North Dakota Association of Assessing Officers &
The North Dakota Office of State Tax Commissioner
Present
Fundamentals of Real Property Appraisal

May 7-11, 2018

Quality Inn
1030 E Interstate Ave
Bismarck, ND

Course Description
The Fundamentals of Real Property Appraisal 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 necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach.

Student Expectations
This course includes 30 hours of classroom instruction during which students will be expected to participate in discussions, group activities, and coursework that may include but is not limited to reading, homework problem solving, etc. both during and outside classroom hours. There is also an exam at the end of the course for which the student should be prepared.

Education Credit
Successful completion of this course provides 30 hours toward certification/continuing education for class I or class II assessors (N.D.C.C. 57-02-01.1). Twenty-seven hours are allowed as continuing education for attending the course if the exam is not taken. In order to receive credit for certification purposes, the exam must be successfully completed.

Course Schedule
Monday, May 7
8:00 – 8:30  Registration
8:30 – 5:00  Instruction

Tuesday through Thursday, May 8-10
8:00 – 5:00  Instruction

Friday, May 11
8:00 – 9:00  Review
9:00 – 12:00  Test

Textbook and Supplies
Supplies necessary for the course include a calculator, mechanical pencils, highlighters, and notepaper. NOTE: cell phones/laptops/tablets etc. will not be allowed to be used as a calculator. Please bring a noiseless calculator to use for the exam.
The IAAO textbook titled “Property Assessment Valuation (PAV) is a good reference textbook to have for this course. The textbook can be purchased online at www.iaao.org or can be ordered for an additional $55 if indicated on the submitted registration form. Textbooks will not be available for purchase during the week of the course.

Location and Accommodations
The course will be held at the Quality Inn, 1030 Interstate Ave, Bismarck. For overnight accommodations, make reservations directly with the Bismarck Quality Inn by calling 701.223.1911 or call the nationwide toll-free number 800.258.5150. Inform the reservationist that you will be attending the North Dakota Tax Department course at the Quality Inn.

Course Instructor
Barry Couch will be the instructor for IAAO Course 101. Barry has been an appraiser for over thirty years and an IAAO member for over 25, has the CAE designation and is a Certified General Appraiser in both Nebraska and Oklahoma. Currently, Barry is an appraiser consultant and instructor. He worked in the Douglas County Assessor's office in Omaha for 14 years, serving as the Chief Deputy Assessor. Previously, Barry worked as a fee appraiser, a mass appraisal contractor and an instructor for the Center for Local Government at Oklahoma State University. Barry has been teaching for over 25 years and has taught in about 30 different states.

Registration Information
2. Checks must be made payable to NDAAO (North Dakota Association of Assessing Officers).
3. Please remit payment to: Carla Broadland, NDAAO Treasurer, Wahpeton City Assessor’s Office, PO Box 490, Wahpeton, ND 58074-0490.
4. NOTE: Payment is due BEFORE CLASS BEGINS. If you come to the course and have not paid, you will be required to pay prior to the start of the course or you will not be able to attend.
5. There will be no refunds made to registrants who cancel; only substitutions will be accepted, unless approved by the North Dakota Association of Assessor’s Board President and Education Committee Chairperson.

Registration Fee: NDAAO members, $400; Non-NDAAO members, $450.
Become a NDAAO member online at www.ndaaoo.org. Enrollment is limited to 50 students.
Registrations must be received by Friday April 20, 2018

INCLUDE THIS PORTION WITH PAYMENT

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Name: ____________________________ County/City: ____________________________