



Appraisal Institute of Canada
Institut canadien des évaluateurs

APPRAISAL INSTITUTE OF CANADA

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

2024-2025 CPD Cycle (January 1, 2024 to December 31, 2025)

**Appraisal Institute of Canada
403 - 200, rue Catherine Street
Ottawa, Ontario K2P 2K9**

TABLE OF CONTENTS

1 PURPOSE & OBJECTIVES OF THE PROGRAM	3
2 THE CPD CYCLE	3
3 CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY	3
Governance of the CPD Policy	3
Administration of the CPD Policy.....	3
4 CPD Credits	3
Definition of a CPD Credit.....	3
Definition of a Qualifying Hour	4
Guaranteed CPD Credits	4
Non-guaranteed CPD Credits.....	4
CPD Credits for a Repeated Activity	4
5 CPD Credit Requirements	4
All Members.....	4
Candidate Members Only – University Level Course Requirement	5
6 RECORDING CPD CREDITS	5
Member Responsibilities	5
AIC Responsibilities.....	6
CPD Audits.....	6
7 Sanctions for NON-COMPLIANCE	6
All Members: Failure to Complete the Professional Practice Seminar (PPS) Credits.....	6
<i>Candidate Members Only</i> : Failure to Complete the University Level Course	7
All Members: Failure to Complete the Minimum Number of 24 CPD Credits	7
Additional Disciplinary Actions	7
Exceptions to Non-Compliance Sanctions	7
Appeal	7
8 Appendix A: Updating a CPD Record	8
9 Appendix B: topics and activities that Qualify for cpd credits	9
Topics that Qualify for CPD Credits	9
University Level Courses	9
Topics that do not qualify for CPD Credits	9
Activities that qualify for CPD Credits.....	9
10 APPENDIX C: REQUEST BY AN OUTSIDE ORGANIZATION FOR GUARANTEED CPD CREDITS FOR PROFESSIONAL DEVELOPMENT EVENTS/COURSES	12

1 PURPOSE & OBJECTIVES OF THE PROGRAM

The Appraisal Institute of Canada's ("AIC") mandatory Continuing Professional Development (CPD) Policy is designed to ensure that:

- Designated Members maintain and enhance their knowledge and skills in their area of practice throughout their career.
- Candidate Members progress through the designation process and meet the academic requirements for designation.

The AIC's CPD Policy encourages and fosters continuous learning, while also ensuring that the AIC meets its obligations of protecting the public interest. Continuing Professional Development is the core of a strong, vibrant valuation profession and promotes the respect for and value of our Members.

2 THE CPD CYCLE

The 2024-2025 CPD Cycle is in effect from January 1, 2024 to December 31, 2025.

3 CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

Governance of the CPD Policy

The Admissions and Accreditation Committee (AAC) is responsible for the CPD policy, setting academic and Applied Experience standards, and defining policies regarding professional qualifications and competencies for admission to and accreditation by the AIC.

Administration of the CPD Policy

The CPD policy is administered by the AIC National Office. All CPD related inquiries should be directed to info@aicanada.ca.

4 CPD CREDITS

Definition of a CPD Credit

One (1) CPD credit is defined as one (1) qualifying hour of professional development that advances the knowledge and/or skills of AIC Members working within the principles of value and competencies related to professional appraisal services.

CPD credits claimed must reflect professional development that will increase a Member's knowledge, ability, and skills in relation to professional appraisal services. The [AIC](#)

[Competency Profile](#) outlines the competencies required to be a successful Professional Appraiser (P. App.).

Definition of a Qualifying Hour

One (1) hour of professional development must not be less than 60 minutes and must consist solely of professional development instruction. Preparation, registration, travel time, networking activities, and time spent on meals/breaks cannot be claimed as professional development.

Guaranteed CPD Credits

Credits for courses developed, sponsored, or authorized by AIC National (e.g. Professional Practice Seminar (PPS), AIC National Conferences, AIC curriculum courses, UBC CPD courses, etc.) are guaranteed to be accepted for compliance with the AIC CPD Policy.

Non-guaranteed CPD Credits

Credits for courses not developed, sponsored, or authorized by AIC National are not guaranteed to be accepted for compliance with the AIC CPD Policy.

When posting non-guaranteed credits to their CPD Record, a Member accepts the risk that the credits may not meet CPD Policy requirements and may not be accepted by the auditor.

Members whose credits are denied as a result of an audit will be granted an additional 6 months to complete outstanding requirements. (See Appendix B for examples of qualifying topics).

CPD Credits for a Repeated Activity

CPD credits will not be awarded twice for a professional development activity completed more than once in any single CPD cycle.

