

**Put your experience and education to good use.
Take the next career step – become an IAAO instructor!**

REGISTER TODAY!

Instructor Training Workshop (ITW)

**August 27-29, 2010
Walt Disney Dolphin Hotel
Orlando, FL**

Program Overview

The Instructor Training Workshop (ITW) is an intensive 3-day interactive workshop designed to prepare participants to become IAAO instructors. The ITW is not intended to teach individuals how to instruct, but rather to evaluate participants' ability to teach IAAO material in a classroom setting.

During this 3-day workshop, students learn about IAAO education delivery, adult education, effective communication, and IAAO curriculum. Each student is expected to understand the general subject matter and specific course material, spend at least 10 hours in advance preparation, prepare short practice presentations, and prepare one final ten-minute presentation. Students demonstrate (and are evaluated on) their teaching style, classroom presence, familiarity and comprehension of the course material, organization of subject matter, clarity and accuracy of their classroom presentation.

Who Should Attend?

- IAAO members who wish to become IAAO instructors
- IAAO members interested in assessor education

Prerequisites

The ITW is open to anyone who is an IAAO member in good standing. All requirements for prospective and current instructors are outlined in the Instructor's Handbook available on the IAAO web page at iaao.org. **Participants must download and read the handbook prior to attending the ITW and also bring it to the ITW.**

ITW Agenda

Day 1 – August 27, 2010

Registration 7:30 a.m. - 8 a.m.
Education: The IAAO Way 8 a.m. – 10 a.m.
Teaching Adults 10 a.m. – 5:00 p.m.

Students will be introduced to IAAO policy and procedures in regards to IAAO education delivery.

Students will then be instructed in adult education, covering topics such as qualities of successful instructors, course preparation, facilitation skills, communication skills (such as body language and listening), adult learning styles, strategies for effective teaching, pre-assessment tools and using questions to facilitate learning. This session will be open to all instructors and education coordinators.

Day 2 – August 28, 2010

Review of Course Material 8 a.m. - 5 p.m.
(Students should arrive 30 minutes early to download their power point presentations on the class lap top.)

Students will break into individual curriculum areas covering specific courses. An IAAO Senior Instructor will guide attendees through the program material, while demonstrating how to present material that students find difficult and describe different methods of instruction for theories and formulas. Students will learn how to pace their presentation, use examples, respond to questions, and deal with various levels of education or experience.

Students must come prepared to present two five-minute presentations. The Senior Instructors and other participants will provide immediate feedback on presentations. Feedback will focus on classroom presence, organization of material, presentation quality, classroom interaction, and ability to convey the material. Class may be extended past 5:00 p.m., if necessary.

Day 3 – August 29, 2010

Ten- Minute Presentations 8 a.m. – 2:30pm
(Students should arrive 30 minutes early to download their power point presentations on the class lap top.)

Students will prepare a ten-minute presentation on a topic selected by the instructor at the end of Day 2. (There will be no detailed, on-site feedback on this ten-minute presentation.) Successful completion of the ITW is dependent on favorable reviews of the ten-minute presentation by the participating IAAO Senior Instructors.

Students successfully completing the ITW will be assigned in-state instructor status. Existing IAAO instructors will have programs added to their approved program lists.

Course curriculum to be offered

Each ITW may consist of all or part of the various sessions listed below. Actual sessions to be held at the 2010 event will be determined based on registration and interest. The sections below reflect the courses/ workshops that the participants could teach upon successfully completing that session. Actual attendance and successful completion of each course is required to be approved to instruct a specific course or workshop.

Section 1 & 2: General Appraisal

Course 101– Fundamentals of Real Property Appraisal. This section may also include 102, 201, 100 & 155
(RES and CAE designees are eligible to instruct 100 & 200 series courses)

Section 3: Mass Appraisal

Course 300 – Fundamentals of Mass Appraisal. This section may also include 310, 311 & 312.
(CAE designees are eligible to instruct 300 series courses)

Section 4: Administration & Tax Policy

Course 400 – Assessment Administration
Course 402 – Property Tax Policy This section may also include 403.
(AAS or CAE designees are eligible to instruct 400 series courses)

Section 5: Personal Property Appraisal

Course 500 – Assessment of Personal Property. This section may also include 551, 552 & 553.
(PPS and CAE designees are eligible to instruct 500 series courses)

Section 6: Mapping and GIS

Course 600 – Principles and Techniques of Cadastral Mapping. This section may also include 650.
Course 601 – Cadastral Mapping: Methods and Applications. This section may also include 651.
(CMS and CAE designees are eligible to instruct 600 series courses)

Application Process

Complete the ITW registration form and the Instructor Application Form. Choose the appropriate section and registration option. These two forms must be completed, in their entirety, and returned to IAAO Headquarters, with a current resume **before** your enrollment in the ITW can be confirmed. Once your education/experience is verified, an approval letter will be sent confirming your acceptance in the 2010 ITW and your ITW registration fee will then be due.

