



Florida Department of Revenue – Property Tax Oversight

Property Appraiser Program IAAO Courses

December 1-5, 2025

Program Information

The Florida Department of Revenue is excited to offer the following courses from the International Association of Assessing Officers (IAAO), December 1-5, 2025, at the [Florida Hotel and Conference Center](#) in Orlando, Florida.

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

Course Date	Description (For additional information about each course, visit the IAAO education webpage .)	Recommended Prerequisite	Supplemental Textbook (Not required. Visit the IAAO store webpage to order.)
December 1-5, 2025	IAAO 101, Fundamentals of Real Property Appraisal This course provides 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 necessary skills needed to estimate the market value of properties using two approaches to value: the cost approach and the sales comparison approach. Registration: \$550	N/A	Property Assessment Valuation ISBN: 978-0883291962
December 1-5, 2025	IAAO 102, Income Approach to Valuation This course provides 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. Registration: \$550	IAAO 101	Property Assessment Valuation ISBN: 978-0883291962
December 1-5, 2025	IAAO 400, Assessment Administration 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. Registration: \$550	IAAO 101	The Appraisal Foundation’s Uniform Standards of Professional Appraisal Practice (USPAP) ISBN: 978-1-957677-12-8 and Assessment Administration ISBN: 978-0883291788
December 1-5, 2025	IAAO 601, Cadastral Mapping: Methods & Applications 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. Registration: \$575	IAAO 101, IAAO 600	N/A

Course Registration

Registrations are accepted on a first-come, first-served basis with payment required at registration. **The registration deadline is November 5, 2025. Courses may reach capacity prior to the registration deadline, so early registration is recommended.** The Department of Revenue (Department) will not accept registrations after the deadline. Once registered, the student will receive a confirmation email from PTOTraining@floridarevenue.com.

NOTE: Registrations submitted via mail must include a screenshot of the screen fields completed for each student on the [Online Registration website](#). This serves as the registration form. **Registrations submitted via mail received after the course registration deadline, or after the course reaches capacity, will not be accepted.** The Department recommends that registrants either submit registrations via the Online Registration website or mail with a tracking method to ensure delivery before the course registration deadline. Contact PTOTraining@floridarevenue.com for the registration mailing address.

[Click here to register for a course](#)

Hotel Reservation

A block of rooms is reserved at the Florida Hotel and Conference Center, located at 1500 Sand Lake Road, Orlando, Florida. All reservations must be guaranteed with a major credit card by November 12, 2025, to receive the group rate of \$140 single/double. **Make reservations early, as the group block may fill before the November 12, 2025, deadline. No meals are included in this room rate.**

For your reservation to be tax exempt, you must reserve your room directly with the hotel and pay with a government-issued credit card or check along with the corresponding tax-exempt certificate. Hotel room rates are subject to applicable state and local taxes, and county fees in effect at the time of check-in at the front desk.

[Click here to reserve a hotel room at the group rate online](#)

To reserve a hotel room via phone:

Call (800)588-4656 and ask to book with the Florida Department of Revenue group room rate.

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 Cancellations

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. The International Association of Assessing Officers (IAAO) assesses the Department a 25% restocking fee for the return of hard-copy student reference manuals downloaded by a canceled registrant. In this case, the Department refunds the registration fee, less the 25% restocking fee. When canceling an in-person course registration, contact PTOTraining@floridarevneue.com to see if this charge applies **before** submitting a refund request.

Course Schedule and IAAO Attendance Policy

These courses are conducted in-person at the [Florida Hotel and Conference Center](#) (1500 Sand Lake Road, Orlando, Florida). Courses begin Monday, December 1, 2025, at 8:30 a.m. ET and conclude by 5:00 p.m. ET each day. The instructor will discuss the course schedule for Tuesday – Thursday and the Friday exam. Attendance is taken throughout the course. An absence from any IAAO course totaling more than a half day results in the loss of the full course hours.

Course Materials On-Site Pickup

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

- November 30, 2025, from 5:00 – 7:00 p.m. ET in Forum East 2 at the Florida Hotel and Conference Center
- December 1, 2025, from 7:30 – 8:30 a.m. ET in Forum East 2 at the Florida Hotel and Conference Center

Classroom Guidelines/Student Expectations

The student is responsible for the following materials:

- Calculator (IAAO recommends the HP 12-C)
- Writing utensils and scratch paper (a pencil sharpener will be available in each classroom)

To ensure the classroom environment is 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

The exam is taken in person on Friday, December 5, 2025. The instructor will provide students with the exam start time.

Cancellations, Refunds, and Exam Results

Please review the [Property Tax Oversight Certification and Training webpage](#) for information on cancellations, refunds, and exam results.