

Course 101 - Fundamentals of Real Property Appraisal

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. AQB approved: 33.50 hours CE with exam / 30 hours CE no exam

Course 102 - Income Approach to Valuation

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 or improved properties by the income approach. This course covers real estate finance and investment, capitalization methods and techniques, analysis of income and expenses to estimate operating income, selection of capitalization rates, and application of the approach. AQB approved: 33.50 QE, 33.50 hours CE with exam / 30 hours CE no exam

Course 112 - Income Approach to Valuation II

This course is an intermediate level course designed for the practicing appraiser and builds on IAAO Course 102 training. An understanding of the income approach to value and practical experience with income capitalization are essential prerequisites. Problem solving requires a calculator with a power key. This course makes extensive use of financial compounding and discounting techniques. Emphasis is on developing financial factors by way of electronic devices with slight references to pre-printed tables. Forecasting income patterns and property

value changes are prominent variables used in estimating present values. Formula driven models are the primary appraisal tools. Market value estimates through yield capitalization are the principal focus of the course. AQB approved: 33.50 QE, 33.50 hours CE with exam / 30 hours CE no exam

Course 201 - Appraisal of Land

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 land. This course concentrates on the skills necessary for estimating land value primarily using the sales comparison approach. AQB approved: 33.50 hours CE with exam / 30 hours CE

Course 300 - Fundamentals of Mass Appraisal

This course provides an introduction to mass appraisal and is a prerequisite for the IAAO 300-level course series. 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. AQB approved: 33.50 hours CE with exam / 30 hours CE

Course 311 - Real Property Modeling Concepts

The Real Property Modeling Concepts course presents a detailed study of the mass appraisal process as applied to residential and income-producing properties. Topics covered include a comparison of single-property appraisal and mass appraisal, the

major steps in the mass appraisal process, data requirements, market analysis, use of sales ratio studies, cost approach, sales comparison approach, gross and net income analysis, capitalization rate development, model specification and calibration, valuation review techniques and maintenance. Please note: former 311 (Residential Modeling Concepts) and 312 (Commercial/Industrial Modeling Concepts) have been redesigned into this one 5-day course.

Recommended prerequisites: Course 300 Continuing education: 30 hours CE

Course 331 - Mass Appraisal Practices and Procedures

This course is designed to build on the subject matter covered in Course 300 – Fundamentals of Mass Appraisal and prepares students to take advanced mass appraisal courses. In this course, students will learn how to use Excel and SPSS to analyze and apply data. Much of the emphasis in this course is on data accumulation and analysis using the cost approach. Along the way, students will learn how to use Excel graphing and analysis tools for ratio studies and cost schedules.

AQB approved: 33.50 hours CE with exam / 30 hours CE

Course 400 - Assessment Administration

This course provides an overview of fundamental management concepts for management and supervisory personnel in an assessor's office and focuses on the need for management, and the responsibilities placed on the assessor and all supervisory personnel. The course introduces the four major management

functions: planning, organizing, directing, and controlling with a separate chapter devoted to each function for more in-depth learning and discussion.

Condominium Valuation

Condominiums have been a form of property ownership since ancient Rome. They still enjoy popularity in many jurisdictions today. However, the issues surrounding the appraisal of condominiums have evolved in recent years. Condominiums have enough unique features that require special consideration. This course covers some of the best practices. Topics include features of condominium declarations, elements that affect condominium values, how to appraise unfinished condos, and avoiding common mistakes. 7 Hour Course. Can be paired down to 3 Hours

Board of Review Helps

A review of Statutes, laws and practices that pertain to Board of Review actions. We will cover Oral Testimony and Cross-Examination Guidance, Rules of Evidence, Expert Witness Testimony, Closing Statements, and Guidance from DOR. The afternoon focuses on Wisconsin Supreme Court Case Law. 7 Hour Course

Workshop 100 - Understanding Real Property Appraisal

This workshop is designed to provide the students with a basic understanding of the procedures and techniques used within a

mass appraisal office. This workshop introduces students to some of the concepts involved in using two approaches to value: the cost approach and the sales comparison approach. Workshop duration: 2 days. IAAO recertification credit: 15 hours

Workshop 151 – Uniform Standards of Professional Appraisal Practice (National)

This workshop covers materials from The Appraisal Foundation, Uniform Standards of Professional Appraisal Practice which includes: definitions, preamble, ethics rule, record keeping rule, competency rule, scope of work rule, jurisdictional exception rule and standards 1 through 3, and 6 through 10. Supplementary materials include The Appraisal Foundation Uniform Standards of Professional Appraisal Practice (USPAP).

