

Put your professional experience and education to good use and become an IAAO Instructor!

REGISTER TODAY!

Instructor Evaluation Workshop (IEW)

September 6-8, 2019

Niagara Falls, Ontario, Canada

Program Overview

The Instructor Evaluation Workshop (IEW) is an intensive 3-day workshop. The IEW is not intended to teach you how to instruct, rather it is an evaluation of your training skills and ability to effectively convey your knowledge of IAAO material in a classroom setting. Prior to participating in the IEW, we recommend that you have experience in public speaking.

During this 3-day workshop, an Instructor Panel evaluates IAAO education delivery, adult education, effective communication, and IAAO curriculum.

During the workshop, you will:

- On **Days 1 and 2**, present a total of four 5-minute presentations.
- On **Days 1 and 2**, receive coaching and feedback from an Instructor Panel.
- On **Day 3**, present one 10-minute presentation which will determine your ability to pass the IEW.
- Demonstrate your teaching style, classroom presence, familiarity and comprehension of the course material, organization of subject matter, clarity and accuracy of classroom presentation.

Who Should Attend?

- You, if you have a passion for teaching and sharing your experiences so that you can help professionally develop others in your field.
- IAAO members in good standing.
- All requirements for prospective instructors are outlined in the IAAO [Instructor Handbook](#).

How to Prepare

To help you effectively prepare for the IEW, you will want to:

- Know and understand the general subject matter and specific material for the course section you select.
- Spend at least **20** hours preparing prior to the IEW.
- Prepare a 5-minute presentation (this will be the first presentation you give on Day 1).
- Practice and prepare for your final ten-minute presentation.

Evaluation Course Curriculum (Select One)

During the IEW, you are evaluated on the IEW course section you select. An IEW may consist of all or part of the various sections listed below. Actual sections offered are based on registration and interest. **Note.** We recommend that you take all of the courses within your chosen section prior to attending the IEW.

Section 1: General Appraisal – Course 101

Course 101– Fundamentals of Real Property Appraisal.

(RES and CAE designees are eligible to instruct 100 & 200 series courses)

Section 2: General Appraisal - Course 102

Course 102– Income Approach to Valuation.

(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 311, 312 and 331.

(CAE designees are eligible to instruct 300 series courses)

Section 4: Administration & Tax Policy

Course 400 – Assessment Administration

Course 402 – Property Tax Policy

(AAS or CAE designees are eligible to instruct 400 series courses)

Section 5: Personal Property Appraisal

Course 500 – Assessment of Personal Property.

(PPS and CAE designees are eligible to instruct 500 series courses)

Section 6: Mapping and GIS

Course 600 – Principles and Techniques of Cadastral Mapping

Course 601 – Cadastral Mapping: Methods and Applications *(CMS and CAE designees are eligible to instruct 600 series courses)*

IEW Agenda (Subject to Change)

<p>Day 1 (Friday, September 6)</p>	<p>8:00 – 9:15: Begin IEW (Instructor Panel will discuss their IEW experiences and answer your questions)</p> <p>9:30 – 12:00: Deliver 1st 5-Minute presentation (Topic you prepared at home)</p> <p>12:00 – 1:00: Lunch</p> <p>2:00 – 5:00: Deliver your 2nd 5-Minute presentation (Topic assignment to occur by Panel prior to lunch break)</p> <p>5:00 – 5:30: Receive 3rd 5-Minute presentation assignment from Panel</p>
<p>Day 2 (Saturday, September 7)</p>	<p>8:00: Workshop begins</p> <p>8:05 – 9:00: Breakout/coaching sessions with Panel</p> <p>9:15 – 12:00: Deliver your 3rd 5-Minute presentation (Topic assigned prior day)</p> <p>12:00 – 1:00: Lunch</p> <p>2:00 – 4:00: Deliver your 4th 5-Minute presentation (Topic assignment to occur prior to lunch break)</p> <p>4:00 – 5:00: Receive your 10-Minute presentation (final) assignment from Panel</p>
<p>Day 3 (Sunday, September 8)</p>	<p>8:00 – 2:00: Deliver your 10-Minute presentation (Topic assigned prior day)</p> <ul style="list-style-type: none"> • The IEW Panel uses your final presentation to determine whether you pass the IEW or not. • Unlike the 5-minute presentations, you will not receive any feedback from the IEW panel after you complete your 10-Minute presentation. • You will not learn pass/fail results while at the workshop but will receive your results electronically from the IAAO and within two weeks of completion of the workshop.

