

# INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS (IAAO)

## CONTRACT AGREEMENT WITH

### THE KANSAS CITY CHAPTER OF IAAO, SOUTH CENTRAL KANSAS REGIONAL CHAPTER OF IAAO & KANSAS COUNTY APPRAISERS ASSOCIATION

#### FOR EDUCATIONAL SERVICES

Whereas, the Kansas City Chapter of IAAO, South Central Regional Chapter of IAAO and the Kansas County Appraisers Association, professional organizations representing the professional interests of Missouri and Kansas property appraisers and assessors would like to provide assessment and appraisal education using the educational services of the International Association of Assessing Officers, 314 West 10<sup>th</sup> Street, Kansas City, Missouri 64105, a not-for-profit corporation, hereinafter referred to as "IAAO" a nonprofit research and educational association whose mission is to provide leadership in accurate property valuation, property tax administration, and tax policy throughout the world, each agree to the terms as set forth herein.

The goals of the instruction are to provide individuals involved in assessment and appraisal with the most current theory and state of the art practices.

Therefore, the parties intending to be legally bound agree as follows: be it resolved that:

#### **IAAO will:**

1. Provide course materials, including Student Reference Manuals (SRM), final examinations, grading of examinations, notifications of results of examinations of the courses selected from the list of IAAO courses/workshops in **Appendix A** in accordance with the IAAO Certified Course Agreements incorporated herein as **Appendix B**.
2. Rates to be charged by IAAO for each individual course shall be limited to those rates found in **Appendix A** and will be based on a sponsoring a minimum of 10 courses in the contract year.

#### **KC Chapter of IAAO, South Central Kansas Regional Chapter of IAAO and Kansas County Appraisers Association will:**

1. Provide a suitable training location, necessary audio/visual equipment, and approved IAAO instructors.
2. Notify IAAO of courses/workshops selected, and the locations, dates, and instructors for said courses to be taught within a reasonable time frame prior to the commencement of courses. This information will be provided on the IAAO Application for Certified Courses form incorporated herein as **Appendix C** and will forwarded to IAAO.

**CONTRACT TERM:**

This contract shall be effective for a one (1) year period commencing on March 1, 2017 and ending February 28, 2018.

This Agreement shall be binding upon all parties and their respective successors and assigns. By signing below, the persons acknowledge that they have read and understand the contents of this Agreement, and warrant that they are authorized to sign this Agreement on behalf of their respective organizations.

**Kansas City Chapter of IAAO  
(KCIAAO)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**International Association of Assessing  
Officers (IAAO)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**South Central Kansas Regional Chapter of  
IAAO (SCKIAAO)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Kansas County Appraisers' Association  
(KSCAA)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**APPENDIX A**  
**(Volume Discount Rate)**

IAAO COURSE 101	\$ 257.00
IAAO COURSE 102	\$ 257.00
IAAO COURSE 112	\$ 257.00
IAAO COURSE 201	\$ 257.00
IAAO COURSE 300	\$ 257.00
IAAO COURSE 311	\$ 225.00
IAAO COURSE 312	\$ 225.00
IAAO COURSE 331	\$ 257.00
IAAO COURSE 332	\$ 257.00
IAAO COURSE 333	\$ 257.00
IAAO COURSE 400	\$ 257.00
IAAO COURSE 402	\$ 257.00
IAAO COURSE 500	\$ 257.00
IAAO COURSE 600	\$ 257.00
IAAO COURSE 601	\$ 257.00
IAAO WORKSHOP 151*	\$ 175.00
IAAO WORKSHOP 171	\$ 116.00
IAAO WORKSHOP 181*	\$ 116.00
IAAO WORKSHOP 191*	\$ 116.00
IAAO ONE DAY WORKSHOP	\$ 140.00
IAAO TWO DAY WORKSHOP	\$ 194.00
IAAO TWO AND ONE HALF DAY WORKSHOP	\$ 213.00
IAAO THREE DAY WORKSHOP	\$ 213.00

\* Licensed provider of The Appraisal Foundation (TAF) USPAP material. No discount is offered.

**Textbooks**

Assessment Administration (AA) (1 <sup>st</sup> edition, © 2003)	\$ 40.00
Fundamentals of Mass Appraisal (FMA) (1 <sup>st</sup> edition, ©2011)	\$ 50.00
Property Appraisal and Assessment Administration (1st edition, ©1990)	\$ 40.00
Property Assessment Valuation (PAV) (2 <sup>nd</sup> edition, © 1996)	\$ 25.00
Property Assessment Valuation (PAV) (3rd edition, © 2010)	\$ 50.00
Fundamentals of Tax Policy (1 <sup>st</sup> edition, © 2008)	\$ 55.00

**INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS (IAAO)  
CERTIFIED COURSE/WORKSHOP AGREEMENT**

**(Updated 12/21/15)**

PART I

*For all courses/workshops (hereafter referred to as programs) certified by IAAO, IAAO agrees to the following:*

**1. INSTRUCTORS**

IAAO reserves the right to assign an instructor trainee to any scheduled program. A trainee will be directly supervised by and responsible to the regular program instructor.

