

J. Hunt
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THE VIRTUOSO

A Newsletter of the North Carolina Candidates' Club

Number 7, November 1988

Richard Beamer, Editor

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IAAO CERTIFICATE OF EDUCATIONAL RECOGNITION

The IAAO is now offering a new professional credential, the Certificate of Educational Recognition. The certificate will be awarded to IAAO members who have completed IAAO Courses 1 and 2 and two elective courses since December 31, 1978.

The new certificate requires course credits only, while the CAE and RES designations require the writing of narrative appraisal reports. Attainment of the Certificate of Educational Recognition will hopefully encourage members to pursue the CAE or RES designation. Completion of the course requirements for the certificate satisfies the course requirements for the real property track to the CAE.

The Certificate of Educational Recognition is good for ten years from the date of the earliest of the four required courses. When the certificate expires, a member can qualify for a new certificate by completing an additional five-day IAAO course.

Application for the certificate may be made by completing a form and sending a \$10.00 processing fee. For more information, write or call Beatrice Owen, Education Department, IAAO, 1313 East 60th Street, Chicago, IL 60637-9990; 312/947-2068.

INSTITUTE OF GOVERNMENT
UNIVERSITY OF NORTH CAROLINA
LIBRARY

Following is an excerpt from "Evaluating Your Employment Profile" written by J. Christopher Sprehe of the Christopher Group, an executive search firm in Shawnee Mission, Kansas, that specializes in the placement of real estate appraisers.

Certain repetitive "knock-out" factors all too often appear, however, when screening candidates for any appraisal position. Some of these are highlighted here to assist you in evaluating your employment profile as seen by potential employers....

Professional Designation: Not only are these designations an indication of learned knowledge and meaningful industry experience, they also imply a dedication to excel. The financial and time commitments to achieve any industry professional designation are significant and not to be considered lightly. Knowledgeable employers seek--and justly reward--those professionals who have completed that career "degree." A mention of candidacy toward a designation is not relevant in a resume; however, a listing of the specific coursework, reports, and experience credits approved, etc., is meaningful to the employer reviewing a resume....

Reprinted from "Briefs," February 3, 1988, published by the Society of Real Estate Appraisers.

**DON'T FORGET!
CANDIDATES' CLUB MEETING
INSTITUTE OF GOVERNMENT
NOVEMBER 3-4, 1988**

The Candidates' Club will next meet at the Institute of Government in Chapel Hill on November 3-4, 1988. The meeting will begin at 1:00 p.m. on Thursday and end at 12:00 noon on Friday. This will be a report-writing workshop with Joe Hunt, Debbe King, and Richard Beamer instructing. Topics to be covered include data collection and building components, site analysis, highest and best use, neighborhood analysis, and cost analysis. Members will need to bring all information concerning their subject property and the cost approach. Members will hopefully be able to leave the meeting with the cost approach section of their report completed.

This meeting should be very helpful, and everyone is invited to attend.

**NOMINATIONS NEEDED FOR
STEERING COMMITTEE**

Two new members will be added to the steering committee at the fall meeting of the North Carolina Candidates' Club. Debbe King and Margaret Claxton will be rotating off. Nominations will be needed to fill these vacancies.

The following appointments were recently made by the steering committee of the North Carolina Candidates' Club:

Bill Tester--Secretary-Treasurer.
Stephen Pate--Moderator.
Doyle Freeman--Social Chairman.

**KNOW YOUR CANDIDATES' CLUB
STEERING COMMITTEE**

Richard Beamer, CAE
124 Worth Street
Asheboro, NC 27203

Debbe King, RES
5245 Gold Wagon Lane
Charlotte, NC 27212

Stephen Pate
2001 Independence Drive
Greensboro, NC 27408

Doyle Freeman
Rt. 11, Box 228 HE
Hendersonville, NC 28739

Margaret Claxton
Rt. 1, Box 113-B
Whittier, NC 28789

William Tester
Room 121, County Courthouse
Boone, NC 28607

CONGRATULATIONS!

Congratulations to Joe Hunt. Joe was recently elected Vice-President of IAAO. This is a tremendous achievement and the North Carolina Candidates' Club is very proud of Joe and is very fortunate to have him as an advisor.

Congratulations to Mack Lockhart. Mack, an appraiser with Mecklenburg County, recently received his RES designation.

Congratulations to Robert Abdul Jabbar. Robert, an appraiser with Mecklenburg County, recently received his RES designation.

Congratulations to Debbe King. Debbe, an appraiser with Mecklenburg County, was the moderator of a workshop at the IAAO Conference in Nashville, Tennessee.

Articles are needed for future issues of The Virtuoso. If you have an idea to share or a comment to make, please submit it to:

Richard Beamer, CAE
Randolph County Tax Dept.
145 Worth Street
Asheboro, NC 27203

CANDIDATES' CLUB T-SHIRTS

Approximately 60 Candidates' Club T-shirts were sold at the Summer Conference in Asheville. T-shirts will be available at the November meeting of the Candidates' Club and the NCAAO Fall Conference. Cost is \$9.00 per shirt. Two shirts were donated to the IAAO's Silent Auction in Nashville, Tennessee.

