



January 9, 2018

**TO:** Mississippi Assessor Education Program Participants

**FROM:** Jason Camp, Extension Instructor

**SUBJECT:** **2018 Calendar of Educational Opportunities**  
**IAAO Courses**  
**Certified Appraisers' School & Challenge Exam**  
**MAE Examination**  
**Application Procedures for Track II Certification**

I am writing to announce the educational opportunities that will take place during 2018. Enclosed in this packet you will find information pertaining to the IAAO Schools, the 2018 Recertification Course Schedule, Application Procedures for Track II Certification, 2018 MAE Examination, and Certified Appraisers' School.

Below you will find additional information pertaining to each of the upcoming events.

## **2018 Calendar of Educational Opportunities**

Attached is the 2018 Calendar for Educational Opportunities for all Tax Assessors and their deputies. We will be emailing reminders and registration information for the various schools and/or events. **We request that you register online for each course or event.** This is very helpful to our department and will also give you a confirmation that your registration was received. All registration forms can be accessed at [www.gcd.msstate.edu](http://www.gcd.msstate.edu) by clicking the "Register for Upcoming Events" link in the lower right-hand corner of the page.

## **IAAO Courses**

Several IAAO Courses are being offered in 2018. For detailed information on each course please visit [www.gcd.msstate.edu/register](http://www.gcd.msstate.edu/register).

- IAAO Course 102-February 26-March 2
- IAAO Course 400-March 5-9
- IAAO Course 300-March 19-23
- IAAO Course 601-April 23-27
- IAAO Course 101-Offered online periodically throughout 2018 (visit IAAO.org for more information)

Mississippi State University Extension Service

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## **Recertification Course Schedule**

It's time again for the Mississippi Education and Certification Program's (MECP) annual Recertification Course. This year's format will follow the same format as 2017. All locations and dates will have the same topic offered. **Topics to be announced at a later date.**

**Register online:** [www.gcd.msstate.edu](http://www.gcd.msstate.edu) (Click Register in bottom right corner)

Like past years, the DOR has authorized the GCD to collect a fee from all non-government employees who attend this year's Recertification Course. This year's fee will be **\$20.00** and will cover the costs associated with recertification.

The Recertification Course will last one (1) day, beginning at 9:00 a.m. in each location and end by 4:00 p.m. As in years past, there will be no exam; however, *full attendance of this Course is mandatory for all certified appraisers* and is documented by signing in and out. Please arrive early to sign in since a maximum absence of 15 minutes is allowed by the MECP Advisory Board. Please read *The Red Book* to review the applicable rules and regulations governing the Recertification Course.

## **Certified Appraisers' School and Challenge Exam**

The 35<sup>th</sup> Annual Certified Appraisers' School (CAS) will take place May 7-11, 2018 and May 21-25, 2018. This school is conducted by the Mississippi Department of Revenue (DOR) and sponsored by the Extension Center for Government & Community Development, Mississippi State University (MSU) Extension Service. **It will be held in Clinton or Raymond, MS with the host hotel being in Clinton. The exact location of the course will be determined by the registration deadline.** Under the legislatively mandated Mississippi Education and Certification Program (MECP), all county and contract appraisal staff wishing to become certified appraisers must attend this School.<sup>1</sup>

The cost per student is **\$375**. This fee covers class materials and refreshments.

***The enrollment & hotel deadline is April 4, 2018***

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<sup>1</sup>Mississippi Department of Revenue Rule 3 states that "... certification will be approved for those individuals attending and satisfactorily completing the Certified Appraisers' School taught by the Mississippi Department of Revenue or by passing a 'challenge basis' comprehensive examination . . ."



## **The Certified Appraiser Challenge Exam<sup>1</sup>**

The CAS challenge exam will be offered **March 15, 2018**, in Raymond, MS, at Central Mississippi Research and Extension Center. The Challenge Exam application deadline is March 5, 2018.

