



Hosted by the Property Tax Oversight Program

PROGRAM ENROLLMENT

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

The final deadline for
registration is
Monday, July 23, 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., EDT on
Friday, August 3, 2018.

PROPERTY APPRAISER PROGRAM AUGUST 6-10, 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 August 6-10, 2018. A description of each course is below.

The program will be held at the Orlando Marriott Lake Mary (1501 International Parkway, Lake Mary). Participants should bring writing utensil(s), paper, and a jacket or sweater. Individuals who have received registration confirmation from LMSadmin@floridarevenue.com may pick up course materials on the following dates at the Orlando Marriott Lake Mary:

- Sunday, August 5, 2018, between 5:00 p.m. and 7:00 p.m.
- Monday, August 6, 2018, between 8:00 a.m. and 8:30 a.m.

Registration

Registration for the courses is available online through the Department's [online registration and payment portal](#). The registration deadline is July 23, 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 Orlando Marriott Lake Mary. You must guarantee all reservations with a major credit card by July 16, 2018, to receive the group rate of \$98 (single) or \$108 (double) per night. This rate includes breakfast. 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 July 16, 2018. You can make reservations through the designated [Orlando Marriott Lake Mary reservation site](#) or by calling 1-800-380-7724. The group name is Florida Department of Revenue Property Appraiser School.

COURSES APPROVED BY THE DEPARTMENT OF REVENUE

August 6-10, 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

ATTENDEE REGISTRATION CANCELLATION POLICY

To cancel a course registration and request a refund, complete and submit [Form DFS-AA-4](#) to PTOTraining@floridarevenue.com by 3:00 p.m. E.T. on August 3, 2018. The request must include a copy of the canceled check (front and back) or bank or credit card statement showing the charges for online payments.

COURSE CANCELLATION POLICY

The Florida Department of Revenue may cancel any course for which the Department deems the number of students enrolled to be insufficient to adequately cover the costs of course administration or for which the Department cannot secure an instructor. Students affected by course cancellations will receive email notification at least ten business days before the scheduled course start date and may apply for a refund or opt to transfer course registration to another course in that program.

To transfer your registration, contact the Department of Revenue by email at PTOTraining@floridarevenue.com. To apply for a refund, complete and submit [Form DFS-AA-4](#) and a copy of the canceled check (front and back) or bank or credit card statement showing the charges for online payments to PTOTraining@floridarevenue.com.

The Florida Department of Revenue is not liable for charges or fees the student incurs because of course cancellations. Students should consider this cancellation policy when making travel arrangements.

IAAO 102 – Income Approach to Valuation

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. 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 332 - Modeling Concepts

Course 332 - Modeling Concepts introduces and explains fundamentals of mass appraisal model building. Chapter 1 explains the role of models in mass appraisal and describes basic model structures and steps in model development. Chapter 2 covers exploratory data analysis, including descriptive statistics, charts and graphs, and spatial analyses. Chapter 3 describes data transformations, which largely determine the accuracy achieved for a given database. Chapter 4 introduces multiple regression analysis, including regression statistics and options, the interpretation of results, and separation of land and building values. Chapter 5 covers the review and support of mass appraisal values and chapter 6 describes mass appraisal reporting.

The course includes a large number of demonstrations and labs using Excel, which is capable of producing basic models for a limited number of variables. Follow-up courses 333 and 334 cover residential and commercial modeling, respectively, in more depth and use the powerful but user-friendly statistical package, SPSS, in labs and demonstrations. Thus this course serves as a foundation and bridge to IAAO's two follow-up model building courses. Each student must bring a laptop (with power cords), loaded with Excel 2010 or later, and a financial calculator. For more information on the course, please read the [Course Information Packet](#). *Course Capacity: 25 students; Textbook: Fundamentals of Mass Appraisal (\$50)*

IAAO 600 – Principles and Techniques of Cadastral Mapping

Principles and Techniques of Cadastral Mapping is intended to be a comprehensive, interactive program to introduce entry-level map maintenance personnel and assessment technicians to the field of cadastral mapping. Students are presented basic mapping principles and techniques and are expected to demonstrate basic skills that will allow them to plot deeded descriptions in both the metes and bounds land description system and the Public Land Survey System. Principles and Techniques of Cadastral Mapping utilize lectures, classroom discussion, and exercises to emphasize the main concepts and procedures taught in the course. For more information, please read the [Course Information Packet](#). *Course Capacity: 50 students*

FACM 01 – Mathematics for the Cadastralist

This course will instruct the student on area calculations, computation of curves, bearings and distance relationships, computation of area using coordinates, formula manipulation, basic principles of right triangles, oblique triangles and the practical application of both. The class will consist of lecture, examples, case problems and a comprehensive exam.

Required Course Materials: Notebook paper, pencils, pens, calculator (with DMS and trig functions), triangles (large and small, 45 & 60 degrees), erasers, protractor, compass, engineering scale, high lighter (various colors), template for circles, graph paper. The course textbook must be downloaded from the [FACM website](#). If you are unable to download the textbook, please contact PTOTraining@floridarevenue.com.

*Please make an effort to understand how to work your calculator prior to class. Your instructor is familiar with and can show you how to use the Texas Instruments TI-30XA or TI-36X calculators.