

NOTE: This document is the invoice to submit for payment. A separate invoice **WILL NOT BE MAILED.**

**North Dakota Association of Assessing Officers &
The North Dakota Office of State Tax Commissioner**
Present

Agricultural Land Valuation

November 16- 20, 2026

Comfort Inn & Suites Mandan
Badlands Room
1516 27th St NW
Mandan, ND

Required Supplies

Supplies required to be supplied by student: A laptop with Excel (**tablets are not allowed**), laptop charger, a computer mouse, a calculator, mechanical pencils, and notepaper. It may also be helpful to have two different-colored highlighters and a 12"-18" ruler.

Course documents will be supplied electronically, and students may print prior to arrival.

Course Description

Instruction includes methods for effectively using the detailed soils survey, GIS, and computerized spreadsheets to calculate agricultural land values for assessment purposes according to the provisions of North Dakota Century Code § 57-02-27.2. It also includes implementation of the agricultural land valuation process.

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 a final exam during the course for which the student should be prepared.

- **Students are required to read the Assessing Ag Land Guide before class. The guide can be found [here](#).**
- **Students should have a basic knowledge of Microsoft Excel. Students must watch the videos below before attending the class. There are 4 in total and takes roughly 4 hours to complete. You can find the videos here:**

Excel for Beginners: <https://www.youtube.com/watch?v=wbJcJCKBcMg>

Excel for Intermediate Users: <https://www.youtube.com/watch?v=BkvVvbqe2q4>

Vlookup Basics: <https://www.youtube.com/watch?v=y8ygxlZkcg&t=639s>

Pivot Tables in Excel: <https://www.youtube.com/watch?v=BkmxrvlfDGA>

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). To receive credit for certification purposes, the exam must be successfully completed. Twenty-seven hours are allowed as continuing education for attending the course if the exam is not taken.

Outline

- Legal descriptions and property records
- Characteristics of soils and overview of the detailed soils survey
- Development of the valuation schedule
- Development of county average values
- Soils testing and mapping
- Use of modifiers
- Geographical Information Systems (GIS) and acreage calculation
- Consideration of actual use
- Soils committees and public relations
- Examination(s)

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Course Schedule

Agricultural Land Valuation Class Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am	Registration	Excel	Breakpoint Method	Actual Use Method	Exam
	Introduction and Course Info				
9:00am	Legal Descriptions				
10:00am					
11:00am	Ron Haugen, Farm Management Specialist NDSU				
12:00pm	Lunch	Lunch	Lunch		
1:00pm	Lance Duey, ND State Soil Scientist, NRCS	Excel Continued	Breakpoint Method Continued	Actual Use Method Continued	
2:00pm	Legal Descriptions Continued				
3:00pm					
4:00pm					
5:00pm	Introduction to Case Study	Work on Case Study	Work on Case Study	Work on Case Study	

Location and Accommodations

The course will be held at the Comfort Inn & Suites, 1516 27th St N, Mandan, ND 58554. For overnight accommodation, make reservations directly with the Mandan Comfort Inn & Suites by calling (701)204-6712, before October 30th, 2026. Attendees can choose their preferred hotel to stay at but **should remember to ask if the hotel honors the State Rate for hotel accommodation**. The State Rate is currently \$110.00.

Registration Information

1. Students must register online. Go to www.tax.nd.gov/local-government/resources-assessors/assessor-training
2. **Checks must be made payable to NDAAO** (North Dakota Association of Assessing Officers).
3. Please **remit payment** to: Kimberly Markley, NDAAO Secretary/Treasurer, City of Mandan Assessor's Office, 205 2nd Ave NW, Mandan, ND 58554.
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 Assessor's Board President and Education Committee Chairperson.

Registration Fee: **NDAAO members, \$190;**
 Non-NDAAO members, \$240.

Become a NDAAO member online at www.ndaao.org.

Registrations must be received by Friday November 6th, 2026.

INCLUDE THIS PORTION WITH PAYMENT

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Name: _____ County/City: _____