Includes class descriptions, class times, registration information, where to park, and other helpful information.

**Questions?**
Contact Jeff Middleton, Property Tax Division Education Director, at (208) 334-7733 or email jeffrey.middleton@tax.idaho.gov
You’re invited to the 57th Annual Idaho Assessors’ Summer Appraisal/Mapping School!

This brochure contains a list of all the courses offered this session. You can attend either a week-long course, or any combination of other shorter courses.

Continuing Certification: You must have obtained 32 hours of continuing education credit within the past two calendar years to maintain your ad valorem appraiser or cadastral specialist certifications.

Property Tax Division Education Director: Jeff Middleton

Idaho Association of County Assessors’ Education Committee

Chair: Doug Wallis, Franklin County Assessor
Vice-Chair: Susan Spencer, Clearwater County Assessor

Members: Sheri Davies, Bannock County Assessor
          Donna Gow, Bonner County Assessor
          Lynn McGuire, Camas County Assessor
          Robin Monahan, Owyhee County Assessor
          Havala Arnold, Teton County Assessor

Program of Education Examination Committee

Chair: Jeff Middleton, Education Director, Tax Commission
Members: David Ryals, Boundary County Assessor
         Doug Wallis, Franklin County Assessor
         Blake Mueller, Bonneville County Assessor
         Brad Bovey, Nez Perce County Chief Deputy Assessor
Registration

- Register online at [tax.idaho.gov/pted](http://tax.idaho.gov/pted). Online registration closes on Friday, July 1 at 5 p.m.
- Registration after the deadline is based on availability.
- Courses not meeting the minimum registration are subject to cancellation after July 1.
- You will be charged for the course if notification of cancellation for a course registration is received after July 1. If you like, you can substitute another individual for registration in lieu of the cancellation fee.
- Register early because many courses fill quickly. Most classrooms have limited seating.
- County and state employees have priority seating.
- Government agencies will be billed after the conclusion of school. All others, please check with the education director.

Class Locations and Hotels

We’re holding classes at two Boise locations:

1) The Riverside Hotel
   2900 W. Chinden Blvd.
   Boise ID 83714

   If you would like to arrange for accommodations at this site, please call (208) 343-1871 and ask for the Idaho State Tax Commission group rate.

2) Idaho State Tax Commission
   11321 W. Chinden Blvd. (Building 2)
   Boise ID 83714

   The closest hotel to the Tax Commission is:

   Springhill Suites by Marriott (Boise West/Eagle)
   6325 N. Cloverdale
   Boise ID 83713

   Please call (208) 939-8266 for reservations. There is no group block at this hotel.

Parking

The Riverside Hotel offers free parking for students and hotel guests.

The Tax Commission also provides free parking. Depending on the location of your classroom at the Tax Commission, you may need to register as a visitor with the security kiosk and obtain a visitor’s badge for the day. You’ll be informed if this is the case.
Dining

- The Riverside Hotel has a restaurant that is open for breakfast. **There is no complimentary breakfast.** The hotel has two restaurants, which offer lunch and dinner options on site.

- The Tax Commission: The Chinden Campus cafeteria remains closed with no timetable for reopening.

  The only on-site dining options at the Tax Commission are daily food trucks, which are available between 11:30 – 1:00 each day. For those of you taking classes at the Tax Commission, you’ll be provided with the food truck schedule, available menus, and directed to where the food trucks set up.

  There are a multitude of other lunch/dinner options within a few miles of the Tax Commission’s site.

Class Times*

Unless otherwise stated, course times will be as follows:

- 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 5:00 p.m., unless otherwise noted.
- Friday classes end by noon, unless otherwise noted.

- All classes located at the Tax Commission will begin each day at **8:30 a.m.**
Week-long IAAO courses

IAAO Course 101: Fundamentals of Real Property Appraisal

This course provides the student with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. Students will acquire the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach. This course includes an exam.

Successful completion of this course meets one of Idaho’s three requirements for becoming a “Certified Property Tax Appraiser” for ad valorem appraisal.

Recommended Text: Property Assessment Valuation 3rd edition (green book) - $50

Instructor: Christa Rush, RES
Dates: Monday, July 25 – Friday, July 29 (a.m.)
Location: Emerald Conference Room (The Riverside Hotel)
Hours: 32 hours (upon attendance requirements and successful completion of exam)
       28 hours (upon attendance requirements and no attempted exam or unsuccessful completion of the exam)

Notes: Bring a calculator (other than your cell phone) and a #2 pencil.
       This course will require a minimum of 10 students.

