

**The North Dakota Association of Assessing Officers &
The North Dakota Office of State Tax Commissioner
present**

**Course 101
Fundamentals of Real Property Appraisal**

May 9-13, 2016

**Comfort 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 Credits

Successful completion of this course provides 30 hours toward certification/continuing education for class I or class II assessors (North Dakota Century Code § 57-02-01.1). Twenty-seven hours are allowed as continuing education for attending the course if the exam is not taken.

Course Schedule

Monday, May 9

9:30 a.m. – 10:00 a.m. Registration
10:00 a.m. – 5:00 p.m. Instruction

Tuesday-Thursday, May 10-12

8:00 a.m. – 5:00 p.m. Instruction

Friday, May 13

8:00 a.m. – 9:00 a.m. Review
9:00 p.m. – 12:00 p.m. Exam

Textbook and Supplies

Supplies necessary for the course include a calculator, mechanical pencils, highlighters and notepaper. The IAAO textbook titled “Property Assessment Valuation” (PAV) is recommended.

Location and Accommodations

The course will be held at the Comfort Inn, 1030 Interstate Ave, Bismarck. For overnight accommodations, make reservations directly with the Bismarck Comfort 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 Comfort Inn. The block of rooms reserved are for the Comfort Inn only (not the Comfort Inn and Suites).

Course Instructor

Marion R. Johnson, CAE, is presently a self-employed instructor/consultant as well as a part-time appraiser. He has a BS in Journalism from the University of Kansas and obtained his MBA through Pittsburg University. Marion has 36 years of experience in assessment and appraisal of residential and commercial property.

Marion has been honored with several awards from IAAO including, Most Valuable Member, Instructor of the Year and the IAAO Presidential Citation. He served as the IAAO President in 2007 and has been an IAAO Senior Instructor for 20 years. In addition to his years with IAAO, Marion is the author of numerous printed case studies and publications.

Registration Information

1. Students must register online. Go to www.nd.gov/tax. Click on For Local Governments, Education, Course 101 - Fundamentals of Real Property Appraisal.
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.**

The registration fee is \$400.00. Enrollment is limited to 50 students.

For Information

Contact:

Marci Gilstad, Tax Service Specialist
Property Tax Division
Office of State Tax Commissioner
701.328.2622 or
877.328.7088, option 6 (in North Dakota)
E-mail: mgilstad@nd.gov
Hearing/Speech Impaired 800.366.6888
(TTY Relay ND)

Registration Form

Course 101 Fundamentals of Real Property Appraisal

May 9-13, 2016

Name _____

Title _____

Jurisdiction/Company _____

Address _____

City/State/Zip _____

Phone _____

Fax _____

Email _____

Registration Fee: \$ 400.00

*Make check payable to NDAAO.

Submit Registration Form by April 25, 2016. Payment may be brought to class.

For further information contact:

Marci Gilstad at 701.328-2622

or at mgilstad@nd.gov

Mail registration to:

North Dakota Office of State Tax Commissioner

Property Tax Division

600 E. Boulevard Ave., Dept. 127

Bismarck, ND 58505-0599