

IAAO 400: Assessment Administration

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



2023 STC Approved 16 Hour Continuing Education Course

Monday, May 1 – Thursday, May 4, 2023: 8:00 AM – 4:30 PM

&

Friday, May 5, 2023: 8:00 AM – 11:30 AM (Exam only)

*MSU Extension Office
Conference Room B
775 Ball Ave NE
Grand Rapids, MI 49503
Or Live-Online Via Zoom*

MAA and MMAAO Members - \$475

Non-Member - \$560

Presented by: Lisa Hobart, CAE, PPS, FIAAO

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

Recommended prerequisites: Course 101

Calculator is required – cell phones will not be allowed for the exam

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

COURSE REGISTRATION

IAAO 400: Assessment Administration

May 1 – May 5, 2023

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

Reservations and payment must be received by Friday, April 7, 2023.

Registration fee is non-refundable. Late registrations or registrations not accompanied with full payment will not be accepted. Association membership must be current for 2023 to receive the discounted rate.

Name _____ Email _____

Unit/Company _____ Work Phone (_____) _____

MAA or MMAAO Member - \$475

Non-Member - \$560

Please indicate how you will be attending.

In Person

Live-Online

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*