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Center for Governmental Training and Technology

December 2, 2012

**TO:** All Tax Assessors, Tax Assessor/Collectors, Certified Private Contractors, and MS Department of Revenue Personnel

**FROM:** Taylor Casey, Extension Associate II

**SUBJECT: IAAO Course 101, March 5-9, 2012**  
**IAAO Course 300, March 5-9, 2012**  
**IAAO Course 112, May 7-11, 2012**

The Center for Governmental Training and Technology in the Mississippi State University Extension Service is pleased to sponsor the 2012 Spring IAAO School this coming March 5-9, 2012. The IAAO courses being offered are 101: Fundamentals of Real Property Appraisal and 300: Fundamentals of Mass Appraisal. We have a great lineup of instructors too! Course 101 will be taught by Mr. Larry Ellis, CAE from Johnsonville, TN and Course 300 will be taught by Mr. Garth Thimgan, CAE from La Junta, Co.

In addition to the 2012 IAAO Spring School, the Center for Governmental Training and Technology will partner with the MS Chapter of IAAO to offer IAAO Course 112: Income Approach to Valuation II. Course 112 will be offered May 7-11, 2012. Course 112 will be instructed by Kenneth W. Voss, CAE from Atlanta, Georgia.

All three IAAO courses will be conveniently held at the Bost Extension Center in Starkville, MS. An information sheet with an Enrollment Form and course, lodging, and other information is enclosed. Photocopied Enrollment Forms will be accepted so feel free to pass this information around to deputies and other individuals within your office who did not receive a hard copy. The cost of enrollment is \$500 per course; however, please note that registration forms must be received two weeks before the start of the course to avoid a \$25.00 late fee charge. In addition, due to the amount of interest shown in these courses, a limited number of students (30) will be enrolled, so please register early.

The IAAO courses all qualify for Track II levels of certification within the Mississippi Education and Certification Program (MECP) either as required courses or electives. Please refer to *The Red Book* for details (find it online at [www.cgt.msstate.edu](http://www.cgt.msstate.edu)).

In addition to meeting the MECP's requirements, these courses also qualify toward achieving one or more of the five internationally recognized designations within the IAAO Professional Designation Program (PDP). These designations are listed in Table 6: IAAO Professional Designation Program, of *The Red Book* (please refer to [www.iaao.org](http://www.iaao.org) for more detailed information).

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Tax Assessors may also wish to see *Mississippi Code* sections 27-3-52 and 25-3-3 (printed in Appendix I of *The Red Book*) for information on additional compensation available for earning certain of these professional designations or an IAAO Certificate of Educational Recognition.

We have “blocked” hotel rooms at the Holiday Inn Express in Starkville, MS at an average special rate of \$95.00/night plus tax (single or double) for IAAO School attendees. To make your reservations and get the special rate, *call the Holiday Inn Express at (662) 324-0076 and let them know you are reserving rooms for the Center for Governmental Training and Technology School. Be sure to make your hotel reservations soon to ensure a room.* The hotel is located at 110 Hwy. 12 West, Starkville, MS 39759.

Call the CGT office at 662-325-3141 or e-mail [taylorc@ext.msstate.edu](mailto:taylorc@ext.msstate.edu) with your questions or for more information. I look forward to seeing you there!

Enclosures



# Spring 2012 International Association of Assessing Officers School



Courses 101 & 300 March 5-9, 2012 & Course 112 May 7-11, 2012  
★ Mississippi State University, Starkville, MS ★ Bost Extension Center

Sponsored by the  
Center for Governmental Training & Technology  
Mississippi State University Extension Service

## *Courses & Course Descriptions*

### **Course 101: Fundamentals of Real Property Appraisal**

Fundamentals of Real Property Appraisal is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of properties using two approaches to value: the cost approach and the sales comparison approach.

**Course instructed by Larry Ellis, CAE, of Johnsonville, TN. Course Date: March 5-9, 2012**

### **Course 300: Fundamentals of Mass Appraisal**

Course 300 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.

**Course instructed by Garth Thimgan, CAE, La Junta, CO. Course Date: March 5-9, 2012**

### **Course 112: Income Approach to Valuation II**

Income Approach to Valuation II is a comprehensive, interactive program intended for mid-level, commercial-industrial appraisers. The material will cover the income approach to value in depth, and reflect contemporary appraisal theory. The course will be broad based, while covering many topics that will focus on a case study problem that utilizes methodology learned in the course and will allow the audience to work through the case study to its conclusion.

**Course instructed by Kenneth W. Voss, CAE from Atlanta, GA. Course Date: May 7-11, 2012.**

## *Tuition, Enrollment, & Class Schedules*

Tuition for each course is \$500 and includes a student reference manual. Recommended textbooks cost extra. Payment for tuition and any textbooks ordered should be made payable to the Center for Governmental Training & Technology.

Use the "IAAO Course Enrollment Form for Mississippi" to sign up for the IAAO School. **Enrollment Forms for Course 101 and 300 should be submitted by February 13, 2012. Enrollment forms for Course 112 should be submitted by April 13, 2012.** After payment is received, a confirmation letter will be sent to each student.

All classes begin at approximately 8:30 a.m. on Monday and end by 5:00 p.m. each day. Courses conclude with an examination on Friday morning. Individual instructors may deviate from this.

