



Appraisal Institute of Canada  
Institut canadien des évaluateurs

## **APPRAISAL INSTITUTE OF CANADA**

## **CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY**

**2022-2023 CPD Cycle (January 1, 2022 to December 31, 2023)**

**Appraisal AIC of Canada  
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## **1 PURPOSE & OBJECTIVES OF THE PROGRAM**

The Appraisal AIC of Canada's (AIC) mandatory Continuing Professional Development (CPD) Policy is designed to ensure that:

- Designated Members maintain and enhance their knowledge and skills in their area of practice throughout their career.
- Candidate Members progress through the designation process and meet the academic requirements for designation.

The AIC's CPD Policy encourages and fosters continuous learning, while concurrently ensuring the AIC meets its obligations of protecting the public interest. Continuing Professional Development is at the core of a strong vibrant valuation profession and contributes to the respect for and value of our Members.

## **2 THE CPD CYCLE**

The 2022-2023 CPD Cycle is in effect from January 1, 2022 to December 31, 2023.

## **3 CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY**

### **Governance of CPD Policy**

The Admissions and Accreditation Committee (AAC) is responsible for the CPD policy, setting academic and Applied Experience standards, and defining policies for admissions and accreditation as they relate to AIC's professional qualifications and competencies.

### **Administration of CPD Policy**

The CPD policy is administered by the AIC National Office. All CPD related inquiries should be directed to [AAC@aicanada.ca](mailto:AAC@aicanada.ca).

## **4 CPD CREDITS**

### **Definition of a CPD Credit**

One (1) CPD credit is defined as one (1) qualifying hour of professional development that advances the knowledge and/or skills of AIC Members working with the principles of value and competencies related to professional appraisal services.

CPD credits claimed must reflect quality professional development that will increase a Member's knowledge, ability, and skills in relation to professional appraisal services. Refer to the [AIC Competency Profile](#) to understand the competencies required to be a successful professional appraiser.

### **Definition of a Qualifying Hour**

One (1) hour of professional development must not be less than 60 minutes and must consist solely of professional development. Preparation, registration, and/or travel time, time spent networking and/or for meals/breaks cannot be claimed as time spent on professional development.

### **Guaranteed CPD Credits**

Credits for courses developed, sponsored, or authorized by AIC National (e.g. Professional Practice Seminar (PPS), National Conferences, AIC curriculum courses, UBC CPD courses, etc.) are guaranteed to be accepted for compliance with AIC CPD Policy.

### **Non-guaranteed CPD Credits**

Credits for courses not developed, sponsored, or authorized by AIC National are not guaranteed to be accepted for compliance with AIC CPD Policy.

If posting credits to their CPD Record for these types of courses, a Member is accepting some risk that the auditor may conclude that the credit does not meet CPD Policy requirements.

Members whose credits are denied as a result of an audit will be granted an additional 6 months to complete outstanding requirements. (See Appendix B for examples of qualifying topics).

### **CPD Credits for a Repeated Activity**

CPD credits will not be awarded twice for a professional development activity completed more than once in any single CPD cycle.

## **5 CPD CREDIT REQUIREMENTS**

### **All Members**

All Members must obtain a minimum of 24 CPD credits in the current CPD cycle by:

- completing the Professional Practice Seminar in the first 12 months of availability once in every CPD Cycle for (7) CPD credits, and
  - The Professional Practice Seminar requirement can only be met by completion of the AIC Professional Practice Seminar. No substitutions will be recognized as equivalent.

- obtaining at least seventeen (17) CPD credits from qualifying professional development activities.

Up to eight (8) CPD credits from qualifying professional development activities other than the PPS can be carried forwarded to the next CPD cycle.

### **Candidate Members Only – Additional Requirement for 17 Discretionary Credits**

Candidate Members must complete at least one university level course to earn 12 of the 17 discretionary CPD credits. (AIC program course towards designation sought or towards completion of a degree are acceptable.)

Candidates who have completed the university degree, the program of study and the guided case study requirements:

- will **not** be required to meet the mandatory university level course.
- However, they will be required to obtain 17 credits from qualifying professional development activities.

Candidate Members who join in the second year of a cycle:

- must complete at least one (1) university level course for 12 CPD credits or 12 credits from qualifying professional development activities (instead of 17).

