

# THE SOUTH CENTRAL KANSAS REGIONAL CHAPTER OF IAAO

*IS SPONSORING*

## IAAO Course 400

### Assessment Administration

*June 7<sup>th</sup>—11<sup>th</sup>, 2021*

**Sedgwick County Extension Office – Meadowlark Room  
7001 W 21<sup>st</sup> St, Wichita, KS, 67205**

#### **COURSE DESCRIPTION – IAAO 400-Assessment Administration**

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*

*Continuing education: 30 hours CE*

**LOCATION:** This course will be held at the K-State Research/Sedgwick County Extension Office, located at 7001 W 21<sup>st</sup> St, Wichita, KS 67205

**INSTRUCTOR:** The instructor will be Rick Stuart, CAE

**MATERIALS:** Please bring pencil, paper, and noiseless calculator—course materials will be provided.

**~IMPORTANT~**

**SCHEDULE:** Monday –Thursday 8:00am – 4:30pm ; Friday 8:00am –12:00pm (Monday – Thursday there will be one 15 minute break in the morning and one 15 minute break in the afternoon as well as a one hour lunch break each day\*\*\* Local and state social distancing and mask mandates will be followed. With the fluid situation we will email all attendees the week prior with the most current requirements. \*\*\*

**REGISTRATION:** The course will be limited to the first 24 students to register for social distancing. The registration fee is **\$550.00 per person**. To register please complete the attached Registration Form and mail the completed form and payment to Michelle Adkins, Treasurer, South Central Kansas Regional Chapter of IAAO, c/o Sedgwick County Appraiser's Office, 271 W. 3<sup>rd</sup> St N., Suite 501, Wichita, KS 67202-1212. If you have questions please call Lacey DeFalco, Education Coordinator at 316-660-5451. Make check payable to South Central Kansas Regional Chapter of IAAO.

**PLEASE READ!!!** Money must be sent with the Registration Form. When Registration Forms and money are received you will receive a confirmation. SCKIAAO reserves the right to cancel this course up to 35 days from the first scheduled day of class. Full course refunds will be made if the course is cancelled. There will be a cancellation charge of 25% of the registration fee to course enrollees who cancel after 5:00 PM on May 7th, 2021. Registration received after 5:00 pm on May 7th, 2021 will incur a \$25 late registration fee. The South Central Kansas Regional Chapter of IAAO is not responsible for travel reimbursement due to any cancellation (course or enrollee).

IAAO welcomes students and members of any sex, race, color, nationality, and ethnic origin. It does not discriminate on the basis of sex, race, color, nationality, or ethnic origin in the administration of its policies.

**SOUTH CENTRAL KANSAS REGIONAL CHAPTER OF IAAO  
REGISTRATION FORM**

**IAAO Course 400**

**Assessment Administration**

*June 7<sup>th</sup>-June 11<sup>th</sup>, 2021*

**Sedgwick County Extension Office – Meadowlark Room  
7001 W 21<sup>st</sup> St, Wichita, KS, 67205**

**PLEASE TYPE OR PRINT THE FOLLOWING:**

**NAME:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**NUMBER OF YEARS EXPERIENCE IN ASSESSMENT/APPRaisal WORK:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**Please submit your check with your registration.**

**Please check one of the lines below:**

**Course only - \$550.00** \_\_\_\_\_

**Textbook Property Assessment Valuation - \$50.00** \_\_\_\_\_

**Check should be made payable to the South Central Kansas Regional Chapter of IAAO.**

**Enclosed is my payment in the amount of** \_\_\_\_\_

**PLEASE READ, SIGN AND DATE**

The registration fee will need to be submitted with the Registration Form. When the Registration Form is submitted, a confirmation will be sent to acknowledge receipt along with information on hotel accommodations. SCKIAAO reserves the right to cancel this course up to 35 days from the first scheduled day of class. Full course refunds will be made if the course is cancelled. There will be a cancellation charge of 25% of the registration fee to course enrollees who cancel after 5:00 PM on May 7<sup>th</sup>, 2021. Registration received after 5:00 pm on May 7th, 2021 will incur a \$25 late registration fee. The South Central Kansas Regional Chapter of IAAO is not responsible for travel reimbursement due to any cancellation (course or enrollee).

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Mail to: Michelle Adkins, Treasurer  
South Central Kansas Regional Chapter of IAAO  
Sedgwick County Appraiser's Office  
271 W. 3<sup>rd</sup> St. N, Suite 501  
Wichita, KS 67202-1212**