



INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

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IAAO Certificate of Excellence in Assessment Administration Program

General Procedures

Part I. General Purpose

This program was designed by the International Association of Assessing Officers to recognize governmental units utilizing best appraisal and assessment practices in their offices. The IAAO Certificate of Excellence in Assessment Administration recognizes a strong emphasis on teamwork, accomplishments, and an avenue of satisfaction among peers and constituents for excellent practices. In addition, the IAAO believes that the process of completing the required information for the Certificate will serve as a learning process for the applicant and may be used to further improve the jurisdiction's appraisal and assessment operations.

The foundation for this program shall be the latest revision of the *Assessment Practices: Self-Evaluation Guide* published by IAAO.

Part II. Application Process

- A. For those jurisdictions desiring to participate in the Certificate of Excellence in Assessment Administration Program, an application must be submitted with the accompanying fees as detailed in Part III of this document.
- B. Jurisdictions applying for the Certificate must identify the year of compliance, and this date may be no more than one year from the mailing of final notices for that year.
- C. IAAO shall assign an independent grader or panel of graders and a reviewer to determine if the jurisdiction's submission meets the criteria outlined in the *Assessment Practices: Self-Evaluation Guide*. Final determination for granting of the Certificate will rest with the Research Committee. Grading of the submission shall take no longer than one year from the jurisdiction's submission date.
- D. No state, province, or other oversight agency may apply for the Certificate.

Part III. IAAO Certificate of Excellence in Assessment Administration Program Fee Structure:

	Jurisdiction Size (Including both Real and Personal Property)		
	Less than 25,000 Properties	25,001 to 99,999 Properties	More than 100,000 Properties
Application Fee	\$100	\$100	\$ 100
Completion Fee	\$250	\$500	\$1,000
Resubmission Fee	\$ 50	\$ 50	\$ 50
Annual Renewal Fee	\$100	\$100	\$ 100
5-Year Recertification Fee	\$250	\$250	\$ 500

Note: The above fee structure was approved by the IAAO Executive Board in May 2003 and amended in April 2009 and is subject to review each year by the Budget Committee to set the appropriate fee schedule.

Part IV. Grading Criteria and Certification

- A. IAAO will provide the applicant an electronic copy of:
 - *Assessment Practices Self-Evaluation Guide*

- B. IAAO will also send the applicant an electronic copy of:
 - *Certificate of Excellence in Assessment Administration Instruction Manual*
 - *Certificate of Excellence in Assessment Administration Electronic Template*
 - *Certificate of Excellence in Assessment Administration General Procedures*

- C. Upon completion of the requirements identified in each chapter of the guide (see the shaded text at the end of each question in the guide), the applicant shall submit the appropriate materials and completion fee as listed in Part III to the IAAO.
 1. A grader or panel of graders shall be set up by IAAO to evaluate the answers for accuracy, completeness of information, and supplemental documentation.
 2. The review and evaluation must find the applicant response to each question compliant or better to receive the points allocated to each question.
 3. For an applicant to receive the IAAO Certificate of Excellence in Assessment Administration, a score of 80 percent or higher must be

achieved in each relevant chapter. (A chapter involving activities not required by a jurisdiction, for example Personal Property in some jurisdictions, does not require a response and should be identified in the Letter of Transmittal as such). If an applicant does not receive a score of 80% or higher, they will be notified in writing of the noncompliant chapters and allowed to revise or submit additional documentation. Resubmission of materials will incur a \$50 Resubmission Fee.

D. If a jurisdiction fails the resubmission process, the jurisdiction will be required to submit a new application with a new year of compliance, and applicable fees.

E. Successful jurisdictions shall be:

1. Awarded a plaque by IAAO honoring the jurisdiction with the IAAO Certificate of Excellence in Assessment Administration;
2. The IAAO shall prepare for distribution:
 - a.) A short news release for local publication,
 - b.) An article for *Fair & Equitable*,
 - c.) A notice to any local associations or IAAO chapters.
3. The IAAO will provide formal recognition at the Annual Conference including:
 - a.) A Name Badge Ribbon for each of that jurisdictions attendees,
 - b.) Formal recognition for all jurisdictions that achieve certification during the prior year similar to that given to new designees.

F. Thereafter, the jurisdiction will have to submit their renewal fee for the subsequent five (5) years.

G. At the end of five years, they must reapply for recertification. Recertification to be based on meeting three categories of requirements:

1. Require 10 hours/per employee/per year or 15 hours/per professional per year of education. Additionally, the only educational courses that can be applied toward the educational requirements are:
 - a.) IAAO courses including workshops, IAAO conference educational sessions, and one day forums
 - b.) State or province approved recertification courses
 - c.) Appraisal designation recertification courses
2. Rewrite four chapters (excluding Chapter 1 on the legislative environment) every five years so that all are rewritten over 15 years

3. In addition to the four chapters, include a summary of the implications of any new tax policy (local or state/province) changes during the last five years and what its effect was on their office

Part V. Liability Disclaimer

The *Assessment Practices: Self-Evaluation Guide* is designed to be a self-conducted evaluation of specific accepted assessment administration and appraisal practices. It is designed to facilitate improvement and provide recognition of better assessment administration and appraisal practices. In reviewing the information and materials provided, including the responses to *Assessment Practices: Self-Evaluation Guide* submitted for this Certificate, the IAAO has made no independent verification of the accuracy and/or completeness of the information submitted. All information received is considered reliable, true, and correct. The IAAO does not warrant or assure liability or responsibility for the accuracy, veracity, completeness, or usefulness of any of the supplied or published information. In addition, IAAO makes no warranties, expressed or implied, with regard to any of the reported practices.