5 CPD CREDIT REQUIREMENTS

All Members

All Members must obtain a minimum of 24 CPD credits in the current CPD cycle by:

- completing the Professional Practice Seminar (PPS) by December 31 of the calendar year in which it is released (provided that it is made available in both official languages prior to March 1 of that calendar year) for seven (7) CPD credits, (**Note:** The Professional Practice Seminar (PPS) requirement can only be met by

completion of the AIC Professional Practice Seminar. No substitutions will be recognized as equivalent.); and

- obtaining at least 17 CPD credits from qualifying professional development activities.

Up to eight (8) CPD credits from qualifying professional development activities other than the Professional Practice Seminar (PPS) can be carried forwarded to the next CPD cycle.

Candidate Members Only – University Level Course Requirement

Each CPD cycle, Candidate Members must complete at least one university level course (i.e. an AIC program course or a course to complete a degree) earning 12 CPD credits of the 17 CPD credits from qualifying professional development activities. (**Note:** Candidate Members who have completed the university degree, the program of study, and the guided case study requirements (i.e. BUSI 398, BUSI 497, or BUSI 499) will **not** be required to meet the mandatory university level course requirement. However, they will continue to be required to obtain 17 CPD credits from qualifying professional development activities.)

Candidate Members who join the AIC in the second year of a CPD cycle must complete at least one (1) university level course for 12 CPD credits for 12 credits from qualifying professional development activities (instead of 17).

6 RECORDING CPD CREDITS

Member Responsibilities

Members are responsible for:

- Posting CPD credits that are not posted by AIC National Office.
- Ensuring their CPD Record is accurate.
- Retaining adequate proof of attendance such as certificates of completion/attendance, notification of marks, and a published description of the events that supports the CPD credits claimed.
 - For auditing purposes, Members are required to retain this documentation for a period of one (1) year following a CPD cycle.

AIC Responsibilities

The AIC National Office is responsible for:

- Posting CPD credits to a Member's CPD record for:
 - completion of the PPS,
 - participation in Voluntary Peer Review, and
 - participation in AIC National conferences, courses, and seminars.
- Calculating and posting a maximum of eight (8) Carry Forward CPD credits to a Member's CPD Record from the previous cycle when applicable.
- Undertaking random audits of Members' CPD Records.

CPD Audits

A group of AIC Members will be randomly audited in each CPD cycle to verify that the credits posted to their CPD Record comply with the AIC CPD Policy.

In addition, all Candidate Members will be audited for the 12 mandatory credits granted for the successful completion of a required university level course each cycle.

If a Member has posted CPD credits that an auditor deems do not meet the AIC CPD requirements, the Member will have six (6) months from the end of a CPD Cycle (until June 30 of that year), without penalty, to replace the ineligible credits with eligible credits.

A Member who knowingly records CPD credits improperly or who knowingly records inadmissible CPD credits may be subject to disciplinary action.

7 SANCTIONS FOR NON-COMPLIANCE

All Members who fail to comply with the AIC CPD Policy will be sanctioned. Sanctions may not be waived or reduced by AIC National or by AIC Provincial Associations or Affiliates.

All Members: Failure to Complete the Professional Practice Seminar (PPS) Credits

Members who do not meet the PPS requirement will be subject to a \$500 fine and suspension until the PPS requirement is met. CPD credits will be applied to the appropriate cycle.

Candidate Members Only: Failure to Complete the University Level Course

Candidate Members who fail to meet the University level course requirement will be subject to a \$500 fine. Candidate Members must complete and report the required credits within six (6) months of the last day of the previous CPD cycle (June 30 of that year).

If after six (6) months the Candidate Member has not complied with the requirement, the Candidate Member will be suspended until such time as all requirements are met. All credits will be applied to the appropriate cycle.

All Members: Failure to Complete the Minimum Number of 24 CPD Credits

Members who fail to meet the 24 CPD credit requirement will be subject to a \$500 fine. Members must complete and report the required credits within six (6) months of the last day of the previous CPD cycle (June 30 of that year).

If after six (6) months the Member has not complied with the requirement, the Member will be suspended until such time as all requirements are met. All credits will be applied to the appropriate cycle.

Additional Disciplinary Actions

Failure to comply with the AIC CPD Policy may result in additional disciplinary action.

