



FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_  
Member ID #: \_\_\_\_\_  
Dues Payable: \_\_\_\_\_  
National \_\_\_\_\_ / Provincial \_\_\_\_\_  
Chapter \_\_\_\_\_ / GST/HST \_\_\_\_\_  
Total: \_\_\_\_\_

## APPLICATION FOR CANDIDATE MEMBERSHIP

<p>Have you ever been a member of the AIC?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, date of Leaving: _____</p>	<p>Applicant is:    <input type="checkbox"/> Fee    <input type="checkbox"/> Non-Fee</p> <p>Designation Sought:    <input type="checkbox"/> AACI    <input type="checkbox"/> CRA</p> <p>D.O.B (mm/dd/yyyy): _____</p>	<p>Do you currently hold a Student Membership?</p> <p style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Member ID#: _____</p>
<p>_____ Prefix      First Name      Middle Name      Last Name      Gender</p>		
<p><b>BUSINESS INFORMATION</b> <span style="float: right;">Preferred Mailing Address <input type="checkbox"/></span></p> <p>Company Name _____</p> <p>Address _____ City _____ Province _____ Postal Code _____</p> <p>Work Telephone _____ Fax Number _____ Work Email Address _____</p>		
<p><b>HOME ADDRESS</b> <span style="float: right;">Preferred Mailing Address</span></p> <p>Address _____ City _____ Province _____ Postal Code _____</p> <p>Home Telephone _____ Cell Phone _____ Home Email Address _____</p>		
<p><b>QUALIFICATIONS FOR ADMISSION TO CANDIDATE MEMBERSHIP (Please include supporting documentation with this application)</b></p> <p>Minimum requirements for candidate membership:</p> <ul style="list-style-type: none"> <li>Completed two (2) years of accredited post-secondary education (e.g., college, CÉGEP or university); OR completed a university degree.</li> <li>BUSI 330 — Foundations of Real Estate Appraisal or equivalent.</li> <li>AIC 101 — Introduction to the Appraisal Profession.</li> <li>AIC Introduction to Professional Practice Seminar (ITPP).</li> <li>Complete the Criminal Records Check with Sterling Backcheck (see section "I" on page 2).</li> </ul> <p><b>*Candidates must complete a university degree before sitting the Applied Experience written exam.</b></p>		
<p><b>MEMBERSHIP DUES</b></p> <p>1st Year Membership Dues Owing: _____ Email to send Payment Request to: _____</p> <p>Methods of Payment accepted: <b>American Express, Mastercard, Visa, Visa Debit</b></p> <p>Payment requests will be sent from "<b>noreply@moneris.com</b>"; Please add this email to your address book to ensure reception of the payment request.</p> <p><b>NOTE: The annual membership cycle runs from October 1st until September 30th.</b></p>		
<p><b>PLEASE READ THE DECLARATION ON PAGE 2 OF THIS FORM BEFORE SIGNING.</b></p> <p>I, _____ hereby apply for admission to candidacy in the Appraisal Institute of Canada ("Appraisal Institute") and acknowledge reading and understanding the declaration on the Application for Candidate Membership form, and hereby certify that all the information provided herein is true and correct to the best of my knowledge.</p> <p><b>Applicant Signature:</b> _____ <b>Date:</b> _____</p>		

## DECLARATION

*(Please read this declaration thoroughly and sign below)*

In submitting this application for Candidate Membership in the Appraisal Institute of Canada (AIC) and its affiliates:

