



Executive Director
Lisa Echeverri

October 7, 2009

To: All Property Appraisers
From: James McAdams, Director
Property Tax Oversight
Re: Upcoming Course Offerings
December 7-11, 2009

The following courses will be offered by the Florida Department of Revenue, December 7-11, 2009. We are pleased to announce that all registration confirmations will now be delivered electronically. Please be certain to include a valid email address (employee or supervisors) for each individual when completing the registration form. The course confirmation email will be sent from the following email address "LMS Administrator."

Please note: Quite often a vendor is able to provide the most current and up to date information to course participants. Prior to finalizing a vendor as a course presenter, the Property Tax Oversight Training Team requires that a waiver be signed preventing any solicitation or product promotion.

CANCELLATION POLICY

The following course cancellation policy will be in effect beginning January 1, 2009. In order to qualify for a refund course cancellations must be called or emailed in to the Property Tax Oversight Training Team by the last business day prior to the course start date.

COURSE DESCRIPTIONS

When attending an IAAO Course students are asked to bring the following materials: Notebook, pencils, silent calculator (an HP-12C is preferred). Courses require the use of a textbook. This is a separate book, not the three ring binder received at registration. Each course description below indicates the preferred textbook. Textbook orders should be noted on the registration form. FACM Course students are asked to bring the materials listed in the course description.

All course participants are encouraged to bring a sweater or jacket to class each day as the meeting room temperature will vary.

Child Support Enforcement – Ann Coffin, Director • General Tax Administration - Jim Evers, Director
Property Tax Oversight - James McAdams, Director • Information Services - Tony Powell, Director

www.myflorida.com/dor
Tallahassee, Florida 32399-0100

DECEMBER 7-11, 2009 COURSES

IAAO 101 - Fundamentals of Real Property Appraisal

Fundamentals of Real Property Appraisal is designed to provide the 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 necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach. *Course Capacity: 50 students.*

Early Registration Fee: \$ 600.00 Registration Fee: \$ 650.00

Textbooks: PAV \$25.00 or PAAA \$ 40.00

IAAO 102 - Income Approach to Valuation

Income Approach to Valuation is designed to provide the 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. The material 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.

Recommended: Course 101. *Course Capacity: 50 students.*

Early Registration Fee: \$ 600.00 Registration Fee: \$ 650.00

Textbooks: PAV \$25.00 or PAAA \$ 40.00

IAAO 112 - Income Approach to Valuation II

A continuation of introductory course 102, this course emphasizes advanced concepts in the income approach to value. Application of the compound interest tables in appraisal practice is taught. Comparison of the various capitalization methods and techniques is covered by lecture and problem solving. This course presents in detail the contemporary capitalization methods of mortgage equity and discounted cash flow analysis. Recommended: Course 101, 102. *Course Capacity: 50 students*

Early Registration Fee: \$ 600.00 Registration Fee: \$ 650.00

Textbooks: PAV \$25.00

IAAO 201 – Appraisal of Land

Appraisal of Land is designed to provide the 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. Recommended: Course 101, 102. *Course Capacity: 50 students*

Early Registration Fee: \$ 600.00 Registration Fee: \$ 650.00

Textbooks: PAV \$25.00

IAAO 300 – Fundamentals of Mass Appraisal

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. 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. Recommended: Course 101, 102. *Course Capacity: 50 students.*

Early Registration Fee: \$ 600.00
Textbooks: MARP \$50.00

Registration Fee: \$ 650.00

IAAO 400 – Assessment Administration

Course 400 covers administrative concepts and procedures that can produce greater efficiency in the modern assessment office. Students explore the key subsystems of an organization and how to operate them more effectively. Also included is the manager's role within an assessment organization: the processes of planning, directing, coordinating, organizing, budgeting, and evaluating toward the better utilization of human and physical resources. Topics include information systems, reappraisal, setting goals and objectives, maintenance, appeals, data processing, public relations, personnel, budgeting, report reviews, ratio studies, evaluations and standards of practice. Recommended: Course 101 and The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP). *Capacity: 50 students.*