CAE REQUIREMENTS

There are four "tracks" to the CAE designation: the real property appraisal report track, the mass appraisal track, the computer-assisted valuation track, and the personal property appraisal report track. Regardless of the chosen track, the following general requirements must be met by the date of certification (requirements specific to the individual tracks follow the general requirements):

1. Candidacy in the CAE program.
2. At least five years of appraisal experience in the assessment field.
3. Within the preceding ten years, a passing grade on the examination for IAAO Course 1 (or on an equivalent examination).
4. Within the preceding ten years, a passing grade on an elective course examination, preferably

IAAO Course 3 or Course 301. (No elective course is required for the computer-assisted valuation track.)

5. A passing grade on the comprehensive CAE examination. This examination is administered only after all other requirements have been met.
6. Submission to the Professional Admissions Committee of an affidavit attesting to employment, IAAO membership, and experience.

Real Property Appraisal Report Track

Candidates who elect the real property appraisal report track must also complete the following specific requirements:

1. Within the preceding ten years, a passing grade on the examination for IAAO Course 2 (or on an equivalent examination).
2. Acceptance by the Professional Admissions Committee of a complete demonstration appraisal report, using the recognized approaches to value, on a single-family residence.
3. Acceptance by the Professional Admissions Committee of a complete demonstration appraisal report, using the recognized approaches to value, on an income-producing improved property.

Mass Appraisal Track

Candidates who elect the mass appraisal track must also complete the following specific requirements:

1. Within the preceding ten years, a passing grade on the examination for IAAO Course 2 (or on an equivalent examination).
2. Acceptance by the Professional Admissions Committee of a complete demonstration appraisal report, using the recognized approaches to value, on a single-family residence.

3. Attendance at IAAO Course 302 and a passing grade on the examination. This course must be completed prior to sitting for the IAAO Case Study Examination on the Mass Appraisal of Income-Producing Property.
4. A passing grade on the IAAO Case Study Examination on the Mass Appraisal of Income-Producing Property.

Computer-Assisted Valuation Track

Candidates who elect the computer-assisted valuation track must also complete the following specific requirements:

1. Within the preceding ten years, a passing grade on the examination for IAAO Course 2 (or on an equivalent examination).
2. Within the preceding ten years, a passing grade on the examination for IAAO Course 303 (or on an equivalent examination).
3. Acceptance by the Professional Admissions Committee of a complete demonstration appraisal report, using the recognized approaches to value, on an income-producing improved property.
4. Attendance at IAAO Course 305 and a passing grade on the examination. This course must be completed prior to submitting the computer-assisted valuation report.
5. Acceptance by the Professional Admissions Committee of a report on the computer-assisted valuation of a group of single-family residential properties (the computer-assisted valuation report).

Personal Property Appraisal Report Track

Candidates who elect the personal property appraisal report

track must also complete the following specific requirements:

1. Within the preceding ten years, a passing grade on the examination for IAAO Course 5 (or on an equivalent examination).
2. Acceptance by the Professional Admissions Committee of a complete demonstration appraisal report, using the recognized approaches to value, on a retail, service, or manufacturing business.
3. Acceptance by the Professional Admissions Committee of a complete demonstration appraisal report, using the recognized approaches to value, on either a single-family residence or an income-producing improved property.

RES REQUIREMENTS

To qualify for the RES designation, the following requirements must be met on the date of certification:

1. Candidacy in the RES program.
2. At least three years of appraisal experience in the assessment field.
3. Within the preceding ten years, a passing grade on the examination for the IAAO Course 1 (or on an equivalent examination).
4. Within the preceding ten years, a passing grade on either the examination for IAAO Course 2 or the examination for IAAO Course 301 (or on an equivalent examination).
5. Acceptance by the Professional Admissions Committee of a complete demonstration appraisal report, using the recognized approaches to value, on a single-family residence.

- 6. A passing grade on the comprehensive RES examination. This examination is administered only after all other requirements have been met.
- 7. Submission to the Professional Admissions Committee of an affidavit attesting to employment, IAAO membership, and experience.

**CANDIDATES' CLUB
1988 MEMBERSHIP ROSTER**

<u>NAME</u>	<u>COUNTY/COMPANY</u>
Todd Alston	Durham
Juanita Barton	Transylvania
Marshall Beach	Edgecombe
Richard A. Beamer, RES	Randolph
Randy Beeman	Pamlico
James Bethune	New Hanover
Albert E. Boone	Nash
J. D. Brickhouse	Tyrrell
Harvey Britton	Hertford
James Brown	Durham
Gary Bryson	Transylvania
Margaret Claxton	Jackson
Patsy Elliott	Brunswick
Doyle Freeman	Henderson
Ed Helms	CLT
Debbe King, RES	Mecklenburg
Richard Lightner	Macon
Mack Lockhart, RES	Mecklenburg
Barbara McCrary	Transylvania
Pat Moss	Henderson
Ken Murray	Nash
Stephen Pate	Guilford
R. J. Phillips	Standard Computer Systems
David Reid	Transylvania
Rose Robinson	Onslow
Wilton Rountree	Edgecombe
Jerry Smith	Guilford
Stephen Smith	Polk
Porter Stokes	F. Bruce Sawter & Associates

