

APPRAISAL COURSE INFORMATION



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DESIGNATION PROGRAM

INFORMATION

CERTIFICATION COURSES

The IAAO courses required for certification are thirty hours each. These courses are conducted Monday through Friday. Courses will be offered in December 2010 and then regionally as needed. Course participants are tested at each course by the instructor. Grades of 70% or higher are passing, participants with scores of less than 70% must schedule a retake of the exam or course. Upon course culmination participants meeting the criteria are mailed a certificate of successful completion by IAAO. The Tangible Personal Property Course is thirty hours in length. Certificates of successful completion will be mailed by the Florida Department of Revenue.

QUALIFICATIONS

To qualify for the Certified Florida Appraiser (CFA) or the Certified Florida Evaluator (CFE) Designations all applicants must successfully complete (70% or higher on tests) 120 hours of the following coursework (course descriptions on the following pages). Applicants on the real property track of study must complete IAAO Course 101 and 102. Two other thirty-hour IAAO courses must be completed as electives. Applicants on the tangible personal property track of study must complete IAAO Course 101 and 102 as well as a combination of DOR sponsored Tangible Personal Property and IAAO Courses to meet the additional sixty-hour requirement. Applicants must have been employed full-time by a Florida Property Appraiser or the Florida Department of Revenue for at least two years. No other experience is considered equivalent. Certified Florida Evaluator Designation applicants must complete the form DR-516E attach the \$45.00 processing fee, which includes the first five years dues payment, and the course completion certificates.

Certified Florida Appraiser Designation applicants please refer to the Constitutional Officer Section. Applications are reviewed in a timely manner by the Certified Florida Appraiser Admissions Committee. Applicants will be notified of the Committee decision and will receive a designation certificate, pin and membership card.

RESPONSIBILITIES

Certified Florida Evaluators must submit a recertification dues payment of \$25.00 every five years from the date of original certification. Please see the following chart to determine recertification schedule. Notice of the request for dues payment is submitted annually to each property appraiser in November.



It is the responsibility of the designee to submit dues at the appropriate time (see membership card for expiration date). Payment is due January 1 and delinquent April 1 of each year. If payment is not made the designation will be forfeited. The chart below provides an example of dues submittal dates. Designees will begin a new five-year period beginning on January one of the year following their recertification submittal date.

CERTIFICATION YEAR	DUES EXPIRE	DUES SUBMITTAL PERIOD
2007	December 31, 2011	January 1 - April 1, 2012
2008	December 31, 2012	January 1 - April 1, 2013
2009	December 31, 2013	January 1 - April 1, 2014
2010	December 31, 2014	January 1 - April 1, 2015
2011	December 31, 2015	January 1 - April 1, 2016
2012	December 31, 2016	January 1 - April 1, 2017



REPLACEMENT DESIGNATION CERTIFICATES

Replacement designation and tangible personal property course certificates may be obtained for a fee of \$15.00. Written requests should be submitted to the address below. The Training Team cannot replace IAAO certificates. IAAO must be contacted at 816-701-8130 to replace these certificates. Replacement pins may be obtained for a fee of \$15.28. Written requests should be submitted to the address below.

CORRESPONDENCE ADDRESS

Property Tax Oversight Program
Attn: Training Team
Post Office Box 3294
Tallahassee, Florida 32315-3294

USE OF DESIGNATION

The designations, Certified Florida Appraiser and Certified Florida Evaluator, are contingent upon employment with a Florida property appraiser office or the Florida Department of Revenue. In the event that the employment of a designee holder is terminated for any reason, the individual shall refrain from using or displaying the designation(s) CFA or CFE. The employing entity shall promptly notify the Florida Department of Revenue of these changes.

DESIGNATION REINSTATEMENT

If any individual holding the CFE Designation leaves the employment of the property appraiser or the Department of Revenue and then returns to that office they may request a reinstatement of their designation. To do so, the individual must fill out a form DR-516E, Application for Certified Florida Evaluator, and submit it with the application fee and proof of formerly holding the CFE designation (copy of the CFE designation certificate) to the Property Tax Oversight Program Training Team. If there has been a break in employment of four or more years the individual must successfully complete the IAAO course 300 prior to submitting the application.



NONPAYMENT OF CERTIFICATION DUES

An individual who does not pay the certification renewal dues will lose the designation. If he/she later decides to have the designation reinstated they must submit a certification application signed by the property appraiser, pay the application processing fee, pay a penalty fee of \$50 and bring their outstanding dues payment up to date. The Committee will then consider the application.



