



**Appraisal  
Institute®**

*Professionals Providing  
Real Estate Solutions*

## **BUSINESS PRACTICES & ETHICS**

### **The Northern Ohio Chapter of the Appraisal Institute presents “Business Practices & Ethics”**

**DATES:** October 16, 2010

**TIME:** Check in is 8:00 a.m. with class from 8:30 a.m. – 5:00 p.m.

**LOCATION:** DoubleTree Hotel, 6200 Quarry Lane, Independence, Ohio 44131, phone 216-447-1300. The DoubleTree Hotel is located east of the I-77/Rockside Road exit. To reserve a sleeping room at the DoubleTree Hotel please call the hotel directly and mention the Appraisal Institute or go to:  
<http://doubletree.hilton.com/en/dt/reservations/index.jhtml?hotel=CLEHSDT&corporateCode=0560004829>

***Business Practices & Ethics Course Scope:*** If you are, or want to become, a member of the Appraisal Institute, this second course in the Appraisal Institute’s Standards of Professional Practice series is for you. You’ll learn how the organization’s Code of Professional Ethics can empower you to practice your profession in accordance with the Appraisal Institute’s guiding values and principles and why this is important to you as a practicing appraiser. Participants will become familiar with the definitions and canons of the Code of Professional Ethics and how the code relates to the *Uniform Standards of Professional Appraisal Practice* and the Appraisal Institute’s Certification Standard.

#### **COURSE CONTENT:**

- Importance of code of ethics to professional disciplines
- Relationship of the Appraisal Institute’s Code of Professional Ethics to the Standards of Professional Appraisal Practice
- Introduction and organization of the Code of Professional Ethics and Canons 1 through 5
- The Appraisal Institute’s Certification Standard and Guide Notes
- Strategies for process improvement
- Establishing an assignment and identifying a client’s needs
- Common ethical dilemmas

#### **INSTRUCTORS:**

- Robert Kendall, MAI, SRA
- Charles Cather, SRA

**ENROLLMENT:** Enrollment is on a first-come, first-served basis. The Northern Ohio Chapter reserves the right to cancel this course if the minimum enrollment level is not reached.

**COURSE CREDITS:** This course is pending approval for 5 hours of continuing education for appraisal and real estate; 7 hours with the Appraisal Institute with successful completion of the exam.

**ATTENDANCE:** Attendance requirements mandated by the state of Ohio will be strictly enforced. Certificates will be issued to those in attendance for 100% of the course hours.

**COURSE FEE:** \$200.00  
\$175.00 for AI members who register prior to October 4, 2010.

**CANCELLATIONS/REFUNDS:** a \$50.00 cancellation/refund fee will be applied to all requests for cancellation received within two weeks of the class. No refunds will be given for cancellations received less than one week prior to the start date of the course.

**REGISTRATION:** You may register online at [www.aiohio.org](http://www.aiohio.org), or print the application form and mail the form to the chapter with either a check or credit card information. A confirmation email will be sent out upon receipt of the registration. **Registration and payment must be received by October 7, 2010.**

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ENROLLMENT APPLICATION  
Business Practices and Ethics Course—October 16, 2010

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ AI Member: \_\_\_\_\_ Yes \_\_\_\_\_ No

Appraisal License Number: \_\_\_\_\_ Real Estate License Number: \_\_\_\_\_

Circle all that apply: Certified General   Certified Residential   Licensed Residential  
Registered Appraiser Assistant   Real Estate Sales Person   Real Estate Broker

Seminar/Course Title: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_

Or Charge Card Information:

Exact name on card: \_\_\_\_\_

Card Type (circle one)      Visa                      MasterCard                      American Express

Card No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If paying by check, please make check out to "Appraisal Institute". Mail check along with this registration form to: Appraisal Institute, Northern Ohio Chapter, P O Box 31665, Independence, OH 44131. If paying by credit card, either fax to 216-274-9289 or mail to the above address.

**PAYMENT DUE AT TIME OF REGISTRATION**

DETAILS OF ALL COURSES & SEMINARS ARE ON OUR WEBSITE AT [WWW.AIOHIO.ORG](http://WWW.AIOHIO.ORG)