



Hosted by the Property Tax Oversight Program

PROGRAM ENROLLMENT

Click [here](#) to register to attend the March Property Appraiser Program.

The final deadline for registration is Monday, February 26, 2018.

After this date, please contact [PTO Training](#) to ask about space availability.

CANCELLATION POLICY

Email course cancellations to [PTO Training](#) by 3:00 p.m., EST on Friday, March 9, 2018.

PROPERTY APPRAISER PROGRAM MARCH 12-16, 2018 TALLAHASSEE

Program Information

The Department of Revenue's Property Tax Oversight (PTO) program is offering four International Association of Assessing Officers (IAAO) courses the week of March 12-16, 2018. A description of each course is below.

The program will be held at the Capital Circle Office Complex (CCOC) (2450 Shumard Oak Boulevard, Buildings 1 and 2, Tallahassee). Participants should bring writing utensil(s), paper, and a jacket or sweater. Individuals who have received registration confirmation from LMAdmin@floridarevenue.com may pick up course materials on the following dates:

- Sunday, March 11, 2018, between 5:00 p.m. and 7:00 p.m. at the Homewood Suites (2987 Apalachee Parkway, Tallahassee)
- Monday, March 12, 2018, between 8:00 a.m. and 8:30 a.m. at the CCOC (2450 Shumard Oak Boulevard, Building 1, Tallahassee)

Registration

Registration for the courses is available online through the Department's [online registration and payment portal](#). The registration deadline is February 26, 2018. Online registration and payment is encouraged. If you choose to mail your registration and payment, space availability in a class cannot be guaranteed.

Hotel Room Block

Blocks of rooms are reserved at the Homewood Suites and Hampton Inn. You must guarantee all reservations with a major credit card by February 25, 2018, to receive the group rate of \$133 (Homewood Suites) or \$124 (Hampton) per night. For your reservation to be tax exempt, you must reserve your room directly with the hotel and pay with a government-issued credit card or check along with the corresponding tax-exempt certificate. It is recommended that you make reservations early, as the group blocks may fill before February 25, 2018. The group code for both hotels is FD1. You can make Homewood Suites reservations through the designated [Homewood Suites reservation site](#) or by calling 1-850-402-9400. You can make Hampton Inn reservations through the designated [Hampton Inn reservation site](#) or by calling 1-850-309-1300.

COURSES APPROVED BY THE DEPARTMENT OF REVENUE

March 12-16, 2018



The following courses of the International Association of Assessing Officers (IAAO) apply toward the certification requirements as prescribed by Chapter 12-9, F.A.C. The Department of Business and Professional Regulation has also approved these IAAO offerings as 20 hours Appraiser Specialty Continuing Education credit toward state certification.

Enrollment Fee: \$375 per course

IAAO 102 – INCOME APPROACH TO VALUATION

The Income Approach to Valuation is designed to provide 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. For more information on the course, please read the [Course Information Packet](#). *Course Capacity: 50 students; Textbook: Property Assessment Valuation, 3rd edition (\$50)*

IAAO 300 – FUNDAMENTALS OF MASS APPRAISAL

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. For more information on the course, please read the [Course Information Packet](#). *Course Capacity: 50 students; Textbook: Fundamentals of Mass Appraisal (\$50)*

IAAO 331 – MASS APPRAISAL PRACTICES AND PROCEDURES

This course is designed to build on the subject matter covered in Course 300 – Fundamentals of Mass Appraisal and prepare the student to take the more advanced mass appraisal courses. It teaches the student how to use Excel and SPSS to analyze data and apply it. Much of the emphasis will be on data accumulation and analysis primarily directed toward the cost approach. Along the way, students will learn how to use the graphing and analysis tools within Excel for ratio studies, in addition to supporting existing cost schedules or building new ones. For more information on the course, please read the [Course Information Packet](#). *Course Capacity: 25 students; Textbook: Fundamentals of Mass Appraisal (\$50)*

IAAO 400 – ASSESSMENT ADMINISTRATION

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. For more information, please read the [Course Information Packet](#). *Course Capacity: 50 students; Textbook: Assessment Administration (\$40)*