APPRAISAL COURSE LIST

Course 101 - Fundamentals of Real Property Appraisal

A basic appraisal course for assessors, course 101 emphasizes the theory and techniques of the cost and sales comparison approaches to value. Students review terminology, basic appraisal and economic principles, general principles of land valuation, the assessment function, and the mass appraisal process. **Course Capacity: 50**

Textbook: PAV \$50 or PAAA \$40

Registration fee determined by course offering.

Course 102 - Income Approach to Valuation

Course 102 covers the theory and techniques of estimating value by the income, or capitalized earnings, approach. The material includes selection of capitalization rates, analysis of income and expenses to estimate operating income, and capitalization methods and techniques. This course also covers rental units of comparison, as well as real estate finance and investment. Recommended: Course 101. **Course Capacity: 50**

Textbook: PAV \$50 or PAAA \$40

Registration fee determined by course offering.

Course 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 and course 102 **Course Capacity: 50**

Textbook: PAV \$50

Registration fee determined by course offering.

Course 201 - Appraisal of Land

Course 201 covers the theory and techniques of appraising land. Topics include classifying land; estimating highest and best use; discovering significant trends and factors and their effects on value; data collection; and selection of correct physical units of land measurement for appraisal. The five land appraisal methods (sales comparison, allocation, anticipated use, capitalization of ground rent, and land residual capitalization) are studied in depth. Recommended: Course 101 and course 102 **Course Capacity: 50**

Textbook: PAV \$50 or PAAA \$40

Registration fee determined by course offering.



Course 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 and course 102 **Course Capacity: 50**

Textbook: PAAA \$40 or MARP \$50

Registration fee determined by course offering.

Course 311 - Residential Modeling Concepts

Course 311 presents a detailed study of the mass appraisal process as applied to residential property. Topics covered include a comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, market analysis, application of the approaches to value, use of sales ratio studies, and valuation review techniques. Recommended: Course 300. This course requires a strong statistical background and is offered for those with a focus on mass appraisal techniques. **Course Capacity: 50**

Textbook: PAAA \$40 or MARP \$50

Registration fee determined by course offering.

Course 312 - Commercial/Industrial Modeling Concepts

Course 312 presents a detailed study of the mass appraisal process as applied to income-producing property. Topics include income property data, market analysis, sales comparison approach, cost approach, gross and net income analysis, capitalization-rate development, model specification and calibration, and value review and maintenance. Recommended: Course 300 and Course 311 **This course requires a strong statistical background and is offered for those with a focus on mass appraisal techniques.**

Course Capacity: 50

Textbook: PAAA \$40 or MARP \$50

Registration fee determined by course offering.

Course 320 - Multiple Regression Analysis

Course 320 is an introductory offering designed to provide you with intensive training in the application of Multiple Regression Analysis. The course is built in a Windows environment and uses the SPSS software for demonstrations. The course starts by introducing you to the basic functions necessary to analyze a database. Learn how to develop frequency distributions, cross-tabulations, averages. You will learn how to use various graphs to display the results of your analysis. You will also learn how to develop an additive multiple regression model using stepwise regression. Along with developing the model, you will learn what regressions statistics mean and how to interpret them.



Later you will test the results of the model once it has been developed. You will also be taught how to use MRA to calibrate a cost model to market. **Required Course Materials: Laptop Computer with Windows 98, 2000 or XP (Windows vista will not work with this course), a CD Drive, 512k of RAM and 50mgs free space. A HP-12C calculator is also necessary. Course Capacity: 25**
Textbook: MARP \$50 or PAAA \$40
Registration fee determined by course offering.

Course 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 managers' 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 Standards of Practice and Professional Ethics Workshop. **Course Capacity: 50**
Textbook: PAAA \$50
Registration fee determined by course offering.

Course 402 - Tax Policy

Course 402 offers students strategies for assisting in the effective formulation and implementation of tax policies and presents background enabling students to understand the context under which property tax policy is established. Students will be given analytical tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical basis to guide decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decision in the area of tax policy on a regular basis. **Course Capacity: 50**
Registration fee determined by course offering.

Course 500 - Assessment of Personal Property

Course 500 provides a comprehensive program of study for those who assess personal property for ad valorem tax purposes. After a review of property tax administration and the nature of value, the following aspects of personal property assessment are covered: categories of personal property, discovery, the valuation process, valuation guidelines and quality control, depreciation methods, and special problems. **Course Capacity: 50**
Textbook: PAV \$50
Registration fee determined by course offering.



