complete 1 credit for each month of active membership left in their membership cycle.

A criminal record check is not required for those returning from Compassionate Leave status.

Documentation required:

Acceptable documentation to apply for Compassionate Leave status:

- doctor's notes indicating start of leave and timeframe members will be away from work (updated letter required if extension required);
- Record of Employment (ROE);
- Proof of short term/long term disability including dates;
- Resignation letter; and
- Proof of employment lay off.

**Retirement**

A Member wishing to retire in good standing must submit a completed Retired Declaration Form, along with any required fees, to their provincial affiliate office.

Retired Members may be eligible to purchase an Extended Reporting Period ("ERP") coverage, which extends their current insurance coverage for seven (7) years beyond the December 31st expiry date of their policy.

A Retired Member must promptly notify the AIC of any changes in their personal information while an active, Retired Member.

Upon retirement, Members can apply for prior acts insurance coverage which remains in effect as long as they maintain retired status in good standing with AIC. To retain coverage, the Member must remain an active, retired Member in good standing.

Failure to pay dues and/or insurance premiums results in termination of membership.

Termination of membership is not considered retirement, and insurance coverage will not be available in the event of a claim.

Retired Members are considered Members in good standing with AIC and do not engage in any professional services or receive any fees or wages from, any professional services as defined in CUSPAP.

Retired Members may not co-sign any report resulting from a professional service assignment.

Retired Members must always include the "Retired" with any reference to their AIC designation, such as AACI (Retired) or CRA (Retired). They are still eligible to volunteer on AIC committees.

Retired Members wishing to return to active status must comply with Reinstatement guidelines.



Retired Members who have been suspended due to non-payment of dues may reinstate their membership by settling outstanding dues (national and provincial) and any applicable fines.

### **Resignation**

Resigning from the AIC removes a Member from the AIC's roster.

Members must submit a written resignation to leave the AIC. Resigning Members are not reimbursed for any payments of membership dues.

Resigning Members are not entitled to refunds for membership dues and will lose all benefits, including insurance coverage. They will also have no prior acts coverage for work completed before the resignation date and may not represent themselves as AIC Members or use any AIC designations, emblems or trademarks.

To rejoin, Members must comply with the Reinstatement policy.

## Reinstatement Policy

POLICY APPROVED ON FEBRUARY 26, 2025

The term “Reinstatement” refers to both reinstatements from lapsed membership, reactivation from retired status, and any PPC decision (i.e.: Expulsion). If an application for reinstatement is approved by the AIC, the individual will be reinstated in the same membership category and, if designated, with the same Designation they held at the time their membership lapsed.

### General Policies

Former members of the AIC may be reinstated, subject to the criteria for reinstatement as established by the Board of Directors from time-to-time. The general policies for reinstatement applicable to all applicants for reinstatement are:

- I. A former member who was subject to expulsion under the terms of the AIC’s By-Laws 3.10, Discipline will not be considered for reinstatement, for a period of not less than five (5) years, in accordance with the AIC Consolidated Regulations Governing Professional Practice. A former member applying for reinstatement in this situation will be required to attend a formal admissions hearing, at which time reinstatement may be approved or denied.
- II. All former members who were removed from membership due to non-payment of dues in accordance with the By-Laws of the AIC are required to apply for reinstatement and comply with the requirements for the category of membership for which they are applying for reinstatement.
- III. All former members who were removed from membership due to non-payment of Professional Liability Insurance premiums in accordance with the By-Laws of the AIC are required to apply for reinstatement and comply with the requirements for the particular category of membership for which they are applying for reinstatement. All insurance payments owing must be paid in full prior to approval of reinstatement.
- IV. Reinstatement of all former members shall be subject to member compliance with all outstanding Professional Practice obligations under the terms of the Bylaws and Regulations of the AIC. A reinstated member will be subject to compliance with any professional practice decision and be expected to cooperate, under the terms of the Regulations and CUSPAP.
- V. Reinstatement of all former members shall be contingent upon a member signed declaration re-affirming their original membership pledges.
- VI. Reinstatement of all former members shall be subject to member completion of all education, experience, examination and fee requirements at the time of reinstatement.
- VII. Reinstatement of former members shall be subject to member compliance with the Continuing Professional Development requirements at the time of reinstatement.

