

**Put your experience and education to good use.
Take the next career step – become an IAAO instructor!**

REGISTER TODAY!

Instructor Training Workshop (ITW)

**September 11-13, 2015
JW Marriott Indianapolis
Indianapolis, IN**

Program Overview

The Instructor Training Workshop (ITW) is an intensive 3-day interactive workshop. The ITW is not intended to teach individuals how to instruct, but rather to evaluate participants' ability to teach IAAO material in a classroom setting.

The ITW is an arduous undertaking, strenuously evaluated by a panel of IAAO senior instructors. There is no established "pass rate" for this workshop which has ranged from 46% to 77% over the last three years.

During this 3-day workshop, students learn about IAAO education delivery, adult education, effective communication, and IAAO curriculum. Each student is expected to understand the general subject matter and specific course material, spend at least 10 hours in advance preparation, prepare short practice presentations, and prepare one final ten-minute presentation. Students demonstrate (and are evaluated on) their teaching style, classroom presence, familiarity and comprehension of the course material, organization of subject matter, clarity and accuracy of their classroom presentation.

Who Should Attend?

- IAAO members who wish to become IAAO instructors
- IAAO members interested in assessor education

Prerequisites

The ITW is open to anyone who is an IAAO member in good standing. All requirements for prospective and current instructors are outlined in the Instructor's Handbook available on the IAAO web page at iaao.org. **Participants must download and read the handbook prior to attending the ITW and also bring it to the ITW.**

ITW Agenda

Day 1 – September 11, 2015

Registration - 7:30 a.m. – 8:00 a.m.

Instructor Training Workshop - 8:00 a.m. – 5:00 p.m.

Students will be introduced to IAAO policy and procedures in regards to IAAO education delivery.

Students will be given a topic and asked to prepare and present a 5-minute presentation using the course materials provided.

The ITW instructors will present a workshop on adult education and discuss their experiences as IAAO instructors.

Day 2 – September 12, 2015

Instructor Training Workshop - 8:00 a.m. – 5:00 p.m.

Students will break into individual curriculum areas covering specific courses. An IAAO Senior Instructor will guide attendees through the program material. Students will learn how to pace their presentation, use examples, respond to questions, and deal with varying degrees of education or experience.

Students will present one five-minute presentation on a topic pre-assigned by the ITW Instructor Panel. (Depending on time, students may be asked to present this 5-minute presentation on Day 1). *Only IAAO provided material should be used in this presentation.* The Senior Instructors will provide immediate feedback on presentations. Feedback will focus on classroom presence, organization of material, presentation quality, classroom interaction, and ability to convey the material accurately.

A second 5-minute presentation topic will be assigned after lunch on Day 2. Class may be extended past 5:00 p.m., if necessary.

Day 3 – September 13, 2015

Instructor Training Workshop – 8:00 a.m. – 2:30pm

Students will prepare a ten-minute presentation on a topic provided by the ITW instructor at the end of Day 2. (There will be no detailed, on-site feedback on this ten-minute presentation.) Successful completion of the ITW is dependent on favorable reviews of the ten-minute presentation by the participating IAAO Senior Instructors. Students successfully completing the ITW will be assigned in-state instructor status.

Course curriculum to be offered

Each ITW may consist of all or part of the various sections listed below. Actual sections to be held at the 2015 event will be determined based on registration and interest.

It is highly recommended that you have taken all courses within your chosen section and that they be taken in sequential order. Please understand that you will be evaluated on the ITW course you attend.

Actual attendance and successful completion of each course is required to be approved **to instruct** a specific course or workshop.