Course 600 - Principles & Techniques of Cadastral Mapping

Course 600 serves as an introduction to property ownership mapping with an emphasis on the preparation and use of assessment maps. Topics covered include ownership data gathering, map sources, mapping equipment, base maps, conveyances, acreage calculation, mapping administration, and parcel identification systems. A comprehensive set of case problems covering the metes and bounds survey system and the rectangular survey system is included in the course material. Emphasis is placed on reading, plotting and interpreting various types of legal descriptions of land. Recommended: Course 101

Course Capacity: 50

Textbook: PAV \$50 or PAAA \$40

Registration fee determined by course offering.

Course 601 - Advanced Mapping

Course 601 provides a comprehensive program of study, applying the knowledge, skills and abilities taught in Course 600 on a more advanced level. A comprehensive set of case problems is utilized to enhance the learning experience. Recommended: Course 600

Course Capacity: 50

Registration fee determined by course offering.

CONTINUING EDUCATION WORKSHOPS

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 and will be announced sixty days prior to course start. Courses are twenty-four hours. **Course Capacity: 125**

Early Registration Fee: \$400

Registration Fee: \$450

Short webex seminars will be available for additional continuing education opportunities.

COURSE MATERIALS

Students are asked to bring the following materials when attending an IAAO Course: Notebook, Pencils, Silent Calculator (For some courses an HP-12C is preferred) Students attending the IAAO Courses 320 and 322 should bring the following materials: A laptop computer with a CD drive and Windows 98, 2000 or XP (Windows Vista will not work with this course), 512k of RAM and 50mgs of free space. An HP-12C calculator is also needed. Students attending the IAAO Course 600 or 601 should bring graph paper. Students in these classes will be provided with a course tool kit from the IAAO.

****Please note: Courses require the use of a textbook. This is a separate book not the three ring binder received at registration. There is a place to note textbooks ordered and fees on the registration form.***



**CERTIFIED FLORIDA APPRAISER ADMISSIONS
COMMITTEE
PRE-APPROVED COURSE SUBSTITUTES
(THESE ARE THE ONLY COURSES ACCEPTED FOR SUBSTITUTION)**

EQUIVALENCY COURSES - IAAO 101

100GR Basic Appraisal Principles & 101GR Basic Appraisal Procedures

PREVIOUSLY LISTED AS:

Appraisal Institute

110 Appraisal Principles & 102 Appraisal Procedures

1A2 Basic Valuation Procedures

1A1 R.E. Appraisal Principles

SREA

101 An Introduction to Appraising Real Property

AIREA

8-2 Residential Valuation

EQUIVALENCY COURSES - IAAO 102

N403G General Appraiser Income Approach Part 1 & N404G General Appraiser Income Approach Part 2

PREVIOUSLY LISTED AS:

Appraisal Institute

310 Basic Income Capitalization & 510 Advanced Income Capitalization

SREA

201 Principles of Income Property Appraising

AIREA

1BA & 1BB Capitalization Theory & Techniques



TANGIBLE PERSONAL PROPERTY COURSES

Auditing Basic Accounting Records and Tangible Personal Property.

Students will be introduced to the basic accounting records, the financial statements and the Internal Revenue Service (IRS) returns and schedules used by businesses to produce the information reported on the DR-405. Through the study of various auditing techniques and procedures, the students will be taught how to use these documents to verify the amounts reported and how to apply them to the discovery process. Case studies will provide the students with hands-on experience they can take back to their respective offices.

Registration fee determined by course offering.

Property Appraiser Course Enrollment Form

Each registration should be initialed by the applicable supervisor to indicate registration approval.

<input type="checkbox"/> IAAO 101	<input type="checkbox"/> IAAO 201	<input type="checkbox"/> IAAO 312	<input type="checkbox"/> IAAO 402	<input type="checkbox"/> IAAO 601
<input type="checkbox"/> IAAO 102	<input type="checkbox"/> IAAO 300	<input type="checkbox"/> IAAO 320	<input type="checkbox"/> IAAO 500	<input type="checkbox"/> CEW
<input type="checkbox"/> IAAO 112	<input type="checkbox"/> IAAO 311	<input type="checkbox"/> IAAO 400	<input type="checkbox"/> IAAO 600	<input type="checkbox"/> Forum

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number (Day): (Night):
Supervisor:	Supervisor Email:
Course Number & Date:	Textbook Order (Please Circle) PAV/PAAA/MARP

<input type="checkbox"/> IAAO 101	<input type="checkbox"/> IAAO 201	<input type="checkbox"/> IAAO 312	<input type="checkbox"/> IAAO 402	<input type="checkbox"/> IAAO 601
<input type="checkbox"/> IAAO 102	<input type="checkbox"/> IAAO 300	<input type="checkbox"/> IAAO 320	<input type="checkbox"/> IAAO 500	<input type="checkbox"/> CEW
<input type="checkbox"/> IAAO 112	<input type="checkbox"/> IAAO 311	<input type="checkbox"/> IAAO 400	<input type="checkbox"/> IAAO 600	<input type="checkbox"/> Forum