Program Materials

You will receive all appropriate course materials once your enrollment has been confirmed. The instructor manual, student reference manual, quizzes, case problems, required texts, and other course materials must be read before you arrive at the ITW.

Please bring material to prepare your overheads, power point presentations including, but not limited to, laptop, memory stick, etc. An LCD projector will be available but you should bring your own laptop as you will be asked to use. A basic proficiency in power point is required.

Recertification Credit

IAAO professional designees will receive 22.5 hours of recertification credit for attending the full three-day program.

Registration fees

- Full Program (\$ 500)
- Current IAAO instructor (\$ 350)
- Current instructors and Education Coordinators may attend Day 1 at no charge. You must however, make application on the Registration Form and under Registration Fee, mark the box for Day 1 Only – No Charge.

Accommodations

ITW classes will be held and lodging will be available at the **Walt Disney Dolphin Resort, 1500 Epcot Resort Blvd., Lake Buena Vista, FL 32830**. The ITW will be held at the Walt Disney Dolphin Resort, 1500 Epcot Resort Blvd., Lake Buena Vista, FL 32830. Lodging is available at the Walt Disney Dolphin Hotel. Reserve your room early to take advantage of the group rate by visiting <http://www.swandolphingroupres.com/index.cfm> or calling 800-227-1500 and reference IAAO. The room reservation deadline is August 6, 2010.

Refunds and Cancellations

Your registration *will not* be confirmed until full payment is received and prerequisites are satisfied. Purchase orders will not be accepted as payment. The deadline for registration and payment is **July 10, 2010**. Refunds cannot be given for cancellations after this date; however, a substitute from your organization is welcome to attend. All cancellations must be in writing and may be faxed to Jean Spiegel at 816/701-8169 or by email to Spiegel@iaao.org. A processing fee of \$50 will be charged for each cancellation.

The IAAO reserves the right to substitute speakers and to cancel or reschedule the program due to unforeseen events. If the IAAO cancels the program, it will refund full registration fees; however, IAAO cannot be responsible for non-refundable travel expenses.

ITW REGISTRATION FORM

To Register

- FAX your completed registration form and Instructor Application to 816/701-8169.
- MAIL your completed registration form and Instructor Application to IAAO, 314 W. 10th St., Kansas City, MO 64105-1616, Attn. Jean Spiegel.

Name

Title

Name for Badge

Jurisdiction/Firm

Address (Home or Office)

City

State/Province

Country

ZIP/Postal Code

Phone

FAX

E-Mail

IAAO Member Number

Application Process

Complete this ITW registration form and the Instructor Application Form. Choose the appropriate section and registration option. These two forms must be completed, in their entirety, and returned with a current resume to IAAO Headquarters **before** your enrollment in the ITW can be confirmed.

Once your education/experience is verified, an approval letter will be sent confirming your acceptance in the 2010 ITW and your ITW registration fee will then be due.

- Check here if you require special accommodation to participate fully in this program. An IAAO representative will contact you to discuss your specific needs.

Registration fees

- Full Program (\$ 500)
- Current IAAO instructor (\$ 350)
- Day One Only – No Charge
Instructor: IAAO ___ In-State ___
Education Coordinator ___

Section (please select only one)

- Section 1 & 2: General Appraisal**
Course 101, 102, 201
- Section 3: Mass Appraisal**
Course 300, 310, 311, 312
- Section 4: Administration & Tax Policy**
Course 400, 402
- Section 5: Personal Property Appraisal**
Course 500
- Section 6: Mapping and GIS**
Courses 600, 601

Registration or Program Questions?

Contact Jean Spiegel at 816/701-8133.

Instructor Application

Name	IAAO Membership Number
Title	Business Phone
Jurisdiction/Firm	Business Fax
Mailing Address	E-Mail Address
City State/Province	Postal Code
Home Address (street)	Home Phone
Mailing Address if different from street address	
City State/Province	Postal Code

Please send correspondence: ___ Business Address ___ Home Address

Professional Designations and Memberships

All IAAO instructors must be current IAAO members. All IAAO national instructors must be candidates in the IAAO Designation Program or have an IAAO designation. *Circle your choices.*

- IAAO Member? Yes No
- IAAO Instructor? Trainee In-State Regular Senior/Senior Specialty
- IAAO Designee? CAE RES AAS CMS PPS No
- IAAO Candidate? CAE RES AAS CMS PPS No

If you are real property certified, please complete the information in the chart below. Attach an additional sheet if necessary.

State:	Certification No.:	Level of Certification
_____	_____	_____
_____	_____	_____

Instructor Application

Please list all designations you presently hold.

Association	Licenses/Designation
Association	Licenses/Designation

Appraisal Experience – # of Years: _____ **or** Specialty Experience* – # of Years: _____

Appraisal Teaching Experience – Total # of hours within the last 5 years: _____

or

Specialty Teaching Experience* – Total # of hours within the last 5 years: _____

* *Cadastral Mapping, Assessment Administration*

Please list most recent courses instructed first. Attach additional sheet if necessary:

Course Provider	Course Name And Dates of Instruction	No. of Hours You Instructed	Contact Name and Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

As of the date of this application, are you in good standing in all jurisdictions and organizations in which you hold a license, certification, professional designation or are otherwise credentialed?