Exceptions to Non-Compliance Sanctions

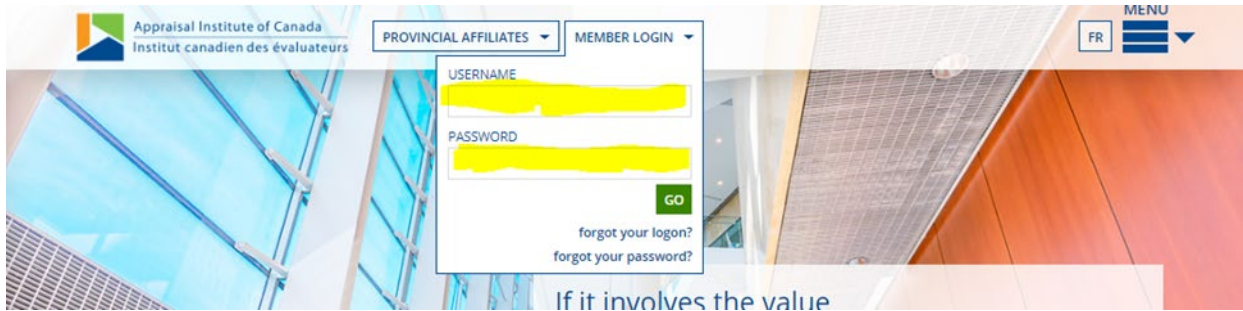
Members who fail to meet CPD requirements as a result of medical reasons, serious family matters, or parental leave may make a written submission (email is acceptable) to the Director, Member Education at the AIC National Office for an exemption from, or a reduction of, their CPD requirements.

Appeal

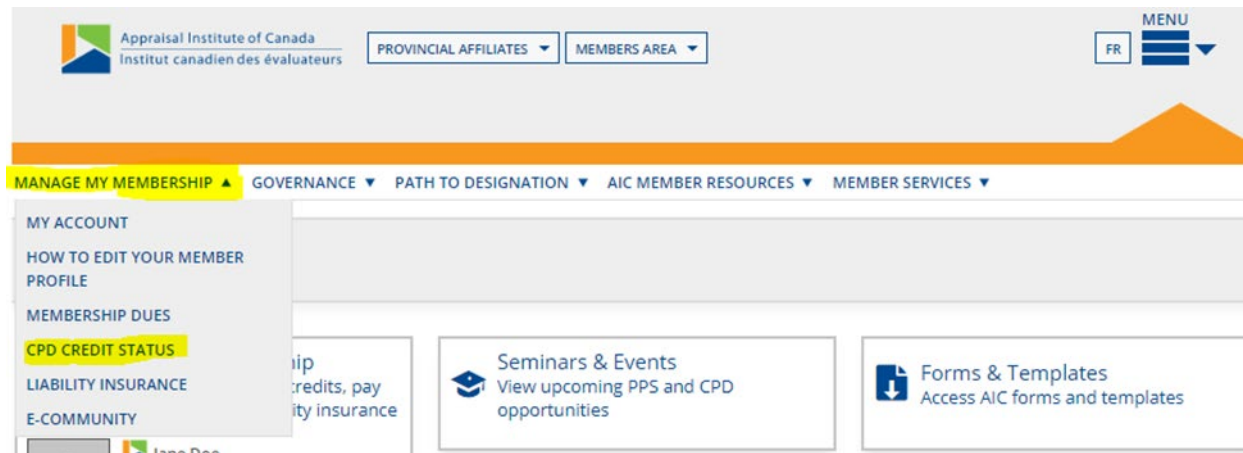
A Member subject to suspension as a result of non-compliance with the CPD Policy may appeal to the Appeal Sub-Committee. An [Application for Appeal](#) may be submitted to the AIC at info@aicanada.ca.

8 APPENDIX A: UPDATING A CPD RECORD

Log into the AIC Member portal.



Click on MANAGE MY MEMBERSHIP and then CPD CREDIT STATUS to access your CPD Record.



Click on log your credits to update your CPD Record.



9 APPENDIX B: TOPICS AND ACTIVITIES THAT QUALIFY FOR CPD CREDITS

Topics that Qualify for CPD Credits

A broad range of topics are eligible for CPD credits. They include, but are not limited to:

Fundamental Skills	Specialty Skills	Technology skills or applications relevant to the appraisal profession	Leadership/Business Related
<ul style="list-style-type: none">• Valuation• Valuation methodologies• Principles of value• Mathematics• Communication (general)• Real estate law• Writing• Public speaking	<ul style="list-style-type: none">• Technical & Behavioural competencies• Negotiation, mediation, conflict resolution• Accounting, finance• Reserved fund study• Expert witness• Valuation of impaired properties	<ul style="list-style-type: none">• Microsoft Excel• Critical thinking• Expropriation• Valuation of specialty housing• Forecasting• Organizational behaviour• Change management• Business law	<ul style="list-style-type: none">• Marketing• Strategic planning• Human resources management• Business development• Social media• Media relations

For a complete listing of the University of British-Columbia (UBC) CPD and BUSI courses as well as other educational partners' courses, please visit:

<https://www.aicanada.ca/become-an-appraiser/education-partners/>

University Level Courses

Members may claim a maximum of 12 CPD credits for completing one (1) university level course during a CPD cycle. If audited, Members claiming CPD credits for university level courses must be able to demonstrate successful completion of the course including results of the final exam.

