



North Dakota Association of Assessing Officers &
The North Dakota Office of State Tax Commissioner Present
FUNDAMENTALS OF MASS APPRAISAL

Course 300

November 14-18, 2016
Comfort Inn · 1030 E Interstate Ave · Bismarck, ND

Course Description

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the International Association of Assessing Officers. 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.

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. There will be reading assignments before class begins. The reading material will be sent via email closer to the start of the course.

Education Credit

Successful completion of this course provides 30 hours toward certification/continuing education for class I 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.

Course Schedule

Monday, November 14

8:00 – 8:30 Registration
8:30 – 5:00 Instruction

Tuesday through Thursday, November 15-17

8:00 – 5:00 Instruction

Friday, November 18

8:00 – 11:00 Test

Textbook and Supplies

Supplies necessary for the course include a financial or business calculator (square root, powers, and exponents 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 “Fundamentals of Mass Appraisal” is **required**. The textbook can be purchased online at www.iaao.org or can be ordered for an additional \$50 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 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

Christine Van Staden holds the Accredited Municipal Assessor of Alberta designation (AMAA) from the Alberta Assessors’ Association (AAA), the Certified Assessment Evaluator designation (CAE) from the International Association of Assessing Officers (IAAO), the Accredited Appraiser of the Canadian Institute designation (AACI, P. App) from the Appraisal Institute of Canada (AIC) and is a certified senior instructor with the IAAO.

Christine is a past president of the Alberta Assessors’ Association and has worked extensively with that Association in developing and updating educational requirements. She has also been actively involved in many of the Association committees including the legislation committee, the education committee, and acts as an instructor for the Association when requested. For most of her career, she worked for the City of Calgary Assessment Business Unit as a supervisor, a business analyst, an assessor and a senior assessor. Over the time she spent at the City of Calgary, she worked in all areas of the assessment process.

After retiring from the city, she joined Altus Group Limited as a Senior Tax Consultant. In this capacity, she reported on due diligence and tax management for clients and negotiated and advocated for fair property assessments for clients in Southern Alberta.

In 2013, she contracted with Alberta Emergency Management agency and Landlink Consulting to evaluate damage to businesses and residential properties as a result of the 2013 flooding in Southern Alberta. She continues to provide these services on an as needed basis.

In 2014, she joined Ryan, ULC. as their Manager of Property Tax, western Provinces. In this capacity, she assists clients with respect to property tax concerns, and negotiates & advocates for fair property assessments for clients in Western Canada.

Registration Information

1. Students are encouraged to register online. Go to www.nd.gov/tax. Click on For Local Governments, Education, Course 300 - Fundamentals of Mass 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.**
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.

The registration fee is \$400. Enrollment is limited to 50 students.

* Assessment personnel needing to complete the course for attaining certification status have priority for enrollment.

Registrations must be received by Friday October 21, 2016

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