

# Winter Appraisal/Mapping School January 11 - 15, 2021



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](mailto:jeffrey.middleton@tax.idaho.gov)

## You're invited to the 28th Annual Winter Appraisal/Mapping School!

\*The Winter Appraisal/Mapping School will be following state/local restrictions and guidelines to ensure everyone is as safe as possible, including:

- **masks/face coverings during classes are required (please don't register for classes if you're not willing to do this)**
- **physical distancing will be utilized, including limitations on class sizes**
- **hand sanitizer will be available in every classroom**

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.

*Continuing Certification:* You must have obtained 32 hours of continuing education credit within the past two calendar years to maintain your certification.

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



### Registration

- Register online at [tax.idaho.gov/pted](http://tax.idaho.gov/pted). Online registration closes on Monday, December 14 at 5 p.m.
- Registration after the deadline is based on availability.
- Register early because classes fill quickly. We reserve most seats for county and state employees.
- Idaho counties will be billed after the conclusion of school. All others must pay when they register. Make checks payable to "Idaho State Tax Commission Education Training Fund."

## Class Locations

We're holding classes at two Boise locations.

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



- **SpringHill Suites by Marriott (Boise West)**  
6325 North Cloverdale, Boise ID 83713



## **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.

**\*For the class times of the ExecuTrain courses, please refer to the course description in this brochure.**

## **Parking**

All class locations provide free parking.

If you're taking classes at the Tax Commission, you may need to obtain a visitor pass for the day (depending on the conference room for your class). The guard inside the Building 2 security station will register you for a visitor pass (you'll need to show identification). You'll be notified if this requirement applies to you.

## **Contact**

Contact Jeff Middleton at (208) 334-7733 or [jeffrey.middleton@tax.idaho.gov](mailto:jeffrey.middleton@tax.idaho.gov) if you:

- Have questions about the Winter Appraisal/Mapping School
- Have a disability and require accommodations to attend or participate in any class

## IAAO Course 201: Appraisal of Land

This course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of land. This course concentrates on the skills necessary for estimating land value 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."

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

**Required prerequisite:** Tax Commission Appraisal Course No. 1 or IAAO Course 101

Recommended prerequisite: IAAO Course 102

Instructor: Marion Johnson, CAE

Dates: Monday, January 11 – Friday, January 15 (a.m.)

Location: Coral North conference room – Tax Commission

Hours: 32 credits (upon attendance requirements & successful completion of the exam)  
28 credits (upon attendance requirements & no exam or unsuccessful completion of the exam)

**Note:** Bring a calculator and a #2 pencil.

## IAAO Course 300: Fundamentals of Mass Appraisal

This course provides an introduction to mass appraisal and is a prerequisite for the IAAO 300-level course series. Topics covered 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, and selection of a mass appraisal system.

**This course includes an exam.**

Successful completion of this course meets one of Idaho's three requirements for becoming a "Certified Property Tax Appraiser."

Recommended text: *Fundamentals of Mass Appraisal* - \$50

**Required prerequisite:** Tax Commission Appraisal Course No. 1 or IAAO Course 101

Instructor: Tony Hagenstein, CAE

Date: Monday, January 11 – Friday, January 15 (a.m.)

Location: Turquoise North conference room – Tax Commission

Hours: 32 credits (upon attendance requirements & successful completion of the exam)  
28 credits (upon attendance requirements & no exam or unsuccessful completion of the exam)

**Note:** Bring a calculator and a #2 pencil.

## IAAO Course 600: Principles and 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. This course utilizes lectures, classroom discussion, and exercises to emphasize the main concepts and procedures taught in the course.

**This course includes an exam.**

Successful completion of this course meets one of Idaho's three requirements for becoming a "Certified Cadastral Specialist."

**Recommended prerequisites:** Tax Commission Basic Mapping Course and Tax Commission Appraisal Course No. 1 *or* IAAO Course 101

Instructor: Rick Norejko, CMS  
Date: Monday, January 11 – Friday, January 15 (a.m.)  
Location: Cascade conference room – SpringHill Suites by Marriott (Boise West)  
Hours: 32 credits (upon attendance requirements & successful completion of the exam)  
28 credits (upon attendance requirements & no exam or unsuccessful completion of the exam)

**Note:** Bring a calculator and a #2 pencil.

## IAAO Workshop 155: Depreciation Analysis

This workshop 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 prerequisite:** Tax Commission Appraisal Course No. 1 *or* IAAO Course 101

