



# API Membership Policy 2022

API Document

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## 1. DEFINITIONS

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In this Policy, unless the context requires otherwise:

**API** means the Australian Property Institute Limited (ACN 608 309 128)

**APIV** means the Australian Property Institute Valuers Limited (ACN 143 638 975)

**API Member Guideline** means the member guideline on Membership admission requirements, certification eligibility and application process as published on the API website and updated from time to time

**Board** means the Board of Directors of API.

**Certifications** means the professional Post-Nominals awarded by API in recognition of completion of API accredited courses and other assessed criteria. The Certifications offered by API which are subject to change from time to time are:

- (a) Residential Property Valuer;
- (b) Certified Practising Valuer;
- (c) Certified Practising Valuer (Plant & Machinery);
- (d) Certified Practising Valuer (Business);
- (e) Certified Property Practitioner;
- (f) Certified Asset Manager;
- (g) Certified Commercial Property Manager;
- (h) Certified Facilities Manager; and
- (i) Certified Development Practitioner.

**Certification** has the corresponding meaning.

**Continuing Professional Development (CPD)** means learning activities that enhance individual professional knowledge and skills, and **CPD** has the corresponding meaning.

**Fee** means any money owed by a Member to the API as set out in this Policy or the API Constitution and **Fees** has the corresponding meaning.

**Affiliate Membership**

Affiliate Membership, otherwise known as “General Membership” is a group of membership categories that do not have academic, professional or experience requirements. An Affiliate Member, other than Retired or Parental Leave can not hold API Post Nominals

**Member**

means an individual who is deemed to be a Member of the API under the API Constitution or this Policy and who has paid membership Fees for the current membership year.

**Membership Category**

means a specific type of membership subject to a set of admission requirements, application Fees and membership Fees as set by the API.

**Policy**

means this Membership Policy.

**Post Nominals**

means the letters placed after a person’s name to indicate that an individual holds a Membership Category or Certification. Certain API memberships permit the member to use Post Nominals to indicate the level of professional expertise they have achieved. Post Nominals available through API Membership based on Membership Category (though subject to change from time to time) are:

- (a) Provisional Member (PMAPI);
- (b) Associate Member (AAPI);
- (c) Fellow (FAPI);
- (d) Life Fellow (LFAPI); and
- (e) Member of the API (MAPI).

Post Nominals available through API Membership based on Certification (though subject to change from time to time) are:

- (a) Residential Property Valuer (RPV);
- (b) Certified Practising Valuer (CPV);
- (c) Certified Practising Valuer (Plant & Machinery) (CPV (P&M));
- (d) Certified Practising Valuer (Business) (CPV)(Bus);
- (e) Certified Property Practitioner (CPP);
- (f) Certified Asset Manager (CAM);

- (g) Certified Commercial Property Manager (CCPM);
- (h) Certified Facilities Manager (CFacM); and
- (i) Certified Development Practitioner (CDP).

**Professional Conduct Policy Framework**

means any and all API policies relating to the professional conduct of Members, including disciplinary and appeals procedures, as amended from time to time.

**Professional Membership**

means a group of membership categories with academic, professional and experience requirements which must be met prior to admission and ongoing professional certification requirements.

Professional Members may apply for and hold Certifications according to any guidelines published by the API relevant for their membership category and **Professional Member** has the corresponding meaning.

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## 2. MEMBERSHIP CATEGORIES

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- 2.1 The categories of Membership for API are prescribed by the API Constitution, which includes the ability for the Board to create new categories of Membership in accordance with the terms of the API Constitution.
- 2.2 Where the Board creates a new category of Membership it will be prescribed in this Policy.
- 2.3 There are two groups of membership categories recognised by API, being Professional Membership and Affiliate Memberships.
- 2.4 Professional Memberships categories are for members who can satisfy academic, professional and experience criteria set by API.
- 2.5 Affiliate Membership categories are for members who are not required by the API to satisfy ongoing academic, professional or experience criteria.
- 2.6 The categories of Professional Memberships are:
- (a) Life Fellow
  - (b) Fellow
  - (c) Associate
  - (d) Provisional
  - (e) Member of the API (**MAPI**)
- 2.7 The categories of Affiliate Memberships are:
- (a) Retired
  - (b) Honorary
  - (c) Student
  - (d) Connect
  - (e) Parental Leave
- 2.8 Membership Categories may be added or removed from time to time at the discretion of the Board through amendment to this Policy. However, the Board may not add or remove any Membership Category with voting rights, which may only be done by way of amendment to the API Constitution.
- 2.9 The Board must notify all Members of any change to Membership Categories made under clause 2.88 by means of publishing a notice in the Member news.
- 2.10 The rights, benefits and eligibility criteria of each category of Membership are set out in Appendix 2 to this Policy.
- 2.11 Appendix 1 summarises the rights of each Membership Category to attend and vote at a General Meeting and to nominate for a Director position on the Board.

