



Florida Department of Revenue – Property Tax Oversight Property Appraiser Program IAAO Courses March – June 2025

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 required at registration. Registrants submit payment for the course via the Online Registration [website](#). The registration deadline for each course is noted in the table on pages 2-3. 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 is 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.

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, email the Department 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, 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.

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.

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 is 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

Students attend class using Zoom. Registrants receive the course link in the registration confirmation email. Courses begin at 8:00 a.m. ET and conclude by 5:00 p.m. ET. The instructor will discuss the course schedule. In both in-person and virtual classrooms, the IAAO instructor takes attendance throughout the course. **For IAAO virtual courses, students must utilize and be visible 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 equipped with a web camera and microphone is required for the course and exam. The web camera must be focused on the student during the entire course.
- A calculator is required.
- Prior to the course, students are required to download Zoom and review Zoom's 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 an email from learn@iaao.org containing information about downloading the student reference manual, course solutions, and formulas (if applicable) for printing. Scratch paper and pencils are 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 to techsupport@iaao.org.

Course Date	Description	Recommended Prerequisite	Supplemental Textbook (Not required. Visit the IAAO store to order.)	Cost, Registration Information, and Deadline (Courses may fill before the deadline. Register early.)
March 10-13, 2025	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 about this course, please review the Course Information Packet .	N/A	Property Assessment Valuation ISBN: 978-0-88329-196-2	\$500 Click here to register now. February 14, 2025
March 24-27, 2025	IAAO 600, Principles & Techniques of Cadastral Mapping 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 Course Information Packet .	IAAO 101	N/A	\$525 Click here to register now. March 3, 2025

April 7-10, 2025	<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 about this course, please review the Course Information Packet.</p>	IAAO 101	Property Assessment Valuation ISBN: 978-0-88329-196-2	\$500 Click here to register now. March 17, 2025
April 21-24, 2025	<p>IAAO 402, Tax Policy</p> <p>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.</p>	N/A	Fundamentals of Tax Policy ISBN: 978-0883291887	\$500 Click here to register now. March 31, 2025
May 5-8, 2025	<p>IAAO 311, Real Property Modeling Concepts</p> <p>The Real Property Modeling Concepts course presents a detailed study of the mass appraisal process as applied to residential and income-producing properties. Topics covered include a comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, market analysis, use of sales ratio studies, cost approach, sales comparison approach, gross and net income analysis, capitalization rate development, model specification and calibration, valuation review techniques and maintenance. Please note: the older IAAO 311 (Residential Modeling Concepts) and IAAO 312 (Commercial/Industrial Modeling Concepts) courses have been combined into this single 5-day course. For more information about this course, please review the Course Information Packet.</p>	IAAO 300	N/A	\$500 Click here to register now. April 14, 2025
June 2-5, 2025	<p>IAAO 300, Fundamentals of Mass Appraisal</p> <p>This course introduces 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 IAAO 102	Fundamentals of Mass Appraisal (FMA) ISBN: 978-0-88329-198-6	\$500 Click here to register now. May 12, 2025