## *Additional Textbooks & What to Bring*

A student reference manual (SRM) is provided for each student enrolled; however, IAAO typically recommends an additional textbook. *Property Assessment Valuation* (PAV) is recommended for Course 101 and Course 112 - \$55.00. *Mass Appraisal of Real Property* (MARP) is recommended for Course 300 - \$50.00. Used or shared textbooks are acceptable for all courses.

When ordering a textbook, please mark the appropriate box on the "IAAO Course Enrollment Form for Mississippi." Also bring a silent calculator (battery-operated recommended) and appropriate writing materials including No. 2 pencils for taking the examination.

### *Lodging & Meals*

The Holiday Inn Express offers comfortable accommodations at a reasonable price. Students are responsible for making their own lodging and meal arrangements; however, the Holiday Inn Express has given a special reduced rate to IAAO students (be sure to request the special CGT rate). As for meals, there are several restaurants conveniently located nearby. The Holiday Inn Express is located at 110 Hwy 12 West, Starkville, MS 39759. Call (662) 324 – 0076 to make reservations.

### *Certificates of Completion / Certification*

This is an IAAO-Certified School with all courses taught by senior IAAO instructors holding at least one professional IAAO designation. IAAO certificates of completion will be issued to those who successfully complete the final examination for each course

Successful completion is accepted by the Mississippi Education and Certification Program Advisory Board and/or the IAAO Professional Admissions Committee as partial fulfillment of the educational requirements for Assessment Evaluator I (AEI), Assessment Evaluator II (AEII), and Mississippi Assessment Evaluator (MAE) certification and one or more of the following IAAO designations: Certified Assessment Evaluator (CAE), Residential Evaluation Specialist (RES), Cadastral Mapping Specialist (CMS), Personal Property Specialist (PPS), and Assessment Administration Specialist (AAS). All IAAO designations also require USPAP. Please contact IAAO for specific USPAP requirements.

### *Continuing Education Credit*

All appropriate appraisal related courses have been submitted to the Mississippi Real Estate Commission (MREC) for the appropriate number of Continuing Education (CE) credit hours. Students interested in CE hours for IAAO Courses should contact Taylor Casey 662-325-3141.

Students seeking CE credit are responsible for notifying their instructor on the first day of class and for following all MREC procedures.

For more information about MREC qualifying or continuing education credit, call 601-932-6770 or visit [www.mrec.state.ms.us](http://www.mrec.state.ms.us).

### *For Additional Information*

Questions about this school, the Mississippi Education and Certification Program, or the CGT should be directed to Taylor Casey at 662-325-3141 (fax 662-325-8954; e-mail [taylorc@ext.msstate.edu](mailto:taylorc@ext.msstate.edu); write Box 9643, Mississippi State, MS 39762 or online at [www.cgt.msstate.edu](http://www.cgt.msstate.edu)). Persons with disabilities who require special accommodation of any sort in connection with their attendance at this event should also contact the CGT.

Questions about the content of IAAO courses or the IAAO Professional Designation Program should be addressed to IAAO at 800-616-4226 or [www.iaao.org](http://www.iaao.org).

The Center for Governmental Training & Technology (CGT) is a unit within the Mississippi State University Extension Service. For over thirty years the CGT has been a leader in the development and implementation of technical assistance and educational programs for local government officials.

Through these technical assistance and educational programs, the Center assists local government officials, local units of government, and associations of local government in their efforts to improve governance at the grassroots and delivery of services to the citizens of Mississippi. The CGT does not take an advocacy role in the business, legislative, or political affairs of the local governments or local government associations with which it works. The CGT works with these associations to plan and implement a variety of educational programs, seminars, and workshops.

For more information, visit [www.cgt.msstate.edu](http://www.cgt.msstate.edu).

*Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation or group affiliation, age, disability, or veteran status.*

## IAAO Course Enrollment Form for Mississippi

Name: \_\_\_\_\_ County/Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address to which exam results will be mailed: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax ( ) \_\_\_\_\_

### **Course/Workshop Selection:**

Course 101: Fundamentals of Real Property Appraisal (\$500; **March 5 – 9, 2012**; (Bost Extension Center, MSU Campus) \$ \_\_\_\_\_

Course 300: Fundamentals of Mass Appraisal (\$500 **March 5 - 9, 2012**; (Bost Extension Center, MSU Campus) \$ \_\_\_\_\_

Course 112: Income Approach to Valuation II (\$500 **May 7 – 11, 2012**; (Bost Extension Center, MSU Campus) \$ \_\_\_\_\_

**\*Please note that Course 112 is offered at a different date than Courses 101 & 300**

### **Textbook Selection:**

*Property Assessment Valuation (PAV 3<sup>rd</sup> Edition)* (recommended for Course 101 & Course 112) (\$55) \$ \_\_\_\_\_

Mass Appraisal of Real Property (MARP) (recommended for Course 300) (\$50) \$ \_\_\_\_\_

### **Check one (payment must be received before attending class)**

Payment is enclosed

Payment will be mailed by: \_\_\_\_\_  
(Name of jurisdiction, firm or person sending payment)

<b>Application Deadlines: Courses 101 &amp; 300 – February 13, 2012</b> <b>Course 112 – April 13, 2012</b>
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**Submit this form and payment to as follows:**

**Center for Governmental Training & Technology**  
**Attn: IAAO School**  
**Box 9643**  
**Mississippi State, MS 39762**