

DESIGNATION PROGRAM



ETHICS IS GOOD BUSINESS

This BOMI International course is required for both RPA® and FMA® designation programs.

Course Information

DATE: MAY 9, 2018 | ONE-DAY CLASS

TIME: 9 AM - 4 PM

LOCATION: AOBA Office | 1025 Connecticut Avenue, Suite 1005 | Washington, DC 20036

INSTRUCTOR: Glenn Hugo, RPA®, FMA®, CCIM

COURSE FEE:

Member: \$670 | Non-member: \$705

*Additional one-time \$225 enrollment fee for new students.

*First coursebook is included in the course fee.

EXAM FEE: Computer-Based Testing (CBT) is included in the course fee.

*BOMI International will send CBT information.

If you have not received this information one month after the start of class, contact BOMI International directly at 1.800.235.2664 or service@bomi.org.

DIRECTIONS: This course will be taught at the AOBA office. This location can be accessed from two Metro stations: Farragut West (orange and blue lines) and Farragut North (red line).

Course Overview

This course helps you understand the impact that ethical behavior can have on your professional performance and your property's bottom line. By working through difficult ethical dilemmas, you'll develop the confidence to follow through, even when facing adversity.

KEY TOPIC AREAS:

tenant relations • triple bottom line
confidentiality recordkeeping and SOX • trade secrets • proper use of funds • conflicts of interest
corporate social responsibility • environmental stewardship

Registration Guidelines

Registrations must be received at the AOBA office no later than **May 1, 2018**. Those received after this date are subject to a \$25 late fee.

If you decide for any reason not to take this course once you have registered, you must return the coursebook and the "Key Concept Study Guide" to the AOBA office. A \$25 processing fee will be imposed.

Note: A minimum of 15 students are needed to run each course. If AOBA cancels the course, a full refund will be issued.

**Courses are subject to cancellation without notice.*

All general inquiries can be made to AOBA • 202.296.3390.

Course Registration Form

First Name: _____ Middle Name: _____ Last Name: _____
BOMI ID# (if current student): _____ Company Name: _____
E-mail: _____ Mail correspondence/ grades to: Office Home

OFFICE ADDRESS	Please fill out BOTH addresses	HOME ADDRESS
Address: _____	Address: _____	Address: _____
City: _____	City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____	State: _____ Zip: _____
Phone: _____ Fax: _____	Phone: _____	Phone: _____

1 ENROLLMENT OPTIONS AND FEES

CURRENT STUDENTS:

A. I am enrolled in a BOMI International program (check all that apply): RPA FMA SMT/SMA

B. I am a BOMI International designation holder who wants to enroll in another designation program (check one): RPA FMA SMT/SMA

I agree to pay the \$100 enrollment fee. \$ _____

C. I am a BOMI International designation holder who wants to take a course for CPD credit.

No additional enrollment fee required.

NEW STUDENTS:

A. I want to enroll in a BOMI International designation program (check all that apply):

RPA FMA SMT/SMA

I agree to pay the \$225 enrollment fee. \$ _____

B. I want to take an individual BOMI International course only.

I agree to pay the \$100 enrollment fee. \$ _____

*Your first course enrollment fee may be applied toward a designation enrollment fee.

C. I want to enroll in a BOMI International certificate program (check all that apply): PAC PMFP

I agree to pay the \$100 enrollment fee. \$ _____

2 COURSE REGISTRATION FEE

A. AOBA Member: \$670 \$ _____

B. Non-AOBA Member: \$705 \$ _____

TOTAL AMOUNT DUE \$ _____

3 PAYMENT METHOD

Check - Payable to AOBA Purchase Order - Attach a copy of P.O.

Credit Card (check one): Mastercard VISA AMEX

Name on Card: _____ Card Number: _____ Expiration Date: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Signature: _____

Checks should be made payable to AOBA and sent along with the registration form to the AOBA office.

Payments are due within 30 days of the invoice date. Any payments received after this date are subject to a 15% service charge, compounded every 30 days the invoice remains unpaid.