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number (Day): (Night):
Supervisor:	Supervisor Email:
Course Number & Date:	Textbook Order (Please Circle) PAV/PAAA/MARP

<input type="checkbox"/> IAAO 101	<input type="checkbox"/> IAAO 201	<input type="checkbox"/> IAAO 312	<input type="checkbox"/> IAAO 402	<input type="checkbox"/> IAAO 601
<input type="checkbox"/> IAAO 102	<input type="checkbox"/> IAAO 300	<input type="checkbox"/> IAAO 320	<input type="checkbox"/> IAAO 500	<input type="checkbox"/> CEW
<input type="checkbox"/> IAAO 112	<input type="checkbox"/> IAAO 311	<input type="checkbox"/> IAAO 400	<input type="checkbox"/> IAAO 600	<input type="checkbox"/> Forum

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number (Day): (Night):
Supervisor:	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) \$55/MARP (grey) \$50/PAAA (red) \$40

Tangible Personal Property Course Enrollment Form

____ TPP

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number: (Day) (Night)
Supervisor:	Supervisor Email:
Course Number:	Course Date:

____ TPP

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number: (Day) (Night)
Supervisor:	Supervisor Email:
Course Number:	Course Date:

____ TPP

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number: (Day) (Night)
Supervisor:	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 – Accounting & Auditing for Tangible Personal Property.

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.



Application for Certified Florida Evaluator

Property Tax Oversight Program Florida Department of Revenue

Applications must have the signature of the Program Director,
Property Appraiser (or designee) below.

James McAdams
Chairman
Admissions Committee

Property Tax Oversight
Training Section
Post Office Box 3294
Tallahassee FL 32315-3294

\$45 Fee must be enclosed for application to be processed
(Make checks payable to Florida Department of Revenue)

Signature

Title

PRINT YOUR FULL NAME AS YOU WOULD LIKE IT TO APPEAR ON THE CERTIFICATE

Name _____
(Last) (First) (Middle)

E-mail Address _____

Business Phone Number _____

Employed By _____

Job Title _____

Name of High School _____ Graduated? Yes No

Name of College _____ Graduated? Yes No

Professional Organizations (in the appraising field) _____

List below all appraisal courses and **enclose a copy of the certificate of completion** _____

Professional Designations _____

Please list below your experience with The Florida Department of Revenue and/or Florida County Property Appraiser Office

Name of Employer _____

Your Title _____ From _____ To _____

Name of Employer _____

Your Title _____ From _____ To _____

I hereby certify the statements and documents contained herein are correct for the Certified Florida Evaluator designation. I agree to subscribe to, and practice, the Certified Florida Evaluator code of ethics. I understand that the professional designation for which this application is made expires automatically and may not be used upon leaving employment with a Florida county property appraiser's office, tax collector's office, or the Florida Department of Revenue.

Signed: _____ Date: _____

EXAM RETAKE SESSIONS

Students are permitted to retake or challenge IAAO examinations. The following instructions must be followed for these examinations. The IAAO has two special exam categories for students: (1) Failure or non-completion, (2) credit by examination (challenging). Anyone who wishes to challenge for credit by examination, or receives a failing grade and desires reexamination, must:

1. Special examinations or challenges may be taken at a DOR sponsored property appraiser school. In order to arrange this, the PTO Training team must be contacted for arrangements (proctor name, date, time, location). After contacting the Training Team follow steps four through seven below. If a student cannot attend one of the prearranged exam sessions, or has not identified any special examination dates, the student should complete steps two through seven below.
2. Secure a proctor. This person must hold an IAAO designation (AAS, CAE, CMS, PPS or RES) or be an approved IAAO proctor (see list).
3. Coordinate a time, place and date with the proctor.
4. Submit an IAAO special examination form to the IAAO Education Department in Kansas City no later than four weeks in advance of the date of the examination. The application for the exams are different based on type of exam (re-exam or challenge). Students seeking examination on DOR designated dates must request in writing to re-exam/challenge and be notified of their acceptance before traveling to a special exam. Failure to do so may result in the denial of the application by either IAAO or the DOR.
5. Submit payment directly to IAAO in Kansas City. Payment must be received with the application. Unless otherwise approved, applications received without payment will be denied.
6. When the application is approved, the student will receive a confirmation letter from IAAO in Kansas City (approximately one or two weeks before the scheduled date of the examination).
7. Do not attend a special examination session unless written confirmation has been received from IAAO. For questions regarding the IAAO Special Exam, please contact IAAO at 816/701-8100.