FUTURE CLUB MEETING DATES SET

Meeting dates for future meetings of the North Carolina Candidates' Club have been selected by the Candidates' Club steering committee. Meetings will be held at the Institute of Government in Chapel Hill. The meetings will begin at 1:00 p.m. and will adjourn the following day at noon. Spring meetings will feature guest speakers while fall meetings will focus on report-writing workshops. Future meetings dates are as follows:

<u>Year</u>	<u>Month</u>	<u>Dates</u>	<u>Days</u>
1988	November	3-4	Thursday/Friday
1989	April	3-4	Monday/Tuesday

CANDIDATES' CLUB MEMBERSHIPS AND DUES

(The North Carolina Candidates' Club was formed to help North Carolina assessment administrators achieve the CAE or RES designation. Anyone interested is invited to join. The dues are \$10.00 per year for regular members and \$20.00 per year for subscribing members.)

Dues for Candidates' Club membership are renewable for one year and are due January 1, 1989. Membership dues are \$10.00 for regular members and \$20.00 for subscribing members. Checks should be made payable to THE NORTH CAROLINA CANDIDATES' CLUB and mailed to: Bill Tester, Watauga County Courthouse, Room 121, Boone, NC 28607-3557. Please specify the name(s) of the person(s) the dues are for.

Anyone who is interested in obtaining the IAAO professional designation of CAE or RES is invited to attend.

**APPLICATION FOR MEMBERSHIP
N.C. CANDIDATES CLUB**

NAME _____

TITLE _____

COUNTY/COMPANY _____

OFFICE ADDRESS _____ PHONE () _____

CITY _____ STATE _____ ZIP _____

HOME ADDRESS _____ PHONE () _____

CITY _____ STATE _____ ZIP _____

PREFERRED MAILING ADDRESS _____ OFFICE _____ HOME _____

ARE YOU A MEMBER OF IAAO? _____ YES _____ NO _____

The North Carolina Candidates' Club

CONSTITUTION OF THE NORTH CAROLINA CANDIDATES' CLUB

ARTICLE I

Name and Objectives

Section 1. The name of this organization shall be the North Carolina Candidates' Club.

Section 2. The objective of this club shall be to promote the International Association of Assessing Officers Professional Designation program in order to improve the standards of assessment procedure and practice throughout North Carolina.

ARTICLE II

Membership and Dues

Section 1. Regular Members. Governmental (State and Local) employees who are actively involved in Property Tax Assessment in North Carolina. Annual dues payable on or before the first annual meeting shall be \$10.00 per year.

Section 2. Subscribing Members. Persons not eligible as regular members who subscribe to the objectives of the club. Annual dues payable on or before the first annual meeting shall be \$20.00.

Section 3. Honorary Members. CAE's who have attained their designation through the North Carolina Candidates' Club or who have attained the CAE designation in the past who are residents of North Carolina.

Section 4. Voting Rights. Voting rights are reserved for regular members and subscribing members who are in good standing.

Section . Ethics. Every member of the club agrees to conduct himself or herself in a manner that shall reflect credit upon the profession of assessing; to protect that profession from any form of activity found to be unjust, unethical or detrimental to the public or to the profession; and to give strict adherence to the Code of Ethics which has been adopted by the North Carolina Association of Assessing Officers and the International Association for Assessing Officers.

Section 6. Dues. Members in good standing shall be those who have made timely payment of dues. Timely payment being dues paid on or before the first annual meeting.

ARTICLE III

Steering Committee

Section 1. Selection. At the first annual meeting, two (2) persons who are members in good standing; shall be elected for a three (3) year term from the regular and subscribing members. Total membership shall be six (6).

Section 2. Moderator. The steering committee shall elect a moderator for the purpose of: (a) calling steering committee meetings, (b) conducting the business for the steering committee, (c) reporting to the membership, (d) presiding at regular club meetings.

Section 3. Secretary/Treasurer. The steering committee shall elect a Secretary/Treasurer to: (a) serve as club secretary at all club meetings and steering committee meetings, (b) to handle all correspondence for club, (c) to handle all funds for club, (d) to preside in absence of moderator at club meetings and steering committee meetings.

ARTICLE IV

Meetings

Section 1. Meetings. The club shall hold two (2) annual meetings at the Institute of Government in Chapel Hill. Meetings shall be devoted to discussion of matters of interest pertaining to achieving a professional designation through the International Association of Assessing Officers Professional Admissions Program.

ARTICLE V

Amendments

Section 1. Amendments. This Constitution may be amended by a majority vote of regular and subscribing members in good standing, present and voting at the annual meetings.

ARTICLE VI

Fiscal Year

Section 1. Fiscal Year. The fiscal year of the club shall be from January 1 to December 31.