## **6 RECORDING CPD CREDITS**

### **Member Responsibilities**

Members are responsible for:

- Posting CPD credits that are not posted by AIC National Office
- Ensuring their CPD Record is accurate
- Retaining adequate proof of attendance such as certificates of completion/attendance, notification of marks, and a published description of the events that support the CPD credits claimed. For auditing purposes, Members are required to retain this documentation for a period of 1 year following the cycle.

### **AIC Responsibilities**

AIC National Office is responsible for:

- Posting CPD credits to a Member’s CPD record for:
  - completion of the PPS
  - participation in Voluntary Peer Review
  - participation in AIC National conferences, courses and seminars
- Calculating and posting a maximum of 8 Carry Forward CPD credits to a Member’s CPD Record from the previous cycle when applicable.
- Undertaking random audits of Members’ CPD Records.

### **CPD Audits**

A number of AIC Members will be randomly audited in each CPD cycle to verify credits posted to their CPD Record comply with AIC CPD Policy.

In addition, Candidate Members will be subject to a full audit for their mandatory 12 credits for the successful completion of the required university level course per cycle.

If a Member has posted CPD credits that an audit deems do not meet AIC CPD requirements, the Member will have six months from the end of a CPD Cycle (until June 30), without penalty, to replace the ineligible credits with eligible credits.

A Member who knowingly records CPD credit(s) improperly, may be subject to disciplinary action.

## **7 SANCTIONS FOR NON-COMPLIANCE**

All Members who fail to comply with AIC CPD Policy will be sanctioned. Sanctions may not be waived or reduced by AIC National or Provincial Associations or Affiliates.

### **All Members: Failure to Complete the Professional Practice Seminar Credits**

Members who do not meet the PPS requirement will be subject to a \$500 fine and suspension until the PPS requirement is met. CPD credits will be applied to the appropriate cycle.

### **Candidate Members Only: Failure to Complete the University Level Course**

Candidate Members who fail to successfully complete the University level course will be subject to a \$500 fine.

Candidate Members must complete and report the required credits within 6 months of the last day of the previous CPD cycle (June 30).

If after 6 months the Candidate Member has not complied with the requirement, the Candidate Member will be suspended until such time as all requirements are met. All credits will be applied to the appropriate cycle.

**All Members: Failure to Complete the Minimum Number of 24 CPD Credits**

Members who fail to complete and report the required 24 CPD credits will be subject to a \$500 fine.

Members must complete and report the required credits within 6 months of the last day of the previous CPD cycle (June 30).

If after 6 months the Member has not complied with the requirement, the Member will be suspended until such time as all requirements are met. All credits will be applied to the appropriate cycle.

**Additional Disciplinary Actions**

Failure to comply with the AIC Continuing Professional Development Policy may result in additional disciplinary action.

**Exceptions to Non-Compliance Sanctions**

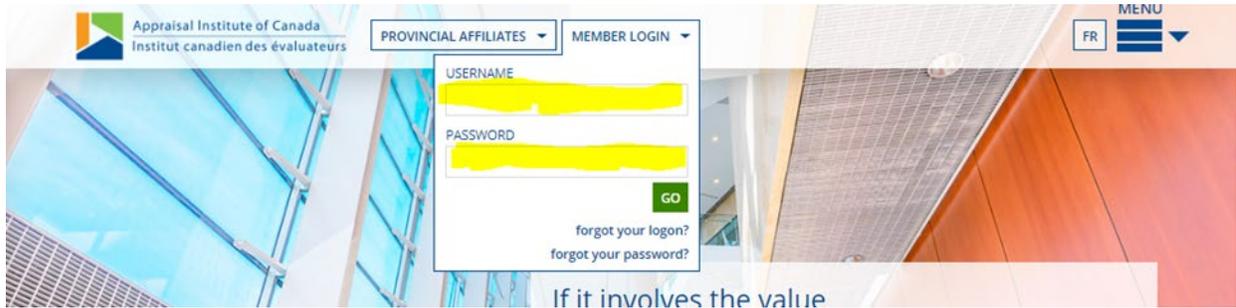
Members who fail to meet CPD requirements as a result of medical reasons, serious family matters, or parental leave may make a written submission (email is acceptable) to the Director, Member Education at National Office for an exemption from, or a reduction of, their CPD requirements.