Instructor: John Ryan, CAE  
Dates: Tuesday, January 12 – Wednesday, January 13  
Location: Turquoise South conference room – Tax Commission  
Hours: 15 credits (upon attendance requirements & successful completion of the exam)  
13 credits (upon attendance requirements & no exam or unsuccessful completion of the exam)

**Note:** Bring a calculator and a #2 pencil.

## IAAO Workshop 354: Multiple Regression Analysis for Real Property Valuation

This workshop provides an understanding of the mechanics and application of multiple regression analysis (MRA) in property valuation, as well as instruction in gathering and qualifying data for MRA application. The workshop shows how to develop and use MRA equations as appraisal tools and how to evaluate, using measures of goodness of fit and variable importance, the results of an MRA-based practical drill and demonstration problems, and how to follow step-by-step explanations of the MRA process. The workshop is particularly valuable for appraisal offices considering using MRA valuation techniques or whose assessments are reviewed by a supervisory agency using MRA. An understanding of the sales comparison approach and fundamental appraisal statistics is assumed. **This workshop includes an exam.**

**Recommended prerequisite:** Tax Commission Appraisal Course No. 1 *or* IAAO Course 101

Instructor: John Ryan, CAE  
Dates: Thursday, January 14 – Friday, January 15 (a.m.)  
Location: Turquoise South conference room – Tax Commission  
Hours: 11 credits (upon attendance requirements & successful completion of the exam)  
9 credits (upon attendance requirements & no exam or unsuccessful completion of the exam)

**Note:** Bring a calculator and a #2 pencil.

## GIS 112: Taxing Districts and Tax Code Areas (online/virtual course)

This is an introduction to taxing 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. You'll also receive detailed guidance on how to prepare documents in conjunction with submitting tax district boundary changes to the Tax Commission.

\*Recommended Prerequisite: Tax Commission Basic Mapping Course

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

Instructor: John Nelson, Senior GIS Analyst, Tax Commission  
Date: Friday, January 15 (a.m.)  
Location: Online/virtual: students will receive an invitation to the "GoToMeeting" videoconferencing platform  
Hours: 4

## GIS 200: Mapping with ArcGIS Desktop (online/virtual course)

This class 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.

\*Recommended Prerequisite: Tax Commission Basic Mapping Course

**\*\*Required:** Students must have a computer with ArcMap version 10.6+, a reliable, high-speed internet connection and a computer microphone or telephone for class audio.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission  
Date: Monday, January 11 – Tuesday, January 12  
Location: Online/virtual: students will receive an invitation to the “GoToMeeting” videoconferencing platform  
Hours: 16

## GIS 203: Tabular Data in ArcGIS (online/virtual course)

This hands-on class looks at the various ways that tabular data and the ArcGIS mapping environment work together. There'll be an exploration of common workflows for exporting and importing tabular data in ArcGIS. There'll be an introduction to advanced workflows such as a dynamic tabular joins, spatial data selection, and importing XY data into ArcGIS.

\*Recommended Prerequisites: Tax Commission Basic Mapping Course and GIS 200: Mapping with ArcGIS Desktop

**\*\*Required:** Students must have a computer with ArcMap version 10.6+, a reliable, highspeed internet connection and a computer microphone or telephone for class audio.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission  
Date: Thursday, January 14 (a.m.)  
Location: Online/virtual: students will receive an invitation to the “GoToMeeting” videoconferencing platform  
Hours: 4

## GIS 204: Selection and SQL Queries in ArcGIS (online/virtual course)

This hands-on class works with SQL query expressions to make custom selections in the ArcGIS Desktop environment. You'll become familiar with manual selection techniques, selection by location, selection by attributes, definition queries.

\*Recommended Prerequisites: Tax Commission Basic Mapping Course and GIS 200: Mapping with ArcGIS Desktop

**\*\*Required:** Students must have a computer with ArcMap version 10.6+, a reliable, high-speed internet connection and a computer microphone or telephone for class audio.

Instructor: John Nelson, Senior GIS Analyst, Tax Commission  
Date: Thursday, January 14 (p.m.)  
Location: Online/virtual: students will receive an invitation to the "GoToMeeting" videoconferencing platform  
Hours: 4

## Excel for Beginners (ExecuTrain online/virtual course)

Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon.