SPECIAL EXAMINATION APPLICATION

Please print or type and return all pages:

SSN #: 000 - 00 - _____

First _____ Middle _____ Last _____ Title: _____

Firm/Jurisdiction: _____ Company: _____

Address: _____ Home Work

City: _____ State/Prov.: _____ Zip Code: _____

Daytime Phone #: () _____ Fax #: () _____ Email: _____

Signature: _____ Date: _____

INSTRUCTIONS:

1. Students attempting a Special Examination are responsible for selecting and securing a proctor. Special Examination applicants should contact the qualifying individual and request that they administer the examination.
2. Approved IAAO proctors administer IAAO Special Examinations. Approved proctors must meet any of the following criteria:
 - a. An IAAO approved instructor
 - b. A member of the IAAO Education Subcommittee
 - c. Holders of an IAAO professional designation – CAE, RES, CMS, PPS, AAS or
 - d. A director of a university continuing education extension or division.
3. All IAAO Special Examinations will be sent directly to the approved proctor selected by the applicant. Examinations must be returned by the approved proctor in the postage-paid envelope provided by IAAO.
4. Applicants should read the conditions below, complete this Special Examination application in its entirety, and **submit it with appropriate payment to IAAO at least THREE WEEKS before the examination date.** Confirmation letters will be sent to both the applicant and the proctor. No applicant may attend a course site or special examination session unless he/she has received written confirmation from IAAO.

If application is received less than THREE WEEKS from test date, IAAO cannot guarantee processing by exam date requested. If the application is received less than TWO WEEKS prior to the exam date, a \$40 processing fee will be charged for expedited shipping. This fee must be paid before the material will be shipped.

CONDITIONS:

1. Students will **not** be allowed to take the special examination unless payment has been received.
2. A separate application must be submitted for each course examination and only one examination may be attempted during an examination period.
3. Any student who fails an IAAO course has one year in which to take a re-examination. If the re-examination has not been attempted within the ensuing 12 months, the student will be required to retake the course.
4. Failure of a special examination requires attendance of the appropriate course before an examination may be attempted again. Retake of a special examination is **not** allowed if you have failed the initial special examination.



SPECIAL EXAMINATION APPLICATION

Please print or type and return all pages:

SSN #: 000 - 00 - _____

First _____ Middle _____ Last _____ Title: _____

Firm/Jurisdiction: _____ Company: _____

Address: _____ Home Work

City: _____ State/Prov.: _____ Zip Code: _____

Daytime Phone #: () _____ Fax #: () _____ Email: _____

Signature: _____ Date: _____

INSTRUCTIONS:

1. Students attempting a Special Examination are responsible for selecting and securing a proctor. Special Examination applicants should contact the qualifying individual and request that they administer the examination.
2. Approved IAAO proctors administer IAAO Special Examinations. Approved proctors must meet any of the following criteria:
 - a. An IAAO approved instructor
 - b. A member of the IAAO Education Subcommittee
 - c. Holders of an IAAO professional designation – CAE, RES, CMS, PPS, AAS or
 - d. A director of a university continuing education extension or division.
3. All IAAO Special Examinations will be sent directly to the approved proctor selected by the applicant. Examinations must be returned by the approved proctor in the postage-paid envelope provided by IAAO.
4. Applicants should read the conditions below, complete this Special Examination application in its entirety, and **submit it with appropriate payment to IAAO at least THREE WEEKS before the examination date.** Confirmation letters will be sent to both the applicant and the proctor. No applicant may attend a course site or special examination session unless he/she has received written confirmation from IAAO.

If application is received less than THREE WEEKS from test date, IAAO cannot guarantee processing by exam date requested. If the application is received less than TWO WEEKS prior to the exam date, a \$40 processing fee will be charge for expedited shipping. This fee must be paid before the exam material will be shipped.

CONDITIONS:

1. Students will **not** be allowed to take the special examination unless payment has been received.
2. A separate application must be submitted for each course examination and only one examination may be attempted during an examination period.
3. Any student who fails an IAAO course has one year in which to take a re-examination. If the re-examination has not been attempted within the ensuing 12 months, the student will be required to retake the course.
4. Failure of a special examination requires attendance of the appropriate course before an examination may be attempted again. Retake of a special examination is **not** allowed if you have failed the initial special examination.



