



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 15, 2019.

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 2, 2019.

PROPERTY APPRAISER PROGRAM AUGUST 5-9, 2019 LAKE MARY

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 August 5-9, 2019. 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:

- Sunday, August 4, 2019, between 5:00 p.m. and 7:00 p.m.
- Monday, August 5, 2019, 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 15, 2019. 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 Orlando Marriott Lake Mary. You must guarantee all reservations with a major credit card by July 15, 2019, to receive the group rate of \$99 (single) or \$109 (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 15, 2019. 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.



COURSES APPROVED BY THE DEPARTMENT OF REVENUE

August 5-9, 2019

*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 IAAO 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 2, 2019. 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 10 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](#) 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.

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 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 333 – Residential Model Building**

This course focuses on mass appraisal model building for residential properties. Along with problems and illustrations, this course uses hands-on labs and exercises along with real-world data to answer questions and construct data transformations, price trends, land and improved residential models, and ratio analyses. The course uses IBM's statistical software package, SPSS (Statistical Package for the Social Sciences), the most common statistical software package used by assessors. [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)*

***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 utilizes 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*