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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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## 2018 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: February 28, 2018

SUBJECT: 2018 Indiana Chapter 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 who have not taken the course previously through the DLGF. 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 DLGF expense. Additional employees may register at the county's or their own expense.

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 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 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 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 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 20 people must be registered for the course. If we do not have 20 registrations 15 days before the start date of the course, the course will be cancelled and you will be notified by e-mail.

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

[www.iaao-indiana.com](http://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](mailto:ginny@gnaassessmentprofessionals.com)

Confirmation that you are registered for a course will come via email from our 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 [ginny@gnaassessmentprofessionals.com](mailto:ginny@gnaassessmentprofessionals.com).

### **Continuing Education Credits**

The DLGF 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 \$495.00. The registration fee for the Workshop 151: USPAP (Uniform Standards of Appraisal Practice) is \$350.00. 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 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 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 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, 3<sup>rd</sup> 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 discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

*Recommended: Course 101, Property Assessment Valuation (PAV) textbook, 3<sup>rd</sup> 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, 1<sup>st</sup> 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 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](mailto: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 Judy Affolder, ICIAAO Treasurer, 3625 S 500 W, Berne, IN 46711.

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

**Information regarding class facilities and hotel accommodations**

**Ft. Wayne - Roussenau Center, 7<sup>th</sup> Floor Conference Center**

1 East Main  
Ft. Wayne, IN 46802  
(260) 449-7173  
(Parking is \$7 per day in garage attached to building)

Hotels within walking distance offering Government Rate with ID and availability

Ft. Wayne Downtown Hilton, \$8 per day parking.  
(260) 420-1100

Courtyard by Marriott Downtown, \$8 per day parking.  
(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.

**Columbus – Salin Bank Conference Room**

655 Third St.  
Columbus, IN 47201  
(812) 593-5308

No Hotels within walking distance. Both I-65 Interchanges have hotels available.

**Valparaiso – Ivy Tech Community Collage**

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

Hotels located on Silhavey Drive.

**Assessor’s Conference – Hilton Downtown Indianapolis**

120 W. Washington  
Indianapolis, IN 46204  
(317) 972-6000

### Course Dates and Locations

Course 101: Fund. of Real Property Appraisal	April 30 – May 4, 2018	Indianapolis
Workshop 151: USPAP	May 8 – 10, 2018	Valparaiso
Course 400: Assessment Administration	June 4 – 8, 2018	Columbus
Course 300: Fundamentals of Mass Appraisal	June 11 – 15, 2018	Valparaiso
Course 102: Income Approach to Valuation	June 25 – 29, 2018	Indianapolis
Course 101: Fund. of Real Property Appraisal	July 30 – Aug 3, 2018	Ft. Wayne
Course 102: Income Approach to Valuation	August 13 – 17, 2018	Columbus
Workshop 151: USPAP	August 27 – 29, 2018	Assessor Conference
Course 400: Assessment Administration	September 10 – 14, 2018	Valparaiso
Course 102: Income Approach to Valuation	October 8 – 12, 2018	Ft. Wayne
Course 300: Fundamentals of Mass Appraisal	October 22 – 26, 2018	Columbus
Course 101: Fund. of Real Property Appraisal	Oct. 29 – Nov. 2, 2018	Columbus
Workshop 151: USPAP	November 6 – 8, 2018	Columbus
Course 300: Fundamentals of Mass Appraisal	November 26 – 30, 2018	Indianapolis
Course 400: Assessment Administration	December 3 – 7, 2018	Indianapolis