Instructor biography: Christa is an Arizona Department of Revenue Level 3 Certified Appraiser and is currently with the Arizona State Board of Equalization. She previously worked for the Maricopa County Assessor’s Office and the Arizona Department of Revenue. Christa has been an IAAO instructor since 2012.
IAAO Course 102: Income Approach to Valuation

This course provides the student 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. This course 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. **This course includes an exam.**

Successful completion of this course meets one of Idaho’s three requirements for becoming a “Certified Property Tax Appraiser” for ad valorem appraisal.

**Recommended Text:** *Property Assessment Valuation 3rd edition* (green book) - $50

**Required Prerequisite:** Tax Commission Appraisal Course 1 or IAAO Course 101

**Instructor:** Marion Johnson, MBA, CAE

**Dates:** Monday, Monday July 25 – Friday, July 29 (a.m.)

**Location:** Clearwater Conference Room (The Riverside Hotel)

**Hours:**
- 32 hours (upon attendance requirements and successful completion of exam)
- 28 hours (upon attendance requirements and no attempted exam or unsuccessful completion of the exam)

**Notes:**
- **Bring a calculator (other than your cell phone) and a #2 pencil.**
- This course will require a minimum of 10 students.

*Instructor biography:* Marion has over 30 years of assessment experience as a county property appraiser in Kansas. Marion is a former president of IAAO and served on its Board of Directors. Marion has over two decades of experience as a Senior National Instructor for IAAO and was the recipient of the 2010 IAAO Instructor of Excellence Award.
IAAO Course 201:  **Appraisal of Land**

This course provides the student with an understanding and working knowledge of the procedures and techniques required to estimate the market value of land. Students will acquire the skills necessary for estimating land value by primarily using the sales comparison approach. **This course includes an exam.**

Successful completion of this course meets one of Idaho’s three requirements for becoming a “Certified Property Tax Appraiser” for ad valorem appraisal.

**Recommended Text:**  *Property Assessment Valuation 3rd edition* (green book) - $50

**Required Prerequisite:**  Tax Commission Appraisal Course 1 or IAAO Course 101  
**Recommended Prerequisite:**  IAAO Course 102

**Instructor:**  Tony Hagenstein, CAE  
**Dates:**  Monday, July 25 – Friday, July 29 (a.m.)  
**Location:**  Cinnabar Conference Room (The Riverside Hotel)  
**Hours:**  32 hours (upon attendance requirements and successful completion of exam)  
28 hours (upon attendance requirements and no attempted exam or unsuccessful completion of the exam)

**Notes:**  *Bring a calculator (other than your cell phone) and a #2 pencil.*  
This course will require a minimum of 10 students.

**Instructor biography:**  *Tony has previously been the education coordinator and supervisor of Arizona’s assessor/appraising training and certification program, providing educational materials and instruction in Arizona counties. Tony has been a Senior National Instructor for IAAO for nearly 25 years.*
IAAO Course 300: **Fundamentals of Mass Appraisal**

This course provides the student with an introduction to mass appraisal. Students will acquire the ability to distinguish between single-property appraisal and mass appraisal, know the components of a mass appraisal system, be introduced to statistics and the use of ratio studies in mass appraisal, and learn modeling of the three approaches to value. **This course includes an exam.**

Successful completion of this course meets one of Idaho’s three requirements for becoming a “Certified Property Tax Appraiser” for ad valorem appraisal.

**Recommended Text:** *Fundamentals of Mass Appraisal* (gray book) - $50

**Required Prerequisite:** Tax Commission Appraisal Course 1 or IAAO Course 101

**Recommended Prerequisite:** IAAO Course 102

**Instructor:** John Ryan, CAE

**Dates:** Monday, July 25 – Friday, July 29 (a.m.)

**Location:** Topaz Conference Room (The Riverside Hotel)

**Hours:** 32 hours (upon attendance requirements and successful completion of exam) 28 hours (upon attendance requirements and attempted exam or unsuccessful completion of the exam)

**Notes:** Bring a calculator (other than your cell phone) and #2 pencil. This course will require a minimum of 10 students.

