STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

.

2011 IAAO COURSE MEMO AND REGISTRATION

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

FROM: Carol Johns, Assistant Director of Assessments

SUBJECT: 2011 Indiana Chapter of IAAO Courses

The Department of Local Government Finance (DLGF) in conjunction with the Indiana Chapter of the International Association of Assessing Officers (ICIAAO) will sponsor IAAO courses as a continuing education opportunity.

The DLGF will pay the registration fee for two employees from each county and each elected township assessor's office to attend these sessions. Eligible registrants are County Assessors and/or Deputies, Elected Township Assessors and/or their Deputies, County Auditors and/or their deputies and appointed members of the PTABOA.

In order for the DLGF 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 DLGF or Indiana Chapter IAAO, 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.

The courses will be filled 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 we do 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.

For county and township employees we use the two per county or township rule. 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 first two to attend. The additional employees will be placed on the wait list. If the course does not fill, the additional county or township employees will be registered to attend with the DLGF paying the registration fee.

On-site registrations will NOT be accepted! Please complete a copy of the attached registration form for each individual who plans to attend the courses. Each person may register for more than one course per registration form. All registration forms must be received at the DLGF no later than **three weeks prior** to the course.

Confirmation that you are registered in the course will come via an email from Donna Bratcher at the DLGF approximately three weeks prior to the course start date. If you do not receive an email registration confirmation, please contact Donna at 317-233-0166 or by email at dbratcher@dlgf.in.gov to confirm your registration form was received.

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 Course (101, 102, 300, 311 & 400) is $375.00. 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 Donna Bratcher at the Department of Local Government Finance, 100 N Senate Ave, Rm N1058, Indianapolis, IN 46204.

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 and paper to keep notes.

Overnight Lodging

The DLGF will not be responsible for overnight lodging reservations. The registrant shall take total responsibility for their own accommodations.

Per Diem

In accordance with the rules promulgated by the DLGF 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 DLGF 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

AQB Approved: 33.50 CE with exam / 30 CE no exam

Course 102 - Income Approach to Valuation

30 hours DLGF 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

AQB Approved: 33.50 QE, 33.50 CE with exam / 30 CE no exam

Course 300 - Fundamentals of Mass Appraisal

30 hours DLGF 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, Mass Appraisal of Real Property textbook (MARP)

Course 311 - Residential Modeling Concepts

30 hours DLGF CE credits

Course 311 presents a detailed study of the mass appraisal process as applied to residential property. Topics covered include a comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, market analysis, application of the approaches to value, use of sales ratio studies, and valuation review techniques.

Recommended: Course 300, Mass Appraisal of Real Property textbook (MARP)

Course 400 - Assessment Administration
30 hours DLGF 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 DLGF 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.
IAAO recertification credit: 15 hours-2 days

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 timely delivery. Make your check to ICIAAO and mail it to Ginny at 1803 S CR 550 W, Greensburg, IN 47240

Property Assessment Valuation (2nd edition, copyright 1996)	$25
Property Assessment Valuation (3rd Edition, copyright 2010)	$50
Property Appraisal and Assessment Valuation (soft cover text)	$40
Mass Appraisal of Real Property (soft cover, copyright 1999)	$40
Assessment Administration (soft cover text)	$40

2011 Indiana Chapter IAAO Course Registration First and Second Quarter

Please scan and email, fax or mail to
Donna Bratcher
dbratcher@dlgf.in.gov or
Dept of Local Government Finance
100 N Senate Ave Rm N1058, Indianapolis, IN 46204
Ph: 317-233-0166 Fax 317-232-8779

Name: _____

Employer: _____

Your Title: _____ Date of Birth: _____

(Please circle one)
Mailing Address: Home or Business _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____
(Confirmations will only be sent via email, *three weeks* prior to class start date)

Register	2011 Dates		Location
	February 8 - 10	Workshop 151	Bloomington Ivy Tech 501 N Profile Pkwy Manufacturing Suite Bloomington, IN 47404
	March 7 – 11	Course 102	Hamilton County, Delaware Twp Community Ctr 9094 E 131st St Fishers, IN 46038
	March 21 - 25	Course 101	Bloomington Ivy Tech 501 N Profile Pkwy Manufacturing Suite Bloomington, IN 47404
	April 4 – 8	Course 300	Huntington County Courthouse 201 N Jefferson St Rm DAR Rm 206 Huntington, IN 46750
	May 23 - 27	Course 400	Huntington County Courthouse 201 N Jefferson St Rm DAR Rm 206 Huntington, IN 46750
	June 14 – 16	Workshop 151	Greensburg City Hall 314 W Washington St Greensburg, IN 47240

2011 Indiana Chapter IAAO Course Registration Third and Fourth Quarter

Please scan and email, fax or mail to
Donna Bratcher
dbratcher@dlgf.in.gov or
Dept of Local Government Finance
100 N Senate Ave Rm N1058, Indianapolis, IN 46204
Ph: 317-233-0166 Fax 317-232-8779

Name: _____

Employer: _____

Your Title: _____ Date of Birth: _____

(Please circle one)
Mailing Address: Home or Business _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____
(Confirmations will only be sent via email, *three weeks* prior to class start date)

Register	2011 Dates		Location
	July 11 – 15	Course 102	Valparaiso Ivy Tech 3100 Ivy Tech Drive Rm D119 Valparaiso, IN 46383
	August 22 -26	Course 101	Hamilton County, Delaware Twp Community Ctr 9094 E 131st St Fishers, IN 46038
	September 12 - 16	Course 300	Hamilton County, Delaware Twp Community Ctr 9094 E 131st St Fishers, IN 46038
	October 11 – 13	Workshop 151	Huntington County Courthouse 201 N Jefferson St Rm DAR Rm 206 Huntington, IN 46750
	October 24 – 28	Course 101	Valparaiso Ivy Tech 3100 Ivy Tech Drive Rm D119 Valparaiso, IN 46383
	Oct 31 – Nov 4	Course 400	Hamilton County, Delaware Twp Community Ctr 9094 E 131st St Fishers, IN 46038
	November 14 - 18	Course 311	Hamilton County, Delaware Twp Community Ctr 9094 E 131st St Fishers, IN 46038
	December 5 – 9	Course 102	Bloomington Ivy Tech 501 N Profile Pkwy Manufacturing Suite Bloomington, IN 47404