



## Hosted by the Property Tax Oversight Program

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### PROGRAM ENROLLMENT

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

The final deadline for  
registration is  
Monday, November 19,  
2018.

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

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### CANCELLATION POLICY

Email course cancellations  
to [PTO Training](#) by 3:00  
p.m., EST on  
Friday, November 30, 2018.

# PROPERTY APPRAISER PROGRAM DECEMBER 3-7, 2018 ORLANDO

## Program Information

The Department of Revenue's Property Tax Oversight (PTO) program is offering five International Association of Assessing Officers (IAAO) courses the week of December 3-7, 2018. A description of each course is below.

The program will be held at the Florida Hotel and Conference Center (1500 Sand Lake Road, Orlando). Participants should come prepared with writing utensils, paper, and a jacket or sweater. Individuals who have received registration confirmation from [LMSadmin@floridarevenue.com](mailto:LMSadmin@floridarevenue.com) may pick up course materials on the following dates at the Florida Hotel and Conference Center:

- Sunday, December 2, 2018, between 5:00 p.m. and 7:00 p.m.
- Monday, December 3, 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 November 19, 2018. Online registration and payment are 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 Florida Hotel and Conference Center. You must guarantee all reservations with a major credit card by November 12, 2018, to receive the group rate of \$129 single/double 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 November 12, 2018. You can make reservations through the designated [Florida Hotel and Conference Center reservation site](#) or by calling 1-800-588-4656. The group name is Florida Department of Revenue.



## **COURSES APPROVED BY THE DEPARTMENT OF REVENUE**

December 3-7, 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](mailto:PTOTraining@floridarevenue.com) by 3:00 p.m. E.T. on November 30, 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](mailto:PTOTraining@floridarevenue.com). To apply for a refund, complete and submit [Form DFS-AA-4](#) with 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](mailto: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 101 – Fundamentals of Real Property Appraisal**

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

### **\*IAAO 112 – Income Approach to Valuation II**

Course 112 - Income Approach to Valuation II is an intermediate level program designed for the practicing appraiser. It builds on the training of IAAO Course 102. An understanding of the income approach to value and practical experience with income capitalization are essential prerequisites. Problem solving requires a calculator with a power key.

This course makes extensive use of financial compounding and discounting techniques. Emphasis is on developing financial factors by way of electronic devices with only slight references to preprinted tables.

Forecasting income patterns and property value changes are prominent variables used in estimating present values. Formula driven models are the primary appraisal tools versus look up tables and vertical calculations. Market value estimates through yield capitalization are the principal focus of the course.

The five chapters are a combination of lecture aided in outline form, example Practical Applications, student Exercises and Review Questions. PowerPoint slides assist in conveying the material. Case studies are included to help the student relate the problems to real life situations. Two quizzes help the students measure their progress. All exercises include suggested solutions. For more information on the course, please read the [Course Information Packet](#). *Course Capacity: 50 students; Textbook: Property Assessment Valuation, 3rd edition (\$50)*

### **\*IAAO 201 – Appraisal of Land**

Appraisal of Land is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of land. This course concentrates on the skills necessary for estimating land value primarily using the sales comparison approach. For more information on the course, please read the [Course Information Packet](#). *Course Capacity: 50 students; Textbook: Property Assessment Valuation, 3rd edition (\$50)*

### **IAAO 501– Personal Property Auditing – Basic to Advanced**

This course is a combination of the material contained in Workshops 552 and 553. The course includes one exam and eliminates some material that is identical in the two workshops when taught separately. This course provides a foundation for understanding basic financial records, specifically related to fixed assets. The balance sheet, depreciation schedule, and income statement will be described and discussed in much detail. Emphasis will be placed on the pertinent data relevant to the personal property appraiser. In addition, the course expands to advanced discussions of accounting and auditing theory as it relates to fixed assets. Capitalization techniques will also be discussed. A case study including sample financial records will be used to "discover" fixed assets that may otherwise be hidden from the appraiser. This course includes an exam. For more information on the course, please read the [Course Information Packet](#). *Course Capacity: 50 students*

### **\*IAAO 601 – Cadastral Mapping – Methods and Applications**

Cadastral Mapping-Methods and Applications is intended to be a continuation of the mapping science curriculum. It exposes students to aspects of protocol and legal principles that are not covered in Course 600. This course utilizes lectures, classroom discussion and exercises to emphasize the main concepts and procedures taught during the week. For more information, please read the [Course Information Packet](#). *Course Capacity: 50 students*