- A. I pledge to uphold and conform to the By-laws, Regulations, Code of Conduct, and the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) as may be amended from time to time.
- B. I irrevocably waive any claims or causes of action that I may have at any time against AIC, the members of the Board of Directors, the officers and committees of AIC, and its affiliates or any local Chapter, and all Members or other persons co-operating with AIC, arising out of, or in connection with, any act or failure to act by any or all of the aforementioned in connection with the official activities of AIC. Such acts or failures to act shall include, but shall not be limited to:
1. admitting me to candidacy;
  2. advancing me as a Candidate;
  3. terminating my candidacy; and
  4. taking disciplinary action against me as a Candidate or as a Designated member.
- C. I understand that as a Candidate, I am not a voting member of AIC and its affiliates except as specifically stated in the Regulations or By-laws.
- D. I understand that I may identify myself as an AIC Candidate Member only in strict accordance with AIC policies, and that I must refrain from using initials that might be interpreted as relating to a designated status.
- E. I further understand that any misuse of my Candidate status may subject me to disciplinary proceedings conducted pursuant to AIC's By-laws & Regulations.
- F. I understand that any certificate, emblem, or other evidence of membership in AIC which may be issued to me, shall at all times remain the property of AIC and shall be held by me in trust. I further agree that if and when my membership in AIC is terminated or suspended, I will immediately return to the Appraisal Institute, upon demand, any such certificate, emblem or other evidence of membership.
- G. I understand that I must complete the requirements for earning the AACI, P.App and CRA, P.App designations, which include, but are not limited to, the successful completion of all education and curriculum requirements, the Applied Experience program and the successful completion of guided case studies, work product review, and any other requirements as set out by AIC.
- H. I understand that I must complete the requirements within the time specified by the Regulations of AIC.
- I. I understand that a criminal records check will be carried out as part of the application process. I consent to providing my full name and email address to the AIC to provide to Sterling Backcheck to facilitate this process.
- First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_ **Email address:** \_\_\_\_\_
- J. I represent to AIC that:
1. There are no criminal convictions on record against me.
  2. There are no criminal or civil actions currently pending against me.
  3. I have not and have never been under investigation, involved in court proceedings, and am not awaiting sentencing.
  4. There is no other challenge to my good moral character or integrity.
- ☐ I am unable to make one or more of the preceding statements or representations, and
- ☐ A detailed explanation is attached
- K. I represent to AIC that:
1. I have never been refused or challenged about or had registration revoked or suspended by any organization in Canada or in another country.
  2. I have never been disciplined or found guilty of any offence by any licensing or regulatory body in Canada or in another country.
- ☐ I am unable to make one or more of the preceding statements or representations, and
- ☐ A detailed explanation is attached.
- L. I acknowledge that as a member of AIC, I will provide AIC, including its National office and Provincial Affiliates, with certain confidential personal information as required. I acknowledge having been given the opportunity to review the AIC Privacy Policies.
- M. I consent to the collection, use and disclosure by AIC or its Provincial Affiliates, of my personal information but only in the manner, for such purposes and for such time as are set out in your Privacy Policy and for no other reason or uses except as may be required by law. AIC's Privacy Policy can be found at <http://www.aicanada.ca/privacy-policy/>. Provincial Affiliates Privacy Policies can be obtained from their respective offices.
- N. I understand that I may contact your Privacy Officer at any time at [privacyofficer@aicanada.ca](mailto:privacyofficer@aicanada.ca) should I have any concerns relating to the collection, use or disclosure of the personal information disclosed to AIC.
- O. I provide express consent to receive email communications with information about AIC Events, educational opportunities and professional practice matters from these regions:

<b>National</b>	Yes	No
<b>Provincial</b>	Yes	No
<b>Region/Chapter</b> (if applicable)	Yes	No

I understand that I may unsubscribe from email communications or withdraw my consent by contacting AIC at [info@aicanada.ca](mailto:info@aicanada.ca).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### AIC CURRICULUM REQUIREMENTS

- AIC 101—Introduction to the Appraisal Profession Workshop. This is a membership requirement.
- Completion of a degree is a requirement to obtain an AIC designation.

Education Credentials [\*Required - Copy of University Transcript Stating 'Degree Granted' - AIC reserves the right to request original transcript at its discretion]

Type of Degree(s): \_\_\_\_\_ Major(s): \_\_\_\_\_ University: \_\_\_\_\_ Date Granted: \_\_\_\_\_

#### COURSE NUMBER AND NAME

Courses—Required for either CRA and/or AACI, P.App designations. The courses listed below are those offered by the University of British Columbia. Please visit UBC's website for course information.

