

Frequently Asked Questions

Certificate of Excellence in Assessment Administration

1. What will this cost?
 - a. Application fee (\$100) submitted with the application.
 - b. Initial Certification fee to be submitted with submission materials when you are ready for grading
 - \$250 for jurisdictions up to 25,000 total parcels and accounts of real and personal property
 - \$500 for jurisdictions 25,001 to 99,999 total parcels and accounts of real and personal property
 - \$1000 for jurisdictions over 100,000 total parcels and accounts of real and personal property
 - c. Revision fee (\$50) per chapter for regrading if needed
 - d. Annual renewal fee (\$100)
 - e. Five Year Renewal Recertification fee (\$250 for up to 99,999 parcels and \$500 for over 100,000 parcels)

2. Why should I do it?
 - a. You and your staff will learn a lot about how your jurisdiction compares to IAAO standards
 - b. You and your staff will receive IAAO recognition and recognition by your peers
 - c. You and your staff will receive publicity from and recognition in IAAO prepared press releases submitted to your local press

3. Can a small jurisdiction apply for the Certificate?
 - a. Yes, the Certificate is designed so that small, as well as large jurisdictions can meet the requirements
 - b. IAAO provides an electronic template that can be used by large or small jurisdictions and which will save you time in getting started, set up, and through the material
 - c. IAAO will assign a mentor to keep you focused and on the right track
 - d. You can request a copy of a successful submission to help you focus and organize your response
 - As a practical matter, request only one
 - You may request the one you wish
 - Your submission should be original like any published material (do not copy any of the provided material) and specific to your jurisdiction

4. Will my submission be made public?
 - a. No.
 - b. After your submission passes the grading process, you will authorize IAAO to share your submission with future CEAA candidates.
 - c. IAAO will not release your submission to the general public. If someone requests a copy, IAAO will refer him/her to the jurisdiction directly.

5. How long do I have to get my submission to IAAO?
 - a. One year from the date your application is submitted
 - b. Extensions may be granted on a case by case basis

6. What kind of help is permitted?
 - a. An IAAO CEAA Special Committee mentor will be assigned.
 - b. You may request a copy of a successful submission
 - As a practical matter, request only one
 - You may request the one you wish
 - Your submission should be original like any published material (do not copy any of the provided material) and specific to your jurisdiction

7. Who will grade my submission?
 - a. IAAO will select graders from the pool of those who have already qualified or from the AAS submission graders
 - b. Graders will not be from your state to avoid any appearance of a conflict of interest
 - c. You will not be told who your grader is and there will be no direct contact between you and your grader during the grading process
 - d. During the grading process the CEAA Special Committee will contact you with any questions your grader has regarding your submission

8. What are some of the things I should look out for in my submission?
 - a. If you use multiple writers, have a single writer edit the entire document so that it does not appear rough or disjointed
 - b. Use the Certificate Submission Guide to ensure a professional appearance
 - c. Be sure you answer every question and respond to each text box request for information supporting your response
 - Certain chapters or questions may be inappropriate for your jurisdiction and can be answered as N/A such as the Personal Property Chapter when your jurisdiction is not required to assess personal property
 - **NOT ALL QUESTIONS NEED TO BE ANSWERED 'YES'**
 - If you do not answer with a Yes, tell us what you do to deal with the issue described in the question
 - Tell us why you deal with the issue differently

9. When will I hear back from IAAO following my submission for grading?
 - a. That will depend on the graders and their schedule
 - b. As a practical matter it will take several months after submission however graders target complete grading in time to be approved by the IAAO CEAA Special Committee and the IAAO Executive Board by the last Board Meeting before the annual conference which means you should try to submit by February or March of the year you wish to be recognized
 - c. During the grading process the CEAA Special Committee will contact you with any questions your grader has regarding your submission