



**SCHEDULE** for Thursday—March 18, 2010

Onsite Registration—8:00 a. m.

Instruction—8:30 a.m. to 5 p.m.

**HOURS**

Seven (7)

**WHO SHOULD ENROLL**

General and residential appraisers who are members or prospective members of the Appraisal Institute

**PREREQUISITE**

None

**REQUIRED EQUIPMENT**

None

**STUDENT MATERIALS**

Program material will be shipped directly to the student within four (4) weeks of registration. If the 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.

*The Reno-Carson-Tahoe Chapter of the  
Appraisal Institute*

***Business Practices and Ethics  
Course***

**DATE**

Thursday—March 18, 2010

**LOCATION**

Reno-Sparks Association of Realtors  
Building  
5650 Riggins Court  
Reno, NV 89502

**TIME**

8:30 a.m.—5:00 p.m.

**INSTRUCTOR**

Anthony J. Wren, MAI, SRA

**Contact Information**

Tina Anderson, Executive Director  
Las Vegas Chapter  
2211 North Rampart Boulevard  
Post Mail Box 122  
Las Vegas, Nevada 89128

Phone: 702-838-8489

Fax: 702-838-9474

Email: [tina@lvai.org](mailto:tina@lvai.org)

**ATTENDANCE & CERTIFICATE**

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% at the completion of the seminar.

The certificate of attendance will be sent to students 7-10 days after the end of the course by the national office of the Appraisal Institute.

**EDUCATION CREDIT**

Due to some content specific to the Appraisal Institute, the Nevada Commission of Appraisers have approved the *Business Practices and Ethics* course for 4 hours of continuing education credit—Approval Number CE.0008112-A. Appraisal Institute members will receive 7 hours of **Appraisal Institute** credit.

**AMERICAN DISABILITIES ACT (ADA)**

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.

## Business Practices and Ethics

### Course Description

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

## REGISTRATION INFORMATION

### TUITION

Appraisal Institute Members: **\$125** Non-members **\$175** (Valid through March 11, 2010)

- **\$25 Discount for Reno-Carson-Tahoe chapter members** (If registration occurs 14+ days prior—Use promo code *Chapter* when registering online)
- Tuition includes instruction and student materials
- \$50 Late Registration Fee will apply for all registrations received after March 11, 2010

### REGISTRATION

Students may access online registration at: [www.appraisalinstitute.org/education/RenoCarsonTahoe/](http://www.appraisalinstitute.org/education/RenoCarsonTahoe/) or complete the registration form and fax to 702-838-9474 **by March 11, 2010.**

### CANCELLATION and REFUND POLICY

- Up to 15 days prior to seminar start date, refund in full
- 7-14 days prior to start date, \$50 cancellation fee
- Less than seven days prior to course start date, forfeit of full payment unless a student replacement is provided.
- All cancellations must be submitted in writing. Confirmed students should not assume that cancellation has been granted until a confirmation has been received.

The Reno-Carson-Tahoe Chapter reserves the right to cancel, limit or reschedule an offering and to change faculty assignments and facility location due to low enrollment; therefore, prospective students should confirm their registration prior to making any non-refundable travel arrangements.

### Registration Form

REC-0201-0

Check Enclosed

VISA/MasterCard

American Express

Card Number

Exp. Date

Signature

First

Last

Membership Account Number (if applicable)

Firm name

Address

City/State/Zip code

Business Phone

Fax

E-mail

State of Licensure

License Number