**Instructor biography:** John is a recognized expert in mass appraisal consulting with a range of assessment agencies over the years. He regularly serves as an expert witness in court on complex commercial/industrial real and personal property valuation cases. John served as a Chief Assessor for a large suburban city outside of Boston. Since 2016, John has served as a member and is current vice-chair of the Appraisal Foundation’s “Appraiser Qualifications Board (AQB). John has been a Senior National Instructor for IAAO since 1984.
IAAO Course 601: Cadastral Mapping – Methods and Applications

This course is designed as a continuation of the mapping science curriculum. Topics include:

- Surveying and judicial protocols for the ownership of property
- Review of simple and reverse curves
- Review of the Public Land Survey System
- In-depth review of aerial photogrammetry, the use of LIDAR data, and oblique photography
- Explanation of various legal documents that affect ownership
- Explanation of principles that mappers follow in establishing property boundaries
- The basics of Geographic Information Systems (GIS)

Successful completion of this course meets one of Idaho’s three requirements for becoming a “Certified Cadastral Specialist.”

Recommended Prerequisite: Tax Commission Appraisal Course 1 or IAAO Course 101
Prior completion of IAAO Course 600 is not required.

Instructor: Rick Norejko, CMS
Dates: Monday, July 25 – Friday, July 29 (a.m.)
Location: Opal Conference Room (The Riverside Hotel)
Hours: 32 hours (upon attendance requirements and successful completion of exam)
28 hours (upon attendance requirements and no attempted exam or unsuccessful completion of the exam)

Notes: Bring a calculator (other than your cell phone) and a #2 pencil.
This workshop will require a minimum of 10 students.

Instructor biography: Rick is a nationally recognized keynote speaker, lecturer, and instructor with over 40 years of experience in the field of cadastral mapping. Rick has been a Senior National Instructor for IAAO for nearly 30 years and was the recipient of the 2018 IAAO Instructor of Excellence Award.
IAAO Workshops

IAAO Workshop 151: 15-hr National USPAP Course (2020-21)

This workshop covers materials from The Appraisal Foundation’s, Uniform Standards of Professional Appraisal Practice, which includes: definitions, preamble, ethics rule, record keeping rule, competency rule, scope of work rule, jurisdictional exception rule and Standards 1 through 3 and 6 through 10. This workshop includes an exam.

Instructor: Ken Joyner, AAS, RES
Dates: Monday, July 25 – Tuesday, July 26
Location: Garnet Conference Room (The Riverside Hotel)
Hours: 15 hours (upon attendance requirements and successful completion of exam)
13 hours (upon attendance requirements and no attempted exam or unsuccessful completion of exam)

Notes: Bring a calculator (other than your cell phone) and a #2 pencil.
This workshop will require a minimum of 15 students.

The Appraisal Foundation’s Appraisal Standards Board (ASB) extended the effective date of the current 2020-2021 USPAP to December 31, 2022. This 15-hr National USPAP course will be the identical course that has been in effect since January 1, 2020.

The exam for this workshop will take place Tuesday afternoon.

IAAO Workshop 155: Depreciation Analysis

This workshop provides the student with a comprehensive, advanced treatment of the techniques of estimating the depreciation of residential property. It does so by using a series of market-oriented case studies and demonstration problems, illustrating the types of depreciation, and discussing the generally recognized methods for measuring depreciation, with an emphasis on the observed condition method. This workshop includes an exam.

Recommended Prerequisite: Tax Commission Appraisal Course 1 or IAAO Course 101

Instructor: Ken Joyner, AAS, RES
Dates: Wednesday, July 27 – Friday, July 29 (a.m.)
Location: Garnet Conference Room (The Riverside Hotel)
Hours: 15 hours (upon attendance requirements and successful completion of exam)
13 hours (upon attendance requirements and no attempted exam or unsuccessful completion of exam)

Notes: Bring a calculator (other than your cell phone) and a #2 pencil
This workshop will require a minimum of 15 students.

Instructor biography: Ken is the current assessor for Mecklenberg County (Charlotte, NC). Ken previously served on the faculty at the University of North Carolina School of Government. Ken has been a Senior IAAO Instructor for 13 years.
IAAO Workshop 191 – National 7-hr USPAP Update (2022-23)

This is the 7-hour National USPAP Update Course, as developed by the Appraisal Foundation. This course focuses on how to use the USPAP publication to help solve appraisal issues that affect daily appraisal practice. **There is no exam.**

Prerequisite: Previous completion of the 15-hr National USPAP course.

Instructor: David Cornell, MAI, CAE
Date: Thursday, July 28
Location: Coral North Conference Room (Tax Commission)
Hours: 7 hours

Notes: Bring a calculator (other than your cell phone) and a #2 pencil
This workshop will require a minimum of 15 students.

