MASS APPRAISAL EDUCATIONAL OFFERINGS AND DESIGNATION REQUIREMENTS

Designations provide a portable measurement of your capabilities.
We’re a professional membership organization of government assessment officials and others interested in the administration of the property tax. We were founded in 1934, and have more than 7,000 members worldwide from governmental, business, and academic communities.

WE are the internationally recognized leader and preeminent source for innovation, education, and research in property appraisal, assessment administration and property tax policy.

WE are IAAO, and WE value the world!
Who Should Earn an IAAO Designation?
Any professional who aspires to advance their career in appraising, mapping, property assessment and property tax policy at any level - in government or in the private sector - should have an IAAO designation.

Why pursue an IAAO Designation?
A designation can elevate your career. Designated members can earn an increase in salary and responsibility. A designation instantly establishes your qualifications and credibility and is a universal, portable measure of your capabilities recognized around the world. Designees report gaining confidence in their abilities and the respect of their peers and those they serve. Earning a designation is a rewarding experience, demonstrating that you have attained the highest level of professionalism.

What is required?
To earn an IAAO Designation, one must be an IAAO member in good standing and complete the requirements for the particular designation pursued. Each designation has experiential, educational, demonstration project, and examination requirements.

CAE
The Certified Assessment Evaluator
designation is IAAO's flagship designation, denoting the highest level of education and experience in residential and commercial real-property appraisal, assessment administration, and tax policy. The CAE is for anyone who holds, or aims to hold, a senior position in their office.

AAS
The Assessment Administration Specialist
designation denotes expertise in administering various functions for property tax purposes. The AAS suits those who have experience working in an assessment office, especially with administrative or tax policy matters.

RES
The Residential Evaluation Specialist
designation recognizes professionalism and competency in valuing residential real-property for tax purposes. The RES is designed for those who are well-practiced in appraising a wide range of residential property for their office.

CMS
The Cadastral Mapping Specialist
designation symbolizes professionalism and competency in the cadastral mapping techniques that support proper valuation of property for tax purposes, property tax administration, and property tax policy. Those who produce maps and other graphic images in support of their offices' property appraisal and assessment administration functions should possess the CMS.

MAS
Mass Appraisal Specialist
designation demonstrates both the valuation and technical skills necessary for today's more advanced mass appraisal practices. The MAS represents professionalism and competency in a wide range of matters covering mass appraisal theories, techniques and application.

PPS
The Personal Property Specialist
designation signifies advanced expertise in the valuation of personal property for tax purposes. The PPS is held by those who wish to stand-out for their unique expertise in assessing personal property.

More details at: www.iaao.org/designations

If you must defend your work, an IAAO Designation instantly establishes your qualifications and credibility.
Courses Offered by IAAO

☐ **Course 101 - Fundamentals of Real Property Appraisal**

The Fundamentals of Real Property Appraisal course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach. The Fundamentals of Real Property Appraisal utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

**Recommended:** Property Assessment Valuation (PAV) textbook (3rd edition)

**Approved:** AQB 33.50 hours CE with exam / 30 hours CE no exam / IAAO 30 hours CE

☐ **Course 102 - Income Approach to Valuation**

The Income Approach to Valuation course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant or improved properties by the income approach. The material covers real estate finance and investment, capitalization methods and techniques, analysis of income and expenses to estimate operating income, selection of capitalization rates, and application of the approach. The Income Approach to Valuation utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

**Recommended:** Course 101, Property Assessment Valuation (PAV) textbook (3rd edition)

**Approved:** AQB 33.50 QE, 33.50 hours CE with exam / 30 hours CE no exam / IAAO 30 hours CE

☐ **Course 112 - Income Approach to Valuation II**

The Income Approach to Valuation II course is an intermediate level program designed for the practicing appraiser. It builds on the training of IAAO Course 102. An understanding of the income approach to value and practical experience with income capitalization are essential prerequisites. Problem solving requires a calculator with a power key. This course makes extensive use of financial compounding and discounting techniques. Emphasis is on developing financial factors by way of electronic devices with only slight references to preprinted tables. Forecasting income patterns and property value changes are prominent variables used in estimating present values. Formula driven models are the primary appraisal tools versus look up tables and vertical calculations. Market value estimates through yield capitalization are the principal focus of the course.