**Register Online:** [www.gcd.msstate.edu](http://www.gcd.msstate.edu) (Click Register in bottom right corner)

## **Track II Certification and MAE Examination**

Everyone seeking Track II levels of certification **must submit an application, application fee, and documentation showing successful completion of all IAAO Courses** to the MECAP Advisory Board since this certification is not awarded automatically. Page 10 of *The Red Book: The Manual of the Mississippi Education and Certification Program* (10<sup>th</sup> edition) explains the general procedures for Track II applications. Specific information for each level – Assessment Evaluator I (AEI), Assessment Evaluator II (AEII), and Mississippi Assessment Evaluator (MAE) – can also be found in the Red Book.

If you are applying for MAE candidacy, please note that approval of your application simply means that you are permitted to take the **MAE Examination**. The **MAE Examination** will take place at the Central Mississippi Research and Extension Center in Raymond **June 14-15, 2018**. ***The application deadline for MAE is May 31, 2018. If you are scheduled to take an IAAO course this spring or haven't received your grades yet, please list the course and the date of when you are taking or took the course.*** MAE applicants need to send a letter from their employer verifying three (3) years of mass appraisal experience.

The ***application deadline for AEI and AEII designations is May 31, 2018***. Also, please note that in addition to submitting the appropriate application form(s) and application fee(s), **applicants are required to provide documentation of all International Association of Assessing Officers (IAAO) courses that have been successfully completed**. Please review the *Red Book* to make sure that the correct information is submitted. The application fees set by the Advisory Board for each level is \$50.00 and must be received prior to May 31, 2018. **An incomplete or late application received after the Advisory Board meeting cannot be approved this year.**

**Register Online:** [www.gcd.msstate.edu](http://www.gcd.msstate.edu) (Click Register in bottom right corner)



## **General Reminders**

- If you have a change of employment or contact information throughout the year please contact the MSU-GCD to update your records.
- If you take an IAAO course out of state or online please be sure to submit your proof of successful completion to the MSU-GCD.
- AE I, AE II, and MAE designations are not automatically awarded at the completion of an IAAO course. To be awarded the designation you must apply by the deadline to be considered by the MECP advisory board.

**Please contact me if you have any questions about upcoming events or the Assessor Education Program.**

**Jason Camp**

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## **MECP Assessor Educational Opportunities**

January 17-19	CAE Workshop	Forrest County Extension
January 24	IAAO Course 102 Deadline	gcd.msstate.edu
February 14	IAAO Course 300 Deadline	gcd.msstate.edu
February 26-March 2	IAAO Course 102	Starkville
March 5	CAS Challenge Exam Deadline	gcd.msstate.edu
March 5-9	IAAO Course 400	
March 15	CAS Challenge Exam	Central MS R & E Center
March 19-23	IAAO Course 300	Starkville
March 26-30	IAAO Course 601 Deadline	Starkville
April 4	CAS Deadline & Hotel Block Deadline	gcd.msstate.edu
<b>April 5</b>	<b>Assessor Recertification</b> Biloxi Stoneville Hattiesburg Meridian	Costal R & E Center Delta R&E Capps Classroom Woodall Technology Center MSU Meridian
<b>April 12</b>	<b>Assessor Recertification</b> Raymond Batesville Starkville Verona	Central MS R & E Center Batesville Civic Center Bost Theater, MSU Campus North MS R & E Center
<b>April 19</b>	<b>Assessor Recertification</b> Starkville Raymond Biloxi	Bost Theater, MSU Campus Central MS R & E Center Costal R & E Center
April 23-27	IAAO Course 601	Starkville
May 7-11	Certified Appraiser School Week One	Clinton, MS
May 21-25	Certified Appraiser School Week Two	Clinton, MS
May 31	AEI & AEII & MAE Deadline	gcd.msstate.edu
June 14 & 15	MAE Exam	Central MS R & E Center
June 20	MAE & CAS Exam Ret	Central MS R & E Center
July 8-12	MACA Summer Conference	Biloxi, MS