

Winter Appraisal School January 7 - 11, 2019



Includes class descriptions, class times, registration information, where to park, where to book lodging in Boise, and other helpful information.

Questions?

Contact Property Tax Education at (208) 334-7733
or email jeffrey.middleton@tax.idaho.gov

You're invited to the 26th Annual Winter Appraisal School. This catalog contains a list of all the courses offered this session. You can attend either one week-long course, any combination of other shorter classes, or one or two classes if you only need a few hours of credit. All texts for classes will be available each morning at the registration table located in the lobby of the Red Lion Boise Downtowner Hotel. ***Be sure to bring a calculator, notebook, and pen/pencil to school.***

Continuing Certification: To maintain your certification, you must have obtained 32 hours of continuing education credit within the past two calendar years.

Education Committee Chair: Shelley Brian, Lewis County Assessor
Property Tax Division Education Director: Jeff Middleton

Registration

- Register online at tax.idaho.gov. Registration closes on **December 19 at 5 p.m.**
- Register early because classes fill quickly. We reserve most seats for county and state employees.
- Participants from Idaho counties receive a bill when they finish the classes. All others must pay when they register. Make checks payable to "STC Education Training Fund."

Class Times

- Morning classes begin at **8 a.m.**, except **Monday** classes, which begin at **8:30 a.m.**
- Afternoon classes begin at 1 p.m., unless otherwise noted
- Monday through Thursday classes end by 5 p.m.
- Friday classes end by noon

Class Locations

We're holding classes at two Boise locations ([see map](#)):

Red Lion Boise Downtowner Hotel
1800 W. Fairview Avenue

Idaho State Tax Commission
800 Park Blvd.

Parking

The Red Lion Boise Downtowner Hotel offers free parking for students and hotel guests. The hotel will provide a shuttle to and from the hotel to the Tax Commission for classes at that location. Please give the Red Lion Boise Downtowner enough notice to reserve the shuttle for your classes. A shuttle will be available to provide rides to and from the downtown area each evening.

The Tax Commission also provides free parking. The guard at the security station in Plaza IV will register you for a visitor pass.

Contact

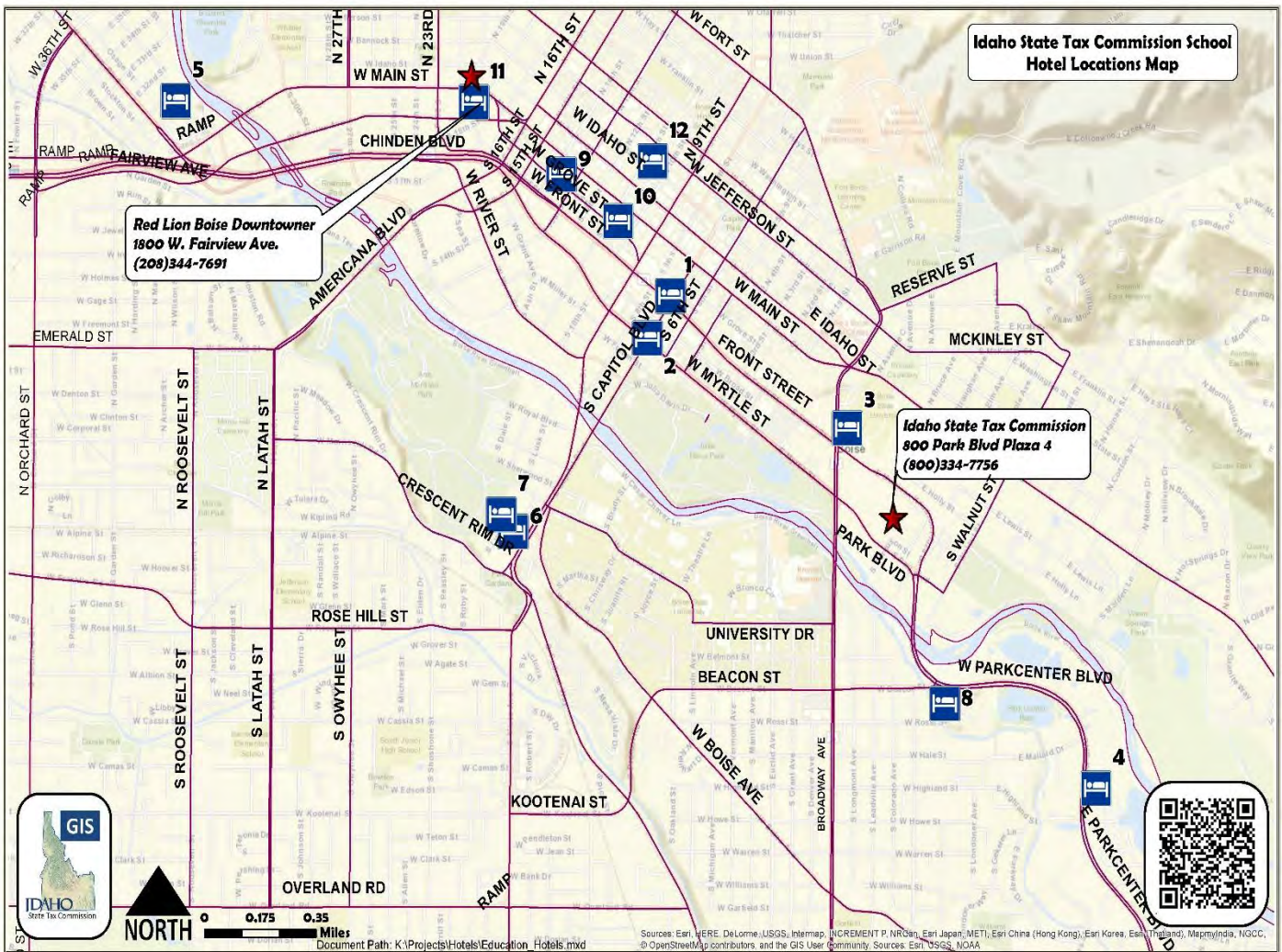
Jeff Middleton at (208) 334-7733 or jeffrey.middleton@tax.idaho.gov

