



STATE OF TENNESSEE
STATE BOARD OF EQUALIZATION
SUITE 1700
JAMES K. POLK OFFICE BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-0280
PHONE (615) 401-7883

August 17, 2011

Memorandum

To: State-registered taxpayer agents

From: Kelsie Jones, Executive Secretary
State Board of Equalization

Subject: **(1) Continuing Ed. for 2010-2011; (2) Fall Review October 28**

At its meeting on August 8, the Board interpreted the agent continuing education rule (20 hours every two years) as requiring a total of five (5) hours for the balance of the current registration period that ends June 30, 2012. We will offer our second in-house continuing education program for TN registered taxpayer agents, on October 28, 2011 from 9 am to noon in Room 29, Legislative Plaza, Nashville, TN. This program will review recent administrative developments and procedures. There is no charge to attend this program, but there will be a processing fee if you wish to claim CPE credit. A credit form will be available to attendees. Please complete and return this memo by fax or mail to register for the event, whether or not you intend to seek CPE credit. You may also register by email using the above address, but include the information below in your email and the words 'CPE PROGRAM REGISTRATION' in the subject line of your email.

For those who cannot attend, the program will be streamed on the web, simply provide an email address and we will send you the link. Unfortunately CPE credit is not available except for in-person attendees.

PROGRAM REGISTRATION: Fall Review – 2011

Name: _____ Agent Reg. No. _____

Email address: _____

Send web link? Yes: ____ I will attend in person: ____