

# Summer Appraisal School July 24 - July 28, 2017



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 [jan.barnard@tax.idaho.gov](mailto:jan.barnard@tax.idaho.gov)

You're invited to the 52nd Annual Summer 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: Jan Barnard

## **Registration**

Please register early - many classrooms have limited seating.  
Register online at [tax.idaho.gov](http://tax.idaho.gov).

## **Class Times**

- **Monday classes start at 8:30 a.m.**
- **Tuesday through Friday classes start at 8 a.m.**
- Monday through Thursday classes end by 5 p.m.
- Friday classes end by noon

## **Class Locations**

Classes will be held at two Boise locations ([see map](#)):

Red Lion Boise Downtowner Hotel  
1800 West Fairview Avenue

Idaho State Tax Commission (ISTC)  
Washington Group Complex  
800 Park Blvd.

## **Parking**

The Red Lion Boise Downtowner Hotel offers free parking for students and hotel guests. The Red Lion Downtowner will provide a shuttle to and from the hotel to all classrooms in alternate locations. A shuttle will be available to provide rides to and from the downtown area each evening. Please give the Red Lion Downtowner enough notice to reserve the shuttle for your classes.

The Tax Commission also provides free parking. You will need to register as a visitor with the security stations at the respective plazas.

## **Questions**

If you have any questions about Summer Appraisal School, contact: Jan Barnard at (208) 334-7733 or [jan.barnard@tax.idaho.gov](mailto:jan.barnard@tax.idaho.gov).

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

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



## **IAAO Course 101: Fundamentals of Real Property Appraisal – AQB Certified**

Course 101 is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. It concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach.

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

Text: *Property Assessment Valuation 3<sup>rd</sup> edition* (green book) - \$50  
AQB Approved: 33.50 CE with exam / 30 CE no exam

Instructor: Ken Joyner, CAE  
Dates: Monday, July 24 – Friday, July 28 (a.m.)  
Location: Cottonwood conference room – Red Lion Boise Downtowner  
Hours: 32  
Note: Bring a calculator and #2 pencil.

## **IAAO Course 102: Income Approach to Valuation – AQB Certified**

Income Approach to Valuation is designed to provide students 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. Topics include:

- Selection of capitalization rates
- Analysis of income and expenses to estimate operating income
- Capitalization methods and techniques
- Application of the approach
- Real estate finance and investment

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

Text: *Property Assessment Valuation* (green book) - \$50

Recommended: STC Appraisal Course 1 or IAAO Course 101  
AQB Approved: 33.50 QE, 33.50 CE with exam / 30 CE no exam

Instructor: Kathlynn Ireland, Tax Commission  
Dates: Monday, July 24 – Friday, July 28 (a.m.)  
Location: Bannock conference room – Red Lion Boise Downtowner  
Hours: 32  
Note: Bring a calculator



## **IAAO Course 201: Appraisal of Land – AQB Certified**

Course 201 covers the theory and techniques of appraising land. The five land appraisal methods (sales comparison, allocation, anticipated use, capitalization of ground rent, and land residual capitalization) are studied in depth. Topics include:

- Classifying land
- Estimating highest and best use
- Discovering significant trends and factors, and their effects on value
- Data collection
- Selection of correct physical units of land measurement for appraisal

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

Text: *Property Assessment Valuation* (green book) - \$50

Recommended: STC Appraisal Course 1, IAAO Course 101, or IAAO Course 102  
AQB Approved: 33.50 CE with exam / 30 CE no exam

Instructor: John Ulibarri, RES, AAS  
Dates: Monday, July 24 – Friday, July 28 (a.m.)  
Location: Aspen conference room – Red Lion Boise Downtowner  
Hours: 32  
Note: Bring a calculator

## **IAAO Course 300: Fundamentals of Mass Appraisal**

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by IAAO. Topics 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
- Selection of a mass appraisal system

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

Text: *Fundamentals of Mass Appraisal* (grey book) - \$50  
Recommended: STC Course 1, IAAO Course 101, or IAAO Course 102

