

MAI Experience Credit Instructions: Application & List of Assignments

Application Instructions for Experience Credit and List of Assignments

- Please make sure you FIRST login to your “My Appraisal Institute” webpage and confirm that all of your contact information is accurate.
- [MAI Experience Application: 4,500 Hours](#) (Associate members admitted to membership **after** July 1, 2006)
- [MAI Experience Application: 3,000 Hours](#) (Associate members admitted to membership **prior to** July 1, 2006 and after initial level experience has been submitted and approved).
- [List of Assignments For General Associate members \[EXCEL\]](#)

Associate member’s Request

Fill in the dates of the time period for which you have listed work. Verify that the dates of the time period on the application correspond to the dates of the assignments shown on the *List of Assignments*. List ALL work performed during this time period. Work must include the most recent, so it is appropriate to start your list with current work and list assignments going back in time.

Associate member’s Certification

Please make sure you go over this section carefully, and check each section/box off as it is confirmed. Sign and date the application. Be sure to keep a copy of your application and *List of Assignments* for your records. Sign and date your application.

Note: Review your list and check for “gaps.” “Gaps” are periods of inactivity of three (3) months or more where one report ends and another begins. These periods of inactivity may be explained by a host of reasons, which may include vacation time, pursuit of other economic endeavors, or performing reports that do not meet the definition of Specialized Experience. You must submit a letter explaining all “gaps”.

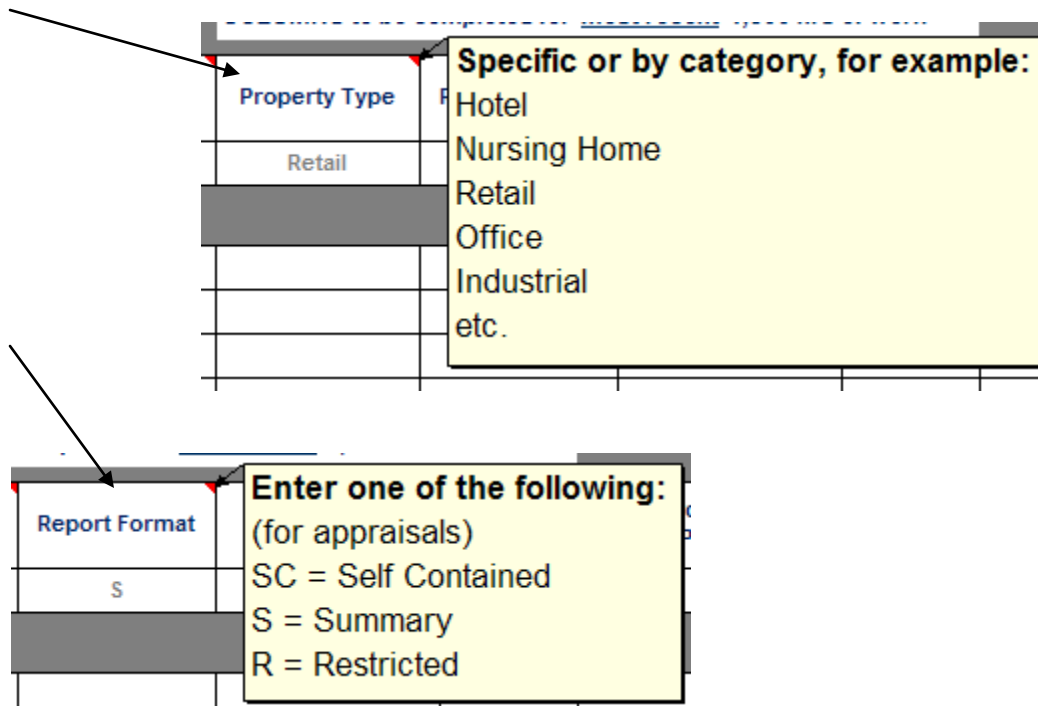
Payment Information

Please make sure you have completed the payment information section on your application.

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List of Assignments

Please refer to the column headings (by holding your cursor OVER the heading) for an example of what should be entered in each line. See screenshot example below:



Electronic Submission and Assistance

- ✓ Please submit your application and *List of Assignments* electronically to experience@appraisalinstitute.org.
- ✓ You may submit your Application as a PDF, JPG, or TIF (by scanning and emailing).
- ✓ Credit card payments should be indicated on the application itself.
- ✓ The *List of Assignments* should be submitted in Excel format.

Submit both the Application and *List of Assignments* to experience@appraisalinstitute.org

Assistance with Experience Submission

If you need assistance completing your Application for Experience Credit and/or List of Assignments, please contact experience@appraisalinstitute.org or (312) 335-4111.