

# IAAO Course 400—Assessment Administration

December 11—15, 2017 Embassy Suites Norman

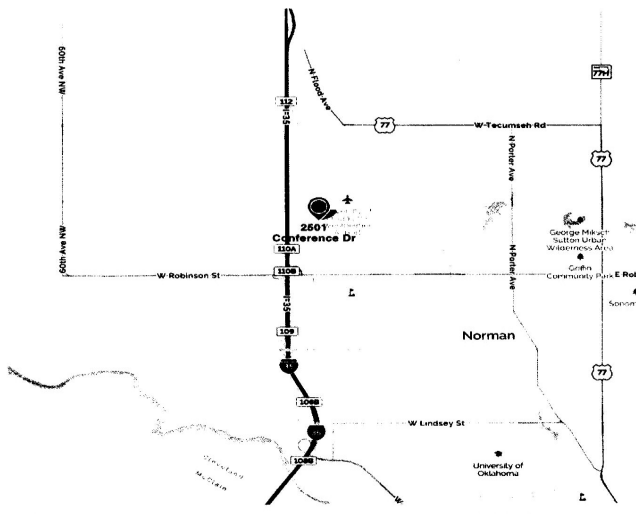
Norman, Oklahoma

## Sponsored By:

Embassy Suites  
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2501 Conference Drive  
Norman, OK 405-253-3537



INTERNATIONAL ASSOCIATION  
of ASSESSING OFFICERS  
*Oklahoma Chapter*



**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.



**Instructor: Marion Johnson, CAE**

**Contact Information:** Denise Bailey, Seminole County Assessor

Email: [semctyassessor@outlook.com](mailto:semctyassessor@outlook.com)

Phone: (405) 257-3371

**REGISTRATION AND PAYMENT IS REQUIRED BY November 19, 2017**

# IAAO

## Course 400

# Assessment Administration

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(30 hours CE)

**Instructor:**

Marion Johnson, CAE

**Location and Hotel Rooms:**

Embassy Suites Hotel & Conference Center  
2501 Conference Drive  
Norman, OK 73069  
Direct Phone: (405)253-3537

**Rates:** \$93 + tax per night for single or double occupancy (*block rooms reserved for IAA*).

Use of reservation form is required by the hotel and must be faxed to or emailed to James Reinbold at (405) 253-3550 or james.reinbold@jqh.com

**Cost:**

Course 400 Registration Fee is a total of \$400 which includes a student reference manual.

**Registration:**

To enroll, complete an individual registration form ***for each person attending***, and mail payment with form(s) to :

Seminole County Assessor  
Denise Bailey, Assessor  
P.O. Box 779  
Wewoka, OK 74884  
Telephone: (405) 257-3371 Fax: (405) 257-6465  
Email: semctyassessor@outlook.com

***Payment and Registration Must Be Received By No Later Than November 19,  
2017***

**Materials:**

A student reference manual will be provided. A battery operated calculator and pencil is required.

**Schedule:**

Class will begin promptly at 8:00 a.m. on Monday, December 11 and will end at approximately 5:00 p.m. Tuesday through Thursday, class will start at 8:00 a.m. and end at approximately 5:00 p.m. Friday (Exam Day) 8:30 a.m. to 12:00 p.m.

# REGISTRATION FORM

## IAAO COURSE 400

Assessment Administration

December 11—15, 2017

Norman, Oklahoma



INTERNATIONAL ASSOCIATION  
of ASSESSING OFFICERS

*Oklahoma Chapter*

**Please Print:**

**\*FORM ALSO SERVES AS INVOICE\***

IAAO National Member: (Check)

Yes

No

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Jurisdiction/Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

|                 |  |
|-----------------|--|
| <b>\$400.00</b> | <b>Registration Fee (includes student reference manual)</b>              |
|                 | <b>Text Book: Property Assessment Valuation—Third Ed. (not required)</b> |
|                 | <b>Total Due—please make checks payable to: Oklahoma IAAO Chapter</b>    |

**Make Checks Payable to Oklahoma IAAO Chapter, and mail to:**

Seminole County Assessor

Denise Bailey, Assessor

P.O. Box 779

Wewoka, OK 74884

Telephone: (405) 257-3371 Fax: (405) 257-6465



**EMBASSY SUITES®**

**Norman - Hotel & Conference Center**

**Embassy Suites Norman- Hotel & Conference Center  
2501 Conference Drive  
Norman, OK 73069  
405-364-8040**

**International Association of Assessing Officers  
HOTEL RESERVATION FORM**

**Please return via email to [james.reinbold@jqh.com](mailto:james.reinbold@jqh.com)**

|   |
|---|
| Name of the Guest:  |
| Arrival Date:   |
| Departure Date:   |
| Department:   |
| Department Billing Address:   |
|   |
| City:                                  State:                  Zip Code:                                      |
| Reservation Requested By:   |
| Email Address:  |
| Phone Number:   |
| Please bill for: (please choose one)  |
| All Charges:  |
| Meals:  |
| Internet:   |
| Room only   |
| Please check one box:    Tax Exempt[ <input type="checkbox"/> ]    Not Tax Exempt[ <input type="checkbox"/> ] |
| *****   |
| *Below to be completed by Reservations*   |
| Confirmation Number:  |
| Rate:   |
| Date Completed:   |

- An email will be sent to you confirming the reservation within 48 hours of receipt of request
- Rates are based on availability and at times may not be open to your travelers.
- If using a purchase order, please send with reservation request

**For further information or questions please contact:**

**James Reinbold  
Embassy Suites Rooms Coordinator  
405-253-3547 phone  
405-253-3550 fax**