
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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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: July 19, 2021

SUBJECT: 2021 Indiana Chapter IAAO Courses – Third and Fourth Quarters

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, **except for Course 311 which is not eligible for a Department payment.** 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 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 Indiana Chapter of IAAO, will also be responsible for payment of the registration fee. Emergencies will be taken into consideration, and if there is a waitlist and if 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 (25 people maximum due to COVID), 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 registration.

All class registrations, **except Course 151 to be held at the conference**, will be handled online by the Indiana Chapter of IAAO through their website:

www.iaao-indiana.com

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: ginywhipple3152@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 mail, and then contact Ginny Whipple at (812) 593-5308 or email ginywhipple3152@gmail.com

Course 151: USPAP registration will be available on the County Assessor's website with registration for the conference.

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, 201, 300, & 400) is \$545.00. Please send your payment for the course(s) or workshop when your registration is confirmed via email. Checks should be made to the Indiana Chapter of IAAO or ICIAAO and mailed to Judy Affolder, ICIAAO Treasurer, 989 Fawn Court, Decatur IN 46733.

Times and Testing

ZOOM CLASSES: The Courses will be held via ZOOM. Students will receive all course materials electronically during the week before the class. Courses will begin promptly at 8:00 a.m. and end at 5:00 p.m. Testing will be held Monday to Wednesday of the week following the course at the Student's convenience. ProctorFree will be used to complete the testing.

IN-PERSON CLASSES: Courses will begin promptly at 8:00 a.m. and end at 5:00 p.m. The instructor will set the test beginning time and you will have 3.5 hours to complete the test for weekly classes. USPAP will have one hour to complete the test.

What to bring to the course?

Zoom Students must have audio and video capabilities. In-Person students should have a calculator, pencils, and notepaper. All other information will be provided by the instructor.

IN-PERSON COURSE LOCATIONS

Columbus: Holiday Inn Express & Suites

12225 N. Executive Drive
Edinburgh, IN 46124
(812) 526-4919

The room rate of \$96 per night plus tax. Call the hotel or 1-800-HOLIDAY and use group code CAT.

Ft. Wayne: Rousseau Center, Basement 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 rates with ID and availability

- Ft. Wayne Downtown Hilton, \$15 for registered guests, \$8 per day parking.
(260) 420-1100
- Courtyard by Marriott Downtown, \$15 for registered guests, \$8 per day parking.
(260) 490-3629

IAAO COURSE AND WORKSHOP DESCRIPTIONS

Course 101 - Fundamentals of Real Property Appraisal

30 hours 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.

Course 102 - Income Approach to Valuation

30 hours 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.

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

This workshop covers materials from The Appraisal Foundation *Uniform Standards of Professional Appraisal Practice*, which includes definitions, preamble, ethics rule, record keeping rule, competency rule, the scope of work rule, jurisdictional exception rule, and standards 1 through 3, and 6 through 10. Supplementary materials include The Appraisal Foundation *Uniform Standards of Professional Appraisal Practice (USPAP)*.

Course 300 - Fundamentals of Mass Appraisal

30 hours 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.

Course 311 - Real Property Modeling Concepts

The Real Property Modeling Concepts course presents a detailed study of the mass appraisal process as applied to residential and income-producing properties. Topics covered include a comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, market analysis, use of sales ratio studies, cost approach, sales comparison approach, gross and net income analysis, capitalization rate development, model specification and calibration, valuation review techniques and maintenance. Please note former 311 (Residential Modeling Concepts) and 312 (Commercial/Industrial Modeling Concepts) have been redesigned into this one 5-day course.

Course 400 - Assessment Administration

30 hours 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.

Course Dates and Locations

Course	Date	Location
Course 311: Real Property Modeling Concepts	Aug 9 - 13	Zoom
Course 151: USPAP	Aug 23 - 25	Assessor's Conference
Course 101: Fund. of Real Property Appraisal	Sept 13 - 17	Columbus
Course 400: Assessment Administration	Sept 27 – Oct 1	Zoom
Course 300: Fundamentals of Mass Appraisal	Oct 4 - 8	Zoom
Course 151: USPAP	Oct 19 - 21	Columbus
Course 102: Income Approach to Valuation	Nov 8 - 12	Ft. Wayne
Course 101: Fund. Of Real Property Appraisal	Nov 15 - 19	Zoom
Course 300: Fundamentals of Mass Appraisal	Nov 29 – Dec 3	Columbus
Course 400: Assessment Administration	Dec 6 - 10	Columbus
Course 102: Income Approach to Valuation	Dec 13 - 17	Zoom