**2. PROGRAM MATERIAL**

IAAO will provide program material to the sponsor. This material includes the program's *Student Reference Manual*, solution pages, and final examination. Some program material may also include the *Uniform Standards of Professional Appraisal Practices*, *GIS Guide for Assessors*, *15 Steps to a Successful Residential Demonstration Appraisal Report*, selected *IAAO Standards*, and maps.

**3. TEXTBOOK**

The textbook *Property Assessment Valuation* (3rd edition, ©2010) cost to students, through the sponsor, \$50. The older version of *Property Assessment Valuation* (2nd edition, ©1996) cost to students, through the sponsor, \$25.

The textbook *Property Appraisal and Assessment Administration* (1st edition, ©1990) cost to students, through the sponsor, is \$40.

The textbook *Assessment Administration* (1st edition, ©2003) cost to students, through the sponsor, is \$40.

The textbook *Fundamentals of Mass Appraisal* (1<sup>st</sup> edition, ©2011) cost to students, through the sponsor, is \$50.

The textbook *Fundamentals of Tax Policy* (1<sup>st</sup> edition, ©2008) cost to students, through the sponsor, is \$55.

These prices are only good to the sponsor who is offering the program.

**4. SHIPPING**

IAAO will assume all shipping costs of program material and texts to the sponsor. IAAO will assume a one-time shipping charge based on the enrollment estimate given by the sponsor. The final enrollment estimate must be given to IAAO by the sponsor 15 business days before the first day of the program(s). If a final enrollment figure is not given to IAAO at least 15 business days before the first day of the program(s), the sponsor agrees to pay the necessary air freight charges which may be incurred by IAAO in order to ensure the timely arrival of the material. IAAO will fax the sponsor a shipping inventory sheet which will list the number of boxes, contents of the boxes, date shipped and method of shipping the program material.

If additional material is to be shipped by IAAO as a result of an underestimate of enrollment by the sponsor, the sponsor will assume the additional shipping charges.

The sponsor assumes all costs of shipping unopened excess material (binders and bound books) to IAAO after the program(s), via surface carrier. In order to expedite credits to the sponsor's bill, please return any excess materials as soon as possible.

## **5. PROGRAM RESULTS**

IAAO will grade all examinations and prepare a list of those students who passed, failed, or did not take the examination. This list will be sent to the sponsor and instructor.

Students attending an IAAO program will receive a certificate indicating either "successful completion" or "attendance and participation" in the program. In addition, students attempting an examination will receive an Examination Report stating their examination score. IAAO will notify students by mail, of their examination results within three to six weeks after the examination box arrives at IAAO headquarters. **Student grades are not made available over the telephone.**

## **6. STUDENT RECORDS**

IAAO will keep a file on all students who are enrolled in any IAAO certified program for a period of seven years.

## **7. PROMOTION**

IAAO will announce all programs scheduled at least two months in advance of the program date, through the *Fair & Equitable* magazine, the IAAO website and relevant council/section newsletters.

## **8. ATTENDANCE RECORDS**

For each program, IAAO provides attendance sheets on which each student prints his/her name and the last 4 digits of social security number on the first morning. From then on attendance will be taken each morning and afternoon by having the student put his/her initials in the appropriate spot. IAAO attendance policy states that students must attend 90% of the instructional hours to achieve the full number of educational hours offered for the course. Anything less than 90% attendance will result in zero hours of credit. These attendance sheets will be retained at IAAO headquarters, along with student records, for a period of seven years.

## **9. STATE LICENSING**

Effective 1/1/08, The Professional Development Department will no longer submit course approval applications and associated materials to each state for pre-licensing or continuing education approval. The Professional Development Department will, in the future, submit our courses to the AQB Course Approval Program (CAP) for approval.

## PART II

*For all programs certified by IAAO, the sponsor agrees to the following:*

### **1. INSTRUCTIONAL SERVICES**

The sponsor will provide the instructor(s) for the program(s) and will be responsible for all expenses incurred by and for the instructor(s). The instructor must be a currently approved IAAO instructor who is also an IAAO member in good standing.

### **2. FACILITIES**

The sponsor will arrange for all classroom facilities. IAAO assumes no liability for classroom rental or setup fees or for any agreement entered into regarding these facilities. The sponsor also assumes the cost of all audiovisual equipment ordered for the program(s), if any.

### **3. REGISTRATION/TUITION**

The sponsor will handle all registration, including the collection of tuition and fees. IAAO will bill the sponsor on a "per student basis" for each student attending, whether or not he/she attempts the final examination. Tuition charges for students withdrawing due to unexpected circumstances before completing the program will be decided on a case-by-case basis between the sponsor and IAAO. All students withdrawing must inform the sponsor at the time of withdrawal in order to be eligible for a reduced tuition charge.

