

## Registration Application: Course 400: Assessment Administration.



**Course Description:** Course 400 covers administrative concepts and procedures that can produce greater efficiency in the modern assessment office. Students explore the key subsystems of an organization and how to operate them more effectively. Also included is the manager's role within an assessment organization: the processes of planning, directing, coordinating, organizing, budgeting, and evaluating toward the better utilization of human and physical resources. Topics include information systems, reappraisal, setting goals and objectives,

maintenance, appeals, data processing, public relations, personnel, budgeting, report reviews, ratio studies, evaluations, and standards of practice.

This in-person offering is sponsored by the Alabama Chapter of IAAO. For more information contact Taylor Dobson, RES, [tdobson@madisoncountyal.gov](mailto:tdobson@madisoncountyal.gov).

**Alabama Certification Continuing Education:** 30 hours CE. (Student must submit certificate of completion to Auburn University's Government & Economic Development Institute at [gedi@auburn.edu](mailto:gedi@auburn.edu) to receive credit).

**Location:** Government Plaza. Mobile County: South Tower on the ground floor.

**Address:** 205 Government Plaza, Mobile, AL 36602

**Date:** September 18, 2023 – September 22, 2023

**Time:** 8 a.m. until 5 p.m.

**Cost:** \$750 per student – (RSVP by August 24, 2023)

County: \_\_\_\_\_

Name of Attendee: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

### Checks Payable to – Alabama Chapter of IAAO

Mailing to – Alabama Chapter of IAAO

Attn: Ashley H. Robinson, Treasurer

3925 Michael Blvd, Suite G

Mobile, AL 36609

**Hotel information:** The Admiral Hotel Downtown Mobile is right next door to the classroom location.

Admiral Hotel Phone number 251-432-8000.

Admiral Hotel Website: [The Admiral Hotel | Hotels Downtown Mobile, AL | Official Site](#)

*Course Fee Refund Policy: Any cancellations made prior to the RSVP date of August 24, 2023 will be issued a 100% refund. Cancellations after the RSVP date will be issued a 50% refund. Notice of Cancellation must be provided to Taylor Dobson, RES, [tdobson@madisoncountyal.gov](mailto:tdobson@madisoncountyal.gov).*