Instructor: Marion Johnson, CAE  
Dates: Monday, July 24 – Friday, July 28 (a.m.)  
Location: White Pine conference room – Red Lion Boise Downtowner  
Hours: 32  
Note: Bring a calculator and #2 pencil

## **IAAO Course 400: Assessment Administration**

Course 400 covers administrative concepts and procedures that can produce greater efficiency in the modern assessment office. Students explore the key subsystems of an organization and how to operate them more effectively. Also included is the manager's role within an assessment organization including the processes of planning, directing, coordinating, organizing, budgeting, and evaluating better uses of human and physical resources. Topics include:

- Information, systems, and reappraisal
- Setting goals and objectives and maintenance
- Appeals, data processing, and public relations
- Personnel, budgeting, and report reviews
- Ratio studies, evaluations, and standards of practice

Text: *Property Appraisal and Assessment Administration* - \$40

Recommended: STC Appraisal Course 1 or IAAO Course 101

Instructor: Ron Gibbs, CAE, AAS

Dates: Monday, July 24 – Friday, July 28 (a.m.)

Location: Cascade conference room – Red Lion Boise Downtowner

Hours: 32

Note: Bring a calculator and #2 pencil

## **IAAO Course 402: Property Tax Policy**

Course 402 offers students strategies for assisting in the effective formulation and implementation of tax policies and presents background enabling students to understand the context under which property tax policy is established. Students will be given analytical tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical basis to guide decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decisions in the area of tax policy on a regular basis.

Text: *Fundamentals of Tax Policy* - \$55 (needed for course curriculum)

Recommended: STC Course 1 or IAAO Course 101

Instructor: Alan Dornfest, AAS

Dates: Monday, July 24 – Friday, July 28 (a.m.)

Location: Cedar conference room – Red Lion Boise Downtowner

Hours: 32

## **IAAO Course 600: Principles & Techniques of Cadastral Mapping**

Principles and Techniques of Cadastral Mapping is intended to be a comprehensive, interactive program to introduce entry-level map maintenance personnel and assessment technicians to the field of cadastral mapping. Students are presented basic mapping principles and techniques and are expected to demonstrate basic skills that will allow them to plot deeded descriptions in both the metes and bounds land description system and the Public Land Survey System. Principles and Techniques of Cadastral Mapping utilizes lectures, classroom discussion, and exercises to emphasize the main concepts and procedures taught in the course.

Recommended: STC Basic Mapping and IAAO Course 101

Instructor: Rick Norejko, CMS  
Dates: Monday, July 24 – Friday, July 28 (a.m.)  
Location: Teton conference room – Red Lion Boise Downtowner  
Hours: 32

## **IAAO Workshop 155: Depreciation Analysis**

Depreciation analysis provides a comprehensive, advanced treatment of the techniques of estimating depreciation of residential property. Through a series of market-oriented case studies and demonstration problems, types of depreciation and generally recognized methods for measuring depreciation are covered, with emphasis on the observed condition method. Depreciation measurements are applied to a single subject property, providing experience in analyzing the advantages and limitations of each method. This workshop includes an exam.

Recommended: STC Appraisal Course 1 or IAAO Course 101

Instructor: David Cornell, MAI, CAE  
Dates: Wednesday, July 26 – Thursday, July 27  
Location: Spokane conference room – Red Lion Boise Downtowner Hotel  
Hours: 15  
Note: Bring a calculator

## **Communication Strategies**

For the better part of every day, we are communicating to and with others. Whether it's the speech you deliver, the level of attention you give when your spouse is talking to you, or the look you give the cat or dog, it all means something. This workshop will help participants understand the different methods of communication and how to make the most of each of them. Topics include:

- Understanding communication barriers
- Paraverbal communication skills
- Non-verbal communication
- Speaking like a STAR
- Listening skills
- Mastering the art of communication

Instructor: ExecuTrain  
Dates: Tuesday, July 25  
Location: Central Plaza Training Room in Central Plaza – Washington Group Complex  
Hours: 7

