



Florida Department of Revenue – Property Tax Oversight Property Appraiser Program IAAO Courses July - November 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.

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. 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. 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 \$25 shipping charge, and the student will be responsible for shipping back materials.

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 containing information about downloading the student reference manual, course solutions and formulas (if applicable). **Students may also print a copy of the student reference manual in advance.** 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 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.

Course Date	Description	Recommended Prerequisite	Supplemental Textbook (Not required. Visit the IAAO store to order.)	Instructor	Cost, Registration Information, and Deadline (Courses may fill before the deadline. Register early.)
July 9-12, 2024	IAAO 402, Tax Policy Think tax policy is boring? Think again. Certified IAAO instructors will lead students through interactive discussions and activities designed to get them thinking about tax policy as an applied topic within their jurisdictions. Course 402 equips learners with the ability to support the role and significance of property tax to policymakers and the public alike. The course provides students with tools and resources to help them explain the effects of property tax and a sound theoretical basis to guide decision-making and assist in creating workable solutions for their jurisdictions. If you interact with the public and policymakers, then Course 402 is for you. For more information about this course, please review the Course Information Packet .	N/A	Fundamentals of Tax Policy ISBN: 978-0883291887	Robert T. Lee, AAS	\$500 Click here to register now. June 18, 2024
July 30-August 2, 2024	IAAO 101, Fundamentals of Real Property Appraisal 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 Course Information Packet .	N/A	Property Assessment Valuation ISBN: 978-0-8839-196-2	Mike Lendi, AAS, CMS	\$500 Click here to register now. July 9, 2024
August 13-16, 2024	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, please review the Course Information Packet .	IAAO 101	Property Assessment Valuation ISBN: 978-0-88329-196-2	David Cornell, MAI, CAE	\$500 Click here to register now. July 23, 2024

October 8-11, 2024	<p>IAAO 601, Cadastral Mapping: Methods and Applications</p> <p>This course is a continuation of the mapping science curriculum and exposes students to aspects of protocol and legal principles that are not featured in Course 600. For more information about this course, please review the Course Information Packet.</p>	IAAO 101 and 600	N/A	Rick Norejko, CMS	\$525 Click here to register now. September 17, 2024
October 22-25, 2024	<p>IAAO 400, Assessment Administration</p> <p>This course provides an overview of fundamental management concepts for management and supervisory personnel in an assessor's office and focuses on the need for management, and the responsibilities placed on the assessor and all supervisory personnel. The course introduces the four major management functions: planning, organizing, directing, and controlling with a separate chapter devoted to each function for more in-depth learning and discussion. For more information about this course, please review the Course Information Packet.</p>	IAAO 101	Assessment Administration ISBN: 0-88329-178-9 The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP)	Kevin Hayes, RES, CAE	\$500 Click here to register now. October 1, 2024
November 12-15, 2024	<p>IAAO 501, Personal Property Auditing – Basic To Advance</p> <p>This course combines Workshop 552 and 553 material and provides a foundation for understanding basic financial records, specifically related to fixed assets. The balance sheet, depreciation schedule, and income statement are described and discussed in detail. Emphasis is placed on the pertinent data relevant to the personal property appraiser. In addition, the course expands to advanced discussions of accounting and auditing theory as it relates to fixed assets. Capitalization techniques are also discussed. A case study that includes sample financial records is used to "discover" fixed assets that may otherwise be hidden from the appraiser. For more information about this course, please review the Course Information Packet.</p>	IAAO 101, 102 and 500	N/A	TBD	\$500 Click here to register now. October 18, 2024