The five chapters are a combination of lecture aided in outline form, example Practical Applications, Student Exercises and Review Questions. PowerPoint slides assist in conveying the material. Case studies are included to help the student relate the problems to real life situations. Two quizzes help the students measure their progress. All exercises include suggested solutions.

**Recommended:** Course 101, Course 102, Property Assessment Valuation (PAV) Textbook (3rd edition)

**Approved:** AQB 33.50 QE, 33.50 hours CE with exam / 30 hours CE no exam / IAAO 30 hours CE

☐ **Course 201 - Appraisal of Land**

The Appraisal of Land course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of land. This course concentrates on the skills necessary for estimating land value primarily using the sales comparison approach.

**Recommended:** Course 101, Course 102, Property Assessment Valuation (PAV) Textbook (3rd edition)

**Approved:** AQB 33.50 hours CE with exam, 30 hours CE no exam / IAAO 30 hours CE
# Courses Required for Designations

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**Notes:**
- For CAE, only one of the “A” courses is required. For AAS, only one of the “B” courses is required.
- Not all required education may be listed. Project and exam requirements apply. Inquire for details.
- * Only required if a case study exam is chosen over the demonstration report option.
- ** Can substitute TAF 15 Hr National USPAP from any approved provider.

## Course 300 - Fundamentals of Mass Appraisal
The Fundamentals of Mass Appraisal course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

**Recommended:** Course 101, Course 102, Fundamentals of Mass Appraisal (FMA) textbook  
**Approved:** AQB 33.50 hours CE with exam, 30 hours CE no exam / IAAO 30 hours CE

## Course 311 - Residential Modeling Concepts
The Residential Modeling Concepts course presents a detailed study of the mass appraisal process as applied to residential property. Topics covered include a comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, market analysis, application of the approaches to value, use of sales ratio studies, and valuation review techniques.

**Recommended:** Course 300  
**Approved:** IAAO 30 hours CE

## Course 312 - Commercial/Industrial Modeling Concepts
The Commercial/Industrial Modeling Concepts course presents a detailed study of the mass appraisal process as applied to income-producing property. Topics include income property data, market analysis, sales comparison approach, cost approach, gross and net income analysis, capitalization rate development, model specification and calibration, and value review and maintenance.

**Recommended:** Course 300  
**Approved:** IAAO 30 hours CE

Send your questions to: education@iaao.org
Course 331 - Mass Appraisal Practices and Procedures
The Mass Appraisal Practices and Procedures course is designed to build on the subject matter covered in Course 300 – Fundamentals of Mass Appraisal and prepare the student to take the more advanced mass appraisal courses. It teaches the student how they can use Excel and SPSS to analyze data and apply it. Much of the emphasis will be on data accumulation and analysis primarily directed towards the cost approach. Along the way the student will learn how to use the graphing and analysis tools within Excel for ratio studies in addition to supporting existing cost schedules or building new ones.

Recommended: Course 300, Fundamentals of Mass Appraisal textbook (FMA)
Approved: AQB 33.50 hours CE with exam, 30 hours CE no exam / IAAO 30 hours CE

Course 332 - Modeling Concepts
The Modeling Concepts course introduces and explains fundamentals of mass appraisal model building. Chapter 1 explains the role of models in mass appraisal and describes basic model structures and steps in model development. Chapter 2 covers exploratory data analysis, including descriptive statistics, charts and graphs, and spatial analyses. Chapter 3 describes data transformations, which largely determine the accuracy achieved within a given database. Chapter 4 introduces multiple regression analysis, including regression statistics and options, the interpretation of results, and separation of land and building values. Chapter 5 covers the review and support of mass appraisal values and chapter 6 describes mass appraisal reporting.

