TENNESSEE ASSESSMENT EDUCATION PROGRAM - 2013 REGISTRATION FORM INSTRUCTIONS

Please complete this form in it's 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*** - Circle the course date and place an "X" in the 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*** - Circle the course date and place an "X" in the 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*** - Circle the course date and place an "X" in the textbook box if one is needed. The **"total cost"** must be added and placed in the total column. Your agency will receive an interunit journal through Edison for the total cost.

- ***Private Industry Employees and Non-Tennessee Governmental Employees*** - Circle the course date and place an "X" in the 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
Cristi Moore at (615) 401-7774 or via e-mail at Cristi.Moore@cot.tn.gov

METHOD OF PAYMENT

Full payment must accompany this form.

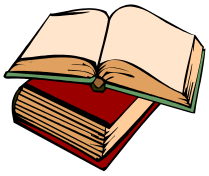
Payment may be made by check, money order, or government purchase order.

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 311, 312, 320
- **Fundamentals of Mass Appraisal** - recommended for course 300
- **Assessment Administration** - recommended for course 400
- **Fundamentals of Tax Policy** - recommended for course 402
- **Courses 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: Cristi 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."

TENNESSEE ASSESSMENT EDUCATION PROGRAM - 2013 REGISTRATION FORM

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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: Area_____ (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. A lodging confirmation number will be e-mailed if an e-mail address has been provided.

NASHVILLE LOCATIONS ONLY

◯ Please **DO** make reservations for me, ◯ Please **DO NOT** make reservations for me,

I plan to arrive on: **Date**_____/_____/ **2013** and to depart on: **Date**_____/_____/ **2013**

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 *(Please circle)*	Course & Location	Tuition	Text Book *(available upon request)*	Cut-Off Dates		Total Due
Jan 14-18	IAAO Course 402- Property Tax Policy (*Jewette Farley, CAE)*	$355	☐ $55 (FTP)	Dec 21		
Feb 25-Mar 1	IAAO Course 101 - Fund. of Real Prop App. (Knoxville, TN) (*Bill Gibbs, CAE)*	$355	☐ $50 (PAV)	Feb 4		$
March 4-8	DPA Basic Mapping (Knoxville, TN) (*Derrick Hughes)*	$100	NA	Feb 11		$
March 13-15	DPA TN Assessment Law Workshop (*John Allen)*	$100	NA	Feb 19		$
April 2-4	DPA TN Assessment Law Workshop (Knoxville, TN) *(John Allen)*	$100	NA	Mar 26		$
April 15-19	IAAO Course 101 - Fund. of Real Property Appraisal (*Bill Gibbs, CAE)*	$355	☐ $50 (PAV)	Mar 25		$
June 3-7	IAAO Course 102 - Income Approach to Valuation (*Bill Gibbs, CAE)*	$355	☐ $50 (PAV)	May 13		$
June 18-20	DPA Appraisal Fundamentals Workshop (Knoxville, TN) (*Ryan Cavanah, CAE)*	$100	NA	May 28		$
July 8-12	IAAO Course 311 - Residential Modeling Concepts (*Bill Gibbs, CAE)*	$355	☐ $40 (MARP)	June 17		$
July 23-25	DPA Appraisal Fundamentals Workshop (*Ryan Cavanah, CAE)*	$100	NA	July 2		$
August 5-9	DPA Basic Mapping (*Derrick Hughes)*	$100	NA	July 15		$
August 6-8	DPA TN Assessment Law Workshop (Jackson, TN) (*John Allen)*	$100	NA	July 16		$
August 26-28	DPA Appraisal Fundamentals Workshop (Jackson, TN) (*Mark Volner, RES)*	$100	NA	Aug 5		$
October 7-11	DPA Basic Mapping (Jackson, TN) (*Derrick Hughes)*	$100	NA	Sept 16		$
October 21-25	IAAO Course 500 – Assessment of Personal Property (*Lisa Hobart, PPS)*	$355	☐ $50 (PAV)	Sept 30		$
Nov. 4-8	IAAO Course 312 – Com/Indust Modeling Concepts (Jackson, TN)(*Bill Gibbs, CAE)*	$355	☐ $40 (MARP)	Oct 14		$
Nov. 19-21	IAAO Workshop 551 – Valuation of Machinery and Equipment (*Lisa Hobart, PPS)*	$355	NA	Oct 29		$

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

TENNESSEE ASSESSMENT EDUCATION PROGRAM - 2013 COURSE DETAILS

DPA Basic Mapping
A five day course designed for entry level students who want to acquire the basic mapping principles and techniques of cadastral mapping. Students will learn and demonstrate basic skills needed to plot deed descriptions in the metes and bounds land description system as well as the Public Land Survey System. The class will utilize lectures as well as exercises to teach the main concepts of the course. This workshop includes a 25 question, multiple choice examination. Credits: 30 hours