### **Contamination & Valuation Issues Workshop**

This one-day workshop deals with unique appraisal problems resulting from contamination and other issues. The workshop uses case studies developed from actual market data, and steps the participants through the appraisal process of measuring value and/or value loss. This workshop discusses how to establish and use benchmarks from the market. Topics include:

- Mold, mercury, meth labs
- Asbestos
- Ground contamination, oil spills, fracking, sinkholes
- Chinese drywall, laminate flooring
- Snake infestations
- Stigma

Instructor: Rick Stuart, CAE, CDEI  
Date: Wednesday, July 26  
Location: Selway conference room – Red Lion Boise Downtowner  
Hours: 8

### **DMV for Assessors**

This course will include the following topics:

- Internal Control - Log-ons/passwords; refunds - allowable reasons (per vehicle type) and transaction types; what happens when a cancellation card is sent to ITD; monitoring deputy transactions/watching for fraud or problems; understanding Datapoint reconciliation reports; controlled document inventory control; submitting backup documents to DMV Internal Control
- Fiscal Responsibility - Cash till procedures; money transfers; money due dates; separation of duties - deposit/reconcile; online transaction reconciliation
- Title Transactions - The who's, what's, when's, and where's of titling; title process overview; title transaction basics
- Registrations - Overview of registration basics; license plate programs; internet applications
- Sales/Use Tax - Overview of basic principles; expectations for county motor vehicle staff
- Customer Service - How this applies to motor vehicles

Instructors: Idaho Transportation Department (ITD) staff  
Date: Tuesday, July 25  
Location: Conference room 1CR4 (first floor) in Plaza IV– Washington Group Complex  
(Tax Commission office)  
Hours: 7



## **Drugs in Our Community**

This course outlines current drug trends in Idaho and their effects that impact our communities. We will identify the hazards of specific drugs, and strategies to recognize use and abuse. We will also discuss precautions and some safety tips for dealing with these situations. Actual photos and case studies will be discussed.

Instructor: Lt. John Ganske, Idaho State Police  
Date: Thursday, July 27  
Location: Central Plaza Training Room – Washington Group Complex  
Hours: 7

## **Excel 2010 Classes**

### **Excel for Appraisers and Assessors**

This hands-on, one-day workshop highlights how Excel can assist assessors and appraisers with their everyday ordinary tasks. Additionally, this course highlights Excel's powerful analytical tools which are available to help solve many of the challenges facing assessors. Topics include:

- Merging data from two separate cells
- Importing data into Excel
- Using Excel to extract market-based depreciation estimates
- Creating tables
- Creating and using PivotTables and PivotChart reports
- Creating dropdown lists
- Customizing the quick access toolbar
- Using the "VLOOKUP" function to create appraisal comp data
- Using the "sumif" and "countif" formulas
- Using the "if" formula to identify properties to review
- Other time-saving tips and techniques

Recommended: Experience using software on the Windows operating system

Instructor: David Cornell, Certified Microsoft Trainer, MAI, CAE  
Date: Monday, July 24  
Location: Conference room 5CR3 (fifth floor) in Plaza IV - Washington Group Complex (Tax Commission office)  
Hours: 8  
Note: Class size is limited to 15 students

## Advanced Excel for Appraisers and Assessors

This hands-on, one-day 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 and tricks
- Calculating discounted cash flows
- Customizing PivotTables and PivotChart reports
- Formatting dates, time, and text
- 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: Tuesday, July 25

Location: Conference room 5CR3 (fifth floor) in Plaza IV - Washington Group Complex (Tax Commission office)

Hours: 8

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

## Getting Started with GIS

### A Beginners Guide to GIS (101)

This hands-on, one-day workshop is designed for people new to GIS. We describe and discover what GIS is and how Geographic Information Systems work. Topics include:

- Architecture
- Geographic Reference Systems
- Databases
- Sneak peek of fun-GIS capabilities such as fly-through software and 3D visualizations

Prerequisites: Familiarity with computers

Intended audience: Anyone with an interest in GIS

### ArcGIS - Getting Started (102)

This hands-on, one-day workshop covers the basics of ArcGIS including navigating ArcCatalog, ArcToolbox, and ArcMap. In addition, students will learn about many of the new tools and changes that have occurred with the release of ArcGIS 10 and how to leverage these tools to improve their workflow.

