



FLORIDA

Hosted by the Property Tax Oversight Program

PROGRAM ENROLLMENT

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

The final deadline for
registration is
Monday, November 18,
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., EST on
Friday, December 6, 2019.

PROPERTY APPRAISER PROGRAM DECEMBER 9-13, 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 December 9-13, 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, December 8, 2019, between 5:00 p.m. and 7:00 p.m.
- Monday, December 9, 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 November 18, 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 November 18, 2019, to receive the group rate of \$112 (single) or \$123 (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 November 18, 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

December 9-13, 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 December 6, 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 102 – INCOME APPROACH TO VALUATION**

This course 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. This course 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. For more information about this course, please review 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 IAAO 300-level course series. 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 about this course, please review the [Course Information Packet](#). *Course Capacity: 50 students; Textbook: Fundamentals of Mass Appraisal (\$50)*

***IAAO 334 – APPLICATION OF MASS APPRAISAL OF NON-RESIDENTIAL PROPERTY**

This is the final course in IAAO's new mass appraisal curriculum. The course covers application of all three approaches to the valuation of income producing properties, including apartment, office, retail, and warehouse/industrial properties.

The course features a number of hands-on labs in which students use Excel and SPSS to develop commercial land models, economy-of-scale factors, depreciation schedules, apartment rent models, and an overall rate model. Other labs involve comparable sales programs and sales ratio and value review analyses. Students should have completed one or more IAAO income courses (102 and 112) or their equivalent and have a working knowledge of Excel. Prior exposure to SPSS or other statistical software is helpful but not assumed.

This is a "hands on" class. Each attendee will be required to bring his/her own laptop loaded with Excel (version 7 or higher) and SPSS (version 16 or higher - see attachment for instructions) along with a power cord to class each day. The SPSS download is a free trial for two weeks. It should be loaded prior to coming to class. A financial calculator will be helpful for the exam. *Course Capacity: 25 students*

***IAAO 402 – TAX POLICY**

This course offers strategies for assisting in the effective formulation and implementation of tax policies and provides the context in which property tax policy is established. During this course, students will use analytical tools, including sound theory to guide decision-making and creating workable solutions, to explain the effects of proposed property tax changes. This course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decisions in the area of tax policy on a regular basis. For more information about this course, please review the [Course Information Packet](#). *Course Capacity: 50 students; Textbook: Assessment Administration (\$40)*

FACM 02 – PUBLIC LAND SURVEY SYSTEM FOR THE CADASTRAL MAPPER

This course is an in-depth study of the history and development of the Public Land Survey System in Florida. The student will be instructed on all aspects of the system including township layout, section breakdown, fractional sections, Government lots, land grant exceptions, etc. Also covered will be navigable waters, map projections, coordinate systems and calculations, as well as discussion on Florida Statutes and Florida Administrative Code that are important to the cadastral mapper. The class will consist of lecture, examples, case problems and a comprehensive exam. It is recommended that course 01 be taken prior to course 02.

Required Course Materials: Notebook paper, pencils, pens, calculator (with DMS and trig functions), triangles (large and small, 45 and 60 degrees), erasers, protractor, compass, engineering scale, highlighter (various colors), template for circles, graph paper.

*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 Casio fx-115ES Plus calculator. *Course Capacity: 25 students*