Please note: The Appraisal Foundation no longer allows this workshop to be used for continuing education, only qualifying education. Please check with your jurisdiction or state for their CE acceptance process, as it may vary from TAF policies. Workshop duration: 2 days Exam included: Yes IAAO recertification credit: 15 hours

Workshop 155 - Depreciation Analysis

This workshop provides a comprehensive, advanced treatment of the techniques of estimating depreciation of residential property. Through a series of market oriented case studies and demonstration problems, types of depreciation and generally recognized methods for measuring depreciation are covered, with emphasis on the observed condition method. Depreciation measurements are applied to a single subject property, providing experience in analyzing the advantages and limitations of each method. This workshop includes an exam. Workshop duration: 2 days. Exam included: Yes. IAAO recertification credit: 15 hours

Workshop 158 - Highest and Best Use

Highest and best use is a concept in real estate appraisal in which market value is achieved by the reasonably and probable legal land use that results in the highest value and is an essential step in the mass appraisal process that is required before the creation of market value estimates. Local law may mandate preferential assessments according to specific land uses such as agricultural, historic and so forth rather than the highest and best use. This workshop is designed to provide students with a more in-depth study and understanding of the role and purpose of highest and best use in the appraisal process. Finally, this course will feature discussions of the unique situations that sometimes arise in a highest and best use analysis. Workshop duration: 2 days. IAAO recertification credit: 15 hours

Workshop 162 - Marshall & Swift Cost Approach (Residential)

This workshop provides an understanding of how to utilize Marshall & Swift Residential Cost Manuals. Several case studies are used to enhance the ability to apply this information. Workshop duration: 2 days. Exam included: Yes IAAO recertification credit: 15 hours

Workshop 163 - Marshall & Swift Cost Approach (Commercial)

This workshop is designed to teach participants how to use the Marshall & Swift Commercial Valuation Guide. Participants will spend time working several case study problems to assist them in learning how to apply this service. Workshop duration: 2 days Exam included: Yes. IAAO recertification credit: 15 hours

Workshop 181 - 7-Hour National USPAP Update for Mass Appraisal

This workshop is a 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 with discussion, illustrations and case studies focused on issues relevant to the daily practice of mass appraisers. The course is updated every two years to address changes to USPAP and common misunderstandings. Workshop duration: 1 day. IAAO recertification credit: 7 hours

Workshop 191 – 7-Hour National USPAP Update

This workshop is a 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 every two years to address changes to USPAP and common misunderstandings. Workshop duration: 1 day. IAAO recertification credit: 7 hours

Workshop 252 - Valuing Property Affected by Environmental Contamination

This workshop is designed for the appraiser who needs to understand how to deal with valuation of contaminated properties. The course is based on the IAAO "Standard on the Valuation of Property Affected by Environmental Contamination" and addresses all of the issues presented in the standard, including: definitions and terminology, types of contaminating

substances, effects of technology, factors affecting value, application of the three approaches to value, government regulations, and recent court decisions. Case problems are included to reinforce discussed principles. Workshop duration: 2 days
Exam included: Yes. IAAO recertification credit: 15 hours

Workshop 257 – Fundamentals of Industrial Valuation

This workshop is a lecture-type class designed to teach the basics of appraising industry for ad valorem purposes. Although the course teaches fundamentals for industrial valuation, it does not teach general appraisal fundamentals, and is recommended only for students who have a basic knowledge of appraisal theory. Although it includes specific appraisal instruction, the course is also meant to teach an overview of industrial appraising, which should be valuable to appraisal supervisors and assessors, as well as appraisers. Workshop duration: 2 days.
Exam included: Yes. IAAO recertification credit: 15 hours