Recommended: Familiarity with computers and basic concepts of GIS

Intended audience: Novice GIS users and those who need to learn the ArcGIS environment

Instructor: Keith T. Weber, GISP, ISU GIS Director  
Dates: Monday, July 24 – Tuesday, July 25  
Location: Conference room 1CR5 (first floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)  
Hours: 15

### **How to Connect Your CAMA System to ArcMap**

This half-day class will show mappers how to connect their CAMA systems to ArcMap. It will also introduce mappers to the tables that can be used in their maps. It's intended for ProVal, AS400, and GRM counties.

Instructors: Kevin Jones and Tony Magnelli, Tax Commission  
Date: Monday, July 24 (p.m.)  
Location: Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)  
Hours: 4

### **Introduction to ArcGIS**

This hands-on course will introduce you to GIS using ArcGIS software. Topics include:

- How to add data to your map
- Query data
- Display data
- Make simple maps
- Perform some simple analyses
- Learn basic editing skills

Instructor: David Wallis, GISP, CMS  
Dates: Wednesday, July 26 – Friday, July 28 (a.m.)  
Location: Conference room 1CR5 (first floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)  
Hours: 20  
Note: This class is limited to 18 students

## **Introduction to the County Web-Mapping Application**

This hands-on, half-day class is designed for anyone who would like to learn how to use the interactive mapping applications that the Idaho State Tax Commission hosts. We won't be updating the map but will go over the functionality of the application.

Instructor: Kevin Jones, Tax Commission  
Date: Tuesday, July 25 (a.m.)  
Location: Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)  
Hours: 4

## **Mobile Assessment Using GIS Tools**

This half-day class will introduce mappers and appraisers to the newest technology in mobile assessment using ArcGIS collector and several open source products. *Note:* At this time the user can collect the data but it can't be automatically entered into the CAMA systems that the state of Idaho supports (i.e. your GIS will have the newest data but not your CAMA system).

Instructor: Kevin Jones, Tax Commission  
Date: Tuesday, July 25 (p.m.)  
Location: Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)  
Hours: 4

## **Moore Tables Manual Workshop**

This hands-on course will teach students about maintaining ProVal Residential Cost Tables. They will also review updating base rates, grade modifiers, and age adjustments. Bring any questions you may have about the Cost Tables.

Instructor: Tony Magnelli, Tax Commission  
Date: Monday, July 24 (a.m.)  
Location: Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)  
Hours: 4

## **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 includes discussion examples that show how USPAP applies to situations that appraisers encounter in everyday practice. These examples address issues frequently experienced by appraisers as professionals in the appraisal of real property, personal property, and businesses or intangible assets; in appraisal review; and in real property appraisal consulting assignments.

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

Required Text: *2016-17 USPAP* - \$75

Instructor: Paul Lorenzen, MAI, CCIM, CPM, CSM  
Dates: Tuesday, July 25 - Wednesday, July 26  
Location: Executive Dining Room in Central Plaza - Washington Group Complex  
Hours: 15  
Note: AQB Approved: 15.0 CE - bring a calculator

### **Oil and Gas Valuation**

We will discuss the method of identifying the reserves, valuing well equipment, and the associated gathering pipelines and storage systems.

Instructor: Jerry Wisdom, Total Assessments  
Dates: Tuesday, July 25 – Wednesday, July 26  
Location: Bitterroot conference room – Red Lion Boise Downtowner  
Hours: 14

### **Organizational Skills**

Developing good organizational skills is an investment that will provide benefits for years. To be successful means to be organized. These skills will filter through all aspects of the participants' professional and personal lives. Topics include:

- Prioritize
- Paper and paperless storage
- Tools to fight procrastination
- Avoid the causes of disorganization

Instructor: ExecuTrain  
Date: Thursday, July 27  
Location: Executive Dining Room in Central Plaza – Washington Group Complex  
Hours: 7

## **Residential Quality, Condition, and Effective Age**

This workshop will review the characteristics that determine construction quality for residential properties by using 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. Images will assist in the discussion on rating homes for condition in relationship to the definition and description for each condition rating. The determination of condition will lead directly into calculations for effective age.

