

Please complete this form in its entirety. One form should be completed for each registrant, per course. **If you need additional forms, make a copy of this one.** All courses are on a first come first serve basis. You should receive a confirmation letter and map approximately 2 weeks prior to the class. *(Nashville courses are held in the hotel)*

- **DPA Employees** - Place an "X" in the course tuition box and textbook box if one is needed. "NA" should appear in the total column. **You are NOT responsible for any fees.** An "Approval to attend Education Course/Program" form must accompany this form in order for it to be processed.
- **Tennessee City and County Employees** - Place an "X" in the course tuition box and textbook box if one is needed. "\$15.00" should appear in the total column. **You are only responsible for a \$15 handling fee.** Handling fees will not be refunded or credited unless circumstances warrant per training policy.
- **Other Tennessee State Agency Employees** - Place an "X" in the course tuition box and textbook box if one is needed. The "total cost" must be added and placed in the total column. Your agency will receive a journal voucher for the total cost.
- **Private Industry Employees and Non-Tennessee Governmental Employees** - Place an "X" in the course tuition box and textbook box if one is needed. The "total cost" must be added and placed in the total column. Cancellations received fifteen working days in advance will yield a full refund. **Cancellations of less than fifteen working days notice will be assessed a (\$100.00) fee. We advise that travel arrangements not be made prior to receiving registration confirmation.**

* *Tuition fees do not include travel to the course location, fees to and from the airport, meals or hotel accommodations.*

If you have questions about this form, please contact Crsti Moore at (615) 401-7774 or via e-mail at Cristi.Moore@cot.tn.gov

METHOD OF PAYMENT



Full payment must accompany this form.

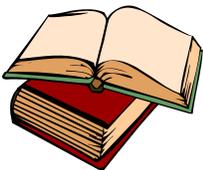
Payment may be made by check, money order, or government purchase order.

Checks or money orders should be made payable to:

Comptroller of the Treasury

*Sorry, cash is **NOT** accepted*

IAAO TEXTBOOK ORDERING



If you already have a textbook, bring it to class, you will **NOT** be provided with a new one.

- **PAV** -recommended for courses 101, 102, 112, 201, 500
- **MARP**- recommended for courses 300, 311, 312, 320
- **Assessment Administration** - recommended for course 400
- **Courses 402, 600, 601** do not have a recommended textbook

✓ You must check the appropriate box on this form or an IAAO textbook will **NOT** be ordered.

✓ There will be **NO** textbook refunds if one is ordered.

RETURN THIS FORM WITH PAYMENT TO:



Mail your completed form to:
Office of Management Services
Suite 1400
James K. Polk State Office Bld.
505 Deaderick Street
Nashville, TN 37243-1402



Fax your completed form to:
Fax: (615) 741-3888
 Attn: Crsti Moore



E-mail your completed form to:
Cristi.Moore@cot.tn.gov

"The Office of the Comptroller of the Treasury is committed to principles of equal opportunity, equal access, and affirmative action. Individuals with disabilities who wish to participate in these courses should contact the Division of Property Assessments, phone number (615) 401-7737, to discuss any auxiliary aids or services needed to facilitate participation. Such contact should be made no less than 4 weeks prior to the course date to allow time to provide the aid or service."

If you have questions about this form, please contact **Cristi Moore** at (615) 401-7774 or via e-mail at Cristi.Moore@cot.tn.gov

OFFICE USE ONLY	
Deposit #	_____
Date:	_____

PERSONAL DATA *(Print or type)*

Name: (Last) _____ (First) _____

Social Security (last 4 digits only) _____ Email _____

Employer: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ - _____

Phone: (_____) _____ Fax: (_____) _____

DPA Employees: Region _____ (Must have attached *Approval Form* to be processed)

IAAO Member: Yes No Designation: CAE RES CMS PPS AAS TCA TMA

HOTEL ACCOMMODATIONS **Nashville courses only*

If this area is not completed, NO reservations will be made for you.

In order to comply with our current hotel agreement, attendees who require hotel accommodations should allow us to make your reservations for you.