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## 3. API MEMBER OBLIGATIONS

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- 3.1 Members, must at all times observe and comply with the following as applicable to their membership, any Certifications held, and the professional services undertaken by an API Member:

- (a) the API Constitution;
- (b) any policies and guidelines set by the API;
- (c) the Professional Conduct Policy Framework;
- (d) the Code of Ethics;
- (e) payment of any Fees;
- (f) any valuation standards or valuation protocol or valuation and property guidelines, prepared and published or adopted by the API;
- (g) carry out their professional services ethically, with honesty, competence, in good faith without personal bias and without detrimentally impacting the good name and reputation of the API; and
- (h) carry out their engagement and professional dealings with respect, with clients, other members, the API and its staff.

3.2 Continued payment of membership Fees upon renewal is a member declaration of agreement to adhere to the API Member Obligations outlined at clause 3.1 above.

#### **4. APIV MEMBER OBLIGATIONS**

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4.1 API Members who undertake valuations and hold one of the following Certifications are required to also become a members of APIV:

- (a) Certified Practising Valuer;
- (b) Certified Practising Valuer (Plant & Machinery); and
- (c) Residential Property Valuer.

4.2 The purpose of becoming of a member of APIV is to access the APIV's Professional Standards Scheme, which is a limited liability capping scheme registered with the Professional Standards Councils ("**the Scheme**"). An individual will not have the benefit of the Scheme unless that person is a Member of APIV.

4.3 The employer of any individual APIV Member must also join APIV to access the benefits of the Scheme

4.4 Members of APIV must at all times observe and comply with the following as applicable to their membership, any certificates held, and the professional services undertaken by the member:

- (a) the APIV Constitution;
- (b) any policies and guidelines set by APIV;
- (c) any rules or codes set by APIV;
- (d) payment of any fees prescribed by APIV;
- (e) any valuation standards or valuation protocol or valuation and property guidelines, prepared and published or adopted by APIV;
- (f) carry out their professional services ethically, with honesty, competence, in good faith without personal bias and without detrimentally impacting the good name and reputation of the APIV; and
- (g) carry out their engagement/professional dealings with respect, with clients, other members, the APIV and it's staff.

- 4.5 Continued payment of membership Fees upon renewal is a member declaration of agreement to adhere to the APIV Member Obligations outlined at clause 4.3 above.

## **5. RIGHTS AND BENEFITS**

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- 5.1 The rights and benefits of each Membership Category are afforded to Members on the basis that they comply with their Member Obligations set out in clause 3.1, and if applicable clause 4.4, of this Policy. Failing to comply with these obligations may result in the Member being unable to access the rights and benefits of their Membership Category.

## **6. ELIGIBILITY REQUIREMENTS**

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- 6.1 Eligibility for each Membership category is established by the Board, as outlined in Appendix 2 attached to this Policy. It will include, as a minimum, that the applicant:
- (a) be of good character and repute;
  - (b) meet the minimum required standard of education and professional experience for the Membership Category as set by the API from time to time; and
  - (c) supply the required proof of experience and qualifications upon request by the API.
- 6.2 Residents of countries other than Australia may apply for any of the Membership Categories provided they meet the eligibility requirements specific to international members as outlined in the relevant criteria set by the API for that category of Membership.
- 6.3 Memberships that include an entitlement to Certifications, or to Post-Nominals of Associate and Fellow, will be ratified by the CEO with delegated authority from the API Board.

## **7. ADMISSIONS PROCESSES**

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- 7.1 The administration of all Membership processes, including setting of procedures, processes and allocation of resources, is the responsibility of the Board and those employees of the API to whom this is delegated.
- 7.2 Each application for Membership:
- (a) may be subject to an application Fee payable prior to processing;
  - (b) must satisfy the general threshold requirements for that Membership Category as listed within the API Member Guideline;
  - (c) include completed declaration for the Membership Category being applied for; and
  - (d) will come into effect on completion of any approval or assessment processes and payment of the relevant Fee.

## **8. CHANGE IN MEMBERSHIP LEVEL**

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- 8.1 A Member may apply for a change to their Membership Category at any time subject to them meeting the eligibility criteria for the new Membership Category.
- 8.2 In certain circumstances a Member making an application under this section may apply for a deferment of their Membership Fees in accordance with any requirements or policy of the API.

