

**ONLINE SESSION  
VIA THE ZOOM APP**



**Appraisal  
Institute®**

*Professionals Providing  
Real Estate Solutions*

**Atlanta Area Chapter of the Appraisal Institute**

*presents*

# **BUSINESS PRACTICES & ETHICS**

**Course (6 Hours)**

**June 11, 2020**

**Instructor**

**Jeff Miller, MAI, AI-GRS**

## **Tuition**

AI Price: \$175  
Full Price: \$200

## **Contact**

Suzanne Brockway, Executive Director  
Atlanta Area Chapter Appraisal Institute  
[aiatlanta.org/](http://aiatlanta.org/) [sbrockway@aiatlanta.org](mailto:sbrockway@aiatlanta.org)

## About the Course

*Business Practices and Ethics* is an important course that provides information about standards and ethics requirements for valuers in general and, more specifically, for valuers who belong to the Appraisal Institute.

Through discussion questions and examples, the class compares behavior and actions that illustrate violations of the Code of Professional Ethics, and participants learn how referrals can be made. Participants are also introduced to the Appraisal Institute Guide Notes to the Standards of Professional Practice and use these Guide Notes to resolve everyday appraisal practice problems.

At the end of the course, they learn about common errors in appraisal reports and review reports, and they respond to questions about challenges that arise in appraisal practice such as requests for updates and requests to change or add intended users. These are common business practice issues that appraisers encounter in various assignments, including mortgage lending, litigation, and property tax appeal. Other real-life scenarios in the course illustrate less common business practice issues such as an appraiser's obligation when illegal or criminal behavior is observed. [Click here for the complete course description.](#)

### Hours / Schedule – JUNE 11, 2020

8:00 am to 8:30 am—Log-in & Roll Call

8:30 am to 2:30 pm—Class Instruction

12-12:30 pm—Lunch

### State Approval

Six (6) hours of continuing education is approved by the Appraisal Institute and the GA Real Estate Appraisers Board, and SC Real Estate Appraisers Board. Students licensed in other states, need to verify if their states will accept this course being held virtually sponsored by the Atlanta Area Chapter AI.

### Registration

Registration must be completed online [HERE](#).

### Student Materials

Download: Have them loaded on your laptop ready for viewing.

Printed: If you opted to purchase a printed material at an additional fee when registering, they will be shipped directly to you.

## Preparation & Policies

**THIS CLASS WILL BE HELD VIA INTERACTIVE VIRTUAL (Zoom) CLASSROOM TECHNOLOGY. STUDENTS ARE REQUIRED TO HAVE A COMPUTER, WEBCAM, AND MICROPHONE. IT IS THE STUDENT'S RESPONSIBILITY TO HAVE THE REQUIRED EQUIPMENT TO PARTICIPATE AND RECEIVE CREDIT.**

### Virtual Classroom-Live/Interactive Participation Guidelines

- Students must have computer, webcam, audio, and microphone capability to participate and receive continuing education credit. **If you have a Lenovo laptop, you must have the Lenovo Vantage App installed on your computer for the webcam to operate.**
- The platform will be interactive and live. The instructor must be able to physically see and interact with all students and students must be able to see and interact with the instructor.
- A copy of your driver's license must be emailed to the Chapter office as verification after you have registered for the offering prior to the offering start date. You will receive a separate email from the Chapter Office with log-in/access information. Please contact the chapter office if you have any questions regarding the participation guidelines, at [sbrockway@aiatlanta.org](mailto:sbrockway@aiatlanta.org).

### Attendance Policy

To receive credit, 100% attendance is required for all Appraisal Institute education programs. Students should not be late or leave early; if they are late or leave early, they will not receive credit. Partial credit is not awarded. NOTE:

- Attendance will be monitored throughout the day
- Students are required to hold up photo ID when the instructor calls the student's name, during roll call.
- Students are required to be visible on the virtual platform during the entirety of the course
- Instructor will direct questions to each student in the morning and afternoon

### Enrollment Cancellation Policy & Fees

If a student wishes to cancel enrollment, a cancellation notice must be submitted in writing via email stating the reason for the cancellation and your AI account number to [sbrockway@aiatlanta.org](mailto:sbrockway@aiatlanta.org)

- Up to 15 days prior to the program start date, \$25 cancel fee
- 3-14 days prior to the program start date, \$50 cancel fee
- Less than 3 days prior to the program start date, no refund will be provided