



Hosted by the Property
Tax Oversight Program

PROGRAM ENROLLMENT

Click [here](#) to register to
attend the April Property
Appraiser Course.

The final deadline for
registration is Monday,
April 12, 2021 (based on
space availability).

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

CANCELLATION POLICY

Email course cancellations
to [PTO Training](#) by 3:00
PM, EDT on
Friday, April 23, 2021

PROPERTY APPRAISER PROGRAM APRIL 2021

Program Information

The Florida Department of Revenue (Department) is excited to announce the virtual offering of IAAO 300 – Fundamentals of Mass Appraisal. Virtual course offerings allow students to meet comfortably in their own surroundings and allow for a more diverse and geographically-dispersed set of learners. The students will have opportunities to ask questions, collaborate, share ideas and practice new skills as they would in a traditional classroom. **It is highly recommended that students clear their calendar during the course and exam windows. It is also recommended that students attend in a quiet space free from outside distractions.**

IAAO 300 Description*

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](#).

Prerequisites: Course 101, Course 102

Recommended textbook: Fundamentals of Mass Appraisal (FOMA)

Students will receive further instructions from the International Association of Assessing Officers (IAAO) regarding testing. **This is a live course.** The materials and pace will be like the in-person version of the course. Your instructor is highly rated for IAAO courses. Kevin Hayes, MAI, CAE, RES, CFE, delivers a quality course and is experienced with the instruction of IAAO courses.

The course will be held April 26-29, 2021 from 8:00 a.m. – 5:00 p.m. EDT. The course schedule will be covered by the instructor. The testing window is April 30 – May 5, 2021. Students will attend class using [GoToTraining](#), and the training link will be provided to students in the registration confirmation. A PDF version of the student reference manual will be emailed to registrants. It is highly recommended that students print a copy of the student reference manual prior to the course, unless they have access to dual monitors during the course. Scratch paper and pencils will also be helpful.

Technology Requirements

- A computer with a web camera and microphone is required to take the course and exam.
- A calculator is required. Specifically, the HP-12C will be referenced and used during class.

Prior to the course, students are asked to [download GoToTraining](#) and view the [GoToTraining – Attendee Quick Start](#) video.

Registration fee:	\$375
Registration site:	PTO Online Payment and Registration Portal
Course Capacity:	50 students
Textbook:	Fundamentals of Mass Appraisal
Registration deadline:	April 12, 2021 (based on space availability).

COURSES APPROVED BY THE DEPARTMENT OF REVENUE



*This course of the IAAO applies toward the certification requirements as prescribed by Chapter 12-9, Florida Administrative Code (F.A.C.). The Department of Business and Professional Regulation has also approved this IAAO offering as 20 hours of Appraiser Specialty Continuing Education credit toward state certification.

Enrollment Fee: \$375 per course

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.

The Florida Department of Revenue is not liable for charges or fees the student incurs because of course cancellations.

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. EDT on April 23, 2021. The request must include a copy of the canceled check (front and back) or bank or credit card statement showing the charge for your online payment. To transfer your registration, contact the Department of Revenue by email at PTOTraining@floridarevenue.com. The Florida Department of Revenue is not liable for charges or fees the student incurs because of course cancellations.