Early Registration Fee: \$ 600.00

Registration Fee: \$ 650.00

Textbooks: PAAA \$40.00

IAAO 600 – Principles & Techniques of Cadastral Mapping

Principles and Techniques of Cadastral Mapping is intended to be a comprehensive, interactive program to introduce entry-level map maintenance personnel and assessment technicians to the field of cadastral mapping. Students are presented basic mapping principles and techniques and are expected to demonstrate basic skills that will allow them to plot deeded descriptions in both the metes and bounds land description system and the Public Land Survey System. Principles and Techniques of Cadastral Mapping utilize lectures, classroom discussion, and exercises to emphasize the main concepts and procedures taught in the course. *Course Capacity: 50 students.*

Early Registration Fee: \$ 600.00

Registration Fee: \$ 650.00

FACM01 - Mathematics for the Cadastralist

This course will instruct the student on area calculations, computation of curves, bearings and distance relationships, computation of area using coordinates, formula manipulation, basic principles of right triangles, oblique triangles and the practical application of both. The class will consist of lecture, examples, case problems and a comprehensive exam. **Required Course Materials:** Notebook paper, pencils, pens, calculator (with DMS and trig functions), triangles (large and small, 45 & 60 degrees), erasers, protractor, compass, engineering scale, high lighter (various colors), template for circles, graph paper *Please make an effort to understand how to work your calculator prior to class. Your instructor is familiar with and can show you how to use the Texas Instruments TI-30XA or TI-36X calculators. *Course Capacity - 25 students*

Early Registration Fee: \$400.00

Registration Fee: \$450.00

DECEMBER 7-9, 2009

Continuing Education Workshop 986

Workshops are designed to assist property appraisers and staff to perform duties on the local county level more effectively. Topics are determined directly from feedback and request received at previous workshops (see the attached Continuing Education Workshop Agenda). The workshop is twenty-four hours in length.

Early Registration Fee: \$400.00

Registration Fee: \$450.00

DECEMBER 7-10, 2009

TPP – Auditing Concepts & Tangible Personal Property

Students will be introduced to audit theory and provided with instruction on how to read the basic financial statements: the Balance Sheet, the Income Statement, the Statement of Changes in Owner's Equity and the Statement of Cash Flows; for the purpose of using the information to aid in the discovery of unreported tangible personal property. Case studies are used to illustrate the basic auditing concepts and how they may be applied to the discovery process.

Course Capacity: 30 students.

Early Registration Fee: \$250.00

Registration Fee: \$300.00

ACCOMMODATIONS

A block of rooms has been reserved at the Florida Hotel & Conference Center (1500 Sand Lake Road, Orlando, Florida 32809). **These rooms are known as “run of the house” which means that other than requesting single/double, you will be placed in a room that is available upon arrival.** All reservations must be guaranteed with a major credit card or accompanied by the first night room deposit. **Please note: The State of Florida Auditor General has determined that tax is due on room rentals for government employees unless the room is paid for directly by a government issued credit card or check along with the corresponding tax-exempt certificate in the name of the same government entity.**

Please make your reservations directly with the hotel **NO LATER THAN November 7, 2009 and indicate that your reservation is for the Florida Department of Revenue Property Appraiser School** in order to receive our group rate of \$119.00 single/double occupancy per night.. If special accommodations are needed in the classroom or hotel, please contact Meghan Miller at millerm@dor.state.fl.us.

Reservations may be made via phone by contacting Florida Hotel & Conference Center reservations at the following number: 800/588-4656.

Reservations may also be made online using the following link:

<https://fmhv1web.thefloridamallhotel.com/v1web/availability.asp?WCI=Groups&WCE=GroupSelect>

Group ID – 7220

Password - 9638

REGISTRATION

You may register and pick up course materials Sunday, December 6, 2009 between 4:00 p.m. and 7:00 p.m. or Monday, December 7, 2009 between 7:30 a.m. and 8:30 a.m. **Additional registration forms and training program information is now available at our website: <http://dor.myflorida.com/dor/property/training/> .**

PAYMENT

Paid registrations postmarked **November 7, 2009** or earlier qualify for the **early registration fee**, those postmarked after **November 7, 2009** must remit the full **registration fee**. **All registrations must be received prior to November 23, 2009.** After this date, please contact Meghan Miller at 727/538-7312 to inquire about space availability in courses.