## **9. RECIPROCITY AGREEMENTS**

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- 9.1 The API Board may, from time to time, approve reciprocity agreements with property industry associations or peak bodies and which are detailed further in Appendix 3.



9.2 Rules governing these arrangements will be approved by the API Board.

9.3 Details of these reciprocity agreements and requirements will be made available within the supporting API Member Guideline.

## **10. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

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10.1 Where required, Members must satisfy the API's CPD requirements relevant to their Membership Category and Certification as prescribed in the API's CPD Policy.

10.2 Any Members who are non-compliant with their CPD obligations in accordance with the CPD Policy, will be managed pursuant to the CPD Policy.

## **11. CESSATION OF MEMBERSHIP**

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11.1 An individual will cease to be a Member in accordance with the terms of the API Constitution which specify when an individual ceases to be a Member.

11.2 In addition to clause 11.1 above, the Board may by ordinary resolution terminate the Membership of a Member for any of the following reasons:

- (a) the Member is in breach of their API or APIV Member obligations as set out in clause 3 and clause 4 of this Policy;
- (b) the Member is or has been convicted of:
  - (i) an offence punishable with imprisonment for three months or more and which detrimentally impacts the good name of the reputation of the API; or
  - (ii) any offence in connection with the promotion, formation or management of a corporation, or
- (c) the Board makes a decision pursuant to a professional review and/or disciplinary assessment, in accordance with the Professional Conduct Policy Framework, to terminate the membership of the Member.

11.3 The Board will convey any decision to terminate an individual's Membership to the Member in writing.

11.4 The Member may appeal to the Board against the termination of membership in accordance with the Professional Conduct Policy Framework. At the conclusion of the appeal matter, the Board may, if it upholds the appeal, reinstate that person as a Member.

11.5 The provisions of this Policy will not prejudice any right of the API to recover all arrears of any Fees including the subscription for the current Membership year.

11.6 After a Membership has been terminated or ceased, for any reason, the former Member shall not use any means to imply existing Membership status or the holding of any Certification relating to the former Membership or the use of Post-Nominals.

## **12. RESIGNATION OF MEMBERSHIP**

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12.1 A Member may resign their membership by providing that resignation in writing to the Board or API staff member as nominated from time to time.

12.2 The resignation will take effect from the date the Member is removed from the Membership Register.

12.3 After acceptance of the resignation by the Board, the former Member must not use any means to imply existing Membership status or the holding of any Certification relating to the former Membership, and must not use Post Nominals.

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## **13. RE-ADMISSION TO MEMBERSHIP**

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- 13.1 Except in relation to a Member removed in accordance with clause 11.2 of this Policy, a former Member may apply for readmission under the following conditions:
- (a) a lapsed Member (i.e. a Member whose Membership lapsed due to non-payment) may apply to be reinstated to their former Membership Category within the same Membership year with no loss of status, subject to re-admission requirements as outlined in the API Member Guideline. If approved, the full amount of their membership Fee must be paid prior to their membership becoming active; or
  - (b) a former Member (i.e. a Member who previously resigned or lapsed and who has not been a Member within the current Membership year) may apply to be reinstated either to their former Membership Category including previously held Certifications or another Membership Category. Applications for re-admission are subject to the meeting of criteria as set out in the API Member Guideline.
- 13.2 A Member removed in accordance with clause 11.2(c) may be readmitted to Membership subject to such terms and conditions deemed appropriate by the Board in accordance with the Professional Conduct Policy Framework.

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## **14. MEMBERSHIP CERTIFICATES**

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Any Professional Member may request a Membership certificate subject to any conditions the API may determine, and on payment of any Fees or other sums the API may determine.

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## **15. MEMBERSHIP REGISTER**

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- 15.1 The API Company Secretary is responsible for ensuring the API keeps a Register of all Members of the API.
- 15.2 Every Member must furnish the API with all required information to enable the API to compile a record of qualifications of Members.
- 15.3 The names of all Members may be entered into, or removed from, the Membership Register by authority of the Board.

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## **16. ADMINISTRATION OF MEMBERSHIP PROCESSES**

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The administration of all membership processes, including setting of procedures, processes and allocation of resources, is the responsibility of the Board and those employees of the API to whom this is delegated.

## Appendix 1 – Membership Eligibility Criteria Overview

This Appendix outlines the eligibility criteria for Professional Membership and Affiliate Membership with API.

Application processes and specific rules applicable to each Membership Category are referenced in the subsequent Appendix and the API Member Guideline which is approved by the Board and updated annually.

