

## Candidate for Designation Program

### Information for Chapters Regarding Advisors

Each Candidate will have an Advisor under the new Candidate for Designation Program.

Chapters have important responsibilities relating to Advisors for the Candidate for Designation Program. Chapters serve as a frontline local resource for Candidates, potential Advisors and Advisors. Chapters can help in the recruitment and selection of Advisors and can also provide networking opportunities and offer programs for Candidates and Advisors. These roles are described in greater detail below.

**Knowledge of the Advisor Program and Resources.** To help facilitate the success of the Candidate for Designation Program, Chapter leaders should have a strong understanding of the eligibility requirements for service as an Advisor, the process for approval of Designated Members to serve as Advisors, the process for selection of Advisors for individual Candidates, the role and responsibilities of Advisors and the role of Chapter Candidate Guidance Committees. Chapter leaders should know where Candidates, as well as potential and actual Advisors, can find reliable information about Advisors and be able to direct such individuals to that information.

**Recruitment of Advisors.** With their knowledge of local members and frontline experience, the Chapters are in an excellent position to identify individuals who likely are eligible to serve as Advisors and possess the experience, knowledge and interpersonal skills to become quality Advisors. Chapters can help ensure the success of the Candidate for Designation Program by encouraging these individuals to apply to become Advisors.

Chapters can direct interested individuals to the online [Advisor Information](#) page, where they can find information on the Advisor's role, Advisor online orientation, and Advisor informational webinar.

**Selection of Advisors for Candidates.** Because Chapters know many of the Advisors and Candidates within their Chapters, Chapters are in a unique position to help identify Advisors who may be well-suited to work with specific Candidates. As a result, the Appraisal Institute Admissions Department frequently will call upon Chapters to help match Candidates with Advisors.

The Appraisal Institute Admissions Department will maintain a list of Designated Members in each Chapter approved to serve as Advisors. You may request a current list for your chapter by emailing [advisors@appraisalinstitute.org](mailto:advisors@appraisalinstitute.org).

**Establish and Maintain a Chapter Candidate Guidance Committee.** The role of this Committee is to facilitate networking among Advisors in the Chapter and to arrange Chapter programs and events for Candidates to encourage and help them in their efforts to become Appraisal Institute Designated Members.

Chapter Presidents are strongly encouraged to appoint Advisors to the Chapter Candidate Guidance Committee.

**Provide Networking Opportunities for Advisors.** The Chapters will serve as the focal point for Advisor networking. Through networking opportunities, the Advisors in a Chapter can share experiences and exchange ideas, helping all Advisors in the Chapter better serve the Candidates. Networking opportunities also can provide means for Candidates to get to know the Advisors in their Chapter better and to benefit from the knowledge and experience of these leaders.

**Leveraging Advisor Knowledge and Experience for the Benefit of Candidates.** The Advisors in a Chapter may be in the best position to understand how the Chapter can help the Candidates in the Chapter as a whole. The Chapter should utilize Advisors, primarily through the Chapter Candidate Guidance Committee, to help identify and plan beneficial programs for Candidates in the Chapter, such as networking events, candidate guidance programs and appropriate educational offerings.

Of course, the Chapter always should make clear that the Appraisal Institute Bylaws and Regulations govern the requirements and process for Appraisal Institute designation and that in the event of a conflict between the Bylaws and Regulations and other documents or communications, the Bylaws and Regulations will prevail.