- if you have any questions about Winter Appraisal School, or
- if you have a disability and require services or accommodations to attend or participate in any class.

Hotels

Hotels near the Tax Commission and the Red Lion Boise Downtowner classrooms

- | | | |
|---|--------------------------|----------------|
| 1- The Grove Hotel | 245 S. Capitol Blvd. | (208) 333-8000 |
| 2- Hampton Inn & Suites | 495 S. Capitol Blvd. | (208) 331-1900 |
| 3- Courtyard - Marriott Downtown | 222 S. Broadway Ave. | (208) 331-2700 |
| 4- Springhill Suites Boise Parkcenter | 424 E. Parkcenter Blvd. | (208) 342-1044 |
| 5- Riverside Hotel | 2900 W. Chinden Blvd | (208) 343-1871 |
| 6- TownePlace Suites Downtown | 1455 S. Capitol Blvd. | (208) 429-8881 |
| 7- Residence Inn Downtown | 1401 S. Lusk Place | (208) 344-1200 |
| 8- Holiday Inn Express Downtown | 475 W. Park Center Blvd. | (208) 345-2002 |
| 9- Modern Hotel Downtown | 1314 W. Grove Street | (208) 424-8244 |
| 10- Safari Inn Downtown | 1070 W. Grove Street | (208) 344-6556 |
| 11- Red Lion Boise Downtowner | 1800 W. Fairview Ave. | (208) 344-7691 |
| 12- Hyatt Place Boise/Downtown | 1024 W. Bannock St | (208) 991-5275 |



Advanced Excel for Appraisers & Assessors

This hands-on, day-and-a-half workshop builds on the concepts highlighted in Basic Excel for Assessors, and introduces many of Excel's advanced capabilities which can help assessors solve many assessing challenges. Topics include:

- Creating and editing charts
- Creating conditional formatting
- Importing data into Excel
- Data cleaning tips
- Calculating discounts
- Customizing PivotTables
- Formatting dates, times, and numbers
- Using Excel's What-if analysis
- Using Excel's statistical functions to identify outliers
- Other time-saving tips and techniques

Recommended: Basic Excel class and/or experience using Excel

Instructor: David Cornell, Certified Microsoft Trainer, MAI, CAE

Date: Thursday, January 10 – Friday, January 11 (a.m.)