DPA Appraisal Fundamentals Workshop
This 2-day introductory workshop is designed to provide students with the basic concepts and techniques used in real estate appraisals for property tax purposes. There will be discussion with regard to assessment policy and procedures as required by the State Board of Equalization. It also provides a foundation for future appraisal courses and training opportunities of various advance levels. Students will be instructed on the calculation of tax rates, requiring basic math skills. Topics also covered in the workshop are the economic principles that affect real estate and the three approaches used to arrive at an appraised value. This workshop includes a 25 question, multiple choice examination. Credits: 15 hours

DPA Tennessee Assessment Law Workshop
This two (2) day introductory law workshop, with a twenty five (25) multiple choice exam on the third day, is designed to provide students with basic concepts of law for property assessments and taxation. Students will learn the law as it relates to the power of assessment and taxation and the legal obligations of the assessor's office. Class discussions will include: classification and subclassification of property; personal property; clerical errors; back assessment and reassessment; greenbelt; proration of property; reappraisal cycles; and many other topics. This workshop includes a 25 question, multiple choice examination. Credits: 15 hours

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**

Course 311 - Residential Modeling Concepts
Course 311 presents a detailed study of the mass appraisal process as applied to residential property. Topics covered include a comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, market analysis, application of the approaches to value, use of sales ratio studies, and valuation review techniques. **Recommended: Course 300, MARP**

Course 312 - Commercial/Industrial Modeling Concepts
Course 312 presents a detailed study of the mass appraisal process as applied to income-producing property. Topics include income property data, market analysis, sales comparison approach, cost approach, cost approach, gross and net income analysis, capitalization rate development, model specification and calibration, and value review and maintenance. **Recommended: Course 300, 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.

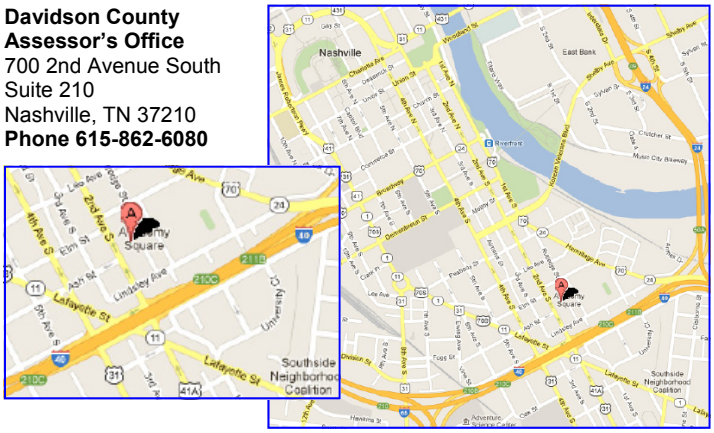
Course 500 - Assessment of Personal Property
Course 500 provides a comprehensive program of study for those who assess personal property for ad Valorem tax purposes. After a review of property tax administration and the nature of value, the following aspects of personal property assessment are covered: categories of personal property, discovery, the valuation process, valuation guidelines and quality control, depreciation methods, and special problems. **Recommended: PAV**

Workshop 551 - Valuation of Machinery and Equipment
This workshop is designed to provide a formal, systematic, comprehensive program of study for those who assess personal property, specifically machinery and equipment. The very nature of most personal property item provides a challenge in proper valuation – the diversity, mobility or adaptability, and the forces affecting value of personal property frequently make it far more difficult than real property to discover, list and value. The end goal in the appraisal of machinery and equipment is an estimation of market value that is both accurate and equitable. There are three accepted approaches to value. The content of this workshop includes specific application of the three approaches. This workshop includes an exam. **Recommended: Course 500**. IAAO recertification credit: 18.5 hours-2 ½ days

COURSE LOCATIONS

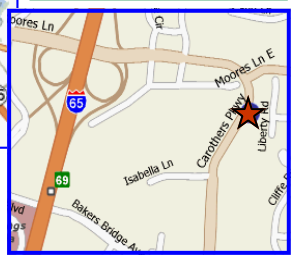
NASHVILLE LOCATIONS

Davidson County Assessor's Office
700 2nd Avenue South
Suite 210
Nashville, TN 37210
Phone 615-862-6080



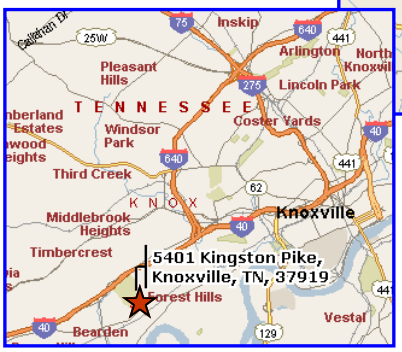
Wingate by Wyndham-Brentwood Cool Springs
1738 Carothers Parkway
Brentwood, TN 37027
Phone 615-277-8700

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 DAILY SCHEDULE

5 DAY COURSE DAILY SCHEDULE

Monday	**8:00 - 4:30**	**Registration-Class**
Tues. - Thurs.	**8:00 - 4:30**	**Class**
Friday	**8:00 - 4:30**	**Review/Exam**

3 DAY 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 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.comptroller.tn.gov/pa/