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**North Dakota Association of Assessing Officers &
The North Dakota Office of State Tax Commissioner**
present
Course 300 - Fundamentals of Mass Appraisal

May 6-10, 2019

Quality Inn
1030 E Interstate Ave
Bismarck, ND

Course Description

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the International Association of Assessing Officers. 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.

Student Expectations

This course includes 30 hours of classroom instruction during which students will be expected to participate in discussions, group activities, and coursework that may include but is not limited to reading, homework problem solving, etc. both during and outside classroom hours. There is also an exam at the end of the course for which the student should be prepared.

Education Credit

Successful completion of this course provides 30 hours toward certification/continuing education for class I assessors ([N.D.C.C. 57-02-01.1](#)). Twenty-seven hours are allowed as continuing education for attending the course if the exam is not taken. In order to receive credit for certification purposes, the exam must be successfully completed.

Course Schedule

Monday, May 6

8:00 – 8:30 Registration
8:30 – 5:00 Instruction

Tuesday through Thursday, May 7-9

8:00 – 5:00 Instruction

Friday, May 10

8:00 – 12:00 Test

Textbook and Supplies

Supplies necessary for the course include a calculator, mechanical pencils, highlighters, and notepaper. **NOTE:** cell phones/laptops/tablets etc. will **not** be allowed to be used as a calculator. Please bring a noiseless calculator to use for the exam.

The IAAO textbook titled “*Fundamentals of Mass Appraisal*” is encouraged to have for this course. **The textbook can be purchased online at www.iaao.org or can be ordered for an additional \$55 if indicated on the submitted registration form.** Textbooks **will not** be available for purchase during the week of the course.

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Location and Accommodations

The course will be held at the Quality Inn, 1030 Interstate Ave, Bismarck. For overnight accommodations, make reservations directly with the Bismarck Quality Inn by calling 701.223.1911 or call the nationwide toll-free number 800.258.5150. Inform the reservationist that you will be attending the North Dakota Tax Department course at the Quality Inn.

Course Instructor

Lisa Hobart holds a State of Michigan Certified General Appraisal License, a Michigan Master Assessing Officer Certification (MMAO), a Senior Member American Society of Appraisers Certification (ASA), Certified Assessment Evaluator (CAE), Personal Property Specialist (PPS), and Senior Specialty Instructor designations from the International Association of Assessing Officers (IAAO). Lisa has a Bachelor of Science in Accounting and a Master of Science in Administration.

She is currently appointed to the Board of Trustees for The Appraisal Foundation, was an appointee of the governor to the Michigan State Assessors Board, and is a contributing author for numerous assessment/taxation publications. Lisa was also the 2018 Recipient of the IAAO Fellow Award. Fellows are individuals who have dedicated their career to the development of our profession.

Registration Information

1. Students must register online. Go to www.nd.gov/tax. Click on For Local Governments, Education, Course 300 –Fundamentals of Mass Appraisal.
2. **Checks must be made payable to NDAAO** (North Dakota Association of Assessing Officers).
3. Please **remit payment** to: **Carla Broadland, NDAAO Treasurer, Wahpeton City Assessor's Office, PO Box 490, Wahpeton, ND 58074-0490.**
4. **NOTE:** Payment is due **BEFORE CLASS BEGINS**. If you come to the course and have not paid, you will be required to pay **prior** to the start of the course or you will not be able to attend.
5. **There will be no refunds made to registrants who cancel;** only substitutions will be accepted, unless approved by the North Dakota Association of Assessors Board President and Education Committee Chairperson.

Registration Fee: NDAAO members, \$425; Non-NDAAO members, \$450.

Become a NDAAO member online at www.ndaao.org. Enrollment is limited to 50 students.

Registrations must be received by Friday April 19, 2019

INCLUDE THIS PORTION WITH PAYMENT

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Name: _____

County/City: _____

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