Please **DO** make reservations for me, Please **DO NOT** make reservations for me,
I plan to arrive on: Date _____ / _____ / 2012 and to depart on: Date _____ / _____ / 2012

Type of room: Single Double *(This is a smoke free facility, please specify if you would like a ground floor room)*

Other info: _____

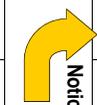


* Do **NOT** send hotel fees to IAAO or the DPA. Fees must be paid directly to the hotel by you. The DPA is **NOT** responsible for hotel fees. Hotel rates are subject to change without notice. **(see hotel information on the Course Details page)**

* DPA will **NOT** make room reservations for courses / workshops being held in the Knoxville or Jackson locations .

COURSE SELECTION AND FEES

Dates	Course & Location	Tuition	Text Book available upon request	Cut-Off Dates	Total Due
June 18-22	IAAO Course 402- Property Tax Policy (Rick Stuart, CAE)	<input type="checkbox"/> \$355	NA	May 29	\$
July 16-20	IAAO Course 601 - Advanced Mapping Methods & Applications (Roger Gilliam, CMS)	<input type="checkbox"/> \$355	NA	June 25	\$
July 24-26	DPA Appraisal Fundamentals Workshop (Knoxville, TN) (Mark Volner, RES)	<input type="checkbox"/> \$100	NA	July 3	\$
August 6-8	IAAO Workshop 151- Standards of Professional Appraisal Practice (Keith Joyner, CAE)	<input type="checkbox"/> \$335	NA	July 16	\$
August 13-17	IAAO Course 102 - Income Approach to Valuation (Knoxville, TN) (Bill Gibbs, CAE)	<input type="checkbox"/> \$355	<input type="checkbox"/> \$50 (PAV)	July 23	\$
August 27-31	DPA Basic Mapping (Knoxville, TN) (Melvin Huffman, CMS / Derrick Hughes)	<input type="checkbox"/> \$100	NA	Aug 6	\$
October 8-12	IAAO Course 400- Assessment Administration (Knoxville, TN) (Jewette Farley, CAE)	<input type="checkbox"/> \$355	<input type="checkbox"/> \$40 (AA)	Sept 17	\$
October 8-12	DPA Basic Mapping (Jackson, TN) (Melvin Huffman, CMS / Derrick Hughes)	<input type="checkbox"/> \$100	NA	Oct 1	\$
Oct 31-Nov 2	DPA Appraisal Fundamentals Workshop (Mark Volner, RES)	<input type="checkbox"/> \$100	NA	Oct 10	\$
Nov 5-9	DPA Basic Mapping (Melvin Huffman, CMS / Derrick Hughes)	<input type="checkbox"/> \$100	NA	Oct 15	\$
Nov 7-9	DPA Appraisal Fundamentals Workshop (Jackson, TN) (Mark Volner, RES)	<input type="checkbox"/> \$100	NA	Oct 17	\$
Nov 27-29	DPA TN Assessment Law Workshop (Bobby Lee / John Allen)	<input type="checkbox"/> \$100	NA	Nov 6	\$
Dec 3-7	IAAO Course 101 - Fund. of Real Property Appraisal (Bill Gibbs, CAE)	<input type="checkbox"/> \$355	<input type="checkbox"/> \$50 (PAV)	Nov 13	\$



Notice: Tennessee City and County employees pay **only** \$15 total per person (includes price of textbook if one is needed) per course

DPA Tennessee Assessment Law Workshop

This course is designed to provide a basic understanding of assessment laws in Tennessee.

DPA Appraisal Fundamentals Workshop

This course is designed to provide a basic understanding of appraisal terminology and methodology.

DPA Basic Mapping

Basic mapping deals primarily with the maintenance and revision of assessment maps. The participants will become familiar with the mapping tools used to maintain maps and the three functions of a map. The course will provide a foundation for the types of maps used in the assessment field and the types of surveys assessment officials will confront, as well as, parcel identification and computer mapping.

Course 101 - Fundamentals of Real Property Appraisal

A basic appraisal course for assessors, Course 101 emphasizes the theory and techniques of the cost and sales comparison approaches to value. Students review terminology, basic appraisal, and economic principles, general principles of land valuation, the assessment function, and the mass appraisal process.