**Appeal**

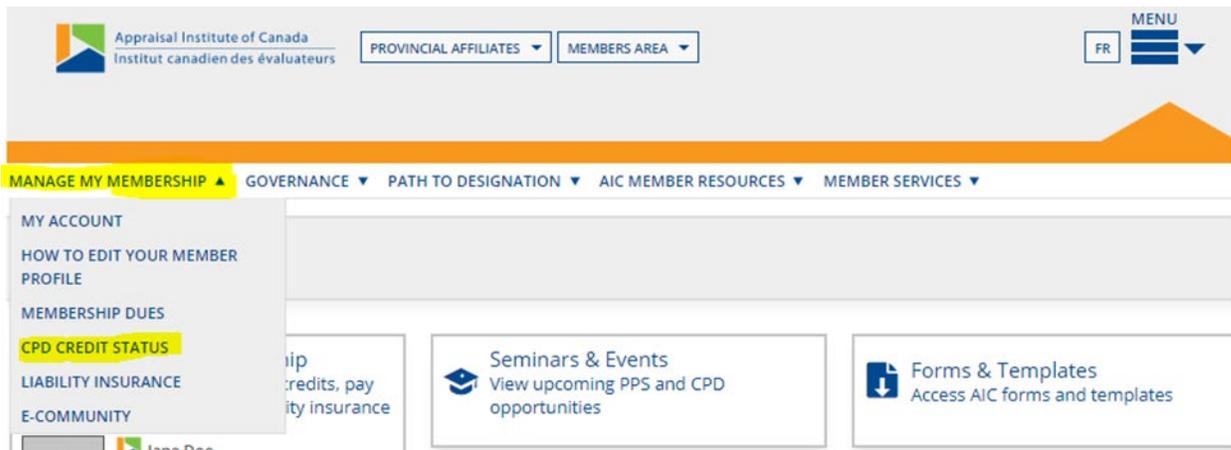
A Member subject to suspension as a result of non-compliance with the CPD Policy may appeal to the Appeal Sub-Committee. An [Application for Appeal](#) may be submitted to AIC.

## 8 APPENDIX A: UPDATING A CPD RECORD

Log into the AIC Member page.



Click on Manage My Membership and then CPD CREDIT STATUS to access your CPD Record



Click on log your credits to update your CPD Record



## 9 APPENDIX B: TOPICS AND ACTIVITIES THAT QUALIFY FOR CPD CREDIT

### Topics that Qualify for CPD Credits

A broad range of topics are eligible for CPD credits. They include, but are not limited to:

<b>Fundamental Skills</b>	<b>Specialty Skills</b>	<b>Technology skills or applications relevant to the appraisal profession</b>	<b>Leadership/Business Related</b>
<ul style="list-style-type: none"><li>• Valuation</li><li>• Valuation methodologies</li><li>• Principles of value</li><li>• Mathematics</li><li>• Communication (general)</li><li>• Real estate law</li><li>• Writing</li><li>• Public speaking</li></ul>	<ul style="list-style-type: none"><li>• Technical &amp; Behavioural competencies</li><li>• Negotiation, mediation, conflict resolution</li><li>• Accounting, finance</li><li>• Reserved fund study</li><li>• Expert witness</li><li>• Valuation of impaired properties</li></ul>	<ul style="list-style-type: none"><li>• Critical thinking</li><li>• Expropriation</li><li>• Valuation of specialty housing</li><li>• Forecasting</li><li>• Organizational behaviour</li><li>• Change management</li><li>• Business law</li></ul>	<ul style="list-style-type: none"><li>• Marketing</li><li>• Strategic planning</li><li>• Human resources management</li><li>• Business development</li><li>• Social media</li><li>• Media relations</li></ul>

For a complete listing of the University of British-Columbia (UBC) CPD and BUSI courses as well as other educational partners' courses, please visit:

<https://www.aicanada.ca/Members-home/manage-my-Membership/cpd-credits-status/>.

### University Level Courses

Members may claim 12 CPD credits per course during a CPD cycle for completing a university level course. Members claiming CPD credits for courses must be able to demonstrate 100% successful completion of required assignments if audited.

### Topics that do not Qualify for CPD Credits

The following areas of learning are not eligible for CPD credits:

Social Sciences

Life Style

Preparation and Presentation Time Relative to Media Presentation

Health

Hobbies

Personal Financial Planning

## **Activities that Qualify for CPD Credits**

### **Published Authoring**

The maximum number of CPD credits obtainable during the 2-year cycle for published authoring is 10. They must be based on the actual number of hours worked.

### **Voluntary Peer Review**

Designated Members shall be eligible to claim CPD credits in each 2-year cycle subject to the following guidelines:

Two (2) credits per review of a residential form report up to a maximum of 4 CPD credits

Four (4) credits per review of narrative reports (short or full narratives) up to a maximum of 8 CPD credits

AIC National Office shall post the CPD credits in the Member's record upon completion of the peer review.

