
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
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INDIANAPOLIS, IN 46204
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TO: All County & Township Assessors, County Auditors, PTABOA Members,
and Vendors

FROM: Barry Wood, Assessment Division Director

SUBJECT: 2019 Indiana Chapter IAAO Courses

DATE: March 28, 2019

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 two employees are to attend at the Department expense. Additional employees may register at the county’s expense 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.

The following are responsible for payment of the registration fee:

- (1) all vendors;
- (2) individuals who have previously taken the course;
- (3) individuals who do not attend the entire course; and
- (4) individuals that do not complete the exam at the end of the course.

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 wait list and 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.

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 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: ginnywhipple3152@gmail.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 the spam mail 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 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, all vendors, those who have taken the course previously, 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 payable 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 total 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, 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, 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 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 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 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 ginnyywhipple3152@gmail.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.

<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>

Information regarding class facilities and hotel accommodations

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

1 East Main Street
Fort 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)
1020 S. Calhoun Street
Fort Wayne, IN 46802
(260) 420-1100

Courtyard by Marriott Downtown (\$8 per day 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.

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 – Salin Bank & Trust Company Conference Room

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

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

Courtyard by Marriott Columbus
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.

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

Course Dates and Locations

Course 101: Fund. of Real Property Appraisal	April 29 – May 3, 2019	Indianapolis
Workshop 151: USPAP	May 14 – 16, 2019	Ft. Wayne
Course 102: Income Approach to Valuation	May 20 – 24, 2019	Valparaiso
Course 400: Assessment Administration	June 3 – 7, 2019	Columbus
Course 300: Fundamentals of Mass Appraisal	June 10 – 14, 2019	Ft. Wayne
Course 101: Fund. of Real Property Appraisal	July 29 – Aug. 2, 2019	Valparaiso
Course 102: Income Approach to Valuation	August 12 – 16, 2019	Columbus
Workshop 151: USPAP	August 19 – 21, 2019	Assessor Conference
Course 400: Assessment Administration	September 9 – 13, 2019	Ft. Wayne
Course 300: Fundamentals of Mass Appraisal	September 23 – 27, 2019	Indianapolis
Course 102: Income Approach to Valuation	Sept. 30 – Oct. 4, 2019	Indianapolis
Course 101: Fund. of Real Property Appraisal	October 7 – 11, 2019	Columbus
Course 300: Fundamentals of Mass Appraisal	October 21 – 25, 2019	Columbus
Workshop 151: USPAP	November 6 – 8, 2019	Columbus
Course 400: Assessment Administration	December 2 – 6, 2019	Indianapolis