

# Business Practices and Ethics

Date: **July 18, 2012** Location: **St. Paul, MN**

## Course

<b>Category</b>	Standards [SPP]
<b>Level</b>	II
<b>Attendance Hours</b>	7.0
<b>Current Price</b>	\$ 185.00 Member \$ 225.00 Regular
<b>Note</b>	After Jul 06, 2012 \$ 50.00 Late Fee
Please register early	

## Location

<b>Name</b>	Continuing Education & Conference Center, University of MN
<b>Address</b>	1890 Buford Ave.
<b>City</b>	St. Paul
<b>State</b>	MN
<b>Zip</b>	55108

## Sponsor

<b>Contact</b>	
<b>Chapter</b>	North Star
<b>Website</b>	<a href="http://www.northstarai.org">www.northstarai.org</a>
<b>Contact Name</b>	Maribelle Cushman
<b>Email</b>	<a href="mailto:maribellec@aol.com">maribellec@aol.com</a>
<b>Phone</b>	(651) 633-0676

## Instructor

Richard C. DuBay, SRPA, SRA

[Click Here](#) to check state approvals

## 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

**NOTE:** Beginning 6/27/2011, the AQB approved this course for 4 hours of CE. This is due to some content being specific to the Appraisal Institute. [Check with your state](#) for approved credit hours. Appraisal Institute members will receive 7 hours of A.I. credit.

## Downloads

- [Table of Contents and Overview](#) [PDF]
- [Course Schedule](#) [PDF]

## Audience

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

## Disclaimer

### Cancellation Policy

- Up To 15 days prior to program start date, refund in full.
- 2 - 14 days prior to program start date, \$50.00 cancellation fee.
- Less than 2 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, you will automatically be charged a \$25.00 fee and you may keep the material. Once the fee is charged, your refund will be processed. Material returns are no longer accepted. Contact the offering sponsor for more information.

- Cancel Offering, \$25.00 material fee.

**ENROLLMENT:** Enrollment is on a first-come, first served basis. If the event is filled, a waiting list will be retained. The North Star 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 nonrefundable airline reservations.

**ATTENDANCE:** The North Star Chapter and the Appraisal Institute enforce attendance requirements mandated by state licensing and certification regulatory agencies. One hundred percent (100%) attendance is required for all Appraisal Institute education programs. The Appraisal Institute issues certificates for State Certification/Licensing or State Continuing Education credit that verify successful completion and attendance of 100%. Students should not be late or leave early; if they are late or leave early, they will not receive credit. This follows Appraiser Qualification Board minimum criteria requirements.

**PROGRAM MATERIAL POLICY:** Beginning four weeks before the course start date, program materials will be shipped to the student. If you do not receive your materials within five business days of the start date, PLEASE NOTIFY the North Star Chapter office immediately. All students must bring their materials with them to class; there will be NO EXTRA's available.

**ADA POLICY:** If you have a disability and may require some accommodation at any event, please notify us in writing at least 2 weeks in advance and we will arrange for reasonable accommodations.

**CANCELLATION: PLEASE READ CAREFULLY.**

The North Star Chapter charges a \$50 cancellation fee.

If you cancel less than 48 hours before the start of the course or seminar you will receive NO REFUND. All cancellations must be submitted in writing to the Chapter Office in order to receive a refund. Confirmed students should not assume that cancellation has been granted until a confirmation has been received. Direct your e-mail requests to: maribellec@aol.com or fax: 651.633.5956.

If you cancel there is an additional \$25 material charge from the national office. You do not return course materials any longer.

Program materials will be shipped directly to the student. If you do not receive your materials within 5 days before the offering start date, please call the sponsor to inform them.

### Additional Information

**Course Schedule:**

July 18 - 8:00 am – 8:30 am - Registration; 8:30 am – 4:30 pm Lecture - No Exam.

The Fees include Instruction, Course Materials, Coffee Breaks and Lunch.

**Credit:** Appraisal Institute Continuing Education Credit: full attendance at the Course: 7 Hours.

State of Minnesota: 4 Hours of Continuing Education approved; 4 Hours of Real Estate CE and Assessor CEUs applied for.

All courses and seminars will be held at the Continuing Education and Conference Center, 1890 Buford Ave., St. Paul, MN 5510

**Hotel Information:** Contact any of the following hotels and indicate you are attending a University of Minnesota course to receive a discounted rate.

- Radisson Hotel – Roseville: 651.636.4567 or toll free: 800.333.3333 [www.radisson.com/rosevillemn](http://www.radisson.com/rosevillemn) (The Radisson has complimentary shuttle service available to the Continuing Education and Conference Center, if you request the shuttle service when you make your reservation.)

<http://marriott.com/property/propertypage/SACFR>

- Holiday Inn Express – 651.636.5800 - Shuttle service is available - please request when you make your reservation. 800-456-4000

- Ramada Plaza, 1330 Industrial Blvd., Mpls., MN 55413, 612-331-1900 – Shuttle service is available - please request when you make your reservation.

- Fairfield Inn – 651.636.7869 (or 1-800-228-2800 telling them you would like reservations at the Roseville, MN Fairfield

Inn) <http://marriott.com/property/propertypage/SACFR>

- St. Paul-Days Inn Roseville – 651.636.5966
- Radisson Hotel Metrodome – 612.379.8888

Hotel Information can be found on the website at [www.northstarai.org](http://www.northstarai.org) under the education link, pull down menu, “where can I stay”.

Please contact Maribelle: [maribellec@aol.com](mailto:maribellec@aol.com) 651.633-0676 if you have any questions or need assistance.

North Star Chapter office: 651.633.0676 FX: 651.633.5956

- [Map](#)

- [Directions](#)

**North Star Chapter – Appraisal Institute**

Presents:

**Business Practices and Ethics Course**

**July 18, 2012**

Continuing Education and Conference Center  
University of MN – St. Paul Campus  
1890 Buford Avenue, St. Paul, MN 55108  
612-624-3275

4 CE Hours in MN -Full attendance at Course  
7 CE – AI Hours

Please check you Appraisal Institute Membership status, or check Non-Member

\_\_\_\_\_ MAI \_\_\_\_\_ SRPA \_\_\_\_\_ SRA \_\_\_\_\_ Associate \_\_\_\_\_ Affiliate \_\_\_\_\_ Non-Member

Name \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ State Lic. #: \_\_\_\_\_

**Fees: Business Practices and Ethics Course (fees include- Course materials, Instruction, Lunch and breaks)**

July 18 Registration: 8:00 a.m. – Class Lecture: 8:30 a.m. – 4:30 p.m. ~ No Exam

Member Appraisal Institute	\$ 185.00	\$ _____
Non-Member	\$ 225.00	\$ _____
Late Fee	\$ 50.00 (after July 6)	\$ _____
	Total Due	\$ _____

Method of Payment: Check payable to Appraisal Institute \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\*\* Register Early as Seating is Limited \*\*\*

Please complete and return with payment to: North Star Chapter – Appraisal Institute  
1265 Josephine Road, Roseville, MN 55113

Credit card payments may be called in to 651.633.0676 or faxed to 651-633-5956 or

register online: [www.northstarai.org/education](http://www.northstarai.org/education)