



# AAP Virtual Fall Conference

November 16 to 19, 2020



*All classes will be held via the Zoom platform.*

AAP is an affiliate of the  
County Commissioners Association of Pennsylvania



September 22, 2020

**TO:** AAP Members  
**FROM:** Robert Roland, CPE, AAP President  
**RE:** 2020 Virtual Fall Conference

Due to the COVID-19 pandemic, our association has cancelled both our May Annual Conference and the in-person version of our Fall Conference. These cancellations have placed limitations on our members' ability to obtain continuing education credits, which is a requirement for CPE license renewal. The current recertification period started on July 1, 2019 and ends June 30, 2021. Thanks to the hard work of our AAP staff, the AAP Education Committee and the AAP Conference Planning Committee, a series of virtual classes has been created to assist all CPEs in obtaining credits for license recertification.

On behalf of the AAP officers and Board of Governors, I invite you to attend the AAP's Virtual Fall Conference classes from November 16 through 19. This is an opportunity for you to earn up to 24 credits of continuing education toward your license renewal.

**Conference Schedule.** Enclosed is a Conference agenda detailing the classes being offered. Remember, credit hours are earned an hour for an hour. If you have any questions about the agenda, please call Terry Cochran, AAP Executive Director, at (717) 736-4734 or email her at [tcochran@pacounties.org](mailto:tcochran@pacounties.org).

**Conference Registration.** Please register by completing the enclosed registration form and sending it to AAP along with your check made payable to "AAP." AAP will not be offering online registration for this Conference. *This is a temporary cost-savings measure for the association.*

**We highly encourage you to send your registrations via email or fax as soon as you receive this information. Please email your registration forms to Lori Lawyer at [llawyer@pacounties.org](mailto:llawyer@pacounties.org) or fax them to her at (717) 526-1020. Next, mail in your check to AAP, Attn: AAP Fall Conference, to the address on the registration form.**

If you have registration questions, please call Lori Lawyer, AAP Administrative Assistant, at (717) 736-4712 or email her at [llawyer@pacounties.org](mailto:llawyer@pacounties.org).

Confirmations for the classes will be emailed to registrants starting on October 9 and then every Friday thereafter.

**Monitoring Procedures.** Included in this mailing is an explanation of AAP's monitoring and disciplinary procedures and the AAP Code of Conduct. Please read them over before signing up for classes. By registering for classes, you, as an individual, are agreeing to abide by both the monitoring and disciplinary procedures and the Code of Conduct.

**Virtual Student Information.** We've also included the draft of general learning requirements for our virtual sessions as of right now. The AAP is anticipating that there will be more information to share after the State Board of Certified Real Estate Appraisers' September 30<sup>th</sup> meeting. Any further updates will be provided to members via email.

I look forward to seeing you online in November!

# AAP 2020 Virtual Fall Conference

## Monday, November 16

8 a.m. Sign In to Zoom Classroom

9 a.m. - noon **Basic Understanding of Act 319** (3.0 hours)

This course is geared toward the new assessor, but could be beneficial to the seasoned assessor as well. Definitions, the application process along with an explanation of specific events that may have an impact on preferential assessment are just some of the topics that will be covered.

*Randy Waggoner, CPE, Chief Assessor, Perry County*

*Deborah Crawford, CPE, Administrative Dir. of Assessment/Tax Claim/Planning*

noon **Lunch Break**

1 p.m. Sign In to Zoom Classroom

1:30 - 4:30 p.m. **Basic Income Formula  $V=I/R$**  (3.0 hours)

This course will cover terminology associated with the income approach to value. Also the steps in the approach to value will be covered along with reconstruction of the operating expense statements and the determination of the net income. Converting the net income to a value indication using various capitalization approaches and techniques will be discussed and demonstrated.

**\*\*Students will need a calculator for this class.**

*Richard J. Drzewiecki, MAI, CPE, President, PA General Certified Appraiser Appraisal & Marketing Associates, Inc.*

*Ryan Drzewiecki, PA General Certified Appraiser, Appraisal & Marketing Associates, Inc.*

## Tuesday, November 17

8 a.m. Sign In to Zoom Classroom

9 a.m. to noon **The Pennsylvania Land Bank Law** (3.0 hours) **NEW CLASS!**

This session will cover the Pennsylvania Land Bank Law which was enacted in 2012. In addition to covering organization issues, the instructor will discuss the cost of blight and abandonment and how land banks function to address this problem. Land bank case studies across the Commonwealth will be shared.

