

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. (*Mount Juliet courses are held in the hotel*)

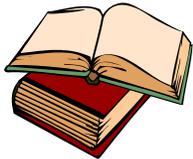
- **Attendance Policy** - Students must attend 90% of the instructional hours to achieve the full number of educational hours offered for the course. Anything less than 90% attendance will result in zero hours of credit.
- **COT Employees** - Circle the course date and place an "X" in the textbook box 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.
- **TN City and County Collecting Officials and TN County Assessor 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 credited unless cancellation is received at least 5 business days prior to first day of class. **Any registered county or city employee who withdraws from class or is absent for over 90% of the class without an acceptable cause will be responsible for paying the total tuition and textbook costs for the course. A tuition and textbook fee for each individual course is listed on the registration form. Withdrawals due to circumstances that the student has no control over, such as illness, death; etc. should be brought to the attention of the instructor or training coordinator.**
- **Other TN City, County and 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. Regular tuition applies to all State employees outside of the Office of the Comptroller, all county employees outside the city collecting officials office, and all county employees outside the county assessors office. **Cancellations of less than fifteen working days notice will be assessed a (\$100.00) fee.**
- **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, please contact Crsti Moore at (615) 401-7774 or email Cristi.Moore@cot.tn.gov

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 and 112.
- **Fundamentals of Mass Appraisal** - recommended for course 300.
- **Assessment Administration** - recommended for course 400.
- **Courses 311, 601 and Workshops 151, 553** 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.

PAYMENT

STEP 1 Fax or Email a completed copy of this form to reserve your spot:



Fax: (615) 741-3888
Attn: Crsti Moore



Cristi.Moore@cot.tn.gov

STEP 2 Mail FULL payment with a completed copy of 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

NO cash or credit/debit card payments accepted.



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

"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**
 (615) 401-7774 or email at Cristi.Moore@cot.tn.gov

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 *Mount Juliet 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.

Please **DO** make reservations for me, Please **DO NOT** make reservations for me,
 I plan to arrive on: Date _____ / _____ / 2016 and to depart on: Date _____ / _____ / 2016
 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
Feb 29-Mar 2	IAAO Workshop 151-Uniform Standards of Prof. App. Practice (Mount Juliet, TN) (Brad Moore, CAE)	\$355	NA	Feb 8	\$
Mar 29-31	Appraisal Fundamentals Workshop (Jackson, TN) (Elliott Meyer, TMA)	\$100	NA	Mar 8	\$
April 4-8	Basic Mapping (Knoxville, TN) (Derrick Hughes)	\$100	NA	Mar 14	\$
April 11-15	IAAO Course 101-Fund. Of Real Prop. App. (Mount Juliet, TN) (Bill Gibbs, CAE)	\$355	<input type="checkbox"/> \$50 (PAV)	Mar 21	\$
April 26-28	Tennessee Assessment Law Workshop (Knoxville, TN) (John Sharpe)	\$100	NA	Apr 5	\$
May 9-13	IAAO Course 300-Fund. Of Mass Appraisal (Mount Juliet, TN) (Bill Gibbs, CAE)	\$355	<input type="checkbox"/> \$50 (FMA)	Apr 18	\$
June 6-10	Basic Mapping (Jackson, TN) (Derrick Hughes) CANCELED	\$100	NA	May 16	\$
June 13-17	IAAO Course 601-Cadastral Mapping-Methods & Applications (Mt. Juliet, TN) (Roger Gilliam, CAE)	\$355	NA	May 23	\$
June 21-23	Appraisal Fundamentals Workshop (Knoxville, TN) (Elliott Meyer, TMA)	\$100	NA	May 31	\$
June 27-July 1	IAAO Course 102-Income Approach to Valuation (Mount Juliet, TN) (Bill Gibbs, CAE)	\$355	<input type="checkbox"/> \$50 (PAV)	June 6	\$
July 12-14	Assessment Law Workshop (Jackson, TN) (John Sharpe) CANCELED	\$100	NA	June 21	\$
July 18-22	IAAO Course 400-Assessment Administration (Mount Juliet, TN) (Jewette Farley, CAE)	\$355	<input type="checkbox"/> \$40 (AA)	June 27	\$
July 26-28	Appraisal Fundamentals Workshop (Mount Juliet, TN) (Elliott Meyer, TMA)	\$100	NA	July 5	\$
Aug 8-12	IAAO Course 311-Residential Modeling Concepts (Mt. Juliet, TN) (Bill Gibbs, CAE)	\$355	NA	July 18	\$
Aug 29-Sep 2	Basic Mapping (Mount Juliet, TN) (Derrick Hughes)	\$100	NA	Aug 8	\$
Oct 4-6	Assessment Law Workshop (Mount Juliet, TN) (John Sharpe)	\$100	NA	Sep 13	\$
Oct 31-Nov 4	IAAO Course 112-Income Approach to Valuation II (Mt. Juliet, TN) (Bill Gibbs, CAE)	\$355	<input type="checkbox"/> \$50 (PAV)	Oct 10	\$
Nov 14-16	IAAO Workshop 553-Personal Property Auditing, Advanced (Mt. Juliet, TN) (Lisa Hobart, PPS)	\$355	NA	Oct 24	\$

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

APPROVAL TO ATTEND (Tennessee County Employees Only)

I approve _____ to attend the course referenced above.

 (Attendee Name) (Assessor of Property Signature) (Date)

OFFICE USE ONLY

Deposit # _____
 Date: _____

DPA Basic Mapping

This 5-day course is 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 3-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 3-day introductory 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**

IAAO 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. **Recommended: PAV/PAAA**

IAAO Course 102 - Income Approach to Valuation

This course 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**

IAAO Course 112 - Income Approach to Valuation II

A continuation of introductory course 102, this course emphasizes advanced concepts in the income approach to value. Application of the compound interest tables in appraisal practice is taught. Comparison of the various capitalization methods and techniques is covered by lecture and problem solving. This course presents in detail the contemporary capitalization methods of mortgage equity and discounted cash flow analysis. **Recommended: Course 101, 102, PAAA**

IAAO 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**

IAAO 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**

IAAO Course 311 - Residential Modeling Concepts

This course 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**

IAAO Course 400 - Assessment Administration

This course 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**

IAAO Workshop 553 - Advanced Personal Property Auditing

This workshop expands the understanding of financial records provided in the Basic Personal Property Auditing Workshop and presents advanced discussions of accounting and auditing theory as it relates to fixed assets. Capitalization techniques will also be discussed. A case study including sample financial records will be used to "discover" fixed assets that may otherwise be hidden from the appraiser. **Recommended: Course 500 and Workshop 552. IAAO recertification credit: 18.5 hours-2 ½ days**

IAAO Course 601 - Advanced Mapping Methods & Applications

This course 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 LOCATIONS

Holiday Inn Express and Suites
565 South Mount Juliet Road
Mount Juliet, TN 37122
Phone: 615-553-5200



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 Holiday Inn Express and Suites. 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/