IAAO APPROVED FLORIDA PROCTORS

COUNTY	NAME	Contact Information
Brevard	George Mascellino	george.mascellino@brevardpropertyappraiser.com
Broward	Terry Strickland	terry@paafll.com
Charlotte	Frank Desguin	frankd@ccappraiser.com
Clay	Roger Suggs	rsuggs@ccpao.com
Duval	Keith D. Hicks James Ogburn Teresa Pulley	kdhicks@coj.net jogburn@coj.net tpulley@coj.net
Escambia	Kelly McLane	mclanek@dor.state.fl.us
Hillsborough	Ken Engel John Wilson	engelken@hcpafl.org wilsonj@dor.state.fl.us
Leon	Ben Faulk Gina Fletcher Sue Harlan Ann Hunter Randy Klucher Tim Last Al Mobley Joel Schubert Doug Will	rcbenb2@aol.com gfletcher@leonpa.org harlans@dor.state.fl.us huntera@dor.state.fl.us klucherr@dor.state.fl.us lastt@dor.state.fl.us mobleya@dor.state.fl.us schuberj@dor.state.fl.us dwill@leonpa.org
Marion	Chris Brewer Robert Jacobs	cbrewer@pa.marion.fl.us rjacobs@pa.marion.fl.us
Orange	Robert Trampe	tramper@dor.state.fl.us
Osceola	Bill Burchfield	bbur@property-appraiser.org
Palm Beach	Maryanne Deasy Mike Grande Dorothy Jacks Scott Smiles John O. Thomas Phil Yorston	mdeasy@pbcgov.org mgrande@pbcgov.org djacks@pbcgov.org ssmiles@pbcgov.org jthomas@pbcgov.org yorston@aol.com
Pasco	Wade Barber	wbarber@pascogov.com
Pinellas	Erin Moore	emoore@pcpao.org
Sarasota	Brenda Fisher	bfisher@SC-PA.com

Please visit our website at <http://dor.myflorida.com/dor/property/training/>



IAAO COURSE READING LISTS

NOTE: THE REQUIRED READINGS FOR THESE COURSES ARE CONTAINED IN THE RESPECTIVE SECTIONS OF THE STUDENT REFERENCE MANUAL. THE READINGS SHOWN ARE INTENDED TO SUPPLEMENT THE REQUIRED COURSE READINGS.

COURSE 101 - FUNDAMENTALS OF REAL PROPERTY APPRAISAL

SRM Section	PAV
Assessment & Appraisal Theory	Chapters 1 - 4, pages 1-68
Land Descriptions & Valuation	Chapters 5 & 15, pages 69-95, 381-409
Cost Estimation & Depreciation	Chapters 7 & 8, pages 127-151, 153-186
Sales Comparison Approach	Chapter 6, 97-125

COURSE 102 - INCOME APPROACH TO VALUATION

SRM Section	PAV
Assessment & Appraisal Theory & Finance	Chapter 9, 187-202
Developing of Net Operating Income Estimate	Chapter 10, 203-228
Development of Capitalization Rates	Chapter 11, 229-254
Contemporary Capitalization Methods	Chapter 12, 255-283
Historical Capitalization Methods	Chapter 12, 255-283

COURSE 112 - INCOME APPROACH TO VALUATION II

P.A.V.	
Chapter 9 - Real Estate Investment & Finance	187-201
Chapter 10 - Income & Expense Analyst	202-227
Chapter 11 - Capitalization Formulas & Rates	229-254
Chapter 12 - Capitalization Procedures	255-283

Please visit our website at <http://dor.myflorida.com/dor/property/training/>



COURSE 201 - APPRAISAL OF LAND

SRM Section	PAV	PAAA
1	Chapter 2	Chapter 7
2	Chapter 15, 381 - 397, 441-453	Chapter 17
3	Chapter 5, 69-84	Chapter 6, 161-164, Chapter 7, 183-184, 195-198
4	Chapter 13	Chapter 5, 113-124, Chapter 7, 183-186
5	Chapter 5, 84-95	Chapter 7, 186-203
6	None	None

COURSE 300 - FUNDAMENTALS OF MASS APPRAISAL

SRM Section	PAAA	MARP
1	Chapter 4, 82-87, Chapter 13, 303-305, chapter 14, 315-319	Chapter 1, 8-13, 15, Chapter 2, 23-27, Chapter 3, 76-80
2	Chapter 13, 303-310	Chapter 2, 27-35, 67-70
3	Chapter 5, 113-130	Chapter 2, 34-44, Chapter 3, 83-85
4	Chapter 14, 327-332	Chapter 3, 85-108
5	Chapter 5, 113-140, Chapter 20, 51-546	Chapter 2, 50-62, Chapter 5, 217-221, 224-226, 229-247
6	Chapter 6, 156-173, Chapter 14, 338-341 & 367-368, 389	Chapter 4, 143-147, 151-156
7	Chapter 8, 205-213, chapter 14, 332-333	Chapter 1, 9, Chapter 3, 81-83, 118-120, Chapter 4, 164-170, 196, 200-204
8	Chapter 14, 346-349, Chapter 15, 361-366	Chapter 1, 10-11, Chapter 3, 77-78, 132-136, Chapter 4, 159-161
9	Chapter 19, 506-514	Chapter 2, 63-74

