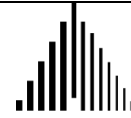


**Sacramento Sierra Chapter of the
Appraisal Institute presents**



**Appraisal
Institute®**

*Professionals Providing
Real Estate Solutions*

Business Practice and Ethics

Friday, May 14, 2010

Instructor: Stephanie Coleman, MAI, SRA

Holiday Inn Express, 4360 Town Center Blvd, El Dorado Hills, CA

Registration: 8 am; Seminar: 8:30 am - 4:30 PM

This course addresses topics that were not included in the older version such as International Standards, diversity, and Regulation No. 5. The examples and case studies address real-life, up-to-date matters such as mortgage fraud and advocacy. The course contains relevant and much-needed information for members.

The content emphasizes

- which standards apply to Appraisal Institute members and when they apply
- the key principles of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute
- how to identify and avoid behavior that violates the Code of Professional Ethics
- the correct way for Associate and Designated Members to use the Appraisal Institute's designations, emblems, and logo
- how the Appraisal Institute's enforcement process works and what it means to an individual member
- the importance of diversity as business strategy
- business practices that are unacceptable in a customer service industry such as appraisal practice and ways to avoid unacceptable practices

NOTE: Due to some content specific to the Appraisal Institute, the AQB has approved **this course for 5 hours of CE.** [Check with your state](#) for approved credit hours. Appraisal Institute members will receive 7 hours of A.I. credit

Tuition:

Members: \$175

Nonmembers: \$195

**Online registration available at:
www.sac-ai.org**

Cancellation Policy:

- Up to 15 days prior to program start date, \$25 cancellation fee
- Up to 10-14 days prior to program start date, \$50 cancellation fee
- Less than 10 days prior to program start date, forfeit of payment

Program Material Policy

Beginning 4 weeks before the offering start date, program material will be shipped directly to the student. If this material has been shipped and you request a registration cancellation, a call tag will be issued for the return of this material. A registration refund will not be issued until the material has been returned.

Program materials will be shipped directly to the student. **If you do not receive your materials within 10 days before the offering start date, please call the sponsor to inform them.**

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.

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.

Appraisal Institute Member - \$ 175 or **Non Member - \$ 195** **Enclosed is my check payable to: The Appraisal Institute** or **Charge my VISA** **MasterCard** **American Express**

May 13, 2010; 7 Hour USPAP Update
ONLINE REGISTRATION AVAILABLE AT www.sac-ai.org or
fax this form to 916-972-9750

Account No. _____ Expiration Date ____/____/____

Name on Card _____

Name _____ Designation _____

Firm Name _____ Chapter Affiliation _____

Firm Address _____

City/State/Zip _____

Email Address _____

Phone () _____ Email Address _____

State License #(s) _____ State(s) _____

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