

Cornell 2010 Course Descriptions

5 DAY COURSES

#1 Appraisal Principles & Practices

(28 hours of DOS CE Credit approved)

Instructor: Nathan T. Gabbert, IAO

Classroom location – Ramada Conference Center

This is an introduction course of instruction in the appraisal of real property, emphasizing legal considerations, economic principals, real estate markets and analysis. At the conclusion of this course the student will understand the basic terms, concepts and principles applicable to valuation; the appraisal process and its steps; 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 ORPS)

#2 Application of the Three Approaches to Value

(28 hours of DOS CE Credit approved)

Instructor: Stephen P. Ruelke, IAO

Classroom location – Ramada Conference Center

This is an intermediate course of instruction that will build on assessors’ knowledge of basic appraisal procedures and the use of the three approaches to value. At the conclusion of this course the student understand and be able to apply the three approaches to value and reconcile the three approaches to value into a final value opinion. (This course is a requirement for assessors seeking basic certification from ORPS.)

#3 IAO-1 Assessment Methodologies & Techniques

Instructors: Cathy Conklin, IAO and Andrea Nilon, IAO

Classroom Location – Ramada Conference Center

A fundamental course designed to give a thorough overview of the methodologies and techniques available in the valuation process and assessment administration. This review course should also serve as an excellent review for those students who plan to seek their IAO designation. The instructors for this course have many years of experience and their knowledge will make this a very worthwhile course.

4 DAY COURSES

#4 Commercial & Industrial Appraisal

(24 hours of DOS CE Credit approved)

Instructors: John Zukowski, IAO, MAI

Classroom location – Cornell Campus

This course is designed to provide a basic understanding and overview of the procedures and practices necessary to appraise commercial/industrial properties. Valuations of this type can be complex and challenging even for experienced appraisers. The session includes introductory and basic instruction on how to prepare and perform a commercial/industrial appraisal. It also identifies physical types of structures and discusses appropriate use of the three approaches to value, cost approach, income approach, and sales comparison approach. In our review of the ORPS Building Classification System we will discuss elements of comparison and typical purchasers to develop the most applicable approaches to value of each type.

#5 RPSV4 Data Extraction – Reports & Valuation

Instructors: Anne M. Sapienza, IAO & Lorie Cleveland

Classroom location – Cornell Campus

This seminar will instruct the students in extracting pertinent data to analyze subjects and sales parcels in RPSV4 in the preparation of administering a Mass Appraisal Project. Extracted data

will be input into Excel in order to provide statistical analysis of this data. The data will then be used to provide legitimate statistics in relation to the Pre-decisional Collaboration process with Custom Relations Managers from NYSORPS. The seminar will then proceed into running Residential Valuation, starting with establishing land values, land table creation, modeling, and reviewing neighborhood delineation on the RPS database. The Cost and Market approaches to value will be instructed within RPSV4, as well as the resulting valuation reports. Miscellaneous topics will be discussed, such as: time adjusted sales price and single parcel valuation versus mass appraisal.

#6 IAO- 3 Excel in the Assessor's Office

Instructors: Patrick J. Duffy, IAO & Warren Wheeler, IAO

Classroom location – Cornell Campus

This course will explore the capabilities of Excel and how to use it for assessment purposes. We will start at a beginner's level and move toward an intermediate level of understanding. Students will be amazed with how easy it is to import reports from V4, analyze neighborhood & municipal trends, use Excel basic statistics tools and create graphs. Excel is a great tool in preparing for your Pre-Decisional Collaboration (PDC). Additionally, students are asked to submit personal examples of what they would like to learn and appropriate examples will be incorporated into the class as time permits.

2 DAY COURSES

Monday and Tuesday

#7 Mobile Home Park/Mobile Home Valuation

(12 hours of DOS CE Credit approved)

Instructor: David W. Briggs, IAO

Classroom location – Ramada Conference Center

This course is designed to provide students with a complete understanding of Manufactured Homes and Park property appraisal and assessment practices. The materials will cover the data collection, valuation theories and techniques of valuing and assessing Manufactured Home Park properties. All three approaches to value will be discussed, with particular emphasis being placed on the market and income approaches to value. Mass appraisal of Manufactured Home Park properties will also be discussed. As a component of the course a case study, including an appraisal problem, will be

offered. **Participants will be expected to bring a calculator** and will be asked to determine the fair market value of the case study problem.

**#8 USPAP National Workshop (Ethics) IAAO Workshop #151
(Meets Assessor Ethics requirement)**

Instructor: Thomas Frey, IAO

Classroom location – Ramada Conference Center

This workshop covers materials from The Appraisal Foundation, Uniform Standards of Professional Appraisal Practice which includes: Definitions, Preamble, Ethics Rule, Competency Rule, Departure Rule, Jurisdictional Exception Rule, Supplemental Standards Rule, and Standards 1 through 10. Supplementary materials include The Appraisal Foundation Uniform Standards of Professional Appraisal Practice (USPAP). This workshop includes an exam.

Wednesday and Thursday

**#9 Income Approach to Value
(12 hours of DOS CE Credit applied for)**

Instructor: John McGrory, IAO

Classroom location – Ramada Conference Center

This is a course designed to provide a basic understanding of the Income Approach to Value. The material includes selection of capitalization rates, analysis of income and expenses to estimate operating income, and capitalization methods and techniques. This course will be a great review for experienced users, as well as a starting point for new Income Approach users. For those Assessors just getting condominiums or affordable housing in their municipalities, this half-week session will give you the building blocks needed to estimate values by the Income Approach.

**#10 Article 7 Proceedings and Trial
(12 hours of DOS CE Credit approved)**

Instructor: Edye McCarthy, IAO

Classroom location – Ramada Conference Center

This seminar is designed for assessors, appraisers, and assessment staff. This seminar will include a presentation on the Assessment Review process from an informal hearing with the Assessor to the conclusion of either a Certiorari or SCAR proceeding. At the seminar's conclusion, the student will have a better understanding on how to handle assessment review cases, what information to request / require, and the importance of these proceedings to ensure equity. It will be as important for the student to understand the importance of communicating with other affected parties, both internally as well as externally. We will also discuss the timing of the settlements again, with all affected parties.

At the conclusion of the seminar, each student will have a complete understanding of the process of Grievance/SCAR/Certiorari proceedings.