

IAAO Education Policies



Use of Educational Materials

This educational material was developed, published, and copyrighted by the International Association of Assessing Officers (IAAO). The material is to be used exclusively for educational purposes.

Cost of Program

The cost of the program has been determined by the program provider for this education program. They have purchased these IAAO copyrighted materials from the IAAO.

Selection of Instructor

This program is not sponsored by the IAAO, and the IAAO has not taken part in selecting the instructor. If your instructor is an IAAO certified instructor, they have attended and passed an IAAO Instructor Evaluation Workshop (IEW) and has attended and successfully passed the course they are teaching. An instructor that has achieved the status of a senior instructor has successfully completed the IEW, passed a separately evaluated training assignment, independently taught IAAO courses and holds an IAAO designation.

IAAO takes no responsibility for the quality of instruction, delivery, or interpretation of material in this course for instructors not on the IAAO Approved Instructor List. Therefore, any questions related to the quality of instruction, or delivery and interpretation of material should be directed to the local coordinator. Questions related to the printed materials provided by IAAO, however, should be addressed to the IAAO Professional Development Department education@iaao.org

Continuing Education Credit

If you are applying for continuing education credit for the IAAO Professional Designation Program, you must attend the course for the minimum number of hours required by IAAO and the Appraisal Foundation. Our policy is detailed on the next page.

Continuing education credit is not automatic and application for it is the responsibility of the student and/or the program provider.

Student Results

Students will be notified of their exam results within 2-4 weeks after the program concludes. Results will be sent via email to the address in the student's IAAO file at the time the student registered for class. Results from electronic exams are considered preliminary until the final email with access to the certificate has been received. Please refrain from phone calls requesting your results; it is against IAAO policy to release results over the phone. If you have not received your results within 4 weeks of the course concluding, please email results@iaao.org for assistance.

IAAO Attendance Policy

The IAAO Education Committee responded to the higher standards of *The Appraisal Foundation* by adopting an attendance policy for all IAAO educational classes. Effective April 1, 2010, the policy states that students must attend 90% of classroom hours to achieve the full number of educational hours offered for the course. Anything less than 90% attendance will result in zero hours of credit.

Ten percent (10%) of a 30-hour class would be equal to 3 hours, however, if a student misses a ½ day of a 30-hour class, this would actually equal 3.75 hours. Because of the difficulty in measuring less than a ½ day of class, it has been determined that a student will be allowed to miss up to ½ day and still obtain the maximum offered 30-hour credit. Anything over ½ day absence will result in the loss of the full 30 hours credit. An absence from any of the IAAO Workshops will result in the student earning zero continuing education hours.

Whether offered in-person or virtually, class attendance will be verified by IAAO using the Attendance Sheet that each instructor returns to the IAAO Professional Development Department. For in-person classes, students are responsible for initialing the sheet for every ½ day they attend in class. Missing initials will be counted as an absence for that period of time. In virtual settings, the instructor will take attendance multiple times throughout the course.

The following is a breakdown of what a student can expect to receive from IAAO after enrolling in a 30-hour class:

If you scored...	And you attended...	You will receive...
70% or higher on the final exam *	90% or more of the class	<input type="checkbox"/> A Certificate of Achievement <input type="checkbox"/> 30 hours of continuing education
70% or higher on the final exam *	Less than 90% of the class	<input type="checkbox"/> A Certificate of Achievement <input type="checkbox"/> Zero hours of continuing education
Less than 70% or did not attempt the exam *	90% or more of the class	<input type="checkbox"/> A Certificate of Attendance <input type="checkbox"/> 30 hours of continuing education
Less than 70% or did not attempt the exam *	Less than 90% of the class	<input type="checkbox"/> A letter stating that you did not meet the requirements for an attendance certificate <input type="checkbox"/> A Special Examination Application for your consideration (if you attempted but failed the exam)
* Passing grade for USPAP is 72%		