

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 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 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 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 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 James Woodyard at (615) 401-7789 or via email at James.Woodyard@tn.gov

METHOD OF PAYMENT



Full payment must accompany this form.

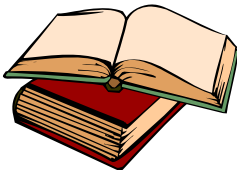
Payment may be made by check, money order, or government purchase order.

Checks or money orders should be made payable to:

Comptroller of the Treasury

Sorry, cash is **NOT** accepted

IAAO TEXTBOOK ORDERING



Currently the green IAAO textbook, **(Property Assessment Valuation)** is being used as a companion to the SRM you will receive for appraisal courses. Modeling courses will use the blue IAAO textbook, **(Mass Appraisal of Real Property)**. If you already have a textbook, bring it to class, you will **NOT** be provided with a new one.

*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: James Woodyard



Email your completed form to:
James.Woodyard@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 James Woodyard at (615) 401-7789 or via email at James.Woodyard@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. The DPA holds a block of rooms, so please allow us to make your reservations for courses being held in Nashville.

Please **DO** make reservations for me, Please **DO NOT** make reservations for me,
 I plan to arrive on: **Date** _____ / _____ / 2010 and to depart on: **Date** _____ / _____ / 2010
 Type of room: **Single** **Double** *(This is a smoke free facility, please specify if you would like a ground floor room)*
 Other info: _____

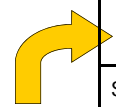


* Do **NOT** send hotel fees to IAAO or the DPA. Fees must be paid directly to the hotel by you. The DPA is **NOT** responsible for hotel fees. Hotel rates are subject to change without notice. ***(see hotel information on the Course Details page)***

* DPA will **NOT** make room reservations for courses being held in locations other than the Wingate - Brentwood Cool Springs.

COURSE SELECTION AND FEES

Dates	Course & Location	Cut-Off Dates	Tuition	Text Book <i>If needed</i>	Total Due
March 16-17	DPA TN Assessment Law Workshop (Knoxville, TN)	Mar 2	<input type="checkbox"/> \$100	NA	\$
March 30-31	DPA Appraisal Fundamentals Workshop (Jackson, TN)	Mar 16	<input type="checkbox"/> \$100	NA	\$
April 6-7	DPA TN Assessment Law Workshop	Mar 23	<input type="checkbox"/> \$100	NA	\$
April 27-28	DPA TN Assessment Law Workshop (Jackson, TN)	April 13	<input type="checkbox"/> \$100	NA	\$
June 7-11	IAAO Course 101 - Fund. of Real Prop. Appraisal (Knoxville, TN)	May 10	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
June 15-16	DPA Appraisal Fundamentals Workshop	June 1	<input type="checkbox"/> \$100	NA	\$
June 21-25	IAAO Course 500 - Assessment of Personal Property	May 24	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
July 12-16	IAAO Course 101 - Fund. of Real Prop. Appraisal	June 14	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
July 27-28	DPA Appraisal Fundamentals Workshop (Knoxville, TN)	July 13	<input type="checkbox"/> \$100	NA	\$
Aug 30-Sep 3	DPA Basic Mapping	Aug 16	<input type="checkbox"/> \$100	NA	\$
Sept 27-29	IAAO Workshop 151-Standards of Professional Appraisal Practice	Aug 30	<input type="checkbox"/> \$315	NA	\$
Oct 4-8	DPA Basic Mapping (Knoxville, TN)	Sept 20	<input type="checkbox"/> \$100	NA	\$
Oct 18-22	IAAO Course 312-Commercial Modeling Concepts	Sept 20	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
Nov 15-19	IAAO Course 402 - Property Tax Policy	Oct 18	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$



Notice: Tennessee City and County employees. You pay **only** \$15 per person 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 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 Text

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 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 DