



# Florida Department of Revenue – Property Tax Oversight Property Appraiser Program IAAO Courses March – June 2024

## Program Information

The Florida Department of Revenue is excited to offer the following courses from the International Association of Assessing Officers (IAAO).

Please read this notice in its entirety to ensure a full understanding of the virtual course experience and student expectations.

### Course Registration

Registrations are accepted on a first-come, first-served basis with payment accompanying registration. Registrants submit payment for the course via the online registration site. Courses may reach capacity prior to the registration deadline, so **early registration is recommended**. Once registered, the student will receive a confirmation email from [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com).

### Course Cancellation Policy

The Florida Department of Revenue (Department) may cancel any course if the Department deems the number of students enrolled to be insufficient to adequately cover the costs of course administration or if 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 by email at [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com). The Department is not liable for charges or fees the student incurs because of course cancellations.

### Cancellation Procedure

To cancel a course registration and request a refund, complete and submit a *State of Florida, Department of Financial Services, Application for Refund (Form DFS-AA-4)* to [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com). 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.

### Additional Information for Virtual Course Cancellations

The International Association of Assessing Officers (IAAO) assesses the Department a \$100 fee for student reference manuals downloaded by a canceled registrant. In this case, the Department refunds the registration fee, less the \$100 charge. If the registrant received any course materials through the mail, the refund will be less a \$15 shipping charge, and the student will be responsible for shipping back materials. To cancel a course registration, submit the cancellation in writing to [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com) with a completed Form DFS-AA-4 and either a copy of the canceled check or the bank/credit card statement showing the original charge.

### Exam Result Reporting and Privacy

The Department recognizes the importance of protecting your privacy. By registering for a Department-sponsored course, you consent to the collection, use, and disclosure of your exam results for the purpose of administering the certification program. The Department does not report pass/fail status. IAAO reports exam results to the student.

### Virtual Course Schedule and IAAO Attendance Policy

Courses begin at 8:00 a.m. ET and conclude by 5:00 p.m. ET. The instructor will discuss the course schedule. Students attend class using Zoom. Registrants receive the course link in the registration confirmation email. In both the in-person and virtual classrooms, the IAAO instructor takes attendance throughout the course. **For IAAO virtual courses, students are required to be seen via a webcam throughout the entire course.** An absence from any IAAO course totaling more than a half day results in the loss of the full 30 hours of credit and 3.5 continuing education credits.

## Virtual Course Technology Requirements

- A computer with a web camera and microphone is required for the course and exam. The web camera must be focused on the student the full duration of the course.
- A calculator is required.
- Prior to the course, students are required to download Zoom and review the Zoom information on [joining a meeting](#).

## Virtual Course Instruction and Testing

The week prior to the course, IAAO will email registrants further instructions regarding course materials, online testing requirements, and the exam window. Registrants will receive the email from [learn@iaao.org](mailto:learn@iaao.org) containing information about downloading the student reference manual, course solutions and formulas (if applicable). **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 are also recommended. **For the IAAO 600 and IAAO 601 courses,** IAAO will mail the course materials to registrants. A \$25 shipping charge is included in the registration fee for these courses. Registrants will receive an email from [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com) prior to the course requesting a preferred shipping address. Send any questions about accessing the IAAO materials in a learn.iaao.org account to [techsupport@iaao.org](mailto:techsupport@iaao.org).

Course Date	Description	Recommended Prerequisite	Supplemental Textbook (Not required. Visit the <a href="#">IAAO</a> store to order.)	Instructor	Cost, Registration Information, and Deadline (Courses may fill before the deadline. Register early.)
March 12-15, 2024	<b>IAAO 101, Fundamentals of Real Property Appraisal</b> 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 and improved properties. This course concentrates on the skills you need to estimate the market value of properties using two approaches to value: the cost approach and the sales comparison approach. For more information, please review the <a href="#">Course Information Packet</a> .	N/A	Property Assessment Valuation (PAV) ISBN: 978-0-88329-196-2	David Cornell, MAI, CAE	\$450  Click <a href="#">here</a> to register now.  <b>February 20, 2024</b>
March 25-28, 2024	<b>IAAO 600, Principles and Techniques of Cadastral Mapping</b> This course is designed as a comprehensive and interactive program that introduces entry-level map maintenance personnel and assessment technicians to the cadastral mapping field. Students will learn basic mapping principles and techniques and are expected to demonstrate basic skills that will allow you to plot deeded descriptions in both the metes and bounds land description and Public Land Survey systems. For more information about this course, please review the <a href="#">Course Information Packet</a> .	IAAO 101	N/A	Richard Norejko, CMS	\$475  Click <a href="#">here</a> to register now.  <b>March 4, 2024</b>
April 9-12, 2024	<b>IAAO 102, Income Approach to Valuation</b> 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, please review the <a href="#">Course Information Packet</a> .	IAAO 101	Property Assessment Valuation (PAV) ISBN: 978-0-88329-196-2	David Cornell, MAI, CAE	\$450  Click <a href="#">here</a> to register now.  <b>March 19, 2024</b>

April 23-26, 2024	<p><b>IAAO 112, Income Approach to Valuation II</b></p> <p>This course is an intermediate level course designed for the practicing appraiser and builds on IAAO Course 102 training. 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 slight references to pre-printed tables. Forecasting income patterns and property value changes are prominent variables used in estimating present values. Formula driven models are the primary appraisal tools. Market value estimates through yield capitalization are the principal focus of the course. For more information about this course, please review the <a href="#">Course Information Packet</a>.</p>	IAAO 101 and 102	Property Assessment Valuation (PAV) ISBN: 978-0-88329-196-2	Kevin Hayes, RES, CAE	<p>\$450</p> <p>Click <a href="#">here</a> to register now.</p> <p><b>April 2, 2024</b></p>
May 7-10, 2024	<p><b>IAAO 331, Mass Appraisal Practices and Procedures</b></p> <p>This course is designed to build on the subject matter covered in Course 300 – Fundamentals of Mass Appraisal and prepares students to take advanced mass appraisal courses. In this course, students will learn how to use Excel and SPSS to analyze and apply data. Much of the emphasis in this course is on data accumulation and analysis using the cost approach. Along the way, students will learn how to use Excel graphing and analysis tools for ratio studies and cost schedules. For more information about this course, please review the <a href="#">Course Information Packet</a>.</p>	IAAO 300	Fundamentals of Mass Appraisal (FMA) ISBN: 978-0-88329-198-6	TBD	<p>\$450</p> <p>Click <a href="#">here</a> to register now.</p> <p><b>April 16, 2024</b></p>
June 4-7, 2024	<p><b>IAAO 332, Modeling Concepts</b></p> <p>This course introduces and explains the fundamentals of mass appraisal model building. This course includes a large number of demonstrations and labs using Excel, which is capable of producing basic models for a limited number of variables. This course serves as a foundation and bridge to IAAO's two follow-up model building courses: 333 (residential modeling) and 334 (commercial modeling). For more information about this course, please review the <a href="#">Course Information Packet</a>.</p>	IAAO 300 and <a href="#">a solid working knowledge of Excel</a> (click to assess your readiness)	Fundamentals of Mass Appraisal (FMA) ISBN: 978-0-88329-198-6	TBD	<p>\$450</p> <p>Click <a href="#">here</a> to register now.</p> <p><b>May 14, 2024</b></p>