



# **GENERAL POLICIES ON REINSTATEMENT**

**APPLICABLE TO ALL APPLICANTS FOR REINSTATEMENT**

**Approved by the Board of Directors, October 2014 (October 2021)**

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## ABBREVIATION LEXICON:

<b>AACI:</b>	Accredited Appraiser Canadian Institute
<b>AEWE:</b>	Applied Experience Written Exam
<b>CPD:</b>	Continued Professional Development
<b>CRA:</b>	Canadian Residential Appraiser
<b>CUSPAP:</b>	Canadian Uniform Standards of Professional Appraiser Practice
<b>PCI:</b>	Professional Competency Interview
<b>PPC:</b>	Professional Practice Committee
<b>PPS:</b>	Professional Practice Seminar
<b>PR:</b>	Peer Review
<b>WPR:</b>	Work Product Review



## 1. DEFINITION

The term “Reinstatement” refers to both reinstatements from lapsed membership, reactivation from retired status, and any PPC decision (i.e.: Expulsion). Specific policies on requirements for reinstatement and reactivation are detailed in additional documents as approved by the Board from time to time. 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.

## 2. GENERAL POLICIES

Former members of the Institute 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 Institute **Bylaw XI, 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 Bylaws of the Institute 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 Bylaws of the Institute 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 Institute. 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.



### 3. 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 Introduction to Professional Practice (ITPP) earning 14 CPD 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 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 the Introduction to Professional Practice (ITPP) earning 14 CPD credits.
3. Designated members must:
  - a. have completed 24 CPD credits within the last two (2) years (includes PPS credits).
  - b. must successfully complete AE Written Exam (AEWE) plus complete a Work Product Review (WPR) **OR** complete a WPR and the Professional Competency Interview. (Member to choose between AEWE OR PCI).
4. Candidate members must have completed 24 CPD credits within the last two (2) years and one university level course (includes course and PPS credits).
5. 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 Institute as a new member and comply with the Admission & Designation requirements in place at the time of the new Candidacy Application.



#### 4. ADDITIONAL NOTES:

**Note 1:** A Degree is required for CRA who joined after January 1, 2006. Reinstating Candidates DO NOT qualify for 'Grandfathering' 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.

#### 5. 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.

