



**Connecticut Chapter of the International Association of Assessing Officers**

**Course 400 - Assessment Administration**

Course 400 provides fundamental management concepts for management and supervisory personnel in the assessor's office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions.

*Recommended: Course 101, The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP) and Assessment Administration textbook - 30 hours CE*

*Recommended: Mass Appraisal of Real Property textbook (MARP)*

**When: March 27<sup>th</sup> to 31<sup>st</sup>, 2017**

**Where** Rocky Hill Fire Headquarters  
3050 Main Street  
Rocky Hill, CT 06067

**Time:** 8:00am to 5:00pm

**Cost:** \$400.00 CT Chapter Members  
\$475.00 Non-Members

Course fees include the cost of materials.

Any required books or periodicals can be purchased at IAAO.org

(Lunch on your own)

**RSVP By Monday March 13, 2017**

**For questions or to make your reservation contact Melinda Fonda 203-385-4025 or email to [mfonda@townofstratford.com](mailto:mfonda@townofstratford.com)**

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Municipality/Company: \_\_\_\_\_

Name of Attendee: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Amount Enclosed \_\_\_\_\_

**Make Checks Payable to the**

**CT. Chapter of IAAO  
C/O Melinda Fonda  
Town of Stratford  
2725 Main St  
Stratford CT 06615**