Effective age will be defined and demonstrated on how to extract it from the market. Several data sets will be provided for the students to calculate effective age and how to use it for the development of a depreciation or percent good table. Topics include:

- Cost approach
- Quality, condition, physical deterioration using effective age
- Functional obsolescence and external obsolescence
- Depreciation and effective age extraction

Instructor: Rick Stuart, CAE, CDEI  
Date: Tuesday, July 25  
Location: Selway conference room – Red Lion Boise Downtowner  
Hours: 8

## **Roundtables**

### **Agricultural Roundtable and ISTC Agricultural Land Template**

This roundtable will have a guest speaker, Vince Matthews from the USDA, NASS. Mr. Matthews is the state statistician for the USDA and is located in Idaho. The topics will include an overview of the USDA program using the USDA website, and a demonstration of the Tax Commission Agricultural Land Template used by the consulting appraisers to help counties determine their agricultural land values. There will also be a Q&A session to address more specific questions.

Moderators: Tax Commission staff, Vince Matthews, State Statistician, USDA, NASS  
Date: Friday, July 28 (a.m.)  
Location: Conference room 1CR5 (first floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)  
Hours: 4

### **GIS Roundtable**

This roundtable will include discussion of GIS topics and other challenges that mappers face in their everyday profession, as well as a Q&A session to address more specific issues.

Moderators: Tax Commission staff and county personnel  
Date: Friday, July 28 (a.m.)  
Location: Conference room 1CR4 (first floor) in Plaza IV - Washington Group Complex  
(Tax Commission office)  
Hours: 4



## **Property Tax Proposed Rules Roundtable**

This roundtable will discuss and explain the ongoing issues and changes to both Idaho statutes and administrative rules known to be under consideration.

Moderators: George Brown and Rick Anderson, Tax Commission  
Date: Wednesday, July 26 (a.m.)  
Location: Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex (Tax Commission office)  
Hours: 4

## **Right-of-Way / Easements Roundtable**

This roundtable will discuss right-of-way and easement issues, and other challenges that appraisers face in their everyday profession, as well as include a Q&A session to address more specific issues.

Moderators: Tax Commission staff and county personnel  
Date: Wednesday, July 26 (p.m.)  
Location: Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex (Tax Commission office)  
Hours: 4

## **Time Management**

This course teaches students the fundamentals of time management. Topics include:

- How to evaluate the use of time
- Identify goals and set priorities
- Develop an overall time management plan
- Discuss the Pareto principle
- Assign a price to time
- Conduct a time audit
- Correctly identify and control poor time management personality types

Instructor: ExecuTrain  
Date: Monday, July 24  
Location: Central Plaza Training Room (CPT) in Central Plaza – Washington Group Complex  
Hours: 7

## **Unique and Challenging Homes**

This one-day workshop deals with unique and challenging home appraisal problems and by use of case studies and actual market data, steps the participants through the appraisal process of measuring value and/or value loss on such unique properties as tiny homes, container homes, straw bale homes, and many more.

Instructor: Rick Stuart, CAE, CDEI  
Date: Monday, July 24  
Location: Selway conference room – Red Lion Boise Downtowner  
Hours: 8

## **Valuation of Historical Properties and Tour**

This workshop will provide guidance and suggestions on the process of data collection and analysis of historic properties. Information from various sources and areas of the United States will be used to help processes and procedures to determine if the market reacts differently to historic versus non-historic properties. Topics include:

- Background information on National Register of Historic Places
- Definitions and designation as a historic place
- Websites and data sources
- Highest and best use analysis
- Review of economic principles
- Three approaches to value

Instructor: Rick Stuart, CAE, CDEI  
Dates: Thursday, July 27 – Friday, July 28 (a.m.)  
Location: Selway conference room – Red Lion Boise Downtowner  
Hours: 12

**More Information:**

- **Registration closes on July 7 at 5 p.m.**
- Register online at [tax.idaho.gov](http://tax.idaho.gov).
- Classes are filled on a first-come, first-served basis.
- A majority of seats are reserved for county and state employees.
- Idaho counties will be billed on completion of courses. For all others, please submit payment at time of registration.
- Make checks payable to “STC Education Training Fund.”