_____ Yes No _____

If No, please provide details below:

Instructor Application

Education

Did you graduate high school? (Please circle your choice) Yes No
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College?	Yes	No	Years of attendance or graduation	Major, Degree
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College/University name	City	State/Province
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Employment History

Current Title	How long in this position?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
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Present Position: <input type="checkbox"/> elected <input type="checkbox"/> appointed <input type="checkbox"/> civil service work <input type="checkbox"/> other, please specify
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Describe the duties and responsibilities of your present position:
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Please complete the following information only if you have been in your present position fewer than seven years – or attach current resume.
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Title	How long in this position?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
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Present Position: <input type="checkbox"/> elected <input type="checkbox"/> appointed <input type="checkbox"/> civil service work <input type="checkbox"/> other, please specify
--

Describe the duties and responsibilities of your present position:
--

Instructor Application

IAAO Program Attendance

Each section of the ITW has multiple course and workshop offerings in a particular curriculum area. Please specify which section of the ITW you will be attending.

- Section 1 & 2: General Appraisal – Course 101, 102, 201
- Section 3: Mass Appraisal - Course 300, 310, 311 & 312
- Section 4: Administration & Tax Policy - Course 400 & 402
- Section 5: Personal Property Appraisal - Course 500
- Section 6: Mapping and GIS - Courses 600, 601

Attendance in each section is limited to those who have successfully completed at least one IAAO course from the section. **From the section in which you are enrolling, please specify which IAAO course/courses you have completed.**

Course Name/Number	Date

*Special note: In addition to passing the ITW, an instructor must also **attend and pass** the individual course they would like to instruct.*

Instructor Application

International Association of Assessing Officers

By signing this application where provided below, you are confirming the following:

That I have not been the subject of any professional disciplinary action within five (5) years immediately preceding the date of this application. The phrase “professional disciplinary proceeding” shall be defined as “Any adverse, final, and non-appealable decision by (i) a state regulatory, administrative, or judicial authority of competent jurisdiction where the credentialing authority has either suspended or revoked the applicants license/certification or (ii) the professional practiced committee or like body of the instructor’s membership where the credentialing authority has either suspended or revoked the applicants designation or professional credential. (iii) A professional disciplinary action shall also include any proceeding resulting in the applicant voluntarily surrendering his/her professional license or credentials.

I represent and warrant that I have met the minimum requirements needed to attend the ITW (Check appropriate box or boxes). If any of the information I have furnished herein is determined to be incorrect, false, misleading or incomplete, I hereby consent to my immediate removal from the ITW at the sole discretion of the International Association of Assessing Officers.

- A baccalaureate degree in any field and five (5) years of experience directly related to the subject matter to be taught;*
or
- A master’s degree in any field and five (5) year of experience directly related to the subject matter to be taught;*
or
- A masters or higher degree in a field that is directly related to the subject matter to be taught; five (5) year of experience directly related to the subject matter to be taught;*
or
- Five (5) years of real estate appraisal teaching experience directly related to the subject matter to be taught;*
or
- Five (5) years of specialty teaching (cadastral mapping or assessment administration) experience directly related to the subject matter to be taught;*
or
- Seven (7) years of real estate appraisal experience directly related to the subject matter to be taught.*
or
- Seven (7) years of specialty (cadastral mapping or assessment administration) experience directly related to the subject matter to be taught.*

One year of appraisal experience is defined as:

- a. A calendar year where the individual spent a majority (more than 50%) of their professional time appraising real property, personal property, or businesses and
- b. Derived a significant portion of their income from performing (real property, personal property, or business valuation) appraisal services.

One year of specialty experience is defined as:

- a. A calendar year where the individual spent a majority (more than 50%) of their professional time in cadastral mapping or assessment administration and
- b. Derived a significant portion of their income from performing (cadastral mapping or assessment administration) appraisal services.

In order to qualify as teaching experience the courses/seminars/workshops,ODF taught must meet at least one of the following minimum requirements*.

- a. Course/seminar is approved by the AQB Course Approval Program.
- b. Course/seminar is approved by a US state or territory for state appraisal licensing/certification credit.
- c. Course is taught through an accredited college or university.
- d. Course/seminar is approved for credit through an established professional appraisal organization, state assessor or appraiser agency.

* Distance education courses are not applicable for use as teaching experience.

Instructor Application

I understand that IAAO may use the information provided by me in this application to determine my qualifications as an IAAO instructor. I understand that in order to be classified as an IAAO Trainee, Regular, Senior or Senior Specialty Instructor I must meet the requirements as outlined in the Criteria for Instructor Selection, Qualifications, Evaluations and Conduct Guidelines.

Signature

Date

Office use only:

Yes, date: _____ Section: _____ conf: _____
No, date: _____ Section: _____ conf: _____

IAAO member IAAO designation candidate IAAO designee