

“The greatest benefit was the satisfaction that we were meeting our strategic goals, that our office was doing the job we are assigned to do and that we are leaders in our industry. Secondly, this exercise also created a sense of a strong team environment with the staff members that participated.”

*Alachua County, Florida, September 2004
Recertified August 2010*



**CERTIFICATE OF EXCELLENCE IN
ASSESSMENT ADMINISTRATION**

Certificate of Excellence

For jurisdictions seeking to demonstrate excellence

IAAO's Certificate of Excellence in Assessment Administration (CEAA) recognizes jurisdictions that utilize best appraisal and assessment practices in their offices. Since the program is directed at an entire jurisdiction rather than an individual, the requirements place a strong emphasis on teamwork and group achievement.

Jurisdictions that earn this designation will demonstrate a high level of proficiency in the assessment and appraisal disciplines to both their constituents and their peers. In addition, IAAO believes that applicants will find that the process of preparing the required materials for the Certificate will serve as a learning process, providing a greater awareness of the jurisdiction's strengths as well as areas for continued development.



**INTERNATIONAL ASSOCIATION
of ASSESSING OFFICERS**
Valuing the World™

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Certificate of Excellence in Assessment Administration



Why Should we apply?

IAAO is the preeminent authority on Assessment Administration. There is no other organization that can independently and objectively determine whether an assessment jurisdiction is meeting standards and best practices in the appraisal profession. The process of obtaining a Certificate of Excellence in Assessment Administration from IAAO can be utilized to:

- Enhance the public trust
- Promote professionalism
- Be recognized as a leader in the industry
- Indicate strengths as well as areas for continued development for the assessment jurisdiction
- Highlight best practices in the industry and which ones are being utilized by the assessment jurisdiction
- Provide a framework to identify strategic goals
- Boost staff morale and identify ways to create a strong team environment

Recognition from IAAO through a Certificate of Excellence in Assessment Administration is the highest professional honor an assessment jurisdiction can obtain.

Certificate Requirements

To qualify for the IAAO Certificate of Excellence in Assessment Administration the following general requirements must be fulfilled within one year of applying:

1. The applicant jurisdiction must have at least one employee who is a current IAAO member in good standing.
2. The submitter, assessment jurisdiction (candidate), and the submission must comply with the IAAO Code of Ethics and Standards of Professional Conduct.



3. The candidate jurisdiction must be an appraisal and assessment agency and not solely an oversight agency.
4. The application must be submitted with the accompanying fees as detailed in the latest IAAO CEAA General Procedures. (See *IAAO.org*.)
5. Jurisdictions must identify the year of compliance that can be no older than one year from the date of submission of application. This one-year window of opportunity (end of year of compliance) is based on the final valuation notice mailing date.
6. Each candidate jurisdiction shall receive an electronic copy of the latest:
 - *Assessment Practices: Self-Evaluation Guide*
 - CEAA Electronic Submission Template
 - CEAA General Procedures
 - CEAA Instruction Manual
7. This project requires the candidate jurisdiction to complete a detailed report on their assessment practices following the format of IAAO's *Assessment Practices: Self Evaluation Guide*.