

*Institute of Assessing Officers*  
affiliated with the  
*New York State Assessors Association*



**BASIC COURSE 1:  
APPRAISAL PRINCIPLES AND PROCEDURES**  
NYSAA OFFICE, 116 SALINA ST., SUITE 8, LIVERPOOL, N.Y.  
315-706-3424 admin@nyassessor.org  
JUNE 15 - 19, 2020  
*Enrollment is Limited.*

**ALL DATES, TUITION, AND LOCATION GUARANTEED**

**TUITION:** (check appropriate one)

\_\_\_ \$450.00 for members of the IAO (Institute of Assessing Officers)

\_\_\_ \$470.00 for members of NYSAA

\_\_\_ \$550.00 for non-members of NYSAA

**Textbook Required for Course 1**

*The Appraisal of Real Estate, Twelfth Edition, Appraisal Institute (2001)*

\_\_\_ \$55.00 Textbook

FULL PAYMENT or a completed ready-for-signature voucher must accompany this application.

PRINT, TYPE, OR ATTACH BUSINESS CARD:

NAME: First \_\_\_\_\_ Middle Initial \_\_\_\_ Last \_\_\_\_\_ Designation \_\_\_\_\_

Title \_\_\_\_\_ Municipality/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PHONE - Office: ( \_\_\_\_\_ ) \_\_\_\_\_ Home: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**NOTE:** This course has been approved by the NYS Office of Real Property Tax Services (ORPTS) for basic certification.

**MAKE CHECKS PAYABLE AND RETURN TO: New York State Assessors Association**

**NYSAA**  
**116 Salina St., Suite 8**  
**Liverpool, NY, 13088**  
**Phone: (315) 706-3424 FAX: (315) 410-5660**  
**Email: [admin@nyassessor.org](mailto:admin@nyassessor.org)**

**COURSE 1: Appraisal Principles and Procedures**  
**June 15-19, 2020**  
**Liverpool, NY**

\$450.00 for members of the IAO  
\$470.00 for members of the NYSAA  
\$550.00 for non-members of the NYSAA

**PAYMENT PROCEDURE**

**A check for the total amount due or completed voucher, ready for signature, MUST accompany the application.** Please do not send a registration form without payment or voucher to “hold” a seat. Your form will be set aside and not processed until payment or voucher is received. You may also pay online at [www.nyassessor.org](http://www.nyassessor.org).

**APPLICATION**

The registration form should be filled out and mailed as soon as possible – class size is limited to 18. All registrations are expected to be submitted by June 5, 2020.

**CANCELLATIONS**

Registrants who cancel on or before June 5, 2020 will receive a full refund. No refunds after June 5, 2020 and for no shows.

**ON SITE REGISTRATION**

All students attending the course will be expected to check in at the NYSAA office on Monday, June 15, 2020, between 8:30 and 9:00 a.m. The class will begin promptly at 9:00 a.m. Monday morning. Commuter registration will also occur on Monday morning from 8:30 a.m. to 9:00 a.m.

**HOUSING**

All housing accommodations are your responsibility. There are a number of hotels within a few minutes of the NYSAA office.

**MEALS**

There are many restaurants within easy walking distance of the NYSAA office and in the Liverpool area. Costs of meals are the responsibility of the student and are not included with tuition costs.

**IAO RECERTIFICATION AND ORPTS CONTINUING EDUCATION CREDITS**

One credit will be awarded for each classroom hour.

**DOS CONTINUING EDUCATION CREDITS**

Continuing education credit from the Department of State is pending.

## **ADDITIONAL REQUIREMENTS**

A workbook is included in the cost of the course, however, the textbook, *The Appraisal of Real Estate, Twelfth Edition* (Appraisal Institute, 2001), must be purchased separately if you do not currently have access to one. An HP12C calculator (or equivalent) is required for this course.

## **CONFIRMATION**

A confirmation notice will be e-mailed to all registrants on June 8, 2020 after registration closes.

## **REIMBURSEMENT**

Eligible assessors and county directors who attend will receive basic/continuing education credit and reimbursement from ORPTS pursuant to their current rules and approval by the Department of Budget.

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## ***Appraisal Principles and Procedures – Course Description***

This is an introductory course of instruction in the appraisal of real property, emphasizing legal considerations, economic principles, real estate markets, and analysis. At the conclusion of this course the student will understand the basic terms, concepts, and principles applicable to valuation; understand the appraisal process and its steps; and apply the valuation process and its steps to course exercises and to “real world” situations. (This course is a requirement for assessors seeking basic certification from ORPTS.)

## ***Instructor – Warren J. Wheeler, IAO***

Warren is the executive director of the New York State Assessors Association and was the 2017-2018 NYSAA president. He has been an assessor since 2000 for the towns of Amboy, Constantia, Minetto, and Richland. His prior experience was with major revaluation contractors and as a case manager with a law firm specializing in property tax litigation. He earned his IAO designation in 2004, completed instructor training in 2005, and received his Certified Residential Appraisal License in 2008.