

SPECIALTY VEHICLE APPRAISERS INSTITUTE (SVAI) OF ALBERTA, ACCREDITATION PROCESS

Revised April 6th, 2012

AGM Resolution Came Into Effect 2009

Present & New Members Seeking Accreditation

A: Required Documents & Fees:

- 1] Current Exemplar Vehicle Evaluation to be Submitted
- 2] Completed "Knowledge Test"
- 3] Resume
- 4] Payment of \$50.00 Processing Fee

Compliant Members seeking Accreditation will be charged a fifty dollar (subject to change by the Board) processing fee.

This application fee must be paid either prior to submitting any Accreditation documents or accompany said documents when mailed to the Accreditation Committee

B: Accreditation Candidate Application Payment Methods:

- 1] Cheque included with submitted documents
- 2] PayPal through SVAI website. Go to "PayPal" and click "Accreditation" and follow instructions.

C] How to Apply For Membership or Renew:

There are two ways available for you to renew or apply for Membership.

1: Membership Renewal and New Members can apply and pay through the SVAI Website by way of a secure PayPal system.

2: Print an Application Form and mail it along with your fee to:

Attention: SVAI Treasurer
SVAI of Alberta
10917 82Ave NW
PO Box 52253
Edmonton
Alberta T6G 2T5

D] How to Get Your SVAI Training Manual:

The Training Manual will be mailed to you after an SVAI Membership Number is issued

E] Where to Send your Accreditation Documents:

Your Exemplar Appraisal and Knowledge Test (Plus a cheque or online pre payment of any processing fees as outlined herein) MUST be Mailed to:

Attention:

SVAI Accreditation Committee Chair

SVAI of Alberta
10917 82Ave NW
PO Box 52253
Edmonton
Alberta T6G 2T5

F] The Accreditation Committee will review the Exemplar and grade the included Knowledge Test Exam.

1] The be eligible for Accreditation the Exemplar submitted must meet or exceed SVAI Best Practices as defined by the SVAI Board of Directors and Accreditation Committee Chair and after receiving a passing grade of the Knowledge Test Exam.

2] Candidate for Accreditation will be notified in writing or by email of review and test results.

3] Candidate that meets the SVAI standards and best practices and deemed Accredited, will receive a "Accreditation probation (Ap) Notification" (Your Membership Number will have a "Ap" added to the end) from the Accreditation Committee Chairman. The "p" represents "Probation" and is for ninety (90) days so the new Accredited Member has an opportunity to meet all mandatory requirements as outlined herein. Probationary period starts on the date of notification.

4] The accredited member can use the SVAI logos, accreditation designation on any advertising, business cards etc. in the interim 90 day probationary period.

5] In the event all mandatory requirements are not met the by the end of the ninety (90) day probationary period after receiving Accreditation the member will automatically loose all privileges immediately and their Accreditation designation will be rescinded.

6] Any fines or disciplinary action for non compliance would be recommended by the Disciplinary Committee and submitted to the Board of Directors for review or action.

G: Mandatory Requirements of An Accredited Member:

1] Payment of E&O (Errors & Omission Insurance).

2] Accredited Candidate will have sixty 60 days after Probationary notification of Accreditation to submit payment of the E&O premium or Accreditation will be revoked.

a: Payment can be made through either direct mail sent to SVAI address (as posted herein) or through PayPal on the SVAI website.

a: Full payment of SVAI Errors & Omission (E&O) Insurance.

3] The E&O premium amount payable is determined by the Board of Directors annually and is posted under the "Members Only" side of the SVAI website or can be obtained by contacting the treasurer at treasurer@svai.ca.

4] All dues, fees and fines (if applicable) must be paid in full and be current.

5] There may be additional requirements in the future however any changes would be posted, membership notified and recorded in minutes prior to implementation.

6] Upon meeting any additional SVAI requirements, full Accreditation would be enacted and the "p" ("Probation Designation") would be removed from the members "Membership Number". The official SVAI website and said Accredited Member (s) status would be ratified by the Board of Directors at the next Board meeting or at the Annual General Meeting (AGM), whichever came first.

H: Accreditation Requirements Not Met:

1] In the event documents submitted are incomplete the package will be returned to applicant and no review will be started and the \$50.00 payment will not be refunded.

2] The candidate must pay the \$50.00 processing fee and resubmit.

3] Should all required documents be submitted and the candidate fails to meet the standards set by the SVAI, the Accreditation candidate will be notified in writing as to the reasons and said candidate will have sixty (60) days to resubmit a new Exemplar and Knowledge Test, or an additional application fee will be charged.

4] At no time documents will be returned as they become the property of the SVAI once submitted. If documents are incomplete or rejected before the review process begins. Said

documents will be retained in the applicants file. Privacy protection in accordance with PIPEDA act of Canada.

5] Should Accreditation Applicant not pass the test or review, after submitting the required documents and fees a second time, said applicant must wait six (6) months from date of being notified of review results before submitting a new recent exemplar (Must be less than 6 months old) and knowledge test with any applicable fees.

I: How do you contact the Accreditation Committee Chair:

1] Email is the preferred method

accreditation@svai.ca

Concluded.