

<b>OFFICE USE ONLY</b> Date Received: _____ Chapter: _____ Member No.: _____
Dues Payable: National: _____ / Provincial: _____ / Chapter: _____ GST: _____
Applicant is: <input type="checkbox"/> Fee <input type="checkbox"/> Non-Fee Holds Student Membership? <input type="checkbox"/> Yes <input type="checkbox"/> No

**APPLICATION FOR CANDIDATE MEMBERSHIP  
APPRAISAL INSTITUTE OF CANADA**

Have you ever been a member of the Appraisal Institute of Canada?  
 No  Yes If yes, date of leaving: \_\_\_\_\_

Prefix \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name/Initial \_\_\_\_\_ Surname \_\_\_\_\_

<b>BUSINESS INFORMATION</b>	Title _____		
	Company _____		
	Address 1 _____		
	Address 2 _____		
	City _____	Province _____	Postal Code _____
	( ) _____	( ) _____	_____
	Work Telephone _____	Fax _____	E-mail Address _____

<b>HOME ADDRESS</b>	Address 1 _____		
	Address 2 _____		
	City _____	Province _____	Postal Code _____
	( ) _____	( ) _____	_____
	Home Telephone _____	Home Fax _____	Home E-mail Address _____
	<b>DATE OF BIRTH</b> _____	<b>PREFERRED MAILING ADDRESS:</b> <input type="checkbox"/> Business <input type="checkbox"/> Residence	
	dd	mm	yyyy

**QUALIFICATIONS FOR ADMISSION TO CANDIDATE MEMBERSHIP**

Candidate membership is open only to those individuals who either hold a university degree at the undergraduate level (or higher), or who have completed all but 10 outstanding requirements for the AACI, P.App designation. In addition, individuals must complete the following education requirements before submitting their Application for Candidate Membership: *BUSI 330 — Foundations of Real Estate Appraisal* (or equivalent); and the AIC's *We Value Canada Workshop* (in either classroom or distance learning format). Admission to candidacy in the Appraisal Institute of Canada (AIC) includes membership in the Nova Scotia Association of Real Estate Appraisers (NSREAA).

Upon admission to the Institute, candidates must complete the AIC's mandatory *Standards Seminar* within 24 months of their admission date, and once every five years after successful completion of the first seminar.

Please attach supporting documentation to the completed *Statement of Completion of Requirements for Admission to Candidate Membership* with this application. Those who do not meet the admission criteria are encouraged to join the Institute as a Student member while completing the requirements for candidate membership. Applications must include the two completed forms, signed Declaration page, supporting documentation for the above education credentials, and payment of non-refundable membership dues in the amount of \$\_\_\_\_\_.

**PLEASE READ THE DECLARATION ON THE REVERSE OF THIS FORM BEFORE SIGNING BELOW.**

I, \_\_\_\_\_ hereby apply for admission to candidacy in the Appraisal Institute of Canada ("Appraisal Institute") and acknowledge reading and understanding the declaration on the reverse of 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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Witnessed \_\_\_\_\_ Date \_\_\_\_\_

<b>Method of Payment:</b>
<input type="checkbox"/> MasterCard <input type="checkbox"/> Money Order
<input type="checkbox"/> VISA <input type="checkbox"/> Cheque
_____
Card Number
_____
Name on Card
_____
Expiry
_____
Signature
_____

## DECLARATION

(Please read page thoroughly and sign below)

In submitting this application for AACI, P.App or CRA candidacy, and membership in the Appraisal Institute of Canada (AIC) AND the Nova Scotia Real Estate Appraisers Association (NSREAA), I understand, agree, and pledge the following:

- A. If admitted to candidacy, and thereafter if admitted as a designated member, I pledge to uphold and conform to the Bylaws, Regulations, Code of Professional Ethics, and the *Canadian Uniform Standards of Professional Appraisal Practice* of the Appraisal Institute of Canada (AIC), and the Nova Scotia Real Estate Appraisers Association (NSREAA) and as they may be amended from time-to-time.
- B. I hereby 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, NSREAA, their officers and committees, all officials and employees of AIC, NSREAA or any and all Members, Candidates 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, acts or failures to act in connection with:
- (1) admitting me to candidacy; and
  - (2) advancing me as a Candidate; and
  - (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 or NSREAA, except as specifically stated in the Regulations or Provincial Bylaws. I further understand that I may identify myself as a Candidate 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. I further understand that any misuse of my Candidate status may subject me to disciplinary proceedings conducted pursuant to AIC's Bylaws & Regulations. I further understand that as an applicant for candidacy and as a Candidate I may be required, under appropriate circumstances, to allow members of the Committee of Examiners to consult with people familiar with my work and to examine my files unless prohibited by my employer, in which event I agree to submit sufficient samples of my work-product to allow proper evaluation thereof.
- D. 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.
- E. I understand that I must complete the general and technical requirements for membership set forth in the AIC regulations for the AACI, P.App and CRA 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, and any other requirements as set out by the Institute.
- F. I understand that if I am admitted to candidacy I must complete the requirements within the time specified by the Regulations of AIC.
- G. In submitting the application, I represent to AIC that:
- (1) I have not been convicted of a crime involving fraud, dishonesty, false statements or moral turpitude and I have not committed any act or acts which could lead to my subsequent conviction of any such crime; and
  - (2) There are not now pending against me any criminal indictments or civil actions challenging my good moral character or integrity; and
  - (3) There has not been any other material to challenge my good moral character or integrity.

Note: If you are unable to make one or more of the preceding statements or representations, please check the box below and attach an explanation.

I am unable to make one or more of the preceding statements and attach details in explanation.

- H. I acknowledge that as a member of AIC, I will provide AIC, including its National Office and Provincial Associations or Affiliated Provincial Organizations, with certain confidential personal information as required. I acknowledge having been given the opportunity to review your Privacy Policies. I consent to the collection, use and disclosure by AIC or NSREAA, including its National Office and Provincial Associations or Affiliated Provincial Organizations, 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 and NSREAA's Privacy Policies can be found at [www.aicanada.ca/e/aboutaic\\_privacy.cfm](http://www.aicanada.ca/e/aboutaic_privacy.cfm) and [www.nsappraisal.ns.ca/Privacy.html](http://www.nsappraisal.ns.ca/Privacy.html) respectively.
- I. 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## STATEMENT OF COMPLETION OF REQUIREMENTS FOR ADMISSION TO CANDIDATE MEMBERSHIP

Applicants for Candidate membership must either:

- a) Hold a university degree at the undergraduate level or higher; **OR**
- b) Have completed all curriculum requirements for the AACI, P.App designation, less 10 courses

In addition to the above noted requirements, an applicant **must** have successfully completed the minimum introductory education requirements, including the *We Value Canada Workshop and Foundations in Real Estate Appraisal* (BUSI 330 or approved equivalent), in order to be admitted to Candidate membership. Upon admission to AIC, the Candidate **must** complete the mandatory *Standards Seminar* within 24 months of the date of admission.

**EDUCATION CREDENTIALS** — I hold the following university degree(s)\*:

Type of Degree	Major	University	Date Granted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other post-secondary education \_\_\_\_\_  
\_\_\_\_\_

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

### AIC CURRICULUM REQUIREMENTS:

I have completed the AIC We Value Canada Introductory Workshop:  Yes  No

If Yes, it was completed:  Online  Classroom Date Completed: \_\_\_\_\_

### AIC CURRICULUM COMPLETED (Please check all courses completed)

	<b>COURSES</b> — The courses listed below are those offered by the University of British Columbia. If you completed equivalent courses from another post-secondary institution, please attach a complete list including the institution, course names, course numbers and dates completed.	<b>DATE COMPLETED</b> dd/mm/yyyy
<input type="checkbox"/>	BUSI 330 — Foundations of Real Estate Appraisal [ <b>required for admission to candidacy</b> ]	
<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 <b>OR</b> BUSI 112 — BC (Canadian) Real Property Law and Real Estate Ethics(circle appropriate)	
<input type="checkbox"/>	BUSI 121 — Foundations of Real Estate Mathematics	
<input type="checkbox"/>	BUSI 293 — Introductory 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"/>	AIC 399 — Guided Case Study ~ Single-Family Dwelling (or approved equivalent)	
<input type="checkbox"/>	BUSI 400 — Residential Property Analysis	
<input type="checkbox"/>	BUSI 401 — Commercial Property Analysis	
<input type="checkbox"/>	BUSI 442 — Case Studies in Appraisal I	
<input type="checkbox"/>	BUSI 443 — Real Property Assessment Administration	
<input type="checkbox"/>	BUSI 344 — Statistical & Computer Applications in Valuation <b>OR</b> BUSI 444 — Computer Assisted Mass Appraisal	
<input type="checkbox"/>	BUSI 452 — Case Studies in Appraisal II	
<input type="checkbox"/>	BUSI 460 — Critical Analysis and Forecasting	
<input type="checkbox"/>	BUSI 497 — Agricultural Guided Case Study <b>OR</b> BUSI 499 — Income Property Guided Case Study	