Checks should be made payable to the **Florida Department of Revenue** and mailed to the following address:

**Property Tax Oversight Training Team
Post Office Box 3294
Tallahassee, Florida 32315-3294**

JM/mdm

Attachments: Continuing Education Workshop Agenda
Property Appraiser Course Enrollment Form
FACM Course Enrollment Form
TPP Course Enrollment Form
Fee Transmittal Form

**CONTINUING EDUCATION WORKSHOP FOR PROPERTY APPRAISERS
DECEMBER 7-9, 2009
ORLANDO, FLORIDA**

TENTATIVE AGENDA

MONDAY, DECEMBER 7, 2009		
7:30	Registration	
8:30	Welcome & DOR Update	James McAdams, Director <i>Property Tax Administration</i>
8:45	Technical Update	TBD
10:30	AM Break	
10:45	Just Trains, Not Boats and Planes	Robert Pace, Senior Tax Specialist, <i>Property Tax Oversight</i>
12:00	Lunch	
1:00	Roll Studies	TBD
2:15	PM Break	
2:30	Turbo Recaps	TBD
3:30	Documenting Sale Qualification Decisions DOR's Criteria for Acceptable Documentation	Kelly McLane, Intra-Departmental <i>Projects Administrator, Property Tax Oversight</i>
TUESDAY, DECEMBER 8, 2009		
8:30	Everything You Wanted to Know About Exemptions But Were Afraid to Ask	Panel Discussion
10:45	AM Break	
11:00	Exemptions Course Update	Jay Bruns, Research & Training <i>Specialist, Property Tax Oversight</i>
11:15	Demonstration of Webex Use for Continuing Education Hours	Gary Graves, Senior Management <i>Analyst II, Property Tax Oversight</i>
12:00	Lunch	
1:00	Employment Issues for the Property Appraiser's Office: Duct Tape, Drugs, Sex and Other Developments	Mike Grogan, Attorney-at-Law, Allen, <i>Norton & Blue, P.A.</i>
2:30	PM Break	
2:45	Employment Issues for the Property Appraiser's Office	- continued -
WEDNESDAY, DECEMBER 9, 2009		
8:30	Spatial Perspectives - Part 1 Finding your place - fun with mapping <i>Hands-on interactive session with deeds, maps and scales provided</i>	Tom Canter, Systems Project Consultant, <i>Property Tax Oversight</i>
10:30	AM Break	
10:45	Amendment 4 Conservation Easement Exemption	George Wheeler, Senior Appraiser, <i>Property Tax Oversight</i>
12:00	Lunch	

1:00	Spatial Perspectives - Part 2 Finding your place - fun with GIS Mapping <i>Hands-on interactive session with ArcMap</i> <i>Limited number of laptops running ArcMap available</i>	Tom Canter , <i>Systems Project Consultant</i> , James Diaz , <i>Systems Project Analyst &</i> Kevin Gorham , <i>Revenue Program</i> <i>Administrator I, Property Tax Oversight</i>
2:30	PM Break	
2:45	Spatial Perspectives - Part 2	- continued -

Property Appraiser Course Enrollment Form

IAAO 101 IAAO 201 IAAO 312 IAAO 402 IAAO 601
 IAAO 102 IAAO 300 IAAO 320 IAAO 500 CEW 986
 IAAO 112 IAAO 311 IAAO 400 IAAO 600

Name	Last 6 digits of social security #
Title	Email
Emergency Contact	Emergency Contact Phone Number (Day): (Night):
Office/Jurisdiction	Supervisor Name: Supervisor Email:
Course Number & Date	Textbook Order (Please Circle) PAV/PAAA/MARP

IAAO 101 IAAO 201 IAAO 312 IAAO 402 IAAO 601
 IAAO 102 IAAO 300 IAAO 320 IAAO 500 CEW 986
 IAAO 112 IAAO 311 IAAO 400 IAAO 600

Name	Last 6 digits of social security #
Title	Email
Emergency Contact	Emergency Contact Phone Number (Day) (Night)
Office/Jurisdiction	Supervisor Name: Supervisor Email:
Course Number & Date	Textbook Order (Please Circle) PAV/PAAA/MARP

IAAO 101 IAAO 201 IAAO 312 IAAO 402 IAAO 601
 IAAO 102 IAAO 300 IAAO 320 IAAO 500 CEW 986
 IAAO 112 IAAO 311 IAAO 400 IAAO 600