Topics that do not qualify for CPD Credits

The following areas of learning are not eligible for CPD credits: Social sciences, lifestyle, preparation and presentation time relative to media presentations, health, hobbies, and personal financial planning.

Activities that qualify for CPD Credits

Authoring a Published Professional Article

Members may obtain a maximum of 10 CPD credits during any given CPD cycle for authoring published professional articles. The CPD credits must be based on the actual

number of hours of work spent completing the article. Articles for Canadian Property Valuation (CPV) will be accepted, as will articles for other publications outside of the AIC. A copy of the published article (provided via link) must be submitted for consideration of its eligibility for CPD credit.

Candidate Co-signing or Non-Fee Candidate Supervision

A Designated Member who co-signs for a Candidate Member may apply seven (7) CPD credits to their CPD record in the year that the Candidate under their supervision attains their AIC designation.

A Non-fee Designated Member who supervises a Non-fee Candidate Member may apply seven (7) CPD credits to their CPD record in the year that the Candidate under their supervision attains their AIC designation.

Voluntary Peer Review

Designated Members shall be eligible to claim CPD credits in each CPD cycle subject to the following guidelines:

- Two (2) credits per review of a residential form report up to a maximum of four (4) CPD credits.
- Four (4) credits per review of narrative reports (short or full narratives) up to a maximum of eight (8) CPD credits.
- AIC National Office shall post the CPD credits in the Member's record upon completion of the peer review.
- Peer Review imposed as a practice sanction arising out of the Disciplinary Process shall not be eligible for CPD credits.

Teaching and Tutoring

CPD credits may be claimed for teaching and tutoring activities that are relevant to the defined categories of learning (see Appendix B). A Member may claim a maximum of seven (7) CPD credits per year for a maximum of 14 CPD credits per cycle for these activities.

Annual General Meeting (AGM)

One (1) CPD credit will be granted for attending a National, Provincial Affiliate, or Chapter AGM. Members may claim a maximum of one (1) CPD credit per year for a maximum of two (2) CPD credits per cycle for AGMs.

AIC Volunteering

CPD credits may be applied for volunteer activities in accordance with the following table. Activities may include: attending meetings, grading, interviewing, instructing, file work, etc.

CPD CREDITS FOR AIC VOLUNTEER ACTIVITIES		
AIC Volunteer Activities	Maximum per year	Maximum per cycle
NATIONAL		
Board of Directors	10	20
Executive Committee	10	20
Nominating Committee	1	2
Audit and Finance Committee	1	2
Communications Committee	2	4
Admissions and Accreditation Committee	5	10
Professional Practice Committee	5	10
Bylaws/Procedures	1	2
Insurance Committee	1	2
AIC Conference Committee	4	8
Advocacy Committee	2	4
President's Council on Equality, Diversity and Inclusion	2	4
Other National Committees	1	2
NATIONAL SUB-COMMITTEES		
AEP Exam Grading	12	24
AEP PCI Examiner	6	12
Peer Reviewer (<i>Volunteer/WPR/Disciplinary</i>)	13	26
Investigating Sub-Committee	9	18
Professional Practice Advocates	11	22
Adjudicating Sub-Committee	11	22
Appeal Sub-Committee	8	16
Standards Sub-Committee	3	6
PROVINCIAL		
Board of Directors (*)	5	10
Executive Meetings (*)	2	4
Other Committees (*)	2	4
CHAPTER		
Chapter Executive Committee (*)	3	6

(*) Formal Meeting definition: A meeting held by an active committee where minutes are produced and activities reported to the Board.

10 APPENDIX C: REQUEST BY AN OUTSIDE ORGANIZATION FOR GUARANTEED CPD CREDITS FOR PROFESSIONAL DEVELOPMENT EVENTS/COURSES

Who may apply?

Outside organizations/service providers may apply for “guaranteed” credits for professional development events and/or courses they are offering. The AIC will evaluate any CPD courses, seminar, and workshop program materials submitted by external providers and will determine if they qualify for CPD credits and can be given “guaranteed” status.


Review Process

Outside organizations/service providers may apply for “guaranteed” credits at any time. The application and supporting documents will be reviewed by the Director, Member Education.

Credit Review

All programs that qualify for CPD credits under the AIC’s CPD Guidelines will be “guaranteed” for a defined number of credits by the AIC. Course type programs will be “guaranteed” for a period of three years so long as the course content remains unchanged, renewable on review.

If successful, applicants must agree to follow the AIC policy with respect to identifying the program as eligible for CPD credits (see “CPD Statement and AIC logo” below).

	Completion of this program/course entitles Appraisal Institute of Canada’s Members to claim # CPD credit(s) towards their Continuing Professional Development requirements – www.AICanada.ca
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The AIC logo and CPD Statement must be placed in a prominent place on the brochure, final program materials, and registration form. All promotional materials must be approved by the AIC prior to dissemination.