<input type="checkbox"/>	BUSI 330—Foundations of Real Estate Appraisal (Candidacy Requirement)
<input type="checkbox"/>	BUSI 100—Micro Foundations of Real Estate Economics
<input type="checkbox"/>	BUSI 101—Capital Markets and Real Estate
<input type="checkbox"/>	BUSI 111 or BUSI 112—BC (Canadian) Real Property Law and Real Estate Ethics (write out appropriate below)
<input type="checkbox"/>	BUSI—121—Foundations of Real Estate Mathematics
<input type="checkbox"/>	BUSI—293 Introduction to Financial Accounting
<input type="checkbox"/>	BUSI 300—Urban and Real Estate Economics
<input type="checkbox"/>	BUSI 331—Real Estate Investment Analysis and Advanced Income Appraisal
<input type="checkbox"/>	BUSI 352 - Case Studies in Residential Valuation
<input type="checkbox"/>	BUSI 398—Residential Property Guided Case Study (or approved equivalent)
<input type="checkbox"/>	BUSI 400—Residential Property Analysis
<input type="checkbox"/>	BUSI 401—Commercial Property Analysis
<input type="checkbox"/>	BUSI 433—Real Estate Business
<input type="checkbox"/>	BUSI 442—Case Studies in Appraisal I
<input type="checkbox"/>	BUSI 443—Foundations of Real Property Assessment and Mass Appraisal
<input type="checkbox"/>	BUSI 344—Advanced Computer Assisted Mass Appraisal
<input type="checkbox"/>	BUSI 452—Case Studies in Appraisal II
<input type="checkbox"/>	BUSI 460—Critical Analysis and Forecasting in Real Estate
<input type="checkbox"/>	BUSI 499—Income Property Guided Case Study or BUSI 497—Agricultural Guided Case Study

#### USEFUL LINKS

##### University of British Columbia

[http://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)

##### Appraisal Institute of Canada

Membership Categories

<http://www.aicanada.ca/membership-categories/>

Path to Designation

<http://www.aicanada.ca/how-to-earn-aic-designation/>



# Appraisal Institute of Canada

## Institut canadien des évaluateurs

### CANDIDATE MEMBERSHIP IN THE APPRAISAL INSTITUTE OF CANADA

#### A CRITICAL STEP ON THE PATH TO A CHALLENGING AND REWARDING CAREER

#### CANDIDATE MEMBERS

- Candidate Members of the Appraisal Institute of Canada (AIC) are individuals who are pursuing the rigorous AIC Program of Professional Studies to obtain an AACI, P.App or CRA professional designation.
- Candidate Members typically work actively in the profession as appraisers-in-training, within the limits defined by AIC's Standards, policies and regulations.
- Candidates participate in AIC's Professional Liability Insurance program and can take on increasingly complex assignments as they gain expertise and knowledge, under the direction and mentorship of Designated Members.
- Admission to the Appraisal Institute of Canada includes membership in the Provincial Affiliate and local Chapter (if applicable).

#### THE BENEFITS OF CANDIDATE MEMBERSHIP

AIC membership entitles you to a wide range of services and benefit programs that respond to the diverse needs of the contemporary appraisal professional. For a detailed list of the benefits of being an AIC Candidate Member, visit <http://www.aicanada.ca/membership-categories/>.

#### OBLIGATIONS OF CANDIDATE MEMBERS

- Candidates are students of the AIC program who are actively pursuing one of the AIC's professional designations.
- As full members of AIC, Candidates are accorded certain privileges including the right to prepare and take limited responsibility for appraisal reports under the supervision of a Designated Member.
- Candidates are non-designated members and should not hold themselves out as appraisers or do anything that conveys the notion that they are qualified to render services covered under the Appraisal Institute of Canada Uniform Standards of Professional Appraisal Practice (CUSPAP) on their own.
- Candidates must be insured for errors and omissions in accordance with AIC's By-laws, and if they are signing appraisal reports or similar documents, must be registered with a Designated Member in good standing of AIC who acts as co-signer for said reports. Failure to do so is a breach of the standards of professional practice and invalidates insurance coverage on the reports.
- Candidates are obliged to meet Continuing Professional Development (CPD) requirements to maintain their Candidate Status.

#### DESIGNATION DEADLINES

- Candidates will have 10 years from the date of becoming a Candidate Member to complete all curriculum and designation requirements. The AACI, P.App or CRA, P.App designation must be applied for by that 10 year deadline. Failure to do so will result in the forfeiture of Candidate Status.

#### DESIGNATION REQUIREMENTS

- |  |   |
|--|---|
| • Course Curriculum as outlined on page 3. | • Applied Experience Written Exam         |
| • Work Product Review (WPR)                | • Professional Competency Interview (PCI) |
| • Professional Practice Seminar (PPS)      | • Degree Required                         |
| • AE Progress Report                       |   |

#### FOR MORE INFORMATION

Contact information and/or links to each Provincial Affiliate website can be found at <http://www.aicanada.ca/provincial-associations/>. Individuals who do not currently hold a degree may advance through the AIC curriculum requirements while continuing to pursue their degree. For information on degree completion opportunities in English leading to an AIC designation, please visit UBC website.