

## **“Business Practices & Ethics” 7-HOUR CE CREDIT**

**Alabama Appraisal Board & Alabama Real Estate Commission**

**8:30AM-5:00PM**

**Registration: 8:00AM**

**August 27, 2010**

**BIRMINGHAM, ALABAMA**

This course is very different from the previous *Business Practices and Ethics* course. It 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

### **Instructor:**

**Kenneth G. Foltz, MAI, SRA**

He is the owner of Kenneth G. Foltz Appraisals, Inc. of Tampa, Florida. He has a B.S. from The College of William and Mary and an M.D.A. from the University of Tampa. He has his MAI and SRA as well as his RM and SRPA designations from the Appraisal Institute. He is a registered Broker in the State of Florida.

He is qualified to teach a variety of seminars and courses for the Appraisal Institute. He is also an Appraisal Institute Seminar and Course Developer. He was a contributor to The Appraisal of Real Estate, 9<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup> and the latest 13<sup>th</sup> Edition.

**Location: WMU Building-100 Missionary Ridge-Birmingham 35242**

---

Registration: Appraisal Institute Member Fee: \$175.00      Contact Person: Pam Paulk-205-835-0808  
 Non-Member Fee: \$195.00      pampaulk@aialabama.com

- Register online: [www.appraisalinstitute.org/education/alabama.aspx](http://www.appraisalinstitute.org/education/alabama.aspx)-(Credit Card)
- Mail Form Along with Check To: Alabama Chapter Appraisal Institute  
 (Business Practice & Ethics)      270 Doug Baker Blvd., Ste. 700-354  
 Birmingham, AL 35242

Name: \_\_\_\_\_ License# \_\_\_\_\_

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

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

Contact #: \_\_\_\_\_ Email(For Confirmation) \_\_\_\_\_

**Registration begins at 8:00AM, The class at 8:30AM-you must be present for the entire class to receive CE credit-Please do not accept cell phone calls during the class. Wait until the break to return calls.**

**Location: WMU Building, 100 Missionary Ridge, Birmingham, AL 35242-This is a no smoking facility.**

**Driving Directions:** From 1-459, take Exit 19 (Highway 280). Go east on Highway 280 East (toward Childersburg). Travel 2.8 miles to the tenth traffic light. Turn left onto Brook Highland Parkway. (This traffic light is at the top of a sharp incline.) Within a few hundred feet, turn left again onto Missionary Ridge. The WMU Building is at the top of the mountain.

**Registration:**

Registration deadline is 8 business days from start date. However, the registration deadline may be extended if vacancies remain. Early registration is recommended as space is limited.

**Cancellation Policy**

- Up To 15 days prior to program start date, refund in full.
- 7 - 14 days prior to program start date, \$50.00 cancellation fee.
- Less than 7 days prior to program start date, forfeit of payment unless a student replacement is provided.

**Transfer Policy**

- Up To 15 days prior to program start date, no transfer fee.
- 7 - 14 days prior to program start date, \$25.00 transfer fee.
- Less than 7 days prior to program start date, no transfer allowed.

**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.

Cancellations/Refunds: Requests for cancellations must be received in writing by the chapter. Fax cancellations: 205-437-0311 or email: [pampaulk@aialabama.com](mailto:pampaulk@aialabama.com). Confirmed students should not assume that cancellation has been granted until a confirmation has been received.

The Alabama Chapter reserves the right to change/cancel any class due to extraneous circumstances. If you have a disability and require special accommodations, notify the Chapter in writing at least two (2) weeks in advance and we will arrange for reasonable accommodation. Without two weeks' notice, accommodation may not be available.

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. 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.

**ATTENDANCE**

**The Appraisal Institute enforces attendance requirements mandated by state licensing and certification regulatory agencies. One hundred percent (100%) attendance is required for all Appraisal Institute education programs. This follows Appraiser Qualification Board minimum criteria requirements. You must not miss any of the course offering and you must give the instructor full attention. No cell phones, text messaging, returning calls, using computers and reading other non-related materials in class. You must be on time at beginning and returning from breaks and lunch.**

State Certification: Students should contact their specific state to determine current education approval and requirements.

**YOU MUST BRING YOUR ALABAMA REAL ESTATE LICENSE # IF YOU WANT CE CREDIT WITH THE ALABAMA REAL ESTATE COMMISSION AND YOU MUST COMPLY WITH 100% ATTENDANCE AND PARTICIPATION. Alabama Chapter Appraisal Insitute School Code # 92568**

- Hotels in the area:
- |   |  |  |  |
|---|--|--|--|
| 1. <b>Wyngate by Wyndham</b><br>800 Corporate Ridge<br>205-995-8586<br><a href="http://www.wyndham.com">www.wyndham.com</a> | 2. <b>Candlewood Suites</b><br>600 Corporate Ridge<br>888-299-2208<br><a href="http://www.candlewoodsuites.com">www.candlewoodsuites.com</a> | 3. <b>Hyatt Place*</b><br>4686 Hwy 280<br>205-995-9242<br><a href="http://www.hyatt.com">www.hyatt.com</a> | 4. <b>Homewood Suites</b><br>215 Inverness Center Ave.<br>205-995-9823<br><a href="http://www.hilton.com">www.hilton.com</a> |
|---|--|--|--|

\*(Will Shuttle  
To WMU Upon request)