*Christopher Gulotta, Principal, The Gulotta Group LLC*

noon to 1 p.m. **Lunch Break**

1 p.m. Sign In to Zoom Classroom

1:30 to 4:30 p.m. **Market Analysis vs Income Analysis** (3.0 hours)

The objective of this seminar is showing the similarities and differences, the strengths and weaknesses of the final estimates of the Sales Comparison, and Income Approaches to value. Students will do a case study utilizing both approaches to value to come up with a value conclusion.

**\*\*Students will need a calculator for this class.**

*Randy Waggoner, CPE, Chief Assessor, Perry County*

*Charles 'JR' Hardester, CPE, Chief Assessor, Lawrence County*

# AAP 2020 Virtual Fall Conference

## Wednesday, November 18

- 8 a.m. Sign In to Zoom Classroom
- 9 a.m. to noon **Validating Real Property Sales** (3.0 hours)  
Students will learn the proper procedures involved with validating or invalidating sales to be used in the calculation of the Common Level Ratio (CLR). The validation codes will also be explained in detail.  
*Charles "R" Hardester, CPE, Chief Assessor, Lawrence County*  
*Renee Reynolds, Director, State Tax Equalization Board, Pennsylvania*  
*Department of Community and Economic Development*
- noon to 1 p.m. **Lunch Break**
- 1 p.m. Sign In to Zoom Classroom
- 1:30 to 4:30 p.m. **Real Estate Litigation** (3.0 hours)  
Our speaker will provide an update on legislation affecting assessment offices and an update of cases involving assessment issues.  
*Jeff Engle, Esquire, AAP Solicitor, Shaffer & Engle Law Offices, LLC*

## Thursday, November 19

- 8 a.m. Sign In to Zoom Classroom
- 9 a.m. to noon **Assessment Appeals – A Beginners Guide** (3.0 hours)  
This seminar is designed to introduce new or less experienced assessors to the appeals process, appeal laws and some policies and procedures.  
*Angelia Tennes, CPE, Chief Assessor/Tax Claim Director, McKean County*
- noon to 1 p.m. **Lunch Break**
- 1 p.m. Sign In to Zoom Classroom
- 1:30 to 4:30 p.m. **Basic Principles of Value** (3.0 hours) **NEW CLASS!**  
The twelve principles of value are one of the first areas studied in the process of becoming an assessor. We must understand these basic principles as they are the foundation for the valuation process. This course is a comprehensive review of the twelve principles of value individually, as well as showing how they are interrelated in the work we do every day.  
*Rita Yannayon, CPE, Senior Appraiser, Erie County*

## Virtual Requirements for the Fall Conference

(tentative as of September 22)

- Each student must take the class using a computer with a web camera and microphone that only they are using. The State Board of Certified Real Estate Appraisers (SBCREA) requires that anyone taking classes must be able to see and hear the instructor at all times and the instructor must be able to see and hear the students at all times.
- The student and instructor's cameras must be on anytime classroom instruction is occurring.
- There will be roll call at the beginning of each class day and after each break. At the beginning of each class students must show verify their attendance by sharing a photo ID which can be a county ID, driver's license or any other form of identification with the student's name and picture. If using a driver's license, please be sure to cover up any information other than the student's name and photo.
- A student's county/employer must allow the student to use the Zoom platform for these classes.
- The student's county/employer must provide a quiet location, conducive to classroom learning for students along with a stable internet connection. Preferably, that location would be in the county offices. If that is not possible, perhaps another location like a local library would be available.
- All materials for the classes will be available on the AAP website. Students must print out all handout information in preparation for each class.
- We recommend that students have a backup plan if their primary device encounters any issues or outages. Zoom can also be used on iPads and smart phones. Please consult with your IT department about what your options are and have them ready as a backup. *Please note that AAP is not responsible for any data charges.*

### A note on the above requirements -

We've been asked whether it would be permissible for several students to be together on one camera/device to take the class as a group. AAP representatives will be discussing this with the SBCREA at their September 30<sup>th</sup> meeting.

As soon as any decision is made and updates are available, we will be in touch with our members.



## **AAP Monitoring & Disciplinary Procedure/Policy (excerpted from the AAP Policies and Procedures)**

### **Section 11 — AAP Monitoring Procedures**

- a.** All AAP sponsored sessions for recertification credit will be monitored by two designated active members to control entrance into and exit from the classroom. The education committee shall instruct the monitors in the proper procedures. Beyond the normal assigned breaks, each student will be allowed ten minutes during the morning session and ten minutes during the afternoon session to be used towards late arrivals and/or unscheduled breaks not to exceed ten minutes per session.
- b.** Students will be required to sign out and sign in with the monitor noting the times. The official starting time for class shall be the advertised starting time. An official clock/timepiece for each class will be used to record all individual breaks and assigned breaks.
- c.** Failure to comply with this procedure will result in not being issued a certificate for the seminar.