Location: Conference room 5CR3 (fifth floor) in the Tax Commission office

Hours: 12

Note: This workshop is **not** for beginners - Class size is limited to 15 students

Excel – Data Modeling for Appraisers & Assessors

This hands-on, one-day workshop introduces Excel's data modeling capabilities. Data models are a powerful new tool in Excel for integrating data from various sources, creating relationships, discovering actionable insights, and valuing properties. All the guided hands-on exercises are specifically designed for assessors and appraisers. Topics include:

- Import data into Excel from different sources
- Apply techniques to clean the data
- Create relationships
- Develop a valuation model
- Use Excel's Solver
- Analyze the results
- Customize PivotTables and PivotCharts with custom measures
- Use Excel's statistical functions to identify outliers
- Other time-saving Excel tips and tricks

Recommended: Basic Excel class or experience using Excel

Instructor: David Cornell, Certified Microsoft Trainer, MAI, CAE

Date: Wednesday, January 9

Location: Conference room 5CR3 (fifth floor) in the Tax Commission office

Hours: 8

Note: This workshop is **not** for beginners - Class size is limited to 15 students

Introduction to Structured Query Language (SQL) for Aumentum/GRM users

This is a beginning, hands-on, class that provides a basic understanding of Structured Query Language (SQL) for users of Aumentum/GRM. We'll use SQL to request data from an Aumentum/GRM database using a variety of query statement options. You'll gain a basic understanding of how to perform your own queries with the Aumentum/GRM platform.

Instructor: Sandy Bowens, IT Systems Analyst, Tax Commission
Date: Thursday, January 10
Location: Conference room 5CR4 (fifth floor) in the Tax Commission office
Hours: 8

Low-End Residential Properties

The purpose of this workshop is to provide assistance in the valuation of low-end and difficult residential properties that often create valuation issues. It is not unusual that these types of properties, when sold, have a sales ratio considerably higher than 1.00 and a very regressive PRD (Price-Related Differential).

****Course fee doesn't include cost of books/materials.** Topics include:

- Lower valued residential properties
- Income and value associated with rental properties
- Manufactured homes
- Modular homes
- Odd or unusual homes

Instructor: Jerald Rudman, Team Consulting, LLC
Dates: Tuesday, January 8
Location: Selway conference room – Red Lion Boise Downtowner
Hours: 8

National 15-Hour USPAP - Uniform Standards of Professional Appraisal Practice – AQB Certified

This 15-hour course of the Appraisal Foundation focuses on the requirements for ethical behavior and competent performance by appraisers that are set forth in the Uniform Standards of Professional Appraisal Practice (USPAP).

In addition to lectures, the course shows how USPAP applies to situations that appraisers encounter in every appraisal review; and in real property appraisal consulting assignments. The course also addresses issues frequently experienced by appraisers as professionals in the appraisal review; and in real property appraisal consulting assignments. The course also addresses issues frequently experienced by appraisers as professionals in the appraisal review; and in real property appraisal consulting assignments.

CANCELLED

Supplementary materials include *Uniform Standards of Professional Appraisal Practice* (USPAP). This workshop includes an exam.

Required Text: 2018-19 USPAP - \$75

Instructor: Paul Lorenzen, MAI, CCIM, CPM, CSM

Dates: Wednesday, January 9 – Thursday, January 10

Location: Conference room 1CR4 (first floor) in the Tax Commission office

Hours: 15

Note: AQB Approved: 15 CE - Bring a calculator

Problem-Solving Skills

Regardless of the specific organization or position, your skills and previous training have allowed you to gain employment. One thing that you may not be adequately prepared for, however, is dealing with problems. Using specialized groups to solve problems is becoming more and more common. Being able to work in groups to solve problems will enhance your business knowledge and value to the organization. This course will show you the fundamentals of problem-solving skills – from defining your problem, to presenting it to the key decision makers in your organization. ****Course fee doesn't include cost of books/materials.**

Instructor: ExecuTrain

Date: Tuesday, January 8

Location: Cottonwood conference room – Red Lion Boise Downtowner

Hours: 8

ProVal Roundtable

Use this roundtable to discuss your ProVal challenges and successes in your day-to-day processes. Share and exchange ProVal knowledge with yours peers in an open environment.

Moderator: Scott Phillips, IT Programmer Analyst, Tax Commission

Date: Friday, January 11 (a.m.)

Location: Conference room 5CR4 (fifth floor) in the Tax Commission office

Hours: 4

Winter Appraisal School - Class Schedule

(January 7 - 11, 2019)

Morning classes begin at 8 a.m., except Monday classes, which begin at 8:30 a.m.