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COURSE 311 - RESIDENTIAL MODELING CONCEPTS

SRM Section	PAAA	MARP
1	Chapter 3, 39-50, Chapter 4, 88-109, Chapter 13, 310-311, Chapter 14, 325-327	Chapter 1, 12-21, Chapter 3, 76-83, 121-123
2	Chapter 5, 113-115, Chapter 14, 319-325	Chapter 2, 34-37, 50-52, 58-62, Chapter 3, 83-85, 109-118
3	Chapter 14, 339-341, Chapter 20, 519-525	Chapter 3, 85-87, 90-108, 118-120, Chapter 6, 274-276, 278-280, 290-291
4	Chapter 20, 515-519	Chapter 5, 217-220, 229-245
5	Chapter 14, 332-338, Chapter 15, 351-360	Chapter 1, 9-10, Chapter 3, 121-124, Chapter 4, 143-151, 153-156
6	Chapter 14, 338-339, 341-344, Chapter 15, 367-393	Chapter 3, 124-127, Chapter 4, 164-204
7	Chapter 7, 198-200	Chapter 3, 138-140
8	Chapter 15, 395-398, Chapter 21, 547-553	Chapter 4, 179-189, 204-213

COURSE 312 - COMMERCIAL/INDUSTRIAL MODELING CONCEPTS

SRM Section	PAAA	MARP
1	Chapter 4, 84-96, Chapter 14, 325-327	Chapter 1, 12-21, Chapter 2, 23-24, Chapter 3, 80-83
2	Chapter 4, 92-102, Chapter 5, 140-142, Chapter 11, 253-261, Chapter 14, 319-325	Chapter 1, 15-17, Chapter 2, 58-63, Chapter 3, 83-85, 109-118
3	Chapter 4, 84-96, Chapter 14, 325-327	Chapter 2, 52-58, Chapter 3, 85-120, Chapter 5, 217-220, 229-249
4	Chapter 14, 338-339, 341-344, Chapter 15, 367-393	Chapter 3, 136-138, Chapter 4, 156-159, 164-165, 170-193, Chapter 6, 323-326

COURSE 312 - COMMERCIAL/INDUSTRIAL MODELING CONCEPTS

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COURSE 312 - COMMERCIAL/INDUSTRIAL MODELING CONCEPTS

SRM Section	PAAA	MARP
5	Chapter 14, 332-338, Chapter 15, 351-366	Chapter 1, 9-10, Chapter 3, 130-132, Chapter 4, 143-149, 153-156
6	Chapter 4, 84-96, Chapter 14, 325-327	Chapter 3, 132-134, 159-163
7	Chapter 14, 348-349, Chapter 15, 361-366	Chapter 3, 132-136, 158-161
8	Chapter 15, 395-398, Chapter 21, 547-553	Chapter 4, 204-207, 211-213

COURSE 320 - MULTIPLE REGRESSION ANALYSIS

SRM Section	PAAA	MARP
1	Chapter 14, 319-331	Chapter 1, 8-13, 16-18, Chapter 3, 85-87, 90-104
2	No readings	No readings
3	Chapter 14, 315-332, 341-344	Chapter 1, 2-5, 15-17, Chapter 3, 75-77, 80-85, 109-118, Chapter 4, 143-147, 153-188
4	Chapter 15, 367-388	Chapter 4, 163-193
5	Chapter 15, 358-360	Chapter 4, 143-156

COURSE 400 - ASSESSMENT ADMINISTRATION

SRM Section	PAAA
1	Chapter 15, 401-410
2	Chapter 16, 410-420
3	Chapter 16, 420-428
4	Chapter 16, 428-437
5	Chapter 16, 434-435, Chapter 20, 515-546
6	Chapter 21, 565-572