**\*\*Required:** A reliable, high-speed internet connection.

Instructor: ExecuTrain  
Date: Monday, January 11 (8:30 a.m. – 4:30 p.m.)  
Location: Online/virtual: students will receive an invitation from ExecuTrain for the online/virtual format  
Hours: 7

## **Excel: Pivot Tables – Data Analysis for Business Intelligence (ExecuTrain online/virtual course)**

When you want to make sense of large amounts of data, whether it is in your worksheet or accessible someplace else, Excel gives you powerful tools. You can analyze data in one or multiple tables, and create interactive and visual reports.

**\*\*Required:** A reliable, high-speed internet connection.

Instructor: ExecuTrain  
Date: Tuesday, January 12 (8:30 a.m. – 4:30 p.m.)  
Location: Online/virtual: students will receive an invitation from ExecuTrain for the online/virtual format  
Hours: 7

## **Excel: Excel Advanced (ExecuTrain online/virtual course)**

You are likely called upon to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes. At this level of use and collaboration, you have also likely encountered your fair share of issues and challenges.

**\*\*Required:** A reliable, high-speed internet connection.

Instructor: ExecuTrain  
Date: Wednesday, January 13 (8:30 a.m. – 4:30 p.m.)  
Location: Online/virtual: students will receive an invitation from ExecuTrain for the online/virtual format  
Hours: 7

## **Excel: Creating Sparklines and Power Maps (ExecuTrain online/virtual course)**

Excel capabilities for graphically presenting data go well beyond the use of simple chart types. This course will show you how to use sparklines and how to map Excel data to make visual sense of your complex information for any of your business needs.

**\*\*Required:** A reliable, high-speed internet connection.

Instructor: ExecuTrain  
Date: Thursday, January 14 (8:30 a.m. – 11:30 a.m.)  
Location: Online/virtual: students will receive an invitation from ExecuTrain for the online/virtual format  
Hours: 3

## **Excel: Working with Functions (ExecuTrain online/virtual course)**

You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

**\*\*Required:** A reliable, high-speed internet connection.

Instructor: ExecuTrain  
Date: Thursday, January 14 (12:30 p.m. – 3:30 p.m.)  
Location: Online/virtual: students will receive an invitation from ExecuTrain for the online/virtual format  
Hours: 3

## **Excel: Automating Workbook Functionality (ExecuTrain online/virtual course)**

Excel includes a range of features that enables you to automate a wide variety of workbook tasks. From ensuring that only the correct data is entered into your worksheets, to eliminating repetitive tasks, this course will help you master Excel's automation features so that you can save valuable time and keep your data intact.

**\*\*Required:** A reliable, high-speed internet connection.

Instructor: ExecuTrain  
Date: Friday, January 15 (8:30 a.m. – 11:30 a.m.)  
Location: Online/virtual: students will receive an invitation from ExecuTrain for the online/virtual format  
Hours: 3

## **How to Teach Adult Students\***

*This workshop will be offered as a “train the trainer” session and targeted not only for those who teach formal classes but any individuals who have training responsibilities in the office.*

If you need a challenge in life, this could be it. There is nothing more rewarding to an instructor than to see the proverbial lightbulb go on when a student grasps what you are telling them or when students use the classroom to advance their careers. Along with those successes come some tough moments when you wished you could have done more. This workshop will identify what an adult learning is, their concerns and fears, and how to help them be successful in the classroom setting.

Instructor: Rick Stuart, CAE  
Date: Friday, January 15 (a.m.)  
Location: Coral South conference room – Tax Commission  
Hours: 4

\* A Team Consulting, LLC class

## **Idaho Property Taxes: National and Local Perspectives**

Everyone thinks that they understand the property tax. But, in reality, many of those ‘understandings’ are myths rather than a reflection of reality. This workshop seeks to explain how property taxes really work, both in Idaho and across the U.S., and to separate myth from reality in property tax policy and administration.

Instructor: Alan Dornfest, AAS, Property Tax Policy Bureau Chief, the Tax Commission  
Date: Monday, January 11  
Location: Turquoise South conference room – Tax Commission  
Hours: 8

## **Public Relations and Customer Service\***

This workshop is designed to assist in the development, implementation, and review of a public relations and customer service program. The workshop gives examples of how to be successful, what to avoid, and how to be responsive to the customer.

