
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

2021 INDIANA CHAPTER IAAO COURSE MEMO AND REGISTRATION

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

FROM: Barry Wood, Assessment Division Director

SUBJECT: 2021 Indiana Chapter IAAO First and Second Quarter Courses

DATE: January 20, 2021

The Department of Local Government Finance (“Department”) in conjunction with the Indiana Chapter of the International Association of Assessing Officers will sponsor International Association of Assessing Officers (“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. 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.

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 (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

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 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, 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 payable to the Indiana Chapter of IAAO or ICIAAO and mailed to Judy Affolder, ICIAAO Treasurer, 989 Fawn Court, Decatur IN 46733.

Times

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 Students convenience. ProctorFree will be used to complete the testing.

Course Attendance

The Courses will be held via ZOOM. Students will receive all course materials electronically during the week before the class.

What to bring to the course

Students must have audio and video capabilities.

IAAO COURSE AND WORKSHOP DESCRIPTIONS

Course 101 - Fundamentals of Real Property Appraisal

30 hours continuing education credit

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 continuing education credit

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 continuing education credit

This course introduces 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 continuing education credit

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.

Course Dates and Locations

Registration: www.iaao-indiana.com

Course 101: Fund. of Real Property Appraisal	March 1 - 4	Zoom
Course 102: Income Approach to Valuation	March 22 - 25	Zoom
Course 300: Fundamentals of Mass Appraisal	April 12 - 15	Zoom
Course 400: Assessment Administration	May 3 - 6	Zoom