If you have a disability and require services or accommodations to attend or participate in any class, please contact Jan Barnard at (208) 334-7733 or [jan.barnard@tax.idaho.gov](mailto:jan.barnard@tax.idaho.gov).

# Summer Appraisal School - Class Schedule

**(July 24 - 28, 2017)**

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

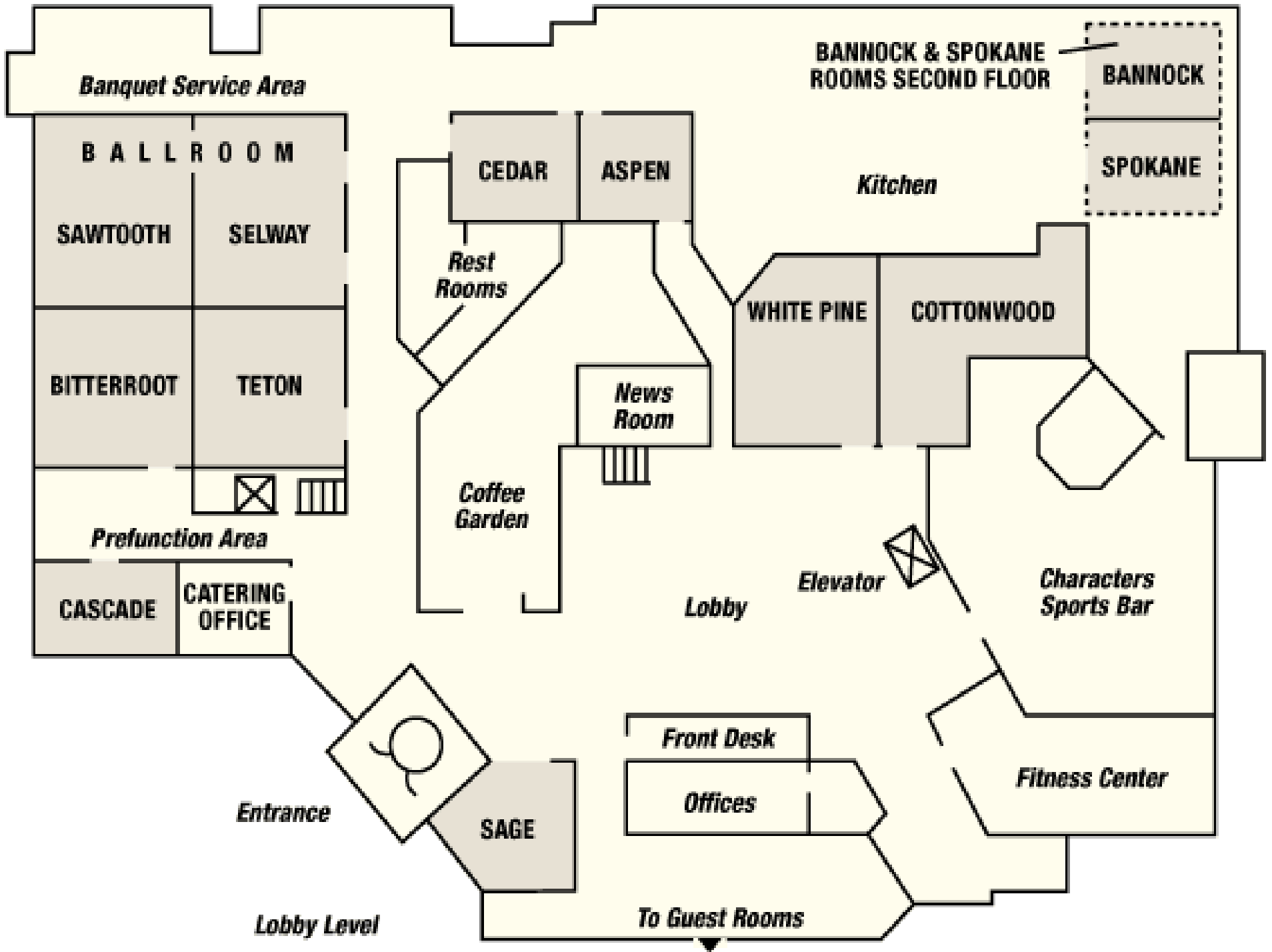
Afternoon classes begin at 1 p.m., unless otherwise noted.

