

# PATH TO DESIGNATION

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

### 1 Admission Requirements

To be admitted as a Candidate Member of the Appraisal Institute of Canada (AIC) working toward an Accredited Appraiser Canadian Institute (AACI) designation you must have completed:

- Two (2) years of accredited post-secondary education (e.g., college, CÉGEP or university) **OR** a university degree
- AIC's **Introduction to the Appraisal Profession** (AIC 101 online course)
- The **Foundations in Real Estate Appraisal** course (BUSI 330 or approved equivalent)
- AIC's Introduction to Professional Practice Seminar (ITPP)

Once you have completed these requirements, you can apply to your AIC Provincial Association to become a Candidate Member. Having received confirmation from your Provincial Association that you have met the above requirements you will be required to complete a:

### 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 University of British Columbia (UBC) courses, or equivalent.

*Pre-Core Courses:* recommended to be completed before starting the AIC Education Program.

- **BUSI 100** Microeconomics **AND**
- **BUSI 101** Macroeconomics

*Core Courses:*

1. **BUSI 111** BC Real Property Law and Real Estate Ethics **OR**  
**BUSI 112** Canadian Real Property Law and Real Estate Ethics
2. **BUSI 121** Foundations of Real Estate Mathematics
3. **BUSI 293** Introduction to Financial Accounting
4. **BUSI 300** Urban and Real Estate Economics
5. **BUSI 330** Foundations of Real Estate Appraisal
6. **BUSI 331** Real Estate Investment Analysis and Advanced Income Appraisal
7. **BUSI 344** Statistical and Computer Applications in Valuation
8. **BUSI 400** Residential Property Analysis
9. **BUSI 401** Commercial Property Analysis
10. **BUSI 433** Real Estate Business, **OR**  
**BUSI 443** Foundations of Real Property Assessment and Mass Appraisal
11. **BUSI 442** Case Studies in Appraisal I
12. **BUSI 452** Case Studies in Appraisal II
13. **BUSI 460** Real Estate Consulting Fundamentals

#### 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

Candidate Members are required to submit three (3) pieces of work product for review. These submissions should be staggered throughout the candidacy and must be compliant with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP). Each submission must meet the review requirements before the next report can be submitted. All three (3) WPRs must be satisfactorily 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

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

A Candidate Member 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).

As a designated appraiser, you are required to maintain credits towards your Continuing Professional Development (CPD).

Visit: [www.AICanada.ca](http://www.AICanada.ca) for further information.