



INDIANA CHAPTER OF IAAO

2013 COURSE OFFERINGS

AND REGISTRATION

TO: All County & Township Assessors, County Auditors,
PTABOA Members and Vendors

FROM: Indiana Chapter of IAAO
William Birkle, President
Ginny Whipple, Class Coordinator

DATE: April 5, 2013

SUBJECT: 2013 IAAO Course Offerings and Registration

The Department of Local Government Finance ("Department"), in conjunction with the Indiana Chapter of the International Association of Assessing Officers (ICIAAO), will sponsor certain IAAO courses for the purpose of achieving the Level III certified assessor/appraiser certification or as a continuing education opportunity.

The Department will pay the registration fee for two employees from each county and each elected township assessor's office who have not taken the course previously through the Department. Eligible registrants are County Assessors and/or Deputies, Elected Township Assessors and/or their Deputies, and appointed members of the PTABOA. For county and township employees, the two per county or township rule is in effect. If more than two registrations per county or elected township assessor's office are received for a course, employers will be contacted to decide which employees are the two to attend at the Department's expense. Additional employees may register at county or their own expense.

In order for the Department to pay the registration fee, registrants must sign both an AM and PM sign in sheet and take the exam at the end of the course. Successful completion of the exam is not a requirement.

Those who have taken the course previously, all vendors, those who do not attend the entire course, or those who do not take the exam will be responsible for payment of the registration fee. Anyone who registers for the course and cancels within ten days of the course or who does not attend any part of the course, without specific approval from the Department or the ICIAAO, will also be responsible for payment of the registration fee. Emergencies will be taken into consideration, and if there is a wait list and if the spot can be filled, no fee will be charged to the person cancelling.

ICIAAO will fill the classes on a first come, first served basis without regard to the employer, using the received date and time from the email, postmark or fax. Once a course is filled (50 people maximum) additional registrants will be placed on a wait list. The position on the wait list will also be determined by the date and time stamp on the email, postmark or fax.

A minimum of 25 people must be registered for the course. If ICIAAO does not have 25 registrations 14 days before the start date of the course, the course will be cancelled and you will be notified by e-mail.

*****Change in registration procedure*****

All registrations will be handled online by the ICIAAO through their website:

www.iaao-indiana.com

The link to the registration is at the bottom of the page. If you are unable to access the website or are experiencing technical difficulties, please contact Ginny Whipple by phone or email.

Phone: (812)593-5308

Email: ginny@gnaassessmentprofessionals.com

Confirmation that you are registered for a course will come via email from the ICIAAO registration site immediately after you complete your on-line registration. If you do not receive a confirmation, please check your spam mail and then contact Ginny Whipple at (812)-593-5308 or email at ginny@gnaassessmentprofessionals.com.

Continuing Education Credits

The Department will only give continuing education credits for the IAAO courses one time. If you take the class again, you will not receive the credit hours for the course. Credit hours for each course are noted with the course descriptions below.

Registration fee

As mentioned above, those who have taken the course previously, all vendors, those who do not attend the entire course, or those who do not take the exam will be responsible for payment of the registration fee. The registration fee for each one week (30 hour) course (101, 102, 300 & 400) is \$380.00. The registration fee for the Workshop 151: USPAP (Uniform Standards of Appraisal Practice) is \$250.00. Please send your payment for the course(s) or workshop when your registration is confirmed via email. Checks should be made to: Indiana Chapter of IAAO or ICIAAO and mailed to Ginny Whipple at 1803 S CR 550 W, Greensburg, IN 47240.

Times

Courses will begin promptly at 8:00 AM and end at 5:00 PM (local time at the course site). On Friday, the examination will begin at 8:00 AM and convene at 12:00 PM.

What to bring to the course

#2 Pencils, a calculator, ruler and paper to keep notes.

Per Diem

In accordance with the rules promulgated by the Department governing the payment of travel expenses associated with approved training sessions, a township assessor (and their deputies), a county assessor (and deputies), a county auditor or a PTABOA member who attends this session is entitled to receive a mileage allowance and the per diem as set by the county in which the official resides, under the travel rules of the county*. A person is entitled to a round trip mileage allowance only for travel between the person's place of work and the training site nearest to the person's place of work. Claims are to be paid, without regard to appropriation, from either the county general or cumulative reassessment fund.

*If a county does not have an approved travel policy, the participant's reimbursement will be governed by the travel rules of the State of Indiana in effect at that time.