MEMBERSHIP CATEGORY	ELIGIBILITY REQUIREMENTS	RIGHT TO RECEIVE NOTICE AND ATTEND GENERAL MEETINGS	RIGHT TO VOTE	RIGHT TO NOMINATE FOR THE BOARD
<b>Professional Membership</b>				
MAPI	<ul style="list-style-type: none"> <li>completed a university degree (or equivalent); OR</li> <li>has undertaken two (2) years of property industry specific experience.</li> </ul>	YES	NO	NO
Provisional (PMAPI)	<ul style="list-style-type: none"> <li>completed a university course accredited by the API for Residential Property Valuer (RPV) or Certified Practicing Valuer (CPV)</li> </ul>	YES	NO	NO
Associate (AAPI)	<ul style="list-style-type: none"> <li>completed a university, TAFE or otherwise prescribed course accredited by the API for Associate Membership</li> </ul>	YES	YES	YES
Fellow (FAPI)	<ul style="list-style-type: none"> <li>have been a Professional Member of the API for a period of at least 10 years immediately prior to the date of application; AND</li> <li>have practised in the property profession in full-time employment for an aggregated total of 10</li> </ul>	YES	YES	YES

	<p>years prior to the date of application; AND</p> <ul style="list-style-type: none"> <li>• have been engaged in a senior position for at least five years; AND</li> <li>• be recommended in writing by at least three Fellows to whom the applicant is personally known, one of whom was at one time engaged professionally with the applicant; AND</li> <li>• have an established professional reputation and high ethical standards and be held in high esteem within the property profession.</li> </ul>			
Life Fellow (LFAPI)	<ul style="list-style-type: none"> <li>• Meet eligibility requirements for Fellow; AND</li> <li>• have made an exceptional contribution to the API; AND</li> <li>• demonstrated leadership within the profession; AND</li> <li>• have a measurable positive impact upon the profession and the career development of other members of the API; AND</li> <li>• must be conferred upon a recommendation to the API Board and adopted by a formal Board resolution.</li> </ul>	YES	YES	YES
<b>Affiliate Membership</b>				
Connect	<ul style="list-style-type: none"> <li>• interest in property</li> </ul>	YES	NO	NO

Student	<ul style="list-style-type: none"> <li>studying a tertiary course either part- time or full-time.</li> </ul>	YES	NO	NO
Retired	<ul style="list-style-type: none"> <li>existing API member prior to application for Retired Membership</li> <li>retired from work and in the case of a Residential Property Valuer or Certified Practicing Valuer</li> <li>no longer undertakes any valuation services.</li> </ul>	YES	NO	NO
Honorary	<ul style="list-style-type: none"> <li>rendered services to the Company or to the Property Industry which, in the opinion of the Board, entitle that person to an Honorary Membership</li> </ul>	YES	NO	NO
Parental Leave	<ul style="list-style-type: none"> <li>current financial API member; and</li> <li>taking Parental Leave from employment</li> </ul>	YES	NO	NO

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## Appendix 2 to Membership Policy – Membership Eligibility Criteria

This Appendix 2 outlines the base eligibility criteria for Professional Membership and Affiliate Membership with API.

In addition to the eligibility requirements specific to each type of Membership, all Professional Members and Affiliate Members must be of good character and repute.

Application processes and specific rules applicable to each Membership Category are provided in the API Member Guideline and listed on API's website which is approved by the Board and updated from time to time.

### 1. PROFESSIONAL MEMBERSHIPS

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#### 1.1 MAPI

A person is eligible to become a MAPI if they have either:

- (a) completed a university degree (or equivalent), or
- (b) have worked within the property industry for a period of three years.

For full details on the eligibility and specific rules surrounding MAPI Membership, please see the API Member Guideline or visit the API website

#### 1.2 Provisional Member (PMAPI)

A Member who has completed a university course accredited by the API for Residential Property Valuer (RPV) or Certified Practising Valuer (CPV) is eligible to apply to become a Provisional Member.

For full details on the eligibility and specific rules surrounding PMAPI Membership, please see the API Member Guideline or visit the API website

#### 1.3 Associate Member (AAPI)

A Member who has completed a university, TAFE or otherwise prescribed course accredited by the API for Associate Membership, and has undertaken 2 years of property industry specific experience is eligible to apply to become an Associate Member.

For full details on the eligibility and specific rules surrounding AAPI Membership, please see the API Member Guideline or visit the API website

#### 1.4 Fellow (FAPI)

To be eligible for admission as a Fellow Member of the API an individual must:

- (a) have been a Professional Member of the API for a period of at least 10 years immediately prior to the date of application;
- (b) have practised in the property profession in full-time employment for an aggregated total of 10 years prior to the date of application;
- (c) have been engaged in a senior position within the property profession for at least five years;
- (d) be recommended in writing by at least three Fellows to whom the applicant is personally known, one of whom was at one time engaged professionally with the applicant; and

- (e) have an established professional reputation and high ethical standards and be held in high esteem within the property profession.