The 7-hr USPAP course is a new 2022-2023 National USPAP Update Course and does not contain the same course materials as the 2020-2021 course.

*Instructor biography: David Cornell consults with assessing offices nationally and develops valuation models and system processes in helping with enhancing efficiencies. He is a Certified Microsoft Trainer and a Certified Excel Expert. David has been the assistant director for the New Hampshire Department of Revenue and previously served as the Assessor for the City of Manchester (NH). David has been a Senior IAAO Instructor for nearly 10 years.*
General Appraisal Courses

Collection, Interpretation, and Model Building of Income and Expense Data

This workshop is designed for appraisers in the reconstruction and interpretation of income and expense statements. There’ll be focus on the income approach and formulas, forms and methods for data gathering and additional sources, templates for storing and using data, review of reconstructing income and expense statements, extraction and development of the capitalization rate, data analysis, interpretation and model building, and testing the income models.

Instructor: Kara Endicott, CAE, RES, Team Consulting LLC  
Date: Monday, July 25  
Location: Delamar Conference Room (The Riverside Hotel)  
Hours: 8 hours

Note: This workshop will require a minimum of 15 students.

Instructor biography: Kara has over two decades of appraisal work for county government. She is currently the Residential Real Estate Regional Coordinator for the Johnson County (KS) Appraiser’s Office. Kara has served on the Education Committee for IAAO and has been a Senior National Instructor for IAAO for nearly 10 years. Kara is the 2021 recipient of the IAAO Instructor of Excellence Award

Contamination & Valuation Issues

This workshop deals with unique appraisal problems resulting from contamination and other issues. The workshop uses case studies developed from actual market data and walks the students through the appraisal process of measuring value and/or value loss. Topics include mold, mercury, meth labs, asbestos, ground contamination, and more.

Instructor: Rick Stuart, CAE, Team Consulting, LLC  
Date: Thursday, July 28  
Location: North Star Conference Room (The Riverside Hotel)  
Hours: 8 hours

Notes: This workshop will require a minimum of 15 students.

Instructor biography: Rick is a co-founder of Team Consulting, LLC, which provides consulting and educational opportunities to assessment jurisdictions. Rick began his career as an elected assessor in Missouri and an appointed appraiser in Kansas. Rick’s workshops include topics on appraisal, modeling and market valuations, public relations, and management. Rick has been a Senior National Instructor for IAAO for nearly 30 years.
Fee Simple and Property Rights Valuation Issues for Commercial Properties

Assessors are often challenged by the need to develop fee simple values for property that sells based on leases in place at the time of the sale. This workshop provides students with the background, terminology, and appraisal concepts for fee simple valuation. It’ll also offer suggested appraisal practices and possible solutions to resolving commons issues that surface in the valuation of leased commercial properties. **This course is recommended for both residential and commercial appraisers.**

Instructor: Kara Endicott, CAE, RES, Team Consulting, LLC  
Date: Tuesday, July 26  
Location: Delamar Conference Room (The Riverside Hotel)  
Hours: 8 hours  

**Note:** This workshop will require a minimum of 15 students.

---

Mass Appraisal Analysis and Benchmarks

This workshop is designed to help refresh the mass appraisal techniques used in the valuation process and also to help establish some processes and procedures for unusual or more challenging events. Topics include: market value, neighborhood analysis, benchmarks, sales validation, sales ratio analysis, sales chasing, and trending.

Instructor: Kara Endicott, CAE, RES, Team Consulting, LLC  
Date: Wednesday, July 27  
Location: Delamar Conference Room (The Riverside Hotel)  
Hours: 8 hours  

**Note:** This workshop will require a minimum of 15 students.
Residential Quality, Condition, and Effective Age

This workshop will review the characteristics that determine construction quality for residential properties by use of the Marshall & Swift Valuation Service. House images will be included in the presentation and will lead to extensive classroom participation. Actual construction costs will also be considered as a guide to determining quality. House images will also assist in the discussion on rating homes for condition in relationship to the definition and description for each condition rating. Topics include: defining effective age and how to extract it from the market, development of a depreciation or percent good table, the cost approach, quality, condition, and functional obsolescence.

Instructor: Rick Stuart, CAE, Team Consulting, LLC
Date: Tuesday, July 26 - Wednesday, July 27
Location: North Star Conference Room (The Riverside Hotel)
Hours: 16 hours

Note: This workshop will require a minimum of 15 students.