Course	Room*	Fee	Mon 24 <sup>th</sup>	Tue 25 <sup>th</sup>	Wed 26 <sup>th</sup>	Thurs 27 <sup>th</sup>	Fri 28 <sup>th</sup>
IAAO Course 101 – Fundamentals of Real Property Appraisal	Cottonwood	\$500	X	X	X	X	a.m.
IAAO Course 102 – Income Approach to Valuation	Bannock	\$500	X	X	X	X	a.m.
IAAO Course 201 – Appraisal of Land	Aspen	\$500	X	X	X	X	a.m.
IAAO Course 300 – Fundamentals of Mass Appraisal	White Pine	\$500	X	X	X	X	a.m.
IAAO Course 400 – Assessment Administration	Cascade	\$500	X	X	X	X	a.m.
IAAO Course 402 – Property Tax Policy	Cedar	\$500	X	X	X	X	a.m.
IAAO Workshop 155 – Depreciation Analysis	Spokane	\$285			X	X	
Communication Strategies	CPT	\$95		X			
Contamination & Valuation Issues Workshop	Selway	\$108			X		
DMV for Assessors	Executive Dining Room	\$95		X			
Drugs in Our Community	CPT	\$95				X	
Excel for Assessors	5CR3	\$108	X				
Excel – Advanced for Assessors	5CR3	\$108		X			
Mobile Assessment Using GIS Tools	5CR4	\$54		p.m.			
Moore Tables Manual Workshop	5CR4	\$54	a.m.				
National 15-Hour USPAP	1CR4	\$203		X	X		
Oil & Gas Valuation	Bitterroot	\$216		X	X		
Organizational Skills	CPT	\$95				X	
Residential Quality, Condition, and Effective Age	Selway	\$108		X			
Roundtable – Agricultural with Land Template	5CR4	\$54					a.m.
Roundtable – GIS	1CR4	\$54					a.m.
Roundtable – PT Proposed Rules	5CR4	\$54			a.m.		
Roundtable – Right-of-Way/Easements	5CR4	\$54			p.m.		
Time Management	CPT	\$95	X				
Unique and Challenging Homes	Selway	\$108	X				
Valuation of Historical Properties and Tour	Selway	\$163				X	a.m.

Course	Room*	Fee	Mon 24 <sup>th</sup>	Tue 25 <sup>th</sup>	Wed 26 <sup>th</sup>	Thurs 27 <sup>th</sup>	Fri 28 <sup>th</sup>
Getting Started with GIS	1CR5	\$216	X	X			
How to Connect Your CAMA System to ArcMap	5CR4	\$54	p.m.				
IAAO Course 600 – Principles & Techniques of Cadastral Mapping	Teton	\$500	X	X	X	X	a.m.
Intro to ArcGIS	1CR5	\$270			X	X	a.m.
Intro to the County Web-Mapping Application	5CR4	\$54		a.m.			

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

<b>Red Lion Boise Downtowner Classrooms</b>  (See the last page of this brochure for the layout of the hotel conference rooms.)	Spokane	Second Floor Conference Room
	Bannock	Second Floor Conference Room
	Cottonwood	First Floor Conference Room
	White Pine	First Floor Conference Room
	Cascade	First Floor Conference Room
	Cedar	First Floor Conference Room
	Aspen	First Floor Conference Room
	Bitterroot	First Floor Conference Room
	Sawtooth	First Floor Conference Room
	Teton	First Floor Conference Room
Selway	First Floor Conference Room	
<b>Idaho State Tax Commission Classrooms</b>	1CR4	1st Floor Conference Room, Plaza IV
	1CR5	1st Floor Conference Room, Plaza IV
	1CR7	1st Floor Conference Room, Plaza IV
	5CR3	5th Floor Conference Room, Plaza IV
	5CR4	5th Floor Conference Room, Plaza IV
<b>Washington Group Complex Classrooms</b>	CPT	Central Plaza Training Room
	Auditorium	Central Plaza Auditorium
	Executive Dining Room	Central Plaza Executive Dining Room
<b>Northwest Nazarene University Classrooms</b>	Classroom A	Central Plaza
	Classroom B	Central Plaza
	Classroom C	Central Plaza
	Classroom D	Central Plaza