# CANDIDATE MEMBERSHIP IN THE APPRAISAL INSTITUTE OF CANADA



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

### WHAT IS A CANDIDATE MEMBER?

Candidate members of the Appraisal Institute of Canada (AIC) represent the future of the appraisal profession, individuals who are pursuing the rigorous AIC Program of Professional Studies and preparing to complete the final requirements for one of the Appraisal Institute of Canada's prestigious professional designations.

Admission to candidacy is open only to those who either hold a degree, or who have 10 or fewer remaining requirements for the AACI, P. App designation. To qualify for Candidate membership, you must be of legal age, and have successfully completed the BUSI 330 ~ Foundations of Real Estate Appraisal course (offered through distance education by UBC and other education partners), as well as the AIC We Value Canada workshop (online or classroom version).

Joining as a Candidate entitles you to membership in the Appraisal Institute of Canada (AIC) and the Nova Scotia Real Estate Appraisers Association (NSREAA).

### FAST TRACK TO DESIGNATION

Candidates holding a business or commerce degree from a recognized Canadian university are eligible for admission to the AIC/UBC Post-Graduate Certificate in Real Property Valuation (PGCV). This program leads to AACI, P.App designation upon completion of six courses, the Guided Case Study (BUSI 499) and the experience and examination requirements of the Institute. More information about the PGCV can be found at: [www.sauder.ubc.ca/re\\_creditprogram/programs/aic/index.cfm](http://www.sauder.ubc.ca/re_creditprogram/programs/aic/index.cfm).

Individuals who do not meet the Candidate admission criteria outlined above are encouraged to join AIC in the student member category, as they work toward meeting the Candidate member admission requirements. Individuals in the student category can complete one of several distance degree programs in which AIC course credits may be applied toward the requirements of a business degree. For a complete listing of these programs, see [www.sauder.ubc.ca/re\\_creditprogram/programs/aic/index.cfm](http://www.sauder.ubc.ca/re_creditprogram/programs/aic/index.cfm).

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.

### 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 more information, please visit [www.aicanada.ca/e/aboutaic\\_candidate.cfm](http://www.aicanada.ca/e/aboutaic_candidate.cfm)).

### OBLIGATIONS OF CANDIDATE MEMBERS

1. Candidates are advanced students of the AIC program who are actively pursuing one of the AIC's professional designations.
2. 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.
3. 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's standards of professional appraisal practice on their own.
4. Candidates must be insured for errors and omissions in accordance with AIC's bylaws, and if they are signing appraisal reports or similar documents they 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 the insurance coverage on the reports.
5. Candidates must be mentored either by the co-signer or another designated member in accordance with AIC's mentoring policies.
6. Candidates must participate in the Applied Experience Program, successfully complete a minimum of one university credit course per year, and complete all the requirements for designation with AIC within a ten-year period from date of becoming a Candidate member, failing which they will forfeit their Candidate status.

### HOW TO JOIN

Once you have completed all admission requirements outlined above, forward your application for Candidate membership with all supporting documentation and dues to the Provincial Association or Affiliated Provincial Organization in the province in which you reside.

Contact information and/or links to each Provincial Association (or Affiliated Provincial Organization) web site can be found at [www.aicanada.ca/e/aboutaic\\_provincial.cfm](http://www.aicanada.ca/e/aboutaic_provincial.cfm).

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### NOVA SCOTIA REAL ESTATE APPRAISERS ASSOCIATION

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