The course includes a large number of demonstrations and labs using Excel, which is capable of producing basic models for a limited number of variables. Follow-up courses 333 and 334 cover residential and commercial modeling, respectively, in more depth and use the powerful but user-friendly statistical package, SPSS, in labs and demonstrations. Thus this course serves as a foundation and bridge to IAAO’s two follow-up model building courses.

Recommended: Course 300, Fundamentals of Mass Appraisal textbook (FMA), A solid working knowledge of Excel
Approved: IAAO 30 hours CE

Course 333 - Residential Modeling Applications
The Residential Modeling Applications course focuses on mass appraisal model building for residential properties. Chapter 1 explains the different types of mass appraisal models, types of data used in models, steps in model development, software tools available for modeling, and key regression concepts and statistics. Chapter 2 introduces the student to features contained in common statistical software packages. Chapter 3 covers basic statistical analyses, data transformations, charts and graphs, and data filters and sub-files. Chapter 4 focuses on the development and application of price trends and vacant land models. Chapter 5 focuses on the development of improved residential models. Chapter 6 introduces automated comparable sales models.

Along with problems and illustrations, more than half of the course is based on hands-on labs in which students work through exercises with real world data to answer questions and construct data transformations, price trends, land and improved residential models, and ratio analyses. The course uses IBM’s user-friendly statistical software package, SPSS (Statistical Package for the Social Sciences), the most common statistical software package used by assessors. Follow-up course 334 covers the development of non-residential mass appraisal models.

Recommended: Course 300, Fundamentals of Mass Appraisal textbook (FMA), A solid working knowledge of SPSS
Approved: IAAO 30 hours CE

Course 400 - Assessment Administration
The Assessment Administration course provides fundamental management concepts for management and supervisory personnel in the assessor’s office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions.

Recommended: Course 101, The Appraisal Foundation’s Uniform Standards of Professional Appraisal Practice (USPAP) and Assessment Administration textbook
Approved: IAAO 30 hours CE

Pursue your designation at: www.iaao.org/designations
Course 402 - Property Tax Policy
The Property Tax Policy course offers students strategies for assisting in the effective formulation and implementation of tax policies and presents background enabling students to understand the context under which property tax policy is established. Students will be given analytical tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical basis to guide decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decisions in the area of tax policy on a regular basis.

Recommended: Fundamentals of Tax Policy textbook
Approved: IAAO 30 hours CE

Course 500 - Assessment of Personal Property
The Assessment of Personal Property course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to assess personal property. This course concentrates on the skills necessary for listing, appraising and assessing the market value of properties using the three approaches to value: the cost approach, the income approach and the sales comparison approach. Assessment of Personal Property utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course. The ten sections of the course present a broad mixture of theory and practical application. Exercises are included so the student can test and reinforce new skills. Time is allotted for questions and answers throughout the course. Students are encouraged to participate actively.

Recommended: Property Assessment Valuation (PAV) (3rd edition) textbook
Approved: IAAO 30 hours CE

Course 600 - Principles and Techniques of Cadastral Mapping
The Principles and Techniques of Cadastral Mapping course is intended to be a comprehensive, interactive program to introduce entry-level map maintenance personnel and assessment technicians to the field of cadastral mapping. Students are presented basic mapping principles and techniques and are expected to demonstrate basic skills that will allow them to plot deeded descriptions in both the metes and bounds land description system and the Public Land Survey System. Principles and Techniques of Cadastral Mapping utilizes lectures, classroom discussion, and exercises to emphasize the main concepts and procedures taught in the course.

Recommended: Course 101
Approved: IAAO 30 hours CE

Course 601 - Cadastral Mapping-Methods & Applications
The Cadastral Mapping-Methods and Applications course is intended to be a continuation of the mapping science curriculum. It exposes students to aspects of protocol and legal principles that are not covered in Course 600. This course utilizes lectures, classroom discussion and exercises to emphasize the main concepts and procedures taught during the week.

Recommended: Course 101, Course 600
Approved: IAAO 30 hours CE

Local coordinators determine when and where IAAO courses, workshops and forums will be offered in their area.

See the IAAO website at www.iaao.org for scheduled classes or e-mail education@iaao.org for information on your local coordinator.

Send your questions to: education@iaao.org