Application Process

1. Choose the appropriate course curriculum section.
2. Complete the IEW Registration and Instructor Application forms.
3. Submit the completed forms and a copy of your current resume to **plouff@iaao.org**.
4. After your education/experience is verified, you will receive an approval letter confirming your acceptance to the 2019 IEW.
5. Submit your IEW registration fee.
Note. Space is limited and is based on an approved application and full payment.

Registration Fees

- Full Program (\$750 USD)
- Current IAAO instructor (\$500 USD)

Accommodations

Please see the [IAAO website](#) for lodging options.

Program Materials

After your enrollment in the IEW is confirmed, you will receive the appropriate course material to use for your IEW preparation. This includes an instructor manual, PowerPoints, quizzes, case problems, recommended textbook(s), and other course materials.

Please bring material to prepare your PowerPoint presentations including, but not limited to, laptop, USB, etc. An LCD projector is provided but you should bring your own laptop as you will be asked to use it to present your 10-minute presentation. A basic proficiency in PowerPoint is required.

Recertification Credit

IAAO professional designees can receive 21.5 hours of recertification credit for attending the full three-day program.

2019 IEW Registration Form

To Register

- EMAIL your completed **IEW Registration and Instructor Application** forms, along with a current **resume** to plouff@iaao.org

Name

Title

Jurisdiction/Firm

Address (Home/Office)

City

State/Province

Country

Zip/Postal Code

Phone

Email

IAAO Member Number

- Check this box if you require special accommodations to participate in the IEW. An IAAO representative will contact you to discuss your specific needs.

Registration Fee

- Full Program (\$750)
 Current IAAO instructor (\$500)

Evaluation Section (Select One)

- Section 1: General Appraisal**
Course 101
- Section 2: General Appraisal**
Course 102
- Section 3: Mass Appraisal**
Course 300, 311, 312, 331
- Section 4: Administration & Tax Policy**
Course 400, 402
- Section 5: Personal Property Appraisal**
Course 500
- Section 6: Mapping and GIS**
Course 600, 601

Each IEW may consist of all or part of the various sections listed above. Actual sections conducted at the 2019 IEW are based on registration and interest.

It is highly recommended that you take all courses within your chosen section prior to your participation in the IEW. **Note.** You will be evaluated on the IEW course section you select.

Actual attendance and successful completion of each course is required to be approved **to instruct** a specific course or workshop.

Registration or Program Questions?

Contact Tiffany Plouff @ 816.701.8132.or plouff@iaao.org

2019 IEW Instructor Form

Name	IAAO Membership Number
Title	Business Phone
Jurisdiction/Firm	Business Fax
Business 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 Designation and Membership

All IAAO instructors must have a current IAAO membership status. To qualify as an IAAO National Instructor, you must be candidates in the IAAO Designation Program or have an IAAO designation.

Select the credentials that apply to you:

- IAAO Member? Yes No
- IAAO Instructor? IEW Participant 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. If necessary, attach an additional sheet.

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

2019 IEW Instructor Form

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:

2019 IEW Instructor Form

Education

Did you graduate high school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
College? <input type="checkbox"/> Yes <input type="checkbox"/> No	Years of attendance or graduation	Major, Degree
College/University name	City	State/Province

Employment History (OR PROVIDE A CURRENT RESUME)				
Current title	How long in this position?	<input type="checkbox"/> Full-time		<input type="checkbox"/> Part-time
Present Position:	Elected <input type="checkbox"/>	Appointed <input type="checkbox"/>	Civil Service Work <input type="checkbox"/>	Other, Specify <input type="checkbox"/>
Describe the duties and responsibilities of your present position:				
Please complete the following information only if you have been in your present position fewer than seven years – or attach current resume.				
Title	How long in this position?	<input type="checkbox"/> Full-time		<input type="checkbox"/> Part-time
Present Position:	Elected <input type="checkbox"/>	Appointed <input type="checkbox"/>	Civil service work <input type="checkbox"/>	Other, Specify <input type="checkbox"/>
Describe the duties and responsibilities of your present position:				

2019 IEW Instructor Form

IAAO Program Attendance

Each IEW may consist of all or part of the various sections listed below. Actual sections held at the 2019 event are based on registration and interest.

It is highly recommended that you take all courses within your chosen section and that they be taken in sequential order prior to your participation in an IEW. Please understand that you will be tested on the IEW section you select.

- Section 1: General Appraisal – Course 101
- Section 2: General Appraisal – Course 102
- Section 3: Mass Appraisal - Course 300, 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 IEW, an instructor must also **attend and pass** the individual course they would like to instruct.*

2019 IEW Instructor Form

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 IEW (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 IEW 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 master’s 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/ODFs 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.

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