### **Section 12 — AAP Board of Appeals**

- a.** The Board of Appeals will consist of three (3) active members and one (1) active member alternate to be appointed by the AAP President and approved by the AAP Board.
- b.** Appeals from the decision of the designated monitors not to issue a certificate of completion must be submitted with all the facts in writing within ten (10) working days to the AAP Board of Appeals. Written review and final action by the Board of Appeals will be given within thirty (30) days. Copies will be furnished to the student, the President and the Chair(s) of the Education Committee.
- c.** In the event that the student is dissatisfied with the decision of the AAP Board of Appeals, the student may petition The President and the Chair(s) of the Education Committee within ten (10) working days. The President and the Chair(s) of the Education Committee may pick an additional Officer, so the total may be three people. This group shall be called the AAP Executive Board of Appeals. Final action by the Executive Board of Appeals will be given within thirty (30) days.

### **AAP Code of Conduct**

Effective February 1, 2018, the AAP Code of Conduct applied to all AAP events, conferences and classes. The code has been published on the AAP website and is included in your Conference materials.

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## **Dates to Remember**

- **November 1** - Get your Conference registration form mailed, emailed to Lori Lawyer at [llawyer@pacounties.org](mailto:llawyer@pacounties.org) or faxed to AAP at (717) 526-1020.
- **November 6 at 9 a.m.** - AAP Membership Meeting and Awards Ceremony (Virtual via Zoom) *Information will be sent out by October 9.*
- **November 11** - Deadline to register for Virtual Fall Conference classes
- **November 16 to 19** - AAP Virtual Fall Conference classes (Virtual via Zoom)
- **November 23 and 24** - USPAP and Act 28 with Steve Howe (Virtual via Zoom)
- **January 22, 2021** - AAP Board of Governors' Meeting (Virtual via Zoom)
- **May 5 to 7** - AAP Annual Conference, Eden Resort and Suites, Lancaster, PA

## AAP Virtual Fall Conference Registration November 16 to 19, 2020

Attendees can take classes individually or take advantage of the \$300 fee for access to all eight classes.

**Check class(es) you wish to attend:**

### Monday, November 16

	Member Fee	Non Member Fee
<input type="checkbox"/> A - Morning - Basic Understanding of Act 319 (3 Hours)	\$50	\$75
<input type="checkbox"/> B - Afternoon - Basic Income Formula V=I/R (3 Hours)	\$50	\$75

### Tuesday, November 17

<input type="checkbox"/> C - Morning - The PA Land Bank Law (3 Hours)	\$50	\$75
<input type="checkbox"/> D - Afternoon - Market Analysis vs Income Analysis (3 Hours)	\$50	\$75

### Wednesday, November 18

<input type="checkbox"/> E - Validating Real Property Sales (3 Hours)	\$50	\$75
<input type="checkbox"/> F - Afternoon - Real Estate Litigation (3 Hours)	\$50	\$75

### Thursday, November 19

<input type="checkbox"/> G - Morning - Assessment Appeals – A Beginners Guide (3 Hours)	\$50	\$75
<input type="checkbox"/> H - Afternoon - Basic Principles of Value (3 Hours)	\$50	\$75

<input type="checkbox"/> <b>Full Conference</b> (Best Value)	<b>\$300</b>	<b>\$400</b>
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Total Amount Enclosed \$ \_\_\_\_\_

**We highly encourage you to send your registration via email or fax as soon as you receive this information. Please email your registration form to Lori Lawyer at [llawyer@pacounties.org](mailto:llawyer@pacounties.org) or fax it to her at (717) 526-1020.**

## 2020 AAP VIRTUAL FALL CONFERENCE REGISTRATION INFORMATION

(Don't forget to make a copy of this form for your records)

Name \_\_\_\_\_ Title \_\_\_\_\_  
*(as you want it to appear on your name badge)*

CPE Number \_\_\_\_\_ County/Firm \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Years of Assessment Service \_\_\_\_\_

Special Physical Requirements \_\_\_\_\_

**REFUNDS:** No refunds will be processed after **November 13**, 2020. Substitutions are allowed. Please register by **November 11**.

Make check payable to "AAP" and return with registration form to:

<b>AAP Virtual Fall Conference</b>	<b>Phone: (717) 526-1010</b>
<b>PO Box 60769</b>	<b>Fax: (717) 526-1020</b>
<b>Harrisburg, PA 17106-0769</b>	