*Prices listed are in effect from January 1, 2016 –December 31, 2016. The sponsor agrees to the following per student charges:*

#### *Courses:*

\$235.00:	311, 312,
\$250.00:	101, 102, 112, 201, 300, 400, 402, 500, 600, 601
\$275.00:	331, 332

#### *Workshops:*

\$100.00 (1 day):	181,191
\$100.00 (1 day):	171
\$185 (1.5 - 2 days):	100,150,155,157,158,162,163,252,257,260,354,650,651,850,851
\$150 (2 days):	151
\$200 (2.5 - 3 days):	403, 452, 551, 552, 553

The IAAO reserves the right to negotiate individual contracts for multiple programs where the negotiated prices may vary from listed above. In addition, IAAO reserves the right to add a surcharge to the per person program prices quoted above, or any negotiated package price for multiple programs, if the cost of doing business in a particular region is higher than the IAAO typically experiences when doing business in the United States and Canada.

The tuition for all IAAO programs includes all program material except the optional textbook.

The sponsor assumes liability for all program material and texts from IAAO, and agrees to return unused texts and materials to IAAO in their original shrink-wrap.

### **4. CANCELLATIONS**

The sponsor may cancel the program(s) without penalty 10 business days or more before the first day of the program(s), except that the sponsor may be liable for any cancellation fees or penalties the instructor incurs as a result of having to cancel travel plans. The sponsor will assume total liability for all charges incurred by IAAO if the program(s) are cancelled within 10 business days of their scheduled date.

## **5. BILLING**

The sponsor agrees to provide all special billing instructions to IAAO prior to the program(s). No special conditions or restrictions will be recognized unless these conditions or restrictions are specified in writing and agreed to by both parties in advance.

IAAO will bill the sponsor for all tuition charges based on the number of students registered in the program(s) subsequent to the return of excess material. **IAAO will not accept returned textbooks or opened student materials not in their original shrink-wrap or original condition.**

Prices are subject to change without notice.

## **6. CLASSROOM REQUIREMENTS**

All instructors will require a white or blackboard, LCD projector and screen and in some instances overhead projector with acetate roll. Some programs have recommended texts and/or special equipment needs for the program. Students should be instructed to bring a silent battery-operated calculator, pencil, pen and writing paper to class.

## **7. MODIFICATIONS**

Modifications to this agreement must be provided in writing and signed by all parties.

**Application for Certified Programs  
(Instructor provided by sponsoring organization)**

Please submit a separate application for each program. Please print or type.		
(1) Program #	Program Title	
Dates Programmed to be Offered		City and State of Program Site
(2) Sponsoring agency name <i>(please do not use acronyms, please spell out)</i>		
Co-Sponsoring agency name <i>(if applicable)</i>		
Contact Name (Education Coordinator)		Title
Organization/Jurisdiction/Firm		Phone Number
Business Address		Fax Number
Business Address (con't)		E-mail
City	State/Prov.	Postal Code
(3) Program facility's on-site address		
Facility's Phone Number		Facility's Fax Number
Please describe facility		
<p>(4) Would you like this offering to be listed in the Education Calendar of the IAAO <i>Fair and Equitable</i> and/or <i>Assessment Journal</i>?</p> <p><input type="checkbox"/> Yes*      <input type="checkbox"/> No</p> <p>*Please note, we must have at least 3 months notification. Indicate below the agency to be listed as "sponsoring agency" and person to contact (include complete address and telephone number).</p> <p>Person: _____ Phone: _____</p> <p>Address: _____</p>		
(5) Estimated enrollment in program		

(please complete next page)



(6) Name(s) of instructor(s) and percent to be taught by each:

(1) Name: \_\_\_\_\_ %

Is this instructor from the IAAO Approved Instructor Listing?

yes, please indicate type:  Trainee  Regular  In-State  Senior/Senior Specialty  
 no

Is this a Local Instructor?  yes  no

To ensure that this person qualifies as a Local Instructor, please submit the following:

copy of their ITW completion certificate or letter, and  
 copy of their completion certificate, examination report, or transcript indicating that they have successfully complete the program you wish them to instruct.

(2) Name: \_\_\_\_\_ %

Is this instructor from the IAAO Approved Instructor Listing?

yes, please indicate type:  Trainee  Regular  In-State  Senior/Senior Specialty  
 no

Is this a Local Instructor?  yes  no

To ensure that this person qualifies as a Local Instructor, please submit the following:

copy of their ITW completion certificate or letter, and  
 copy of their completion certificate, examination report, or transcript indicating that they have successfully complete the program you wish them to instruct.

(7) Class Schedule

Please indicate at least: one 15 minute morning break each day, one 1 hour lunch break each day, one 15 minute afternoon break each day, total instructional hours must total 30 hours for courses and the assigned number of hours for workshops, and allow 4 hours for a course exam and 2 hours for a workshop exam (in addition to the instructional hours)

(8) Shipping Address

Please indicate where the program materials are to be shipped. If they are to be sent to the education coordinator, indicate "coordinator" below. Please provide a non-P.O. Box address.

(9) Billing Address

Please indicate where IAAO should send the billing invoice for this program. Include name, address and telephone number. Please detail any specific instructions that may be necessary. If billing should be sent to the education coordinator, indicate "coordinator" below.

(10) In making this application, I certify that I have received a copy of the Certified Program Agreement pages and agree to the terms contained therein.

Submitted by \_\_\_\_\_ Date \_\_\_\_\_  
(signature of education coordinator)

Please print or type

Name:

Title: