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**North Dakota Association of Assessing Officers &  
The North Dakota Office of State Tax Commissioner**  
presents  
**Course 300 – IAAO Fundamentals of Mass Appraisal**

May 5-9, 2025

Comfort Inn & Suites  
1516 27th St N  
Mandan, ND 58554

**Course Description**

This course introduces students to mass appraisal and is a prerequisite for the IAAO 300-level course series. Topics covered include single-property appraisal as it compares to mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

**Student Expectations**

This course includes 30 hours of classroom instruction during which students will be expected to participate in discussions, group activities, and coursework that may include but is not limited to reading, homework problem solving, etc. both during and outside classroom hours. There is also an exam at the end of the course for which the student should be prepared.

**Education Credit**

Successful completion of this course provides 30 hours toward certification/continuing education for Class I assessors ([N.D.C.C. 57-02-01.1](#)). Twenty-seven hours are allowed as continuing education for attending the course if the exam is not taken. In order to receive credit for certification purposes, the exam must be successfully completed.

**Course Schedule**

<u>Monday, May 5</u>	<u>Tuesday through Thursday, May 6-8</u>	<u>Friday, May 9</u>
8:00 – 8:30    Registration	8:00 – 5:00    Instruction	8:00 – 12:00    Test
8:30 – 8:45    Introductions		
8:45 – 5:00    Instruction		

**Textbook and Supplies**

Supplies necessary for the course include a calculator, mechanical pencils, highlighters, and notepaper. **NOTE:** cell phones/laptops/tablets etc. will **not** be allowed to be used as a calculator. Please bring a noiseless calculator to use for the exam.

The IAAO textbook titled “Property Assessment Valuation (PAV) is a good reference textbook to have for this course. The textbook can be purchased online at [www.iaao.org](http://www.iaao.org). Textbooks **will not** be available for purchase during the week of the course.

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### **Location and Accommodations**

The course will be held at the Comfort Inn & Suites, 1516 27th St N, Mandan, ND 58554. For overnight accommodation, make reservations directly with the Mandan Comfort Inn & Suites by using this [link](#) or calling (701)751-7484. Inform the reservationist that you will be attending the NDAAO - 300 – IAAO Fundamentals of Mass Appraisal. The block of rooms will be held until May 1, 2025

### **Course Instructor**

Doug Will is a graduate of Florida State University and holds a bachelor's degree with a major in Real Estate. Doug had a career that spans over 3 decades in the Tallahassee/Leon County Florida Property Appraiser's office using mass appraisal techniques to value over 110,000 properties annually. He is a senior national instructor for IAAO and holds the CAE and AAS designations. Doug has been instructing IAAO courses for 19 years and was awarded the IAAO Instructor of Excellence Award in 2015. He also served for ten years on the board of directors of the Florida Chapter of the IAAO including one term as President.

### **Registration Information**

1. Students must register online. Go to [www.nd.gov/tax](http://www.nd.gov/tax). Click on For Local Governments, Education, Course 300 – Fundamentals of Mass Appraisal.
2. **Checks must be made payable to NDAAO** (North Dakota Association of Assessing Officers).
3. Please **remit payment** to: Kimberly Markley, NDAAO Secretary/Treasurer, City of Mandan Assessor's Office, 205 2<sup>nd</sup> Ave NW, Mandan, ND 58554.
4. **NOTE:** Payment is due **BEFORE CLASS BEGINS**. If you come to the course and have not paid, you will be required to pay **prior** to the start of the course or you will not be able to attend.
5. **There will be no refunds made to registrants who cancel;** only substitutions will be accepted, unless approved by the North Dakota Association of Assessor's Board President and Education Committee Chairperson.

**Registration Fee: NDAAO members, \$870; Non-NDAAO members, \$870.**

To become a NDAAO, contact Kim Markley at 701-667-3232. Enrollment is limited to 25 students.

**Registration must be received by Friday April 25, 2025**

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### **INCLUDE THIS PORTION WITH PAYMENT**

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Name: \_\_\_\_\_

County/City: \_\_\_\_\_

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