For full details on the eligibility and specific rules surrounding FAPI Membership, please see the API Member Guideline or visit the API website

## **1.5 Life Fellow (LFAPI)**

Life Fellowship is conferred upon a recommendation to the Board and adopted by a resolution of the Board. Life Fellowship is awarded for exceptional contribution to the API, leadership within the profession and a measurable positive impact upon the profession and the career development of other members of the API.

The criteria for assessment are:

- (a) the Member has been a Fellow of the API for a minimum of 10 consecutive years;
- (b) the Member has rendered exceptional and conspicuous service to the API;
- (c) the Member is recognised as a prominent and distinguished leader in the property industry; and
- (d) the Member has made a significant and valuable contribution to the property industry

Life Fellowship is the most prestigious honour which the API awards to Members for outstanding service and leadership.

For full details on the eligibility and specific rules surrounding LFAPI Membership, please see the API Member Guideline or visit the API website

## **2. AFFILIATE MEMBERSHIPS**

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### **2.1 Student Member**

Student Membership is open to anyone who is studying a tertiary course either part-time or full-time.

For full details on the eligibility and specific rules surrounding Student Membership, please see the API Member Guideline or visit the API website

### **2.2 Connect Member**

Connect Membership is open to anyone with an interest in property.

For full details on the eligibility and specific rules surrounding Connect Membership, please see the API Member Guideline or visit the API website

### **2.3 Honorary Member**

Honorary Member is conferred by the Board by resolution to any person who has rendered services to API or to the property industry which, in the opinion of the Board, entitle that person to an Honorary Membership.

### **2.4 Retired Member**

Retired Membership is open to any Member who has retired from work and in the case of a Residential Property Valuer or Certified Practising Valuer, no longer undertakes any valuation services.

For full details on the eligibility and specific rules surrounding Retired Membership, please see the API Member Guideline or visit the API website

## **2.5 Parental Leave Member**

This Membership Category is available only to those who are current financial API Members who are taking parental leave from employment. Parental leave has the same meaning as under the *Fair Work Act 2009* (Cth) and for the avoidance of doubt, includes leave that can be taken when a person gives birth, their spouse or de facto partner gives birth, or they adopt a child under 16 years of age.

For full details on the eligibility and specific rules surrounding Parental Leave Membership, please see the API Member Guideline or visit the API website



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## Appendix 3 to Membership Policy – Reciprocal Agreements

### 1. ELIGIBILITY OF PERSONS HOLDING PROFESSIONAL MEMBERSHIP WITH OVERSEAS ORGANISATIONS

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#### 1.1 Property Institute of New Zealand (PINZ)

Members of PINZ holding Full, Senior, Fellow or Life Fellow membership may apply for corresponding membership and certification of the API. They are not required to submit reports, referee reports or be subject to a professional interview.

#### 1.2 Royal Institution of Chartered Surveyors (RICS)

Members of RICS seeking to join API are assessed as follows:

- (a) Member (MRICS) or Fellow (FRICS) members of RICS are eligible for direct entry to AAPI (no assessment) with a nomination by three peers, minimum two API members in the AAPI or FAPI category. Applicants must meet the CPD Policy requirements.
- (b) MRICS and FRICS with Chartered Valuation Surveyor (CVS) to be admitted as Associate Members with Certified Practising Valuer as long as they have met the API CPD requirements and have two years of relevant experience with at least the following Australian Valuation Experience requirements:
  - 1) 10 years MRICS CVS - requires 1 month Aus experience
  - 2) 5-10 years MRICS CVS – requires 3 months Aus experience
  - 3) 2-5years MRICS CVS – requires 6 months Aus experience
  - 4) 0-2 Years MRICS CVS – requires 12 months Aus experience
- (c) All other RICS applicants to be reviewed by the GM Membership before making recommendation to the CEO.

### 2. RECIPROCAL AGREEMENTS

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2.1 API has reciprocal agreements with the following organisations:

- (a) Appraisal Institute of Canada;
- (b) Hong Kong Institute of Surveyors (General Practice Division);
- (c) Singapore Institute of Surveyors and Valuers (General Practice Division).

2.2 Any Associate equivalent Member of one of the organisations listed in clause 2.1 must have one year of professional valuation experience in Australia. If the application is for API membership with an RPV or CPV Certification, the applicant will be required to submit reports supporting their Australian experience, referee reports and undertake a professional interview before being awarded the RPV or CPV Certification.