Topics include:

- What are public relations?
- Public relations objectives
- Developing a plan
- Targeting and reaching your audience, and more

Instructor: Rick Stuart, CAE  
Date: Thursday, January 14  
Location: Coral South conference room – Tax Commission  
Hours: 8

\* A Team Consulting, LLC class

## **Valuation of High-End and Difficult Homes\***

This workshop will provide guidance and suggestions on the process of data collection and analysis of high-end and difficult residential properties.

Topics include:

- USPAP review
- general information
- the three approaches to value
- non-value analysis

Instructor: Rick Stuart, CAE  
Date: Wednesday, January 13  
Location: Coral South conference room – Tax Commission  
Hours: 8

\* A Team Consulting, LLC class

## **Valuation of Low-End and Difficult Homes\***

This workshop will provide guidance in the valuation of low-end and difficult homes that often create valuation issues. It is not unusual that these types of sold properties have a sales ratio considerably higher than 1.00 and a very regressive Price-Related Differential (PRD). Discussion and data will center on lower-valued residential properties and income and value associated with rental properties.

Instructor: Rick Stuart, CAE  
Date: Tuesday, January 12  
Location: Coral South conference room – Tax Commission  
Hours: 8

\* A Team Consulting, LLC class

## **Valuation of Residential Land**

This workshop will provide guidance and suggestions on the process of valuing vacant residential land.

Topics include:

- USPAP review
- general land information
- site analysis
- land valuation methods
- land influence factors
- calculating adjustments
- modified cost of development method

Instructor: Rick Stuart, CAE  
Date: Monday, January 11  
Location: Coral South conference room – Tax Commission  
Hours: 8

\* A Team Consulting, LLC class

## Winter Appraisal School - Class Schedule (January 11 – 15, 2021)

In-person morning classes begin at **8:00 a.m.**, except **Monday's** classes, which begin at **8:30 a.m.**  
Afternoon classes begin at 1:00 p.m., unless otherwise noted. **See Excel course descriptions for start times.**

Course	Room*	Fee	Mon 1/11	Tue 1/12	Wed 1/13	Thurs 1/14	Fri 1/15
IAAO Course 201: Appraisal of Land	Coral North	\$550	X	X	X	X	a.m.
IAAO Course 300: Fundamentals of Mass Appraisal	Turquoise North	\$550	X	X	X	X	a.m.
IAAO Workshop 155: Depreciation Analysis	Turquoise South	\$350		X	X		
IAAO Workshop 354: Multiple Regression Analysis	Turquoise South	\$300				X	a.m.
Excel for Beginners	Online/Virtual	\$185	X				
Excel: Pivot Tables – Data Analysis for Business Intelligence	Online/Virtual	\$185		X			
Excel Advanced	Online/Virtual	\$185			X		
Excel: Creating Sparklines and Power Maps	Online/Virtual	\$125				a.m.	
Excel: Working with Functions	Online/Virtual	\$125				p.m.	
Excel: Automating Workbook Functionality	Online/Virtual	\$125					a.m.
How to Teach Adult Students ( <i>Train the trainer session</i> )	Coral South	\$54					a.m.
Idaho Property Taxes: National and Local Perspectives	Turquoise South	\$108	X				
Public Relations and Customer Service	Coral South	\$108				X	
Valuation of High-End and Difficult Homes	Coral South	\$108			X		
Valuation of Low-End and Difficult Homes	Coral South	\$108		X			
Valuation of Residential Land	Coral South	\$108	X				

Course	Room*	Fee**	Mon 1/11	Tue 1/12	Wed 1/13	Thurs 1/14	Fri 1/15
IAAO Course 600: Principles & Techniques of Cadastral Mapping	Cascade	\$550	X	X	X	X	a.m.
GIS 112: Taxing Districts and Tax Code Areas	Online/Virtual	\$54					a.m.
GIS 200: Mapping with ArcGIS Desktop	Online/Virtual	\$216	X	X			
GIS 203: Tabular Data in ArcGIS	Online/Virtual	\$54				a.m.	
GIS 204: Selection & SQL Queries in ArcGIS	Online/Virtual	\$54				p.m.	

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

\*\* Course fee might not include the cost of books/materials.

## **Classrooms**

### **Idaho State Tax Commission Office**

11321 W Chinden Blvd. (Building 2), Boise ID

Coral North	first-floor conference room
Coral South	first-floor conference room
Turquoise North	second-floor conference room
Turquoise South	second-floor conference room

### **Springhill Suites by Marriott (Boise West)**

6325 North Cloverdale, Boise ID

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

Cascade	first-floor conference room
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