



**MID HUDSON CHAPTER**  
www.midhudsonai.org

***Business Practices and Ethics***

**Date:** November 4, 2009

**Location:** Orange County Association of Realtors, 9 Coates Drive, Goshen, New York

**Time:** 9:00 a.m. – 5:00 p.m.

**Registration:** 8:30 a.m.

**Appraisal Institute members:** \$190.00

**Non-members:** \$225.00

**Tuition:** Includes seminar materials, continental breakfast and afternoon refreshments (Lunch on your own).

**Instructor:** Richard Marchitelli, MAI

**Seminar Coordinator:** Yvette Molinas

**Course Description:** This course addresses topics that were not included in the past, 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. This new course contains relevant and much-needed information for members.

The new materials 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 them

**NOTE:** Due to some content specific to the Appraisal institute, the AQB has approved this course for **5 hours of CE**. Appraisal Institute members will receive 7 hours of A.I. credit.

**CE Education Credit, Full Attendance:** Seven (7) hours from Appraisal Institute and **Five hours (5) from NY State**

**Cancellation Policy:** Up to 15 days prior to program start date, **\$25.00 cancellation fee**. 10 – 14 days prior to program start date, **\$50.00 cancellation fee**. Less than 10 days prior to program start date, **forfeit of payment unless a student replacement is provided**. All cancellation requests must be submitted in writing. Confirmed students should not assume that cancellation has been granted until a confirmation has been received. If you received your materials and do not send them back, you will not receive a refund.

**Appraiser Qualification Hours & Attendance Policy:** 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%.

**Other Information:** If you have a disability and require accommodation, please notify the chapter office at least two weeks in advance and we will arrange for reasonable accommodation. We reserve the right to cancel, limit, or reschedule the course and to change faculty assignments and facility locations at any time. Prospective students should confirm their registration before making any non-refundable airline reservations.

**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 Mid Hudson Chapter at 845-986-4863**

**ALL STUDENTS MUST BRING THEIR COURSE MATERIALS WITH THEM. ADDITIONAL MATERIALS WILL NOT BE AVAILABLE TO THOSE STUDENTS WHO HAVE NOT BROUGHT THEIR MATERIALS WITH THEM.**

**Enrollment Form**

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To Register/Pay by credit card: [www.appraisalinstitute.org/education/MidHudson.aspx](http://www.appraisalinstitute.org/education/MidHudson.aspx)

To Register/Pay by check: please complete form and return with payment to:

Mid Hudson Chapter, 6 Camelot Dr., Warwick, NY 10990

Please return registration and check by 10/22/09

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

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

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Telephone # (     ) \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_

\*Appraisal Institute member account number: \_\_\_\_\_

\*Appraisal Institute members should provide their acct. # (see upper right section of membership dues invoice)

Appraisal Institute Member:  MAI  SREA  SRPA  SRA  RM  Assoc.  Affil.

I am not a member of the Appraisal Institute

State (s) \_\_\_\_\_

License/certification # (s) \_\_\_\_\_

Payment enclosed: \_\_\_\_\_ \$190.00 Appraisal Institute member \_\_\_\_\_ \$225.00 nonmember

(Make check payable to: Mid-Hudson Chapter and mail to: 6 Camelot Drive, Warwick, NY 10990)

**[Confirmation Letter: If you enrolled ON-LINE, you will automatically receive a confirmation when your credit card is used. For check payment, confirmation will be sent 2 weeks prior to presentation.](#)**

For additional information, please contact the Mid-Hudson Chapter at 845-986-4863 or visit our website at [www.midhudsonai.org](http://www.midhudsonai.org) for other educational offerings or to **\*\*REGISTER ONLINE\*\***