

IAAO 400: Assessment Administration

SPONSORED BY:
KENT COUNTY ASSOCIATION OF ASSESSING OFFICERS (KCAAO)



2021 STC Approved 16 Hour Continuing Education Course

Monday, October 26 – Thursday, October 29, 2020: 8:00 AM – 4:30 PM

&

Friday, October 30: 8:00 AM – 11:30 AM (Exam only)

*Wisner Center in the Cascade Library
Cascade Charter Township
2870 Jack Smith Ave SE
Grand Rapids, MI 49546*

*MAA and MMAAO Members - \$400
Non-Member - \$550*

Presented by: Debby Ring, MMAO

Program Summary:

This course provides an overview of fundamental management concepts for management and supervisory personnel in an assessor's office and focuses on the need for management, and the responsibilities placed on the assessor and all supervisory personnel. The course introduces the four major management functions: planning, organizing, directing, and controlling with a separate chapter devoted to each function for more in-depth learning and discussion.

Recommended prerequisites: Course 101

Recommended textbook: The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP) and Assessment Administration textbook

Questions, contact Megan VanHoose at (616) 438-9266 or megan.vanhoose@gainestownship.org

COURSE REGISTRATION

IAAO 400: Assessment Administration

October 26 – October 30, 2020

Please fill out portion below and mail this form with your payment.

Reservations and payment must be received by Friday, September 25, 2020.

Registration fee is non-refundable. Late registrations or registrations not accompanied with full payment will not be accepted. Association membership must be current for 2020 to receive the discounted rate.

Name _____ Email _____

Unit/Company _____ Work Phone (_____) _____

- KCAAO Member*
- MAA or MMAAO Member - \$400*
- Non-Member - \$550*

Make checks payable to: KCAAO

*Mail Registration and Payment to:
Kent County Bureau of Equalization
Attn: Caryn Rasch
300 Monroe Avenue NW
Grand Rapids, MI 49503*



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[2020 Annual Workshop: MAA Classes](#)

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- **On-Site Facilities** - Take advantage of the business center, fitness center or pool while you're away from home. Print your boarding pass, finish a presentation or check e-mail in our business centers.

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Please make your reservations by **Friday, September 25, 2020** to receive your group rate. Reservations made after this date will be subject to prevailing rate and availability. Reservations may also be made by calling **1-800-325-0720** and refer to your group number **2415199**.