



Massachusetts Chapter of IAAO, Inc.
 IAAO Course 400 - Assessment Administration
 Course Dates- April 19th - 22nd, 2021
 Exam Dates - April 23rd - 28th, 2021
 Instructor: David Cornell, MAI, CAE
 Virtual Course via Zoom

IAAO Course 400 - Assessment Administration

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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

Continuing education: 30 hours CE

Who should attend this Course?

Assessing Personnel who want to expand their job knowledge, and who are looking for professional advancement.

Who is the Instructor?

David Cornell, MAI CAE of Cornell Consultants

REGISTRATION (by April 2, 2020): IAAO Member \$625.00 Non-member \$675.00

NAME: _____

 City/Town: _____, State _____ ZIP _____
 IAAO Member No _____ / Yes # _____

JURISDICTION/COMPANY:

ADDRESS:

EMAIL: _____ Make Checks Payable to: Mass Chapter of IAAO

Mail to: Ellen Brideau, Chief Assessor, City Hall - Rm 109, 85 George P Hassett Dr., Medford, MA 02155

Questions & Reservations: ebrideau@medford-ma.gov (Phone) 781-393-2430 (Fax) 781-391-2158
Please fax or email Ellen Brideau a copy of your registration form to reserve your place in this class.

Mass Chapter of IAAO, Inc. FID# 04-3311850

<http://ma-iaao.org/> <http://www.iaao.org/>