Square Peg, Round Hole: Appraising Properties That Do Not Fit in the Model

This workshop is designed to assist appraisers in finding solutions to valuing difficult commercial properties that may not fit in the traditional mass appraisal model. It includes suggestions on resources for obtaining information to support the analysis and provide a roadmap for establishing a reliable market value. This workshop includes real-world scenarios, with exercises that provide examples and solutions for valuing unique commercial properties.

Instructor: Brad Eldridge, MAI, CAE, Team Consulting, LLC
Date: Friday, July 29 (a.m.)
Location: Liberty Conference Room (The Riverside Hotel)
Hours: 4 hours

Note: This workshop will require a minimum of 15 students

Instructor biography: Brad is the Managing Member with Team Consulting, LLC, which provides consulting and educational opportunities to assessment jurisdictions. Brad has over two decades of commercial real estate appraisal experience, split between single property appraisal and mass appraisal. He is currently the Commercial Real Estate Division Supervisor at the Douglas County (KS) Appraiser’s Office. Brad is past chair of the IAAO Education Committee and has been a Senior National Instructor for IAAO since 2012.
Valuation of Barndominiums

This workshop provides guidance and suggestions on the process of analysis and valuation of metal buildings converted to living areas – what we call barndominiums. These are structures that appear to be metal-clad farm buildings but a portion, or all, of the structure has been finished on the interior and is being used as living area.

Instructor: Rick Stuart, CAE, Team Consulting, LLC
Date: Monday, July 25
Location: North Star Conference Room (The Riverside Hotel)
Hours: 8 hours

Note: This workshop will require a minimum of 15 students.

Valuation of Big Box Workshop

This workshop provides an overview and guidance on the valuation process of big box properties. Information from actual appraisals of big box properties will be utilized to help illustrate some processes and procedures.

Instructor: Brad Eldridge, MAI, CAE, Team Consulting, LLC
Date: Thursday, July 28
Location: Liberty Conference Room (The Riverside Hotel)
Hours: 8 hours

Note: This workshop will require a minimum of 15 students.

Valuation of Craft Breweries and Distilleries

This workshop explores the valuation concepts and issues in the growing craft brewery/distillery world. There’ll be a discussion on the history of breweries/distilleries and move to current examples for these use types. Current market trends will be provided, as well as a walk-through of valuation case studies that address common appraisal issues for breweries/distilleries properties. There may be a tour associated with this course.

Instructor: Brad Eldridge, MAI, CAE, Team Consulting
Date: Wednesday, July 27
Location: Liberty Conference Room (The Riverside Hotel)
Hours: 8 hours

Note: This workshop will require a minimum of 15 students.
Valuation of Senior Housing

This workshop provides an overview and guidelines for the four main types of senior housing (independent living, assisted living, skill nursing, and continuum of care retirement facilities). The workshop will also address Alzheimer/Dementia care units in the various property types. Topics include: property rights, components/allocation of value, ownership types, market analysis, property data and analysis, and all three approaches to value. Significant time will be spent on the income approach, with an emphasis on the collection and analysis of rent, occupancy demographic, income/expense and capitalization rate data.

Instructor: Brad Eldridge, MAI, CAE, Team Consulting, LLC
Date: Monday, July 25 – Tuesday, July 26
Location: Liberty Conference Room (The Riverside Hotel)
Hours: 16 hours

Note: This workshop will require a minimum of 15 students
Professional Development Courses

Journey to Professional Excellence

Improve your office’s climate and culture; gain insights and practical strategies for creating healthy teams; and learn how to maximize your office’s capacity and effectiveness.

Instructor: David Cornell, MAI, CAE
Date: Wednesday, July 27
Location: Coral North Conference Room (Tax Commission)
Hours: 8 hours

Note: This workshop will require a minimum of 15 students.

Up the Creek … Managing Daily Personnel Disasters

This workshop takes you through the scenario of being a manager and focuses on one of the hardest parts of managing – personnel issues. We’ll offer guidelines for handling employees and take you through various scenarios to help find solutions to situations that happen every day in the assessment office (or any office, for that matter). Topics include hiring practices, communication issues, working with difficult personalities, and much, much more.

This interactive workshop will encourage attendee participation and collaborative problem-solving. Let’s work together to figure out what to do when you feel yourself getting into uncharted territory because no one likes to be up a creek without a paddle!

