

# PATH TO DESIGNATION

## Steps To Your Accredited Appraiser Canadian Institute (P.App., AACI) Designation from a CRA Designation

### 1 Admission Requirements

To obtain your P.App., AACI designation from a P. App., CRA designation, you must:

- Hold a university degree at an undergraduate level or higher prior to obtaining the AACI designation (if you joined the Institute after January 1, 1998 - per Regulation 2.3.4(ii)).
- Complete a Criminal Record Check with Sterling Backcheck

### 2 Education and Experience Requirements

It is recommended that you complete your education requirements in parallel with the Applied Experience Program.

#### Education Requirements

You are required to pass the following eight (8)

University of British Columbia courses (or equivalent):

1. **BUSI 121** Foundations of Real Estate Mathematics
2. **BUSI 293** Introduction to Financial Accounting
3. **BUSI 300** Urban and Real Estate Economics
4. **BUSI 331** Real Estate Investment Analysis and Advanced Income Appraisal
5. **BUSI 401** Commercial Property Analysis
6. **BUSI 442** Case Studies in Appraisal I
7. **BUSI 452** Case Studies in Appraisal II
8. **BUSI 460** Critical Analysis and Forecasting in Real Estate

#### Guided Case Study (GCS)

A Candidate must also complete **BUSI 499** - Income Property GCS OR **BUSI 497** - Agricultural GCS.

#### Applied Experience Program

While completing the educational requirements, you are automatically enrolled in the AEP at the beginning of Candidacy. You must be an AIC Candidate Member in good standing.

Members seeking designation must complete a minimum of 1-2 years of applicable work experience.

Over this period, you are required to record your experience using the AEP Online Progress Report.

- First Principles of Value
- Professional Competencies

The Progress Report should be completed on an ongoing basis.

All Candidate Members are obliged to meet the Continuing Professional Development (CPD) requirements to maintain their Candidate Member status.



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## 3 Designation Requirements

### Work Product Review

CRA Members proceeding to the AACI designation are required to submit one (1) acceptable non-residential work product. The submission can be provided at any time and must be compliant with the Canadian Uniform Standards of Professional Practice (CUSPAP). The WPR must be completed to be eligible to register for the Applied Experience (AE) Written Exam.

## 4 Examination Requirements

### A. Applied Experience Written Exam

The AACI Applied Experience Written Examination assesses a Candidate Member's understanding of the First Principles of Value as they relate to experiential knowledge and competencies required at designation.

Experiential knowledge refers to the wisdom gained from experience and insight in applying academic knowledge to actual or hypothetical situations. This exam is marked by trained AIC-Designated Members and administered through the University of British Columbia.

In order to sit the written examination, you are required to have successfully completed

- The education requirements outlined in Step 2 including the selected Guided Case Study
- The Applied Experience Program (AEP) Progress Report
- One required Work Product Reviews (WPR)
- The Professional Practice Seminar (PPS) within the two-year period prior to:
  - taking the written exam; and
  - sitting the Professional Competency Interview (PCI)

CRA Members must provide the required supporting documentation to their Provincial Association confirming the successful completion of the above at least 30 days prior to the scheduled examination.

**To register for the examination visit** [www.sauder.ubc.ca/Programs/Real\\_Estate\\_Division/Credit\\_Programs\\_and\\_Professional\\_Development\\_Courses/Appraisal\\_Institute\\_of\\_Canada](http://www.sauder.ubc.ca/Programs/Real_Estate_Division/Credit_Programs_and_Professional_Development_Courses/Appraisal_Institute_of_Canada)

### B. Professional Competency Interview

Upon passing the written exam (70% +), you must:

- Contact the National Office to complete the AIC Designation Application form and schedule your Professional Competency Interview (PCI).

The PCI is based on Behavioural Descriptive Interview (BDI) techniques, and is carried out by trained AIC-Designated Member examiners. A satisfactory answer is required for each of the competencies.

## Congratulations!

Upon being approved by the panel of examiners, you will be designated as an Accredited Appraiser Canadian Institute (AACI). Visit [www.AICanada.ca](http://www.AICanada.ca) for further information.