

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
Course 300 - Fundamentals of Mass Appraisal

May 8-12, 2023

Ramada - 1400 East Interchange Ave. - Bismarck

Course Description

This course introduces students to mass appraisal and is a prerequisite for the IAAO 300-level course series. Topics covered include single-property appraisal as it compares to 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

<u>Monday, May 8</u>	<u>Tuesday through Thursday, May 9-11</u>	<u>Friday, May 12</u>
8:00 – 8:30 Registration	8:00 – 5:00 Instruction	8:00 – 12:00 Test
8:30 – 5:00 Instruction		

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 “*Property Assessment Valuation*” a good reference textbook 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.

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

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

Location and Accommodations

The course will be held at the Ramada, 1400 East Interchange Ave., Bismarck. For overnight accommodations, make reservations directly with the Bismarck Ramada by calling (701) 258-7000. Inform the reservationist that you will be attending the North Dakota Tax Department course at the Ramada.

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 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 previously served on 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 [Assessor Training in North Dakota \(nd.gov\)](https://www.nd.gov/assessor-training) and click on Upcoming Courses & Registration, 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, \$530; Non-NDAAO members, \$580.

Become a NDAAO member online at www.ndaaao.org. Enrollment is limited to 35 students.

Registrations must be received by Friday April 21, 2023

INCLUDE THIS PORTION WITH PAYMENT

- **Checks must be made payable to NDAAO** (North Dakota Association of Assessing Officers).
- **Remit payment to:** Carla Broadland, NDAAO Treasurer, Wahpeton City Assessor's Office, PO Box 490, Wahpeton, ND 58074-0490.

Name: _____

County/City: _____

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