

DESIGNATION PROGRAM

ETHICS IS GOOD BUSINESS® SHORTCOURSE (REQUIRED)

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

COURSE INFORMATION

DATE: Wednesday, October 16, 2019

TIME: 8:30 am – 4:30 pm

LOCATION: AOBA, 1025 Connecticut Ave, Suite 1005
Washington, DC 20036

INSTRUCTOR: Glen Hugo, Regional Manager, MRP Real Estate Services Group, LLC

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



APARTMENT AND OFFICE
BUILDING ASSOCIATION
OF METROPOLITAN
WASHINGTON

REGISTRATION GUIDELINES

- Registrations must be received at the AOBA office no later than **October 4, 2019**. 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 to the AOBA office. A \$25 processing fee will be imposed.
- Coursebooks will be available for *pick-up only* at AOBA starting **October 9, 2019**.
- 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 Pascha Steward at AOBA • 202.296.3390, ext. 760.

DESIGNATION PROGRAM

COURSE REGISTRATION FORM

First Name: _____ Middle Name: _____ Last Name: _____

BOMI ID# (if a current student): _____ Company Name: _____

Email: _____ Mail correspondence/grades to: Office Home

OFFICE ADDRESS

← Please fill out BOTH addresses

HOME ADDRESS

Company Address: _____

City: _____

State: _____ Zip: _____

Work Phone: _____ Fax: _____

Home Address: _____

City: _____

State: _____ Zip: _____

Home Phone: _____ Fax: _____

1 ENROLLMENT OPTIONS AND FEES

CURRENT STUDENTS

A. I am enrolled in a BOMI International program(s): RPA® FMA® SMT/SMA® BOMI-HP®

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

RPA® FMA® SMT/SMA® BOMI-HP®

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® BOMI-HP®

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 FMC

SMC BEC

I agree to pay the \$100 enrollment fee.

\$ _____

2 ETHICS IS GOOD BUSINESS COURSE REGISTRATION FEE

A. AOBA Member: \$670

\$ _____

B. Non-AOBA Member: \$705

\$ _____

3 PAYMENT METHOD

TOTAL AMOUNT DUE \$ _____

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: _____ Security Code: _____

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.