Section 1 : General Appraisal – Course 101

Course 101– Fundamentals of Real Property Appraisal.
(RES and CAE designees are eligible to instruct 100 & 200 series courses)

Section 2: General Appraisal - Course 102

Course 102– Income Approach to Valuation.
(RES and CAE designees are eligible to instruct 100 & 200 series courses)

Section 3: Mass Appraisal

Course 300 – Fundamentals of Mass Appraisal. This section may also include 311 & 312.
(CAE designees are eligible to instruct 300 series courses)

Section 4: Administration & Tax Policy

Course 400 – Assessment Administration
Course 402 – Property Tax Policy
(AAS or CAE designees are eligible to instruct 400 series courses)

Section 5: Personal Property Appraisal

Course 500 – Assessment of Personal Property.
(PPS and CAE designees are eligible to instruct 500 series courses)

Section 6: Mapping and GIS

Course 600 – Principles and Techniques of Cadastral Mapping
Course 601 – Cadastral Mapping: Methods and Applications
(CMS and CAE designees are eligible to instruct 600 series courses)

Application Process

Complete the ITW registration form and the Instructor Application Form. Choose the appropriate section and registration option. These two forms **must** be completed, in their entirety, and returned to IAAO

Headquarters, with a copy of a current resume **before** your enrollment in the ITW can be confirmed.

Once your education/experience is verified, an approval letter will be sent confirming your acceptance in the 2015 ITW and your ITW registration fee will then be due. **Space will be limited to the first 15 registrants who are approved and have paid in full.**

Program Materials

You will receive all appropriate course materials once your enrollment has been confirmed. The instructor manual, student reference manual, quizzes, case problems, optional recommended textbook and other course materials must be read before you arrive at the ITW. Please bring material to prepare your power point presentations including, but not limited to, laptop, memory stick, etc. An LCD projector will be available but you should bring your own laptop as you will be asked to use it to present your 10 minute presentation. A basic proficiency in power point is required.

Recertification Credit

IAAO professional designees will receive 21.5 hours of recertification credit for attending the full three-day program.

Registration fees

- Full Program (\$750)
- Current IAAO instructor (\$500)

Accommodations

ITW classes will be held at the J.W. Marriott Indianapolis and lodging will be available at this location as well. Reserve your room early to take advantage of the group rate by calling 877-303-0104 or visiting the IAAO website. The room reservation deadline is August 17, 2015.

Refunds and Cancellations

Your workshop registration **will not** be confirmed until full payment is received and prerequisites are satisfied. Purchase orders will not be accepted as payment. The deadline for registration and payment is **August 7, 2015**. Refunds cannot be given for cancellations after this date; however, a substitute from your organization is welcome to attend. All cancellations must be in writing and may be faxed to Jean Spiegel at 816-701-8169 or by email to Spiegel@iaao.org. A processing fee of \$50 will be charged for each cancellation.

The IAAO reserves the right to substitute speakers and to cancel or reschedule the program due to unforeseen events. If the IAAO cancels the program, it will refund full registration fees; however, IAAO cannot be responsible for non-refundable travel expenses.

2015 ITW REGISTRATION FORM

To Register

- FAX your completed registration form, resume and Instructor Application to 816-701-8169.
- E-MAIL your completed registration form, resume and Instructor Application by clicking the submit button.
- MAIL your completed registration form, resume and Instructor Application to IAAO, 314 W. 10th St., Kansas City, MO 64105-1616, Attn: Jean Spiegel.

Name

Title

Name for Badge

Jurisdiction/Firm

Address

City

State/Province

Country

ZIP/Postal Code

Phone

FAX

E-Mail

IAAO Member Number

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- Check here if you require special accommodations to participate fully in this program. An IAAO representative will contact you to discuss your specific needs.

Registration fees

- Full Program (\$ 750)
- Current IAAO instructor (\$ 500)

Section (please select only one)

- Section 1: General Appraisal**
Course 101
- Section 2: General Appraisal**
Course 102
- Section 3: Mass Appraisal**
Course 300, 311, 312
- Section 4: Administration & Tax Policy**
Course 400, 402
- Section 5: Personal Property Appraisal**
Course 500
- Section 6: Mapping and GIS**
Courses 600, 601

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Registration or Program Questions?

Contact Jean Spiegel at 816-701-8133.