COURSE 402 - TAX POLICY

Readings Found in Student Reference Manual

COURSE 500 - ASSESSMENT OF PERSONAL PROPERTY

SRM Section	PAV	PAAA
1	Chapter 14, 337-340	None
2	Chapter 1, Chapter 2	Chapter 1, 3-14, Chapter 3, Chapter 14, 340-345
3	None	Chapter 1, 14-29, Chapter 16
4	Chapter 14, 345-349	None
5	Chapter 14, 349-357	None
6	Chapter 14, 357-363	Chapter 4, 82-84
7	Chapter 14, 364-367	None
8	Chapter 14, 367-375	None
9	None	None

COURSE 600 - PRINCIPLES & TECHNIQUES OF CADASTRAL MAPPING

SRM Section	PAV	PAAA
1	Chapter 1	Chapter 17, 441-442
2	None	None
3	Chapter 2, 9-15	None
4	Chapter 15	Chapter 17, 448-452, 397-404
5	Chapter 15, 381-190	Chapter 17, 442-448
6	None	None
7	Chapter 15, 390-397	Chapter 17, 452-560
8	None	Chapter 17, 464-466
9	None	Chapter 17, 460-464
10	None	None

COURSE 601 - ADVANCED MAPPING

Readings Found in Student Reference Manual

Please visit our website at <http://dor.myflorida.com/dor/property/training/>

IAAO SCHOLARSHIP FUND APPLICATION

Funding is awarded to any member who demonstrates a financial need and intends to use to funds to complete an IAAO educational or research activity. The purpose of this fund is to cover needs of members not met by other programs, i.e., those who are not eligible for financial assistance from any other program or need supplemental financial assistance. Applications must be received on or before February 1 or August 1 of the calendar year for decisions to be made within ninety (90) days of each application deadline.

This form should be filed as soon as possible. Decisions are made within ninety (90) days of the semi-annual application deadline. Additional pages may be attached, if necessary.

Name: _____ Phone: _____

Email Address: _____ Address: _____

City State/Province: _____ Zip/Postal Code: _____

1. Is this application for February 1st or August 1st of this calendar year?
2. What is your deadline for receiving financial assistance?
3. What is your IAAO Membership Number?
4. Have you received financial assistance from the IAAO in the current or preceding calendar year?
5. Have you ever received any financial assistance from the IAAO? (YES or NO)

6. Is this your first submission during this calendar year for the Scholarship Assistance Fund? (YES or NO)
7. Please attach a typed narrative description of 100 words or less justifying why you need the financial assistance you are requesting. (Online Ability to attach an image file, e.g., Microsoft Document Image or PDF (Adobe Acrobat))
8. What is the amount of financial assistance are you requesting?
9. Itemize the education activity expenses you expect to incur.
10. Provide a letter from a superior or document as an office head in a letter that funding (in whole or part) is not available for the purpose described in your narrative. (Online Ability to attach an image file, e.g., MDI (Microsoft Office Document Imaging) or PDF (Adobe Acrobat)).
11. Do you agree to submit a prescribed form demonstrating how you benefited from the IAAO Education Activity after completion of the activity and understand that all submissions are property of the IAAO without financial restitution (Yes/No)?
12. Are you requesting financial assistance for a project (Yes/No)?
13. If you answered yes to the previous question, do you understand that all projects must be approved in advance, report results must be submitted to IAAO, and ALL submissions are property of IAAO without further financial restitution (Yes/No)?

The Scholarship Assistance Fund was created to be the vehicle that allows the IAAO to provide financial assistance to those in need so they can participate in IAAO Education activities. This is to meet the needs of members who are not eligible for financial assistance or need supplemental financial assistance.

Please complete the application as thoroughly as possible. Attach additional sheets if necessary. Completed applications must be received on or before February 1 or August 1 of the calendar year for decisions to be made within 90 days of each application deadline. Please apply online or scan & e-mail the signed completed application and attachments in a PDF (Adobe Acrobat) or MDI (Microsoft Office Document Imaging) file format to:

IAAO Scholarship Fund Committee

sfc@iaao.org

FINANCIAL ASSISTANCE REPORT

The Scholarship Assistance Fund was created to be the vehicle that allows the IAAO to provide financial assistance to those in need so they can participate in IAAO Education activities. This is to meet the needs of members who are not eligible for financial assistance or need supplemental financial assistance.

Please complete this report as thoroughly as possible. Attach additional sheets if necessary. Completed reports must be received within 30 days of completion of the IAAO Education Activity.

1. Please describe what educational benefit you derived from the IAAO Education activity that funds were received for? Please note that the IAAO reserves the right to use your description to publicize this program.
2. Please provide receipts for all expenses.
3. Were all funds provided used? If not, please provide a check or money order made payable to the IAAO for the unused funds along with this report.
4. Please provide a document demonstrating successful completion or attendance?