



FOR OFFICE USE ONLY

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

APPLICATION FOR CANDIDATE MEMBERSHIP

Have you ever been a member of the Appraisal Institute of Canada? Yes No Date of leaving: _____	Applicant is: Fee Non-Fee	Do you currently hold a Student
	Designation Sought: AACI CRA	Membership: Yes No
	D.O.B. (dd/mm/yyyy): _____	Member ID#: _____

_____ Gender: M F

Prefix Given Name Middle Name Last Name

BUSINESS INFORMATION Preferred Mailing Address

Company Name _____

Address _____ City _____ Province _____ Postal Code _____

Work Telephone _____ Fax Number _____ Work Email Address _____

HOME ADDRESS Preferred Mailing Address

Address _____ City _____ Province _____ Postal Code _____

Home Telephone _____ Cell Phone _____ Home Email Address _____

QUALIFICATIONS FOR ADMISSION TO CANDIDATE MEMBERSHIP (Please include supporting documentation with this application)

Minimum requirements for candidate membership:

- Completed two (2) years of accredited post-secondary education (e.g., college, CÉGEP or university); OR completed a university degree.
- BUSI 330 — Foundations of Real Estate Appraisal or equivalent.
- AIC 101 — Introduction to the Appraisal Profession.
- AIC Introduction to Professional Practice Seminar (ITPP).
- Complete the Criminal Records Check with Sterling Backcheck (see section "I" on page 2).

***Candidates must complete a university degree before sitting the Applied Experience written exam.**

Method of Payment: MasterCard Visa Cheque Money Order

Name on Card: _____

Credit Card Number: _____ Expiry date: _____

First year membership dues amount owing: _____ NOTE: The annual membership dues cycle runs from Oct 1 to Sept 30.

PLEASE READ THE DECLARATION ON PAGE 2 OF THIS FORM BEFORE SIGNING.

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.

Applicant Signature: _____ Witness Signature: _____ Date: _____

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 or civil actions currently pending against me, and
 - 2. There is no other material challenge to my good moral character or integrity.

If you are unable to make one or more of the preceding statements or representations, please check the box and attach a detailed explanation.

- K. 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.
- L. 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.
- M. I understand that I may contact your Privacy Officer at any time at privacyofficer@aicanada.ca should I have any concerns relating to the collection, use or disclosure of the personal information disclosed to AIC.
- N. I provide express consent to receive email communications with information about AIC Events, educational opportunities and professional practice matters from these regions:

National	Yes	No
Provincial	Yes	No
Region/Chapter (if applicable)	Yes	No

NOTE: Opting out of email communication from one or more levels may result in failure to receive notifications regarding dues, insurance, policy changes and/or AIC events.

O. I understand that I may unsubscribe from email communications or withdraw my consent by contacting AIC at 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.

BUSI 330—Foundations of Real Estate Appraisal (Candidacy Requirement)

BUSI 100—Micro Foundations of Real Estate Economics

BUSI 101—Capital Markets and Real Estate

BUSI 111 or BUSI 112—BC (Canadian) Real Property Law and Real Estate Ethics (circle appropriate)

BUSI—121—Foundations of Real Estate Mathematics

BUSI—293 Introduction to Financial Accounting

BUSI 300—Urban and Real Estate Economics

BUSI 331—Real Estate Investment Analysis and Advanced Income Appraisal

BUSI 352 - Case Studies in Residential Valuation

BUSI 398—Residential Property Guided Case Study (or approved equivalent)

BUSI 400—Residential Property Analysis

BUSI 401—Commercial Property Analysis

BUSI 433—Real Estate Business

BUSI 442—Case Studies in Appraisal I

BUSI 443—Foundations of Real Property Assessment and Mass Appraisal

BUSI 344—Advanced Computer Assisted Mass Appraisal

BUSI 452—Case Studies in Appraisal II

BUSI 460—Critical Analysis and Forecasting in Real Estate

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

Appraisal Institute of Canada

Membership Categories

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

Path to Designation

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



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.