Afternoon classes begin at 1 p.m., unless otherwise noted.

Course	Room*	Fee**	Mon 1/7	Tue 1/8	Wed 1/9	Thurs 1/10	Fri 1/11
IAAO Course 101 – Fundamentals of Real Property Appraisal	Bitterroot	\$500	X	X	X	X	a.m.
IAAO Course 102 – Income Approach to Valuation	Cedar	\$500	X	X	X	X	a.m.
IAAO Course 201 – Appraisal of Land	Aspen	\$500	X	X	X	X	a.m.
IAAO Course 312 – Commercial/Industrial Modeling	Cascade	\$500	X	X	X	X	a.m.
IAAO ODF 917 – How to Critique an Appraisal	Teton	\$108		X			
IAAO ODF 931 CANCELLED Pending Leases	1CR5	\$160	X				
IAAO Workshop CANCELLED Gift Cost Approach (Commercial)	White Pine	\$285			X	X	
IAAO Workshop 257 – Fundamentals of Industrial Valuation	Bannock	\$285	X	X			
IAAO Workshop 260 – Valuation of Agricultural Lands	Selway	\$310			X	X	a.m.
IAAO Workshop CANCELLED Session Analysis	Aspen	\$275	X	a.m.			
Advanced Yield CANCELLED and Rates – REIT	5CR3	\$108	X				
Appraising After a Disaster or in Traumatic Events	Teton	\$108			X		
Assessors' Workshop	1CR5	\$270			X	X	a.m.
Collection, Interpretation, & Model Building of Income & Expense Data	Teton	\$108	X				
Contamination & Valuation Issues Workshop	Selway	\$108	X				
Deeds Processing from Start to Finish	Sawtooth	\$108	X				
Deeds & Property Law	Sawtooth	\$163		X	a.m.		
Developing as a Professional	Spokane	\$108	X				
Excel for A	5CR3	\$108		X			
Excel – Ad CANCELLED	5CR3	\$163				X	a.m.
Excel – Data Modeling for Assessors & Appraisers	5CR3	\$108			X		
Interpersonal Skills	Spokane	\$108			X		
Introduction to SQL for Aumentum/GRM users	5CR4	\$108				X	
Low-End Residential Properties	Selway	\$108		X			
National 15-Hc CANCELLED	1CR4	\$203			X	X	
Problem-Solving Skills	Spokane	\$108		X			

Course	Room*	Fee**	Mon 7 th	Tue 8 th	Wed 9 th	Thurs 10 th	Fri 11 th
ProVal Roundtable	5CR4	\$54					a.m.
Residential Quality, Condition, & Effective Age	Selway	\$163			p.m.	X	
Residential Quality Rating Guidebook	Selway	\$54					a.m.
Time Management	Spokane	\$108				X	
Valuation of G CANCELLED ings Workshop	Teton	\$163				X	a.m.
GIS 203: Tabular Data in ArcGIS	1CR5	\$54		a.m.			
GIS 204: Selection & SQL Queries in GIS	1CR5	\$54		p.m.			
IAAO Course 600 – Principles & Techniques of Cadastral Mapping	White Pine	\$500	X	X	X	X	a.m.

**Classroom assignments are subject to change based on size of enrollment*

***Course fee may not include cost of books/materials.*

**Red Lion Boise Downtowner
Classrooms**

(See the last page of this brochure for the layout of the hotel conference rooms.)

Spokane
Bannock
Cottonwood
White Pine
Cascade
Cedar
Aspen
Bitterroot
Sawtooth
Teton
Selway

Second Floor Conference Room
Second Floor Conference Room
First Floor Conference Room
First Floor Conference Room
First Floor Conference Room
First Floor Conference Room
First Floor Conference Room
First Floor Conference Room
First Floor Conference Room
First Floor Conference Room
First Floor Conference Room

**Idaho State Tax Commission
Classrooms**

1CR4
1CR5
5CR3
5CR4

1st Floor Conference Room, Plaza IV
1st Floor Conference Room, Plaza IV
5th Floor Conference Room, Plaza IV
5th Floor Conference Room, Plaza IV

