



Florida Department of Revenue – Property Tax Oversight Property Appraiser Program IAAO Courses December 2-6, 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 course experience and student expectations.

Course Registration

Registrations are accepted on a first-come, first-served basis with payment accompanying registration. Submit payment for the course via the [online registration site](#). All registrations must be received by November 6, 2024. Once registered, the student will receive a confirmation email from PTOTraining@floridarevenue.com. **Submitting registrations early is recommended, as the course may reach capacity before the November 6, 2024, deadline. Registrations will not be accepted after the course registration deadline.**

NOTE: Registrations submitted via mail must include a screenshot of the [online registration site](#) screen fields completed for each student. This is the registration form. Registrations submitted via mail that are received after the November 6, 2024, deadline will not be accepted. It is highly recommended that registrants either submit registrations via the [online registration site](#) or mail with a tracking method to ensure delivery before the November 6, 2024, deadline. Contact PTOTraining@floridarevenue.com for the registration mailing address.

Hotel Registration

A block of rooms is reserved at the Orlando Marriott Lake Mary. All reservations must be guaranteed with a credit card by November 4, 2024, to receive the group rate of \$132 (single) or \$139 (double) per night. This rate includes breakfast. Breakfast coupons are issued during check-in at the front desk. No other meals are included in this program. **Making reservations early is recommended, as the group block may fill before the November 4, 2024, deadline.**

For a reservation to be tax exempt, the reservation must be made directly with the hotel and paid for with a government-issued credit card or check along with the corresponding tax-exempt certificate. Reservations can be made through the designated [Orlando Marriott Lake Mary reservation site](#) or by calling 1-800-380-7724. The group name is Florida Department of Revenue.

Course Schedule and IAAO Attendance Policy

Courses begin at 8:30 a.m. ET on Monday and conclude by 5:00 p.m. ET daily. The instructor will discuss the course schedule for the rest of the week. In both the in-person and virtual classrooms, the IAAO instructor takes attendance throughout the course or workshop. 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.

Course Materials On-Site Pickup

Course materials are distributed at the following times and locations only:

- December 1, 2024, from 5:00 – 7:00 p.m. ET in the Cypress Room, Orlando Marriott, Lake Mary, or
- December 2, 2024, from 7:30 – 8:30 a.m. ET in the ballroom lobby, Orlando Marriott, Lake Mary

Classroom Guidelines/Student Expectations

The student is responsible for the following materials:

- A calculator (phone calculator is not allowed for the exam)
- Writing utensils and scratch paper (a pencil sharpener will be available in each classroom)

To make the classroom environment a positive experience for all students, please adhere to the following:

- No smoking, chewing tobacco, or vaping allowed in the classroom.
- Refrain from wearing heavy perfume, cologne, and other fragrances in the classroom.
- Silence cell phones, laptops, tablets, and any other electronic devices when the course is in session, except when using them for course-related matters.

Course Exams

There are two options for taking the IAAO course exam. The course confirmation email will include a link for the student to choose their preferred exam option by **November 6, 2024**. Once the student selects an exam option, it cannot be changed.

In-Person exam option – The exam is taken in person on Friday, December 6, 2024. The instructor will provide students with the exam start time.

Online exam option – The exam is taken online via Proctor Free. Students must take the exam during the exam window (12:01 a.m. ET, Friday, December 5, 2024, - 11:59 p.m. ET, Wednesday, December 11, 2024). No exam reservation is necessary.

Please be sure to adjust hotel reservations accordingly if travel plans change due to the exam option.

Exam Result Reporting and Privacy

The Department of Revenue (Department) recognizes the importance of protecting student privacy. By registering for a Department-sponsored course, student consent to the collection, use, and disclosure of 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. Direct any questions about exam results to results@iaao.org.

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 a registration because of a course cancellation, 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.

Registration 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 the online payment. IAAO charges the Department a 25% restocking fee for the return of hard-copy student reference manuals. When canceling an in-person course registration, check with PTOTraining@floridarevenue.com to see if this charge applies before submitting a refund request.

Requests to transfer a course registration to another student should be submitted in writing and will be accepted up to one week before the course.

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.)
December 2-6, 2024	<p>IAAO 101, Fundamentals of Real Property Appraisal</p> <p>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.</p>	N/A	Property Assessment Valuation ISBN: 978-0-8839-196-2	Doug Will, CAE, AAS	\$500 Click here to register now. November 6, 2024
December 2-6, 2024	<p>IAAO 102, Income Approach to Valuation</p> <p>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.</p>	IAAO 101	Property Assessment Valuation ISBN: 978-0-8839-196-2	David Cornell, MAI, CAE	\$500 Click here to register now. November 6, 2024
December 2-6, 2024	<p>IAAO 201, Appraisal of Land</p> <p>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 land. This course concentrates on the skills necessary for estimating land value primarily using the sales comparison approach. For more information about this course, please review the Course Information Packet.</p>	IAAO 101 and 102	Property Assessment Valuation ISBN: 978-0-88329-196-2	Abbey Roberson	\$500 Click here to register now. November 6, 2024
December 2-6, 2024	<p>IAAO 300, Fundamentals of Mass Appraisal</p> <p>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.</p>	IAAO 101 and 102	Fundamentals of Mass Appraisal (FMA) ISBN: 978-0-88329-198-6	Jim Ogburn, RES	\$500 Click here to register now. November 6, 2024