Workshop 354 – Multiple Regression Analysis for Real Property Valuation

This workshop provides an understanding of the mechanics and application of multiple regression analysis (MRA) in property valuation, as well as instruction in gathering and qualifying data for MRA application. The workshop shows how to develop and use MRA equations as appraisal tools and how to evaluate, using measures of goodness of fit and variable importance, the results of an MRA based practical drill and demonstration problems, and how to follow step by step explanations of the MRA process. Although the workshop is open to anyone wishing to acquire a greater understanding of MRA as an appraisal tool, it is

particularly valuable for those whose offices are considering using MRA valuation techniques or whose assessments are reviewed by a supervisory agency using MRA. An understanding of both the sales comparison approach and fundamental appraisal statistics is assumed. This workshop includes an exam. Workshop duration: 1.5 days. Exam included: Yes. IAAO recertification credit: 11 hours

Workshop 452 - Fundamentals of Assessment Ratio Studies

This workshop provides a very basic introduction to the development and uses of assessment sales ratio studies based upon the IAAO Standards on Ratio Studies: January, 2007. The workshop covers the topics of sales analysis, sampling, and the development of assessment ratio studies. The workshop also covers managerial and technical issues, which include staffing, timing of studies, use of study results, statistical testing and assessment regressivity and progressivity. This workshop includes an exam. 2.5 days. Exam included: Yes. IAAO recertification credit: 18.5 hours

Workshop 850 - CAE Case Study Review Workshop

This workshop provides a topical review and case study for the valuation of commercial property. Participants are to have had at least the basic appraisal courses and have experience in the appraisal of commercial property. This is not an introductory workshop. The workshop is approximately 25% lecture and 75% problem solving. There are seven sections consisting of: General Appraisal, Land Valuation, Cost Approach, Depreciation, Sales

Comparison Approach, Gross Rent Multiplier and Ratio Studies and Statistics.

During the final four hours of the workshop, the students will take a practice case study followed by approximately one-hour of reviewing the case study solutions. The practice case study has fifty questions and ten pages of narrative about the subject jurisdiction and subject property. There is no graded exam.

Recommended prerequisites: Course 101, Course 102, Course 112, Course 311 or 312, Course 400 Workshop duration: 2.5 days

Exam included: No (Practice case study only) IAAO recertification credit: 18.5 hours

Workshop 851 - RES Case Study Review

Workshop

This workshop provides a topical review and case study for the valuation of residential property. Participants are to have had at least the basic appraisal courses and have experience in the appraisal of residential property. This is not an introductory workshop. The workshop is approximately 25% lecture and 75% problem solving. There are seven sections consisting of: General Appraisal, Land Valuation, Cost Approach, Depreciation, Sales Comparison Approach, Gross Rent Multiplier and Ratio Studies and Statistics.

During the final four hours of the workshop, the students will take a practice case study followed by approximately one-hour of reviewing the case study solutions. The practice case study has fifty questions and ten pages of narrative about the subject jurisdiction and subject property. There is no graded exam.

Recommended prerequisites: Course 101, Course 102, Course 201, Course 300, Course 311 Workshop duration: 2.5 days Exam

included: No (Practice case study only)IAAO recertification credit:
18.5 hours

Workshop 852 - AAS Case Study Review Workshop

The AAS Case Study Review Workshop will cover topics from the various required courses for the AAS Designation. Topics include assessment administration (budgeting and planning), the three approaches to value (cost, sales comparison, and income), the economic principles of appraisal, highest & best use, time & physical characteristic adjustments, aspects of appraisal accuracy (levels of appraisal and uniformity), calculations of statistical items such as the median, mean, coefficient of dispersion (COD), & standard deviation, tax policy issues, and Uniform Standards of Professional Appraisal Practice. Individual appraisal and assessment administration issues questions are also included.

During the final four hours of the workshop, students will take a practice case study followed by approximately one-hour of reviewing the case study solutions. The practice case study has fifty questions and approximately 14 pages of background information. There is no graded exam.