Instructor: Kara Endicott, CAE, RES, Team Consulting, LLC
Date: Thursday, July 28
Location: Delamar Conference Room (The Riverside Hotel)
Hours: 8 hours

Note: This workshop will require a minimum of 15 students.
GIS (live, online courses)

GIS 112 – Tax Districts and Tax Code Areas

This live, online workshop is an introduction to tax districts and tax code areas. You’ll learn how these things are created and maintained. You’ll learn about the resources that are available for understanding the requirements for the creation, annexation, and dissolution of taxing districts.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission
Date: Friday, July 29 (a.m.)
Location: Online/virtual: students will receive an invitation to the GoToMeeting videoconferencing platform
Hours: 3 hours

**Required:** A reliable, high-speed internet connection and a computer or telephone for class audio

This workshop will begin at 9:00 a.m. (Mountain Time)
This workshop will require a minimum of 8 students.

GIS 200 – Mapping with ArcGIS Desktop

This live, online workshop is an immersion into mapping within the ArcGIS Desktop 10.6 environment. You’ll learn how to create a custom map layout, edit data, and work with layers.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission
Date: Monday, July 25 - Tuesday, July 26
Location: Online/virtual: students will receive an invitation to the GoToMeeting videoconferencing platform
Hours: 15 hours

**Required:** Students must have a computer with ArcMap version 10.2+, a reliable, high-speed internet connection and a computer or telephone for class audio

This workshop will begin at 9:00 a.m. (Mountain Time)
This workshop will require a minimum of 8 students.
GIS 203 – Tabular Data in ArcGIS

This live, online workshop provides students with a hands-on opportunity to work with tabular data in the ArcGIS mapping environment. You’ll learn about common workflows and be introduced to advanced workflows, such as dynamic tabular joins, spatial data selection, and more.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission
Date: Thursday July 28 (a.m.)
Location: Online/virtual: students will receive an invitation to the GoToMeeting videoconferencing platform
Hours: 3 hours

**Required:**

Students must have a computer with ArcMap version 10.2+, a reliable, high-speed internet connection and a computer or telephone for class audio

This workshop will begin at 9:00 a.m. (Mountain Time)
This workshop will require a minimum of 8 students.

GIS 204 – Selection and SQL Queries in ArcGIS

This live, online workshop provides students with a hands-on opportunity to work with SQL query expressions in order to make custom selections in ArcGIS. Students will become familiar with manual selection techniques, selection by location, selection by attributes, and definition queries.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission
Date: Thursday July 28 (p.m.)
Location: Online/virtual: students will receive an invitation to the GoToMeeting videoconferencing platform
Hours: 4 hours

**Required:**

Students must have a computer with ArcMap version 10.2+, a reliable, high-speed internet connection and a computer or telephone for class audio

This workshop will begin at 1:00 p.m. (Mountain Time)
This workshop will require a minimum of 8 students.

**Instructor biography:** John is a Senior GIS Analyst at the Idaho State Tax Commission. He oversees the instruction of the week-long Basic Mapping Course and the development of various mapping and GIS courses for the Tax Commission.
Learning ArcGIS Pro 1: Maps and Projects
This course is intended for those new to GIS and ArcGIS Pro, or students migrating from ArcGIS Desktop that wish to learn the basic skills needed to create and print maps. The course provides students with the foundational skills needed for new users. No previous experience with ArcGIS Pro or GIS is required.

In this course, students will learn how to use ArcGIS Pro to create and use projects, create 2D maps, add and symbolize layers, work with selection sets, work with tables, and create production quality map layouts. Students will learn terminology associated with ArcGIS Pro and GIS in general and gain an understanding of ArcGIS Pro projects and how to manage them.

Instructor: Eric Pimpler, M.A., GeoSpatial Training Services, founder/owner
Dates: Monday, July 25 – Tuesday, July 26
Location: Coral South Conference Room (Tax Commission)
Hours: 16 hours
Notes: This workshop will begin at 8:30 a.m.
This workshop will require a minimum of 15 students.

Learning ArcGIS Pro 2: Editing, Analysis, and Automation
This course will teach students how they can use ArcGIS to edit data, create 3D maps, perform GIS analysis, and automate processes using Model Builder and Python.

Instructor: Eric Pimpler, M.A., GeoSpatial Training Services, founder/owner
Dates: Wednesday, July 27 – Thursday, July 28
Location: Coral South Conference Room (Tax Commission)
Hours: 16 hours
Notes: This workshop will begin at 8:30 a.m.
This workshop will require a minimum of 15 students.

