



Hosted by the Property
Tax Oversight Program

PROGRAM ENROLLMENT

Click [here](#) to register for
the December 13-16,
2021 Property Appraiser
Course.

The final deadline for
registration is Monday,
November 29, 2021
(based on space
availability).

After this date, please
contact [PTO Training](#) to
ask about space
availability.

CANCELLATION POLICY

Email course cancellations
to [PTO Training](#)
by 3:00 p.m. EDT Friday,
December 10, 2021.

PROPERTY APPRAISER PROGRAM DECEMBER 2021

Program Information

The Florida Department of Revenue (Department) is excited to announce the virtual offering of **IAAO 101 – Fundamentals of Real Property Appraisal**, from the International Association of Assessing Officers (IAAO). The virtual format will enable a diverse set of trainees to participate remotely. Trainees will have opportunities to ask questions, collaborate, share ideas and practice new skills as they would in a traditional classroom. **For optimal learning, participants should clear their calendars during course and exam times and attend in a quiet space free from outside distractions.**

IAAO 101 Description*

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](#).

Recommended textbook: Property Assessment Valuation
(ISBN: 978-0-88329-196-2)

Instruction and Testing

Trainees will receive further instructions from IAAO regarding testing. **This is a live course**, and the materials and pace will be like in-person instruction. Your instructor, David Cornell, is highly rated for IAAO courses and delivers a quality course.

The course will be held 8:00 a.m. - 5:00 p.m. EDT December 13-16, 2021. The instructor will provide the course schedule. The testing window is December 17-22, 2021. Trainees will attend class using [Zoom](#), and the training link will be provided the week prior to the course. A link to the PDF version of the student reference manual will be emailed to registrants from learn@iaao.org. **Trainees should print a copy of the student reference manual in advance, unless they have access to dual monitors during the course.** Scratch paper and pencils will also be helpful.

Technology Requirements

- A computer with a web camera and microphone **is required to take the course and exam.**
- A calculator is required.

Prior to the course, students are asked to download [Zoom](#) and review the Zoom information on [Joining a Meeting](#).

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|------------------------|---|
| Enrollment fee: | \$400 |
| Registration site: | PTO Online Payment and Registration Portal |
| Course Capacity: | 50 students |
| Supplemental Textbook: | Property Assessment Valuation (order directly through IAAO if desired) |
| Registration deadline: | November 29, 2021 (based on space availability) |



COURSES APPROVED BY THE DEPARTMENT OF REVENUE

*This course of the IAAO applies toward the certification requirements as prescribed by Chapter 12-9, Florida Administrative Code (F.A.C.). The Department of Business and Professional Regulation has also approved this IAAO offering for 20 hours of Appraiser Specialty Continuing Education credit toward state certification.

COURSE CANCELLATION POLICY:

The Florida Department of Revenue may cancel any course for which the Department deems the number of students enrolled to be insufficient to adequately cover the costs of course administration or for which 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.

The Florida Department of Revenue is not liable for charges or fees the student incurs because of course cancellations.

ATTENDEE REGISTRATION CANCELLATION POLICY:

To cancel a course registration and request a refund, complete and submit [Form DFS-AA-4](#) to PTOTraining@floridarevenue.com by 3:00 p.m. EDT December 10, 2021. 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. To transfer your registration, contact the Department of Revenue by email at PTOTraining@floridarevenue.com. The Florida Department of Revenue is not liable for charges or fees the student incurs because of course cancellations.