



**San Diego
Chapter**

Presents

BUSINESS PRACTICES AND ETHICS

DATE: Saturday, July 13, 2019

TIME: 8:30 am Check In / 9:00 am – 4:00 pm Class

LOCATION: University of San Diego, 5998 Alcala Park, Classroom Avila B-100, San Diego, CA 92110

COURSE SCOPE: This course provides information about standards and ethics requirements for valuers in general, and more specifically, for valuers who belong to the Appraisal Institute. Through discussion questions and examples, the class compares behavior and actions that illustrate violations of the Code of Professional Ethics, and participants learn how referrals can be made. Participants are also introduced to the Appraisal Institute Guide Notes to the Standards of Professional Practice and use these Guide Notes to resolve everyday appraisal practice problems.

THE CONTENT EMPHASIZES:

- Business practices issues, such as how to respond to seemingly unreasonable requests, how to address client pressure, and how to approach a complex assignment.
- Which standards apply to Appraisal Institute Designated Members, Candidates for Designation, Practicing Affiliates, and Affiliates, and when they apply.
- The key principles of the Standards of Valuation Practice.
- How to identify and avoid behavior that violates the Standards of Valuation Practice.
- The correct way to use the Appraisal Institute's designations, emblems, and logo.
- Understanding the Appraisal Institute's enforcement process.

INSTRUCTOR: D. Michael Mason, MAI, SRA

ENROLLMENT: Enrollment is on a first-come, first served basis. If the event is filled, a waiting list will be retained. The San Diego Chapter reserves the rights to cancel, limit, or reschedule this event if the minimum enrollment level is not reached, and to change faculty assignments and facility locations at any time. Prospective students should confirm their registration with the Chapter office before making any non-refundable airline reservations.

ADA COMPLIANCE: It is the policy of the Appraisal Institute to provide reasonable accommodations for qualified persons with disabilities who are participating in Appraisal Institute educational programs. If you need accommodations to participate because of a disability, please notify us in writing at least two weeks in advance of the program and we will arrange for reasonable accommodation. Without two weeks' notice, accommodation may not be available.

EDUCATION CREDIT: This course is approved for 30 points of Appraisal Institute education credit. This course is also approved in most states for basic and/or continuing education credit (in California, six hours of BREA continuing education credit, BREA Approval No. 19CP754601363). For information about credit in other states, see [State Approvals](#).

ATTENDANCE: The Appraisal Institute enforces attendance requirements mandated by state licensing and certification regulatory agencies. The Appraisal Institute issues certificates for state

certification/licensing or state continuing education credit that verify successful completion and attendance of 100%, with your grade notification letter for courses, or at the conclusion of seminars. One hundred percent (100%) attendance is required for all Appraisal Institute education programs. This follows Appraiser Qualification Board minimum criteria requirements.

COURSE FEE (on or before 6/28/19): Appraisal Institute Designated Members, Candidates for Designation, Practicing Affiliates, and Affiliates \$189 / All Others \$239
Course fees will increase \$50 on June 29, 2019.

CANCELLATIONS/REFUNDS: Up to 15 days prior to program start date, a \$50.00 cancellation fee will be applied to all requests for cancellation. Between two and 14 days prior to program start date, an \$85.00 cancellation fee will be applied to all requests for cancellation. Less than two days prior to program start date, no refunds will be given.

CONFIRMATION: A confirmation email will be sent within ten (10) business days of receipt of the completed enrollment application and full tuition, or immediately after enrolling online.

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ENROLLMENT APPLICATION
“BUSINESS PRACTICES AND ETHICS”

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

COURSE FEE (on or before 6/28/19): Appraisal Institute Designated Members, Candidates for Designation, Practicing Affiliates, and Affiliates \$189 / All Others \$239
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APPRAISAL INSTITUTE DESIGNATED MEMBERS, CANDIDATES FOR DESIGNATION, PRACTICING AFFILIATES, AND AFFILIATES MUST INDICATE CHAPTER: _____

FEE ENCLOSED: \$ _____ CHECK NO. _____

OR CHARGE CREDIT CARD: NAME ON CARD _____

BILLING ADDRESS _____

CARD TYPE (Please circle) Visa MasterCard American
Express

CARD NO.: _____ EXP. DATE: _____ CCV: _____

- ✓ If paying by check, please make your check payable to “San Diego Chapter of the Appraisal Institute”. Mail your check along with this completed application to San Diego Chapter of the Appraisal Institute, 4849 Ronson Court, Suite 102, San Diego, California 92111
- ✓ If paying by credit card, mail this completed application to the above address, or FAX to (858) 292-7333, or email to patti@sdcai.org.
- ✓ Questions? E-mail patti@sdcai.org, or call (858) 292-7324

Register online at <http://www.myappraisalinstitute.org/education/SanDiego/>