

## CHAPTER 113 COURSES

[Prior to 2/17/86, Revenue Department[730]]  
[Prior to 11/2/22, see Revenue Department[701] Ch 124]

**701—113.1(441) Course selection.** The courses selected by the assessor education advisory committee for the continuing education program shall emphasize the areas outlined in rule 701—111.4(441). In establishing courses, the committee will consider current assessor training programs in Iowa and other states, and information from other sources.

[ARC 7726B, IAB 4/22/09, effective 5/27/09; Editorial change: IAC Supplement 11/2/22; Editorial change: IAC Supplement 10/18/23]

**701—113.2(441) Scheduling of courses.** Courses will be scheduled in such a way as to offer a variety of times to allow flexibility for assessors and deputy assessors to schedule their continuing education program. The number of participants for any course may be limited at the time the course is established to ensure proper training can be given each participant.

[Editorial change: IAC Supplement 11/2/22]

**701—113.3(441) Petitioning to add, delete or modify courses.** The director accepts and encourages the public to provide input into the development of the assessor education program. Any person or group may petition to add, delete or modify all or part of the program by submitting a written request for the committee's consideration.

The overriding consideration in determining whether a specific course is acceptable as continuing education is that it be a formal program of learning which contributes directly to the professional competence of an assessor or deputy assessor.

A continuing education course will qualify only if:

1. An outline of the course content and a description or copy of the final examination are prepared and filed with the director. In addition, any course changes are required to be filed with the director.
2. The course is at least one hour (60-minute period) in length.
3. The course is conducted by a qualified instructor, discussion leader, or lecturer. A qualified instructor, discussion leader, or lecturer is any individual whose background, training, education or experience makes it appropriate for that person to lead a discussion on the subject matter of the particular course.
4. Certificates of attendance must be sent to the director and the student.
5. An organization or person desiring accreditation of a course shall apply to the director for accreditation at least 60 days in advance of the commencement of the course on an application provided by the director (Form 51-002 "Application for Course Certification"). The director shall approve or deny the application. The application shall state the dates; subjects offered; total hours of instruction; names and qualifications of the instructor, discussion leader, or lecturer; a statement of the objectives of the course and how the objectives will be attained; an outline of the course content; a copy of the final examination; and any other pertinent information.

[ARC 4466C, IAB 5/22/19, effective 6/26/19; Editorial change: IAC Supplement 11/2/22]

**701—113.4(441) Course participation.** It is the responsibility of individual assessors or deputy assessors to comply with the enrollment provisions of respective courses designated and established by the committee.

[Editorial change: IAC Supplement 11/2/22]

**701—113.5(441) Retaking a course.** If an assessor or deputy assessor fails a course by receiving a grade of less than 70 percent on the final examination or does not meet attendance requirements established by the director, the course may be retaken. Once a person has passed a course and received credit for the course, no further credit can be received by taking the course again, except for those courses so designated by the director. However, if an assessor or deputy assessor wishes to retake a course as a refresher for the materials contained in the course, the assessor or deputy assessor may do so, though no final examination need be taken. If a course is applied for by a person already having received credit,

that person will only be allowed in the course if space is available after consideration is first given to persons seeking credit for certification in the course.

[Editorial change: IAC Supplement 11/2/22]

**701—113.6(441) Continuing education program for assessors.** The director, with the assistance of the committee, has determined the initial course content of the continuing education program for Iowa assessors. Courses, seminars, workshops, and schools administered by the American Institute of Real Estate Appraisers (AIREA), the International Association of Assessing Officers (IAAO), the Iowa Department of Revenue (IDR), the Society of Real Estate Appraisers (SREA), the American Society of Farm Managers and Rural Appraisers (ASFMRA), the Iowa State Association of Assessors (ISAA), the National Association of Independent Fee Appraisers (NAIFA), graduate centers, universities, community colleges and technical institutes, as qualify under rule 701—122.4(441), have been approved for certification. A copy of the approved courses may be obtained from the Director of the Department of Revenue, Hoover State Office Building, Des Moines, Iowa 50319. The director, with the assistance of the committee, shall recertify courses at least every six years. At the request of the director, the organization conducting a course shall provide the director with copies of course evaluation forms completed by students.

Upon registration for an approved course, it is the responsibility of the assessor or deputy assessor to request that notification of attendance and test score be forwarded by the appropriate organization(s) to the director justifying certification.

After the taking of a course it is the responsibility of the assessor or deputy assessor to request credit for the course by completing an application provided by the director (Form 51-001 “Application for Course Credit”) and submitting it to the Director of the Iowa Department of Revenue, Hoover State Office Building, Des Moines, Iowa 50319.

The department of revenue will serve as the principal storage facility for records of attendance and scores of examination. The information shall be confidential in nature. Certification to the conference boards by the director shall be only that the incumbent has met the requirements of the continuing education program and is eligible for reappointment.

[Editorial change: IAC Supplement 11/2/22]

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