Course 102 - Income Approach to Valuation

Covers the theory and techniques of estimating value by the income, or capitalized earnings, approach. The material includes selection of capitalization rates, analysis of income and expenses to estimate operating income, and capitalization methods and techniques. This course also covers rental units of comparison, as well as real estate finance and investment. **Recommended: Course 101, PAV/PAAA**

Workshop 151-Uniform Standards of Professional Appraisal Practice

This workshop covers materials from The Appraisal Foundation, Uniform Standards of Professional Appraisal Practice which includes: Definitions, Preamble, Ethics Rule, Competency Rule, Departure Rule, Jurisdictional Exception Rule, Supplemental Standards Rule, and Standards 1 through 10. Supplementary materials include The Appraisal Foundation Uniform Standards of Professional Appraisal Practice (USPAP) Frequently Asked Questions. The **FAQ** is an annually updated reference for appraisers and users of appraisal services that contains a compilation of questions and answers. Case studies and exercises illustrate the material. This workshop includes an exam. **IAAO recertification credit: 15 hours-2 days**

Course 300 - Fundamentals of Mass Appraisal

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

Recommended: Course 101, 102, MARP

Course 402 - Property Tax Policy

Course 402 offers students strategies for assisting in the effective formulation and implementation of tax policies and presents background enabling students to understand the context under which property tax policy is established. Students will be given analytical tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical basis to guide decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decision in the area of tax policy on a regular basis.

Course 601 - Advanced Mapping Methods & Applications

Course 601 provides a comprehensive program of study, applying the knowledge and abilities taught in course 600 on a more advanced level. A comprehensive set of case problems is utilized to enhance your learning experience.

Course 400 - Assessment Administration

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. **Recommended: Course 101, and The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP), PAAA**

COURSE DAILY SCHEDULE

Monday	8:00 - 4:30	Registration-Class
Tues. - Thurs.	8:00 - 4:30	Class
Friday	8:00 - 4:30	Review/Exam
151 WORKSHOP DAILY SCHEDULE		
Day 1	8:00 - 4:30	Registration-Class
Day 2	8:30 - 4:30	Class
Day 3	8:00 - 12:00	Review/Exam
DPA WORKSHOP DAILY SCHEDULE		
Day 1	8:00 - 4:30	Registration-Class
Day 2	8:30 - 4:30	Class
Day 3	8:00 - 12:00	Review/Exam

SUBJECT TO CHANGE BY INSTRUCTOR

COURSE LOCATIONS



Wingate by Wyndham-Brentwood Cool Springs

1738 Carothers Parkway
Brentwood, TN 37027
Phone 615-277-8700

Approximate Single Rate

(per night)
\$94+tax
(17.25%)

*please call for exact rate

Note: If using a tax exempt status, you must present a tax exempt form at check-in.

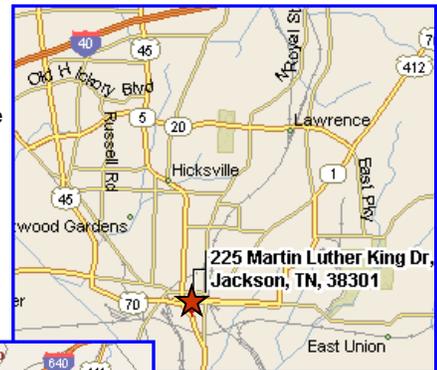


Reservations will only be made for courses being held at the Wingate by Wyndham-Brentwood Cool Springs. Lodging for classes being held in Jackson & Knoxville must be made by course participant.



Jackson DPA

225 Martin Luther King Drive
Lowell Thomas Office Bld
Tower A, 1st Floor
Jackson, TN 38301
Phone: (731) 423-5629



Knoxville DPA

12 Oaks Executive Park
5401 Kingston Pike
Building #2, Suite 350
Knoxville, TN 37919
Phone: (865) 594-6131

COURSE MATERIALS



Paper, pencils and a silent, battery-operated calculator are required for all courses.



In addition, **DPA Basic Mapping** students will need 5mm pencils, a scale, a protractor, a red pencil, a yellow pencil, a 30/60 triangle, a 45/90 triangle and a compass.



Students must be familiar with their calculator's operation before the course begins. (HP 12C preferred for all courses)



Visit our web site at: www.tn.gov/comptroller/pa/