



OUTLINED COURSE REQUIREMENTS FOR TENNESSEE ASSESSMENT CERTIFICATIONS

For more information, visit our website at www.comptroller.tn.gov

LEVEL I

- ❖ Full-time employee in property appraisal field for ad valorem tax purposes
- ❖ DPA Tennessee Assessment Law Workshop
- ❖ DPA Appraisal Fundamentals Workshop
- ❖ DPA Basic Mapping
- ❖ IAAO Course 101
- ❖ Pass Comprehensive Exam

LEVEL II

- ❖ One (1) year full-time experience (for ad valorem tax purposes)
- ❖ Satisfy requirements of preceding level
- ❖ IAAO Course 102
- ❖ IAAO Course 400, **or** IAAO Course 600, **or** IAAO Course 601

LEVEL III – TENNESSEE CERTIFIED ASSESSOR (TCA)

- ❖ Two (2) years full-time experience (for ad valorem tax purposes)
- ❖ Satisfy requirements of preceding levels
- ❖ IAAO Course 300, **or** IAAO Course 400, **or** IAAO Course 600, **or** IAAO Course 601
- ❖ IAAO Workshop 151
- ❖ DEMO and Exam, **or** Case Study and Exam

LEVEL IV

- ❖ Three (3) years full-time experience (for ad valorem tax purposes)
- ❖ Satisfy requirements of preceding levels
- ❖ IAAO Course 311
- ❖ IAAO Course 201, **or** IAAO Course 400, **or** IAAO Course 500, **or** IAAO Course 600, **or** IAAO Course 601

LEVEL V – TENNESSEE MASTER ASSESSOR (TMA) (THREE PATHS - CHOOSE 1)

Path #1

- ❖ Four (4) years full-time experience (for ad valorem tax purposes)
- ❖ Satisfy requirements of preceding levels
- ❖ IAAO Course 112

or Path #2

- ❖ Certified General Real Estate Appraiser (TN Real Estate Appraisal Commission)
- ❖ Two (2) years full-time experience (for ad valorem tax purposes)
- ❖ DPA Tennessee Assessment Law Workshop
- ❖ DPA Appraisal Fundamentals Workshop

or Path #3

- ❖ Must hold a current: AAS, **or** CAE, **or** CMS, **or** PPS, **or** RES designation through IAAO

*No one course may be used to satisfy more than one certification level requirement.
Classes are not required to be taken in any order.*

REQUEST FOR DPA OR IAAO SPECIAL EXAMINATION RETAKE

For TN county assessor employees to be considered for a DPA or an IAAO Special Examination Retake at the cost of \$50 (with any remainder to be paid by the Office of the Comptroller):

- ✓ Must have received a passing grade on the examination of all recommended course prerequisites (see IAAO.org)
- ✓ Must wait 30 days after previous exam date before retake can be attempted
- ✓ Retake exam must be taken within 12 months of previous failed exam attempt
- ✓ Exam grade on previous attempt must be a 60 or above
- ✓ DPA will not pay for retakes for courses that issue only Pass/Fail results (no numeric grade)
- ✓ County assessor or appointed staff member must provide written approval
- ✓ Only (1) DPA exam and (1) IAAO Special Examination Retake will be approved per person, every 12 months
- ✓ Failure of a retake examination requires classroom attendance for all subsequent exam attempts of corresponding course
- ✓ Third attempt of course exam: employee is responsible to pay for 50% of the contracted rate between the Office of the Comptroller and the IAAO
- ✓ Fourth attempt or more of course exam: employee is responsible to pay 100% of the contracted rate between the Office of the Comptroller and the IAAO
- ✓ Completed IAAO Special Examination Application for Retake Exam must be received by the DPA Training Section at least 5 weeks prior to exam date
- ✓ Exam must be taken at a DPA office location and proctored by an approved DPA staff member

To schedule a DPA examination retake or an IAAO Special Examination Retake, please contact DPA.Administration@cot.tn.gov or call 615.401.3016.