## **Reinstatement Requirements**

### ***All Categories – Designated and Candidates including retired***

Retired or former Designated and Candidate Members may be reinstated to their previous category on application to the AIC, based on the following criteria and when the following steps have been met:

#### ***Under 4 years***

1. Up to August 15<sup>th</sup> payment of current year dues plus provincial reinstatement fee (if applicable). After August 15<sup>th</sup> payment of the next years dues (October 1<sup>st</sup> – September 30<sup>th</sup>) plus provincial reinstatement fee.
2. Successful completion of the current Professional Practice Seminar (PPS) earning 7 credits.
3. Designated Members must have completed 24 CPD credits within the last two (2) years (includes PPS credits).
4. Candidate Members must have completed 24 CPD credits within the last two (2) years and one (1) university level course (includes 12 per course and PPS credits).
5. Complete the Criminal Record Check with Sterling Backcheck (Designated and Candidate Members).

#### ***4 years to under 6 years***

1. Up to August 15<sup>th</sup> payment of current year dues plus provincial reinstatement fee (if applicable). After August 15<sup>th</sup> payment of the next years dues (October 1<sup>st</sup> – September 30<sup>th</sup>) plus provincial reinstatement fee.
2. Successful completion of the current AIC 102.
3. Designated Members must have completed 24 CPD credits within the last two (2) years (includes PPS credits).
4. Candidate Members must have completed a minimum of 24 CPD credits within the last two (2) years and one (1) university level course (includes course and PPS credits).
5. Complete the Criminal Record Check with Sterling Backcheck (Designated and Candidate Members).

#### ***6 years to under 10 years***

1. Up to August 15<sup>th</sup> payment of current year dues plus provincial reinstatement fee (if applicable). After August 15<sup>th</sup> payment of the next years dues (October 1<sup>st</sup> – September 30<sup>th</sup>) plus provincial reinstatement fee.
2. Successful completion of AIC 102.
3. Designated Members must:
  - a. have completed 24 CPD credits within the last two (2) years (includes PPS credits).

- b. Successfully complete AE Written Exam (AEWE) Candidate members must have completed 24 CPD credits within the last two (2) years and one university level course (includes course and PPS credits).
4. Members that change from Non-Fee to Fee status may be reviewed within 6 months of the change in status.
5. Members that change from Inactive or Retired status to Active, Regular status may be reviewed within 6 months of the change in status
6. Complete the Criminal Record Check with Sterling Backcheck (Designated and Candidate Members).

### ***Over 10 years***

Former members whose membership has been lapsed for more than ten (10) years must reapply to the AIC as a new member and comply with the Admission and Accreditation requirements in place at the time of the new Candidacy Application.

#### Additional notes:

**Note 1:** A Degree is required for CRA who joined after January 1, 2006. Reinstating Candidates DO NOT qualify for 'legacy standing' of the Degree requirement, unless otherwise stated in the Appraisal Institute of Canada Regulations.

**Note 2:** After 2 years of lapsed membership, any Applied Experience gained will not be restored and must be completed again.

**Note 3:** Reinstating Candidates will have a new designation deadline established – based on the individual's outstanding education/designation requirements. The new deadline will be based on one (1) AIC Professional Program of Study credit per year plus one (1) year for Guided Case Study to a maximum of 10 years.

**Note 4:** Once reinstated, the returning member must meet AIC CPD Policy requirements of the current CPD cycle. Those reinstating in the fourth quarter of the last year of a CPD Cycle are deemed to have met the requirements of that cycle.

#### Administration Notes:

- The period of lapsed membership is calculated from the last paid through date before membership lapsed or was changed to retired status.
- Former members are not entitled to new membership discounted dues.
- Members returning from retired status will have the retired dues deducted from the dues amount owing.