# Summer Appraisal School - Class Schedule

**(July 24 - 28, 2017)**

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

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

Course	Room*	Fee	Mon 24 <sup>th</sup>	Tue 25 <sup>th</sup>	Wed 26 <sup>th</sup>	Thurs 27 <sup>th</sup>	Fri 28 <sup>th</sup>
IAAO Course 101 – Fundamentals of Real Property Appraisal	Cottonwood	\$500	X	X	X	X	a.m.
IAAO Course 102 – Income Approach to Valuation	Bannock	\$500	X	X	X	X	a.m.
IAAO Course 201 – Appraisal of Land	Aspen	\$500	X	X	X	X	a.m.
IAAO Course 300 – Fundamentals of Mass Appraisal	White Pine	\$500	X	X	X	X	a.m.
IAAO Course 400 – Assessment Administration	Cascade	\$500	X	X	X	X	a.m.
IAAO Course 402 – Property Tax Policy	Cedar	\$500	X	X	X	X	a.m.
IAAO Workshop 155 – Depreciation Analysis	Spokane	\$285			X	X	
Communication Strategies	CPT	\$95		X			
Contamination & Valuation Issues Workshop	Selway	\$108			X		
DMV for Assessors	1CR4	\$95		X			
Drugs in our Community	CPT	\$95				X	
Excel for Assessors	5CR3	\$108	X				
Excel – Advanced for Assessors	5CR3	\$108		X			
Mobile Assessment Using GIS Tools	5CR4	\$54		p.m.	?		
Moore Tables Manual Workshop	5CR4	\$54	a.m.		?		
National 15-Hour USPAP	Executive Dining Room	\$203		X	X		
Oil & Gas Valuation	Bitterroot	\$216		X	X		
Organizational Skills	Executive Dining Room	\$95				X	
Residential Quality, Condition, and Effective Age	Selway	\$108		X			
Roundtable – Agricultural with Land Template	1CR5	\$54					a.m.
Roundtable – GIS	1CR4	\$54					a.m.
Roundtable – PT Proposed Rules	5CR4	\$54			a.m.		
Roundtable – Right-of-Way/Easements	5CR4	\$54			p.m.		
Time Management	CPT	\$95	X				
Unique and Challenging Homes	Selway	\$108	X				
Valuation of Historical Properties and Tour	Selway	\$163				X	a.m.

(GIS classes continued on next page)

Course	Room*	Fee	Mon 24 <sup>th</sup>	Tue 25 <sup>th</sup>	Wed 26 <sup>th</sup>	Thurs 27 <sup>th</sup>	Fri 28 <sup>th</sup>
Getting Started with GIS	1CR5	\$216	X	X			
How to Connect Your CAMA System to ArcMap	5CR4	\$54	p.m.			?	
IAAO Course 600 – Principles & Techniques of Cadastral Mapping	Teton	\$500	X	X	X	X	a.m.
Intro to the County Web-Mapping Application	5CR4	\$54		a.m.		?	

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

**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

**Idaho State Tax Commission  
Classrooms**

1CR4  
1CR5  
1CR7  
5CR3  
5CR4

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

**Washington Group Complex  
Classrooms**

CPT  
Auditorium  
Executive Dining Room

Central Plaza Training Room  
Central Plaza Auditorium  
Central Plaza Executive Dining Room

**Northwest Nazarene  
University Classrooms**

Classroom A  
Classroom B  
Classroom C  
Classroom D

Central Plaza  
Central Plaza  
Central Plaza  
Central Plaza