PROPERTY APPRAISER PROGRAM
JUNE 2021

Hosted by the Property Tax Oversight Program

PROGRAM ENROLLMENT

Click here to register for the June 28 – July 1 2021 Property Appraiser Course.

The final deadline for registration is Monday, June 14, 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, June 25, 2021

Program Information

The Florida Department of Revenue (Department) is excited to announce the virtual offering of IAAO 331 – Mass Appraisal Practices and Procedures. This virtual course will enable students to participate remotely and allow for a diverse group of learners. Students will have opportunities to ask questions, collaborate, share ideas and practice new skills as they would in a traditional classroom. **For optimal learning, participants should clear their calendars during course and exam times and attend in a quiet space free from outside distractions.**

IAAO 331 Description*

This course is designed to build on the subject matter covered in IAAO 300 to prepare students for taking advanced mass appraisal courses. Students will learn how to use Excel and SPSS to conduct and apply data analyses. Much of the emphasis in this course is on data accumulation and analysis using the cost approach. Students will learn Excel graphing and analysis tools for ratio studies and cost schedules. For more details, please review the Course Information Packet.

Recommended prerequisites: IAAO 300 – Fundamentals of Mass Appraisal
Recommended textbook: Fundamentals of Mass Appraisal (FMA)

Students will receive further instructions from the International Association of Assessing Officers (IAAO) regarding testing. **This is a live course,** and the materials and pace will be like in-person instruction. Your instructor, Patrick Alesandrini, is highly rated for IAAO courses and delivers a quality course.

The course will be held June 28 - July 1, 2021 from 8:00 a.m. to 5:00 p.m. EDT. The instructor will provide the course schedule. The testing window is July 2-7, 2021. Students will attend class using Zoom, and the training link will be in the registration confirmation. A PDF version of the student reference manual will be emailed to registrants the week prior to the course. **Students should print a copy of the student reference manual in advance, 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 Zoom and view the Zoom Joining a Meeting video.

Enrollment fee:	$375
Registration site:	PTO Online Payment and Registration Portal
Course Capacity:	50 students
Supplemental Textbook:	Fundamentals of Mass Appraisal (order directly through IAAO if desired)
Registration deadline:	June 14, 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 for 20 hours of Appraiser Specialty Continuing Education credit toward state certification.

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.

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 June 25, 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.