Name	Last 6 digits of social security #
Title	Email
Emergency Contact	Emergency Contact Phone Number (Day): (Night):
Office/Jurisdiction	Supervisor Name: Supervisor Email:
Course Number & Date	Textbook Order (Please Circle) PAV/PAAA/MARP

Please return this form w/a fee transmittal form Make check payable to: Florida Department of Revenue
 Mail payment to: PTO Attn: Training Team/Post Office Box 3294/Tallahassee, Florida 32315-3294

PAV(green) \$25/MARP (grey) \$50/PAAA (red) \$40
Early Registration Fee (more than 30 days prior to course start date): IAAO - \$600, CEW - \$400
Registration Fee (less than 30 days prior to course start date): IAAO - \$650, CEW - \$450

FACM Course Enrollment Form

__ FACM 01 __ FACM 02 __ FACM 03 __ FACM 04

Name	Last 6 digits of social security #
Title	Email
Emergency Contact	Emergency Contact Phone Number (Day) (Night)
Office/Jurisdiction	Supervisor Name: Supervisor Email:
Course Number	Course Date

FACM Course Enrollment Form

__ FACM 01 __ FACM 02 __ FACM 03 __ FACM 04

Name	Last 6 digits of social security #
Title	Email
Emergency Contact	Emergency Contact Phone Number (Day) (Night)
Office/Jurisdiction	Supervisor Name: Supervisor Email:
Course Number	Course Date

FACM Course Enrollment Form

__ FACM 01 __ FACM 02 __ FACM 03 __ FACM 04

Name	Last 6 digits of social security #
Title	Email
Emergency Contact	Emergency Contact Phone Number (Day) (Night)
Office/Jurisdiction	Supervisor Name: Supervisor Email:
Course Number	Course Date

Please return this form w/a fee transmittal form

Make check payable to: Florida Department of Revenue

Mail payment to: PTO Attn: Training Team/Post Office Box 3294/Tallahassee, Florida 32315-3294

Early Registration Fee: \$400 (More than 30 days prior to course start date)

Registration Fee: \$450 (Less than 30 days prior to course start date)

Tangible Personal Property Course Enrollment Form

TPP 01 TPP 02 TPP 03

Name	Last 6 digits of social security #
Title	Email
Emergency Contact	Emergency Contact Phone Number (Day) (Night)
Office/Jurisdiction	Supervisor Name: Supervisor Email:
Course Number	Course Date

TPP 01 TPP 02 TPP 03

Name	Last 6 digits of social security #
Title	Email
Emergency Contact	Emergency Contact Phone Number (Day) (Night)
Office/Jurisdiction	Supervisor Name: Supervisor Email:
Course Number	Course Date

TPP 01 TPP 02 TPP 03

Name	Last 6 digits of social security #
Title	Email
Emergency Contact	Emergency Contact Phone Number (Day) (Night)
Office/Jurisdiction	Supervisor Name: Supervisor Email:
Course Number	Course Date

Please return this form w/a fee transmittal form
 Make check payable to: Florida Department of Revenue
 Mail payment to: PTO Attn: Training Team/Post Office Box 3294/Tallahassee, Florida 32315-3294

TPP 01 – Auditing Concepts & Tangible Personal Property
 TPP 02 – Accounting Concepts & Tangible Personal Property
 TPP 03 – IRS Returns & Tangible Personal Property

Early Registration Fee: \$250 (More than 30 days prior to course start date)
Registration Fee: \$300 (Less than 30 days prior to course start date)

Training Team Fee Transmittal Form

Please make check(s) payable to:
Mail to:

The Florida Department of Revenue
Property Tax Oversight
Attn: Training Team
Post Office Box 3294
Tallahassee, Florida 32315-3294

Submitted by: _____ (Office/Jurisdiction)

- Property Appraiser
- Tax Collector
- Property Tax/Department of Revenue

Please fill in the dollar amount for each category on the space provided below.
Remittance for:

Tuition	\$ _____	Continuing Education Workshop	\$ _____
Books/Materials	\$ _____	Proctor Fee	\$ _____
Dues	\$ _____	Duplicate Certificate	\$ _____
Application Fee	\$ _____	Other	\$ _____

Do not write in this space.
For validation purposes only.

Please list individual names (typed) and the purpose of the fee(s) in the space provided.

<i>Name</i>	<i>Purpose</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This form must accompany all remittance submitted for designation purposes.