

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
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**TO:** Assessing Officials  
**FROM:** Barry Wood, Assessment Division Director *JBW*  
**RE:** Level III Certification Process  
**DATE:** January 6, 2010

The Department of Local Government Finance's ("Department") Level III Assessor-Appraiser Certification rule was adopted and takes effect this month.

To achieve the Level III Assessor-Appraiser Certification, a person must achieve Level II Assessor-Appraiser Certification and successfully complete (i.e. attend and pass the exam) the following International Association of Assessing Officers (IAAO) courses:

- **IAAO Course 101 - Fundamentals of Real Property Appraisal**
- **IAAO Course 102 - Income Approach to Valuation**
- **IAAO Course 300 - Fundamentals of Mass Appraisal**
- **IAAO Course 400 - Assessment Administration**
- **IAAO Workshop 151 – Uniform Standards of Professional Appraisal Practice**  
(Note: Successful completion of the USPAP class administered by another entity such as the Appraisal Institute may be used in lieu of IAAO Workshop 151.)

Individuals who have already completed the above requirements may immediately apply to become Level III certified.

For consideration, the applicant must complete the Level III certification application (attached) and provide copies of the Certificate of Completion for each course. Photocopies, not original certifications, should be sent, as submitted copies will not be returned.

Please send the application and certificates of completion to:

Ms. Donna Bratcher  
Department of Local Government Finance  
100 N. Senate Ave., Room N1058  
Indianapolis, IN 46204

Scanned copies will be accepted and may be emailed to [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov).

If an applicant does not have a copy of the Certificate of Completion, copies may be obtained from the IAAO. A transcript of courses completed from the IAAO may substitute for the individual certificates of completion. As such, an individual may request verification of all coursework from IAAO in one of two ways:

1. request a transcript from the IAAO (\$50.00 – see the attached *IAAO Transcript Request Form*); or
2. request a duplicate certificate (\$25.00 – see the *IAAO Duplicate Certificate Request Form*) from the IAAO.

Contact information for the IAAO is as follows:

IAAO Professional Development Department  
314 West 10th Street  
Kansas City, MO 64105  
Phone: 816-701-8100, Fax 816-701-8149

If you have any additional questions, please contact Assistant Assessment Director Carol Johns at 317.234.6342 or [cjohns@dlgf.ingov](mailto:cjohns@dlgf.ingov) .

Attachments:

- Level III Assessor-Appraiser Certification Application Form
- IAAO Transcript Request Form
- IAAO Duplicate Certificate Request Form