Peer Review imposed as a practice sanction arising out of the Disciplinary Process shall not be eligible for CPD credits.

### **Teaching and Tutoring**

CPD credits may be claimed for teaching and tutoring experiences that are relevant to the defined categories of learning (see Section **3.2**). Members may claim a maximum of 7 CPD credits per year for a maximum of 14 CPD credits per cycle for these activities.

### **Annual General Meeting (AGM)**

One (1) CPD credit will be granted for attending a National, Provincial Affiliate or Chapter AGM. Members may claim a maximum of 1 CPD credit per year for a maximum of 2 CPD credits per cycle for this activity.

## AIC Volunteering

Credits may be accumulated for volunteer activity in accordance with the following table:  
(Includes, meetings, conference calls, grading, interviews, instruction, file work)

<b>CPD CREDITS FOR AIC VOLUNTEER ACTIVITIES</b>		
<b>AIC Volunteer Activities</b>	<b>Maximum per year</b>	<b>Maximum per cycle</b>
<b>NATIONAL</b>		
Board of Directors	10	20
Executive Committee	10	20
Nominating Committee	1	2
Audit and Finance Committee	1	2
Communications/Marketing Committee	2	4
Admissions and Accreditation Committee	5	10
Professional Practice Committee	5	10
Bylaws/Procedures	1	2
Insurance Committee	1	2
AIC Conference Committee	4	8
Advocacy Committee	2	4
President's Council on Diversity and Inclusion	2	4
Other National Committee	1	2
<b>NATIONAL SUB-COMMITTEES</b>		
AEP Exam Grading	12	24
AEP PCI Examiner	6	12
Peer Reviewer ( <i>Volunteer/WPR/Disciplinary</i> )	13	26
Investigating Sub-Committee	9	18
Professional Practice Advocates	11	22
Adjudicating Sub-Committee	11	22
Appeal Sub-Committee	8	16
Peer Review Committee	13	26
Standards Sub-Committee	3	6
Standards Instructors	13	26
Advocacy Committee	2	4
Equity, Diversity and Inclusion Committee	2	4
<b>PROVINCIAL</b>		
Board of Directors (*)	5	10
Executive Meetings (*)	2	4
Other Committees (*)	2	4
<b>CHAPTER</b>		

Chapter Executive Committee (*)	3	6
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(\*) Formal Meeting definition: A meeting held by an active committee, where minutes are produced and activities reported to the board/council.

## 10 APPENDIX C: REQUESTING – AIC CPD “GUARANTEED” CREDIT

### Who may apply?

Outside organizations/service providers may apply for guaranteed credits for professional development events and/or courses they are offering. AIC will evaluate any CPD courses, seminar and workshop program materials submitted to it by external providers and will determine if they qualify for CPD credits and can be given “guaranteed” status.

### Definition of CPD Credits

A Continuing Professional Development Credit is defined as: 1 hour of organized learning on a subject that advances the knowledge or skills of professionals working with the principles of value related to real property. A qualifying hour for credit must not be less than 60 minutes of creditable experience. Hours claimed must reflect rigorous quality learning that will advance knowledge, ability and skills in relation to the appraisal profession.

Guaranteed CPD credits will be awarded to those programs that unequivocally match the definition above and fall into the following categories. The application for guaranteed credits must demonstrate that programs reflect current practices and are delivered by qualified instructors, and incorporate a quality assurance mechanism.

### Review Process

Outside organizations/service providers may apply for guaranteed credits at any time. The application and supporting documents will be reviewed by Director, Member Education.

### Credit Review

All programs that qualify for CPD credits under the AIC’s CPD Guidelines will be “guaranteed” for a defined number of credits by the AIC. Course type programs will be “guaranteed” for a period of three years so long as the course content remains unchanged, renewable on review.

If successful, applicants must agree to follow the AIC policy with respect to identifying the program as eligible for CPD credits (see “CPD Statement and AIC logo” below).



Completion of this program/course entitles Appraisal AIC of Canada's Members to claim # **CPD credit(s)** towards their Continuing Professional Development requirements – [www.AICanada.ca](http://www.AICanada.ca)

The AIC logo and CPD Statement must be placed in a prominent place on the brochure, final program materials and registration form. All promotional materials must be approved by AIC's Director, Marketing and Communications prior to dissemination.