IAAO COURSE AND WORKSHOP DESCRIPTIONS

Course 101 - Fundamentals of Real Property Appraisal

30 hours Department CE credits

The Fundamentals of Real Property Appraisal is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach. The Fundamentals of Real Property Appraisal utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

Recommended: Property Assessment Valuation (PAV) textbook, 3rd Edition

Course 102 - Income Approach to Valuation

30 hours Department CE credits

The Income Approach to Valuation is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant or improved properties by the income approach. The material covers real estate finance and investment, capitalization methods and techniques, analysis of income and expenses to estimate operating income, selection of capitalization rates, and application of the approach. The Income Approach to Valuation utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

Recommended: Course 101, Property Assessment Valuation (PAV) textbook, 3rd Edition

Course 300 - Fundamentals of Mass Appraisal

30 hours Department CE credits

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

Recommended: Course 101, 102, Fundamentals of Mass Appraisal, 1st Edition

Course 400 - Assessment Administration

30 hours Department CE credits

Course 400 provides fundamental management concepts for management and supervisory personnel in the assessor's office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions.

Recommended: Course 101, The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP) and Assessment Administration textbook.

Workshop 151 – USPAP (Uniform Standards of Professional Appraisal Practice) (National)

15 hours Department CE credits

This workshop covers materials from The Appraisal Foundation, Uniform Standards of Professional Appraisal Practice which includes: Definitions, Preamble, Ethics Rule, Competency Rule, Departure Rule, Jurisdictional Exception Rule, Supplemental Standards Rule, and Standards 1 through 10.

Supplementary materials include The Appraisal Foundation Uniform Standards of Professional Appraisal Practice (USPAP). This workshop includes an exam on the third day.

Publications

The following publications are not necessarily required for the courses, but can be used in conjunction with the class materials when studying for the course exams. If you would like to purchase one of these publications, please contact Ginny Whipple at 812-593-5308 or email ginny@gnaassessmentprofessionals.com at least three weeks prior to the course to ensure delivery of the textbooks to the class site. Make your check to ICIAAO and mail it to Ginny at 1803 S CR 550 W, Greensburg, IN 47240

<u>Assessment Administration (soft cover text)</u>	<u>\$40</u>
<u>Fundamentals of Mass Appraisal (1st edition)</u>	<u>\$50</u>
<u>Property Assessment Valuation (2nd edition, copyright 1996)</u>	<u>\$25</u>
<u>Property Assessment Valuation (3rd Edition, copyright 2010)</u>	<u>\$50</u>

Course Dates and Locations

Course 400: Assessment Administration	May 13 - 17, 2013	Indianapolis
Workshop 151: USPAP	June 4 – 6, 2013	Indianapolis
Course 102: Income Approach to Valuation	June 10 – 14, 2013	Valparaiso
Workshop 151: USPAP	June 11 - 13	Evansville
Course 102: Income Approach to Valuation	July 15 – 19, 2013	Evansville
Course 400: Assessment Administration	August 5 – 9, 2013	Huntington
Course 101: Fundamentals of Real Property Appraisal	Sept. 9 – 13, 2013	Sellersburg
Course 300: Fundamentals of Mass Appraisal	Sept. 16 – 20, 2013	Indianapolis
Course 101: Fund. of Real Property Appraisal	Sept. 23 – 27, 2013	Indianapolis
Workshop 151: USPAP	Oct. 8 – 10, 2013	Huntington
Course 300: Fundamentals of Mass Appraisal	Oct. 28 - Nov 1, 2013	Evansville
Course 400: Assessment Administration	June 24 - 28, 2013	Sellersburg
Course 102: Income Approach to Valuation	Dec. 2 – 6, 2013	Indianapolis

The Centre' Conference Facility in Evansville

715 Locust St
Evansville, IN 47708
(812) 435-5770

Indianapolis – Warren Township Trustee's Office

501 North Post Road
(Please park in spaces at the edge of the parking lot first,
to allow for Small Claims and Trustee Office parking)
Indianapolis, IN 46219
317-327-8947

Huntington City-Twp Public Library

255 West Park Drive
Huntington, IN 46750
(260) 356-0824
<http://www.huntingtonpub.lib.in.us/>

Valparaiso Ivy Tech

3100 Ivy Tech Drive
Valparaiso, IN 46383
(219) 464-8514
<http://www.ivytech.edu/northwest/>

Sellersburg Ivy Tech

8204 Highway 311
Sellersburg, IN 47172
812-246-3301