

Appraisal Institute Examination Challenge Application

Individuals can earn designation credit for most courses by challenging the course examination and receiving a passing grade. Also, if you have not taken prerequisite courses for a course to be challenged, please include a letter indicating equivalent educational background (course descriptions are available on our Web site at www.appraisalinstitute.org in the Courses and Seminars section).

The fees for challenging an examination are listed on the next page. Please note that challenge exam fees include a set of course materials sent to you for exam preparation. *Please also note that states will not award QE (Qualifying Education) for challenge exams.*

Challenging an Exam

- A Challenge application must be received no later than six (6) weeks from the desired examination date.
- Exams will take place at Pearson VUE Professional Testing Centers. For your reference, please link to the Pearson VUE testing centers and their locations around the U.S. at, <http://www.pearsonvue.com/ppt/>
- Upon approval you will receive a confirmation email providing your assigned Pearson AI identification number (Examination Identification Number) and instructions to contact a Pearson VUE testing center to schedule your exam date. Once you receive your challenge confirmation email, you must schedule your exam date no later than 60 days from your confirmation date.
Note: You must provide a personal email address to schedule an exam date.
- Please be advised, if you are unable to attend your scheduled examination appointment, you must notify Pearson VUE Testing Center 24 hours in advance. Failure to reschedule/cancel within 24 hours will result in forfeiture of exam fee and you must re-apply to take the exam. *You may reschedule the exam ONE TIME ONLY from the date of your failure letter.* **NOTE: The Pearson VUE call center is open 7 AM – 7 PM central time, Monday - Friday. i.e.** If a student has an appointment scheduled for Monday morning, the cancellation and rescheduling choices are Friday with the call center or up until Sunday morning (24 hours before) using the web scheduling tools.
- Upon finance approval, exam results will be sent to the student via email to the student's personal email address.
- If you have a disability and require accommodation, please notify us in writing as soon as possible. If not requested in advance, we cannot guarantee the availability of accommodation at the exam site.

If you require further explanations, send email to exam@appraisalinstitute.org.

Appraisal Institute Challenge Application

Submission of this form constitutes agreement with the policies set forth in the attached information sheet. I hereby apply for admission to the Appraisal Institute examination(s) checked below:

Member Fee = \$400, Non-Member Fee = \$500

- Basic Appraisal Principles
- Basic Appraisal Procedures
- General Market Analysis and Highest & Best Use
- General Appraiser Sales Comparison Approach
- General Appraiser Site Valuation & Cost Approach
- General Appraiser Income Approach, Part 1
- General Appraiser Income Approach, Part 2
- Advanced Income Capitalization
- Advanced Sales and Cost Approaches
- Advanced Applications

Member Fee = \$250, Non-Member Fee = \$500

- Residential Report Writing and Case Studies
- Residential Appraiser Site Valuation and Cost Approach
- Residential Market Analysis & HBU
- Real Estate Finance Statistics and Valuation Modeling
- Residential Sales Comparison and Income Approaches

If you would like to challenge an exam that you do not see listed, please contact the national office at exam@appraisalinstitute.org.

Please note that most states will not give appraiser certification credit for passing examinations only. It is your responsibility to know whether your state accepts credit for challenged examinations.

Account No.	Last Name	First	Middle
Home Address		City/State/Zip	
Business Address		City/State/Zip	
Business Phone	Fax	Email	

This is an address change: Yes No Appraisal Institute Member: Yes No

Challenge examination fee is nonrefundable. Please be advised, if you are unable to attend your scheduled examination appointment, you must notify Pearson VUE Testing Center 24 hours in advance. Failure to reschedule/cancel within 24 hours will result in forfeiture of exam fee and you must re-apply to take the exam. You may reschedule the exam ONE TIME ONLY from the date of your failure letter. **NOTE: The Pearson VUE call center is open 7 AM – 7 PM central time, Monday - Friday. i.e.** If a student has an appointment scheduled for Monday morning, the cancellation and rescheduling choices are Friday with the call center or up until Sunday morning (24 hours before) using the web scheduling tools.

Method of Payment

Payment in full must accompany this application.

- Government purchase order enclosed Check (payable to Appraisal Institute)
- VISA MasterCard American Express

Card Number	Expiration Date
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Mail to:

Appraisal Institute
Education Network Services
550 W. Van Buren St., Suite 1000
Chicago, IL 60607
F 312-335-4222

Accounting Use Only

Amt. of Dep.	Dep. Number
Date of Dep.	Acct. Number 3540-20-2204 C