Forum 909 – The Appraisal of Commercial Properties in a Declining Market

Many areas are experiencing a decline in the value of their commercial and industrial properties for the first time in recent history. Explore the process for valuing properties that fall into this category. The exploration of capitalization rates, vacancy calculations, and market rents are critical to this task. The impact and adjustment, utilizing the market approach, for time will also

be discussed. AQB Approved: 7.5 hours CE. IAAO recertification credit: 7.5 hours

Forum 910 – Valuation of Convenience Stores

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. IAAO recertification credit: 7.5 hours

Forum 911 – Valuation of Contaminated Properties

Participants will have the opportunity to analyze and evaluate the impact that contamination has on property valuation. Contamination appears in many forms; pesticides on agricultural properties, gas leaks at the corner gas station, run-off from landfills, and industrial by-products are some of the more common forms. Assessment officials must be prepared to deal with the impact these occurrences have on property valuation. IAAO recertification credit: 7.5 hours

Forum 917 – How to Critique An Appraisal

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. AQB Approved: 7.5 hours CE. IAAO recertification credit: 7.5 hours

Forum 931 – Reading and Understanding Leases

Enhance your ability to read, analyze, and interpret leases. Learn why extracting all pertinent information from a lease is a critical step in determining property value by the income approach. Terminology, types of leases, common clauses, and custom leases will be reviewed. The impact that these issues have on value will also be discussed. IAAO recertification credit: 7.5 hours

Forum 932 – Restructuring Income/Expense Statements

Find out the importance of restructuring of income and expense statements. Learn how to take an owners income statement and restructure it applying knowledge learned in this forum. Income and expense items that are not permissible for valuation purposes and items that are allowable, but not reported by property owners will be discussed and reviewed. IAAO recertification credit: 7.5 hours

Forum 950 – IPMS Residential Buildings

The material and lecture will explain what the IPMSC is and why IAAO has joined the coalition of more than fifty-six organizations world-wide. The instructor will also present the aim, goals, and scope of the standards and provide a summary of the standards development work done by the Standards Setting Committee (SSC). The Instructor will then lead a discussion of the impact the standards will have on local, national, and global real estate market participants. The Instructor will demonstrate how the use of IPMS will benefit assessors, appraisers, mass-appraisers, property owners, investors, and tenants. The ODF will include a

section by section review of the standards. IAAO recertification credit: 7.5 hours

Forum 960 – Marshall & Swift Residential – Square Foot Method

This forum explores the Marshall & Swift Residential Cost Handbook-Square Foot Method. It is designed to give you a confident understanding of the use of the Residential Cost Handbook in evaluating properties using the cost approach. IAAO recertification credit: 7.5 hours

Forum 962 – Marshall & Swift Commercial – Square Foot Method

This forum explores the use of the Marshall Valuation Service in evaluating commercial properties using the cost approach. The method discussed is the calculator (square foot) method. IAAO recertification credit: 7.5 hours

Forum 990 – Residential Appraising: New Things to Think About

This seminar is designed to explore some contemporary residential appraising issues as well as some of the more difficult and controversial issues in residential mortgage lending appraisals. Topics that will be covered include:

- Situations where an appraiser may need a different skill set to develop a credible analysis.
- Appraisal problems that require an appraiser to get help or pursue further study.
- Situations where the highest and best use is to remove the residence and redevelop the real estate.

- The need to identify the most likely buyer for the subject and what data will give evidence of that buyer's motivations.
- Methods to extract and support adjustments or adjustment rates in residential quantitative analyses.
- The need for market analysis in residential appraisals and the impact on credibility of a well- prepared analysis and report.
- Development of a market analysis in residential appraisals including sources of data, reliability of data, and statistical tools available in the market to support a market conditions conclusion.
- The need for some appraisal reports to stipulate the strengths and weaknesses and to give the client an idea of the credibility of the results. AQB Approved: 7.0 hours CE IAAO recertification credit: 7.0 hours

Forum 991 – Understanding and Using Comparable Transactions

This forum is designed to enhance the understanding and use of comparable properties. Appraisers use comparable property information every day. The entire appraisal process is dependent on the comparison of data. The analysis of real estate transactions is a critical component in the valuation of real property. Appraisal methodology and techniques are based on the comparison of data. Market analysis, highest and best use analysis, and the three approaches to value—the sales comparison approach, the cost approach, and the income approach—are developed based on the comparison of data. The proper recognition and identification of what is a comparable, why it has been selected as a comparable, and how the comparable is used is critical to the appraisal process. Improving an appraiser's ability to effectively analyze and select relevant comparable properties will result in better supported, more believable and persuasive appraisals and appraisal reviews.

Additionally, an enhanced understanding of the process of selecting and analyzing properties that possess characteristics that may be useful for comparative purposes enables an appraiser to more clearly explain and support the analysis in an appraisal report.

AQB Approved: 7.0 hours CE IAAO recertification credit: 7.0 hours