
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
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2020 INDIANA CHAPTER IAAO COURSE MEMO AND REGISTRATION

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

FROM: Barry Wood, Assessment Division Director

DATE: March 11, 2020

SUBJECT: 2020 Indiana Chapter IAAO Courses

The Department of Local Government Finance (“Department”) in conjunction with the Indiana Chapter of the International Association of Assessing Officers (“ICIAAO”) will sponsor IAAO courses 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, county auditors and/or their deputies and appointed members of the PTABOA. For county and township employees IAAO uses 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 two to attend at the Department’s expense. Additional employees may register at the county’s or their own expense.

In order for the Department to pay the registration fee, registrants must sign both an A.M. and P.M. 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 individuals 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 (10) days of the course or who does not attend any part of the course—without specific approval from the Department or ICIAAO—will also be responsible for payment of the registration fee. Emergencies will be taken into consideration, and if there is a waitlist and the spot can be filled, no fee will be charged to the person canceling.

The courses will be filled on a first-come, first-serve 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 waitlist. The position on the waitlist will also be determined by the date and time stamp on the email, postmark, or fax.

All class registrations will be handled online by the Indiana Chapter of IAAO through their website:

www.iaao-indiana.com

The link to the registration is at the top of the page under the CLASSES section. 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: ginnywhipple3152@gmail.com

Confirmation that you are registered for a course will come via email from our registration site immediately after you complete your online registration. If you do not receive a confirmation, please check your spam email and then contact Ginny Whipple at (812) 593-5308 or email ginnywhipple3152@gmail.com.

Continuing Education Credits

The Department will only give continuing education credits for each IAAO course one time. If you repeat the class, 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 that 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, 201, 300, and 400) is \$545.00. The registration fee for the Workshop 151: USPAP (Uniform Standards of Appraisal Practice) is \$400.00. Please send your payment for the course(s) or workshop following receipt of your emailed registration confirmation. Checks should be made to: Indiana Chapter of IAAO or ICIAAO and mailed to Judy Affolder, ICIAAO Treasurer, 3625 S 500 W, Berne, IN 46711.

Times

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

What to bring to the course

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

Overnight Lodging

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

Per Diem

In accordance with the rules promulgated by the Department governing the payment of travel expenses associated with approved training sessions (50 IAC 20), a township assessor (and

deputies), a county assessor (and deputies), 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 discussions, 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 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 discussions, 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 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, Fundamentals of Mass Appraisal, 1st Edition

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.

Publications

The following publications are not 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 ginnyywhipple3152@gmail.com at least three (3) weeks prior to the course to ensure delivery of the textbooks to the class site. Checks should be made to: Indiana Chapter of IAAO or ICIAAO and mail it to Judy Affolder, ICIAAO Treasurer, 3625 S 500 W, Berne, IN 46711.

<u>Assessment Administration (softcover 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>

Information regarding class facilities and hotel accommodations

Ft. Wayne – Rousseau Centre, 7th Floor Conference Center

1 East Main

Ft. Wayne, IN 46802

(260) 449-7173

(Parking is \$7 per day in the garage attached to the building)

Hotels within walking distance offering Government Rate with ID and availability:

Ft. Wayne Downtown Hilton (\$8 per day parking)

1020 S. Calhoun Street

Fort Wayne, IN 46802

(260) 420-1100

Courtyard by Marriott Downtown (\$8 per day off-site parking)

1150 South Harrison Street

Fort Wayne, IN 46802

(260) 490-3629

Indianapolis – Warren Township Trustee’s Office

501 North Post Road

Indianapolis, IN 46219

(317) 327-8947

(Please park in spaces at the edge of the parking lot first, to allow for Small Claims and Trustee Office parking)

Hotels located off of Shadeland Ave at I-465 offering Government Rate with ID and availability:

Indianapolis Marriott East

7202 E. 21st Street

Indianapolis, IN 46219

(317) 352-1231

Holiday Inn Express & Suites

Indianapolis – East

7035 Western Select Drive

Indianapolis, IN 46219

(317) 322-0011

Columbus – Old National Bank Conference Room

3805 25th Street.

Columbus, IN 47201

(812) 593-5308

No Hotels within walking distance. Both I-65 Interchanges have hotels available offering Government Rate with ID and availability:

Courtyard Columbus Tipton Lakes
3888 Mimosa Drive
Columbus, IN 47201
(812) 342-8888

La Quinta Inn & Suites Columbus
101 Carrie Lane
Columbus, IN 47201
(812) 379-4657

Valparaiso – Ivy Tech Community College

3100 Ivy Tech Drive
Valparaiso, IN 46383
(219) 464-8514

Hotels located on Silhavy Road offering Government Rate with ID and availability:

Holiday Inn Express & Suites
1251 Silhavy Road South
Valparaiso, IN 46385
(219) 464-9395

Hampton Inn
1451 Silhavy Road
Valparaiso, IN 46383
(219) 531-6424

Assessor's Conference – Hilton Downtown Indianapolis

120 W. Market
Indianapolis, IN 46204
(317) 972-0600

Course Dates and Locations

Course 101: Fund. of Real Property Appraisal	April 27 – May 1, 2020	Indianapolis
Workshop 151: USPAP	May 12 – 14, 2020	Columbus
Course 102: Income Approach to Valuation	May 18 - 22, 2020	Columbus
Course 300: Fundamentals of Mass Appraisal	June 8 – 12, 2020	Columbus
Course 400: Assessment Administration	June 22 – 26, 2020	Columbus
Course 102: Income Approach to Valuation	July 13 – 17, 2020	Indianapolis
Course 101: Fund. of Real Property Appraisal	July 27 – 31, 2020	Columbus
Course 102: Income Approach to Valuation	August 17 – 21, 2020	Ft. Wayne
Workshop 151: USPAP**	August 24 – 26, 2020	Assessor Conference
Course 400: Assessment Administration	September 14 – 18, 2020	Valparaiso
Course 101: Fund. of Real Property Appraisal	October 5 – 9, 2020	Ft. Wayne
Course 300: Fundamentals of Mass Appraisal	October 19 – 23, 2020	Valparaiso
Workshop 151: USPAP	November 4 - 6, 2020	Valparaiso
Course 400: Assessment Administration	December 7 – 11, 2020	Indianapolis
** Register with Conference Registration		