

Texas Association of Appraisal Districts

2010-11 IAAO Course/Workshop Schedule

Course 500: Assessment of Personal Property

September 27-October 1, 2010

Site: Harris CAD, 13013 Northwest Freeway, Houston

Instructor: Jewette Farley, CAE

Fees: TAAD member districts \$385

TAAD associate/affiliate members \$425

Nonmembers: \$490

TDLR credit: 30 hours

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.

★Optional text: *Property Assessment Valuation* (obtain from IAAO)

Course 400: Assessment Administration

November 8-12, 2010

Site: Harris CAD, 13013 Northwest Freeway, Houston

Instructor: Rick Stuart, CAE

Fees: TAAD member districts \$385

TAAD associate/affiliate members \$425

Nonmembers: \$490

TDLR credit: 30 hours

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), PAAA**

★Required text: *Assessment Administration* (obtain from IAAO)

Workshop 452 - Fundamentals of Assessment Ratio Studies

Date: November 15-16, 2010

Site: Harris CAD, 13013 Northwest Freeway, Houston

Instructor: Rick Stuart, CAE

Fees: TAAD member districts \$275

TAAD associate/affiliate members \$325

Nonmembers: \$375

TDLR credit: 18 hours

This workshop provides a basic introduction to the development and uses of assessment sales ratio studies based upon the *IAAO Standards on Ratio Studies; July, 2007*. The workshop covers the topics of sales analysis, sampling, and the development of assessment ratio studies. The workshop also includes material on managerial and technical issues, which include staffing, timing of studies, use of study results, statistical testing and assessment regressivity and progressivity.

Recommended: Course 101. IAAO recertification credit: 15.0 hours-2 days

★Optional text: *Property Assessment Valuation* (obtain from IAAO)

Workshop 191 - Uniform Standards of Professional Appraisal Practice Update (National)

Date: November 18, 2010

Site: Harris CAD, 13013 Northwest Freeway, Houston

Instructor: Guy Griscom, CAE

Fees: TAAD member districts \$125

TAAD associate/affiliate members \$175

Nonmembers: \$250

TDLR credit: 7 hours

This workshop is the National 7-hour USPAP Update offered for continuing education for licensure and certification through The Appraisal Foundation. The workshop provides a general overview of USPAP guidelines, advisory opinions, statements, and other appraisal practices. The course is updated yearly to address changes to USPAP and common misunderstandings. **IAAO**

recertification credit: 7 hours-1 day

★ **Required text:** *The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice* (students should obtain 2010-2011 edition from The Appraisal Foundation prior to attending class)

Course 102: Income Approach to Valuation

December 6-10, 2010

Site: Tarrant CAD, 2500 Handley-Ederville Road, Fort Worth

Instructor: Rick Stuart, CAE

Fees: TAAD member districts \$385

TAAD associate/affiliate members \$425

Nonmembers: \$490

TDLR credit: 30 hours

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, PAV/PAAA**

★ **Required text:** *Property Assessment Valuation* (obtain from IAAO)

Course 102: Income Approach to Valuation

December 13-17, 2010

Site: Harris CAD, 13013 Northwest Freeway, Houston

Instructor: Guy Griscom, CAE

Fees: TAAD member districts \$385

TAAD associate/affiliate members \$425

Nonmembers: \$490

TDLR credit: 30 hours

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, PAV/PAAA**

★ **Required text:** *Property Assessment Valuation* (obtain from IAAO)

Course 201: Appraisal of Land

December 13-17, 2010

Site: Harris CAD, 13013 Northwest Freeway, Houston

Instructor: Marion Johnson, CAE

Fees: TAAD member districts \$385

TAAD associate/affiliate members \$425

Nonmembers: \$490

TDLR credit: 30 hours

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, 102, PAV/PAAA**

★**Optional text: IAAO's *Property Appraisal and Assessment Administration*** (obtain from IAAO)

One-day Forum: Appraisal of Convenience Stores

December 15, 2010

Site: Dallas Marriott Suites-Market Center, 2493 North Stemmons Freeway, Dallas

Instructor: Rick Stuart, CAE

Fees: TAAD member districts \$100

TAAD associate/affiliate members \$150

Nonmembers: \$175

TDLR credit: 7.5 hours

Understand the history, definition and classification of convenience stores. Learn how to apply highest and best use analysis. Examine the cost approach, sales comparison approach and income approach to appraising convenience stores. Engage in problem solving exercises and case studies.

One-day Forum: How to Critique an Appraisal

December 17, 2010

Site: Dallas Marriott Suites-Market Center, 2493 North Stemmons Freeway, Dallas

Instructor: Rick Stuart, CAE

Fees: TAAD member districts \$100

TAAD associate/affiliate members \$150

Nonmembers: \$175

TDLR credit: 7.5 hours

Discover a methodical approach to the review and critique of appraisals submitted in support of assessment reduction. You will distinguish if an appraiser acts as an advocate for the client, or truly approaches the assignment as a disinterested unbiased third party. All aspects of an appraisal will be inspected to ascertain the credibility and reliability of the work submitted.

Course 112 – Income Approach to Value II

Date: January 10 – 14, 2011

Site: Harris CAD, 13013 North West Freeway, Houston

Instructor: Guy Griscom, CAE

Fees: TAAD member districts \$385

TAAD associate/affiliate members \$425

Nonmembers: \$490

TDLR credit: 30 hours (with exam)

IAAO Course 112 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. Depending on the size of the class, students will be grouped, based on the instructor's summation of the student's class participation. The groups will generally consist of 2-4 students. Each group will be expected to present their results to the remainder of the class. The instructor will be available to assist each group.

Recommended: Course 101, Course 102, PAV

★**Required text: *Property Assessment Valuation*** (obtain from IAAO)