MEETING AND BANQUET FACILITIES

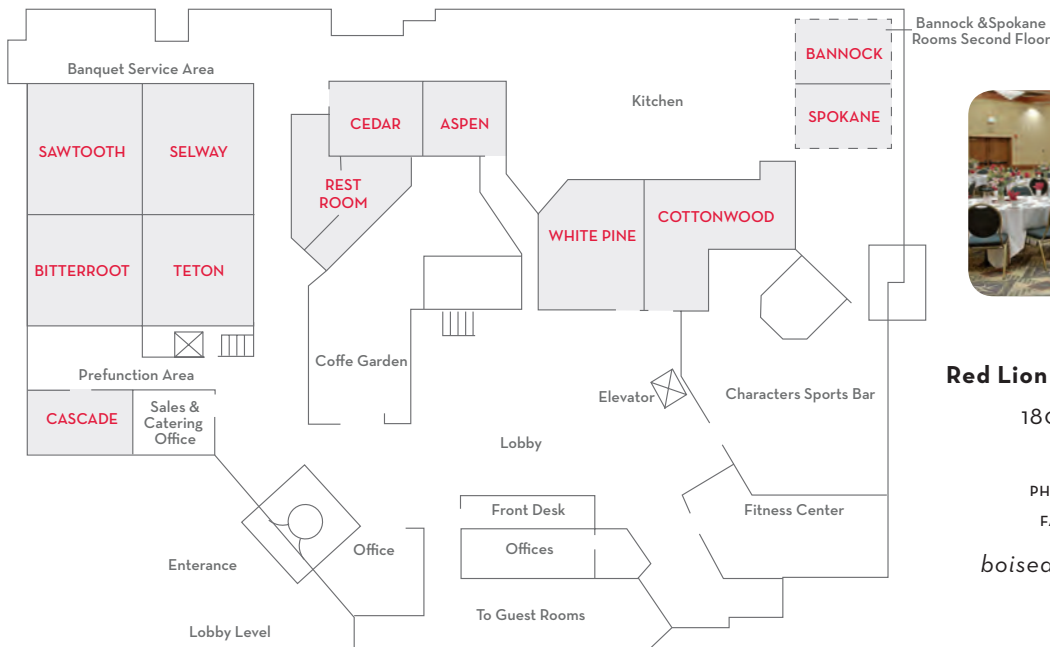
CAPACITY CHART

ROOM NAME	DIMENSIONS L x W x H	SQUARE FT.	RECEPTION	ROUNDS	CLASSROOM	THEATER	CONFERENCE	U-SHAPE	DINNER/DANCE
Ballroom	63' x 58' x 12'	3,654	250	250	250	250	-	-	250
Selway	38' x 29' x 12'	1,102	80	80	50	80	36	36	-
Sawtooth	38' x 29' x 12'	1,102	80	80	50	80	36	36	-
Selway/Sawtooth *	38' x 58' x 12'	2,204	150	160	150	180	50	50	130
Bitterroot	25' x 29' x 12'	725	50	50	40	60	30	28	-
Teton	25' x 29' x 12'	725	50	50	40	60	30	28	-
Bitterroot/Sawtooth *	63' x 29' x 12'	1,827	150	120	100	150	-	-	10
Teton/Selway *	63' x 29' x 12'	1,827	125	120	100	150	-	-	100
Bitterroot/Teton *	25' x 58' x 12'	1,450	100	100	90	100	48	42	60
Cascade	27' x 14' x 8'	378	12	-	-	-	12	-	-
Cedar	26' x 20' x 8'	520	40	40	21	40	20	16	-
Aspen	26' x 20' x 8'	520	40	40	21	40	20	16	-
White Pine	26' x 28' x 8'	728	50	50	40	60	28	24	-
Cottonwood **	38' x 18' x 8'	905	80	70	50	70	34	30	50
Spokane	24' x 25' x 8'	600	50	40	28	50	24	18	-
Bannock	24' x 25' x 8'	600	50	40	28	50	24	18	-

* Combined rooms provide additional meeting and banquet configurations. ** L shaped room

FLOOR PLAN

Our facilities include approximately **8,000 square feet** of flexible meeting space with our largest space **accommodating up to 250 people**. Professional conference specialists will assist you in taking care of everything, including initial planning, complete audio/visual support and full-service catering.



Red Lion Hotel Boise Downtowner

1800 Fairview Avenue
Boise ID 83702

PHONE (208) 344-7691

FAX (208) 336-3652

boisedowntowner.redlion.com