Instructor biography: Eric is the founder and owner of GeoSpatial Training Services. He has over 25 years of experience implementing and teaching GIS solutions using ESRI, Google Earth/Maps, and Open Source technology. Eric is the author of Programming ArcGIS with Python Cookbook, Building Web and Mobile ArcGIS Server Applications with Javascript, Spatial Analytics with ArcGIS, and ArcGIS Blueprints.
**Excel (Basic)**

This hands-on workshop reviews the basics of Excel and creates the beginning of a solid foundation upon which to build your Excel skills. Topics include:

- How to create and edit formulas
- Inserting charts and pictures
- Copying and pasting with cell references
- Formatting text, numbers, time, and dates
- Creating tables
- Copying formulas
- Printing headers, footers, and page numbers
- Freezing panes
- Customizing the quick access toolbar
- Other time-saving tips and techniques

**Instructor:** David Cornell, MAI, CAE, Certified Microsoft Instructor, Certified Excel Expert

**Date:** Monday, July 25

**Location:** Coral North Conference Room (Tax Commission)

**Hours:** 8 hours

**Notes:**

*This workshop will begin at 8:30 a.m.*

*This workshop will require a minimum of 10 students.*
Excel (Intermediate)

This hands-on workshop builds upon the basic concepts of Excel and introduces many of Excel’s advanced capabilities. Topics include:

- Creating and editing charts
- Creating conditional formatting
- Creating Pivot Tables
- Using the Developer Tab
- Creating macros
- Creating dropdown lists
- Using the formula auditing function
- Using the What-If-Analysis function
- Creating named references
- Other time-saving tips and techniques

Instructor: David Cornell, MAI, CAE, Certified Microsoft Instructor, Certified Excel Expert
Date: Tuesday, July 26
Location: Coral North Conference Room (Tax Commission)
Hours: 8 hours

Notes: This workshop will begin at 8:30 a.m.
This workshop will require a minimum of 10 students.
Introduction to Power BI

Unlock insights from your assessing data that you never knew existed. Power BI is a game changer in truly unlocking and understanding you assessing data. Power BI allows you to connect to multiple data sources, transform data, and visualize the data to gain actionable insights. This half-day session gives an overview of Power BI and will include live demonstrations, such as:

- Creating a Power BI dashboard
- Creating self-service assessing analytics for your office
- Creating ratios, including CODs, by property type, neighborhood, and year-built
- Creating interactive Power BI maps, with slicers and outlier identification
- Creating interactive Power BI reports, using Microsoft’s artificial intelligence
- Creating sharable Power BI dashboards

Instructor: David Cornell, MAI, CAE, Certified Microsoft Instructor, Certified Excel Expert
Date: Friday, July 29 (a.m.)
Location: Coral North Conference Room (Tax Commission)
Hours: 4 hours

Notes:
This workshop will begin at 8:30 a.m.
This workshop will require a minimum of 10 students.

Instructor biography: David Cornell consults with assessing offices nationally and develops valuation models and system processes in helping with enhancing efficiencies. He is a Certified Microsoft Trainer and a Certified Excel Expert. David has been the assistant director for the New Hampshire Department of Revenue and previously served as the Assessor for the City of Manchester (NH). David has been a Senior IAAO Instructor for nearly 10 years.
Summer Appraisal/Mapping School - Class Schedule
(July 25-29, 2022)

Morning classes begin at 8 a.m., except Monday’s classes, which begin at 8:30 a.m.
Afternoon classes begin at 1:00 p.m., unless otherwise noted in the brochure.

<table>
<thead>
<tr>
<th>Course</th>
<th>Room*</th>
<th>Fee**</th>
<th>Mon 7/25</th>
<th>Tue 7/26</th>
<th>Wed 7/27</th>
<th>Thurs 7/28</th>
<th>Fri 7/29</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAO Course 101: Fundamentals of Real Property Appraisal</td>
<td>Emerald</td>
<td>$485</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>a.m.</td>
</tr>
<tr>
<td>IAAO Course 102: Income Approach to Valuation</td>
<td>Clearwater</td>
<td>$485</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>a.m.</td>
</tr>
<tr>
<td>IAAO Course 201: Appraisal of Land</td>
<td>Cinnabar</td>
<td>$485</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>a.m.</td>
</tr>
<tr>
<td>IAAO Course 300: Fundamentals of Mass Appraisal</td>
<td>Topaz</td>
<td>$485</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>a.m.</td>
</tr>
<tr>
<td>IAAO Workshop 151: National 15-hr USPAP</td>
<td>Garnet</td>
<td>$375</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IAAO Workshop 155: Depreciation Analysis</td>
<td>Garnet</td>
<td>$415</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>a.m.</td>
</tr>
<tr>
<td>IAAO Workshop 191: National 7-hr USPAP Update</td>
<td>Coral North</td>
<td>$225</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Collection, Interpretation, &amp; Model-Building of</td>
<td>Delamar</td>
<td>$130</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Income &amp; Expense Statements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contamination &amp; Valuation Issues</td>
<td>North Star</td>
<td>$130</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fee Simple and Property Rights Valuation Issues for</td>
<td>Delamar</td>
<td>$130</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commercial Properties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mass Appraisal Analysis and Benchmarks</td>
<td>Delamar</td>
<td>$130</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Residential Quality, Condition, and Effective Age</td>
<td>North Star</td>
<td>$260</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Square Peg, Round Hole: Appraising Properties That Do Not</td>
<td>Liberty</td>
<td>$65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a.m.</td>
</tr>
<tr>
<td>Fit in the Model</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valuation of Barndominiums</td>
<td>North Star</td>
<td>$130</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valuation of Big Box Workshop</td>
<td>Liberty</td>
<td>$130</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Valuation of Craft Breweries and Distilleries</td>
<td>Liberty</td>
<td>$130</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Valuation of Senior Housing</td>
<td>Liberty</td>
<td>$260</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journey to Professional Excellence</td>
<td>Coral North</td>
<td>$130</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up the Creek … Managing Daily Personnel Disasters</td>
<td>Delamar</td>
<td>$130</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Room*</td>
<td>Fee**</td>
<td>Mon 7/25</td>
<td>Tue 7/26</td>
<td>Wed 7/27</td>
<td>Thurs 7/28</td>
<td>Fri 7/29</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------------</td>
<td>-------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>Excel – Basic</td>
<td>Coral North</td>
<td>$130</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excel – Intermediate</td>
<td>Coral North</td>
<td>$130</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Power BI</td>
<td>Coral North</td>
<td>$54</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a.m.</td>
</tr>
<tr>
<td>IAAO Course 601: Cadastral Mapping – Methods &amp; Applications</td>
<td>Opal</td>
<td>$485</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>a.m.</td>
</tr>
<tr>
<td>GIS 112 – Tax Districts and Tax Code Areas</td>
<td>Online/Virtual</td>
<td>$36</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a.m.</td>
</tr>
<tr>
<td>GIS 200 – Mapping with ArcGIS Desktop</td>
<td>Online/Virtual</td>
<td>$216</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIS 203 – Tabular Data in ArcGIS</td>
<td>Online/Virtual</td>
<td>$54</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a.m.</td>
</tr>
<tr>
<td>GIS 204 – Selection &amp; SQL Queries in ArcGIS</td>
<td>Online/Virtual</td>
<td>$54</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p.m.</td>
</tr>
<tr>
<td>Learning ArcGIS Pro 1: Maps and Projects</td>
<td>Coral South</td>
<td>$300</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning ArcGIS Pro 2: Editing, Analysis, &amp; Automation</td>
<td>Coral South</td>
<td>$300</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*Classroom assignments are subject to change depending on class enrollment.

** All course fees include cost of any associated materials (course binders, for example)
Classrooms

The Riverside Hotel
2900 W. Chinden Blvd.
Boise ID 83714

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

Emerald            First-floor conference room
Garnet             First-floor conference room
Opal               First-floor conference room
Topaz              First-floor conference room
Cinnabar           Second-floor conference room
Clearwater         Second-floor conference room
Delamar            Second-floor conference room
Liberty            Second-floor conference room
North Star         Second-floor conference room

Idaho State Tax Commission
11321 W Chinden Blvd. (Building 2)
Boise ID 83714

Coral North        First-floor conference room
Coral South        First-floor conference room
State Chinden Campus Parking

**ADRESSES:**

Building #1: 11302 W. Chinden
- HP
Building #2: 11321 W. Chinden
- Tax Commission
- Industrial Commission
- First Tech Federal Credit Union
Building #3: 11311 W. Chinden
- HP
Building #4: 11341 W. Chinden
- US Public Sector
Building #5: 11371 W. Chinden
- HP
Building #6: 11351 W. Chinden
- Postal Services
- IDOPL
  - Outfitters & Guides
  - Occupational Licenses
  - Board of Nursing
  - Veterinary Medicine
- OEM
- Campus Conference Center
Building #7: 11361 W. Chinden
- HP
Building #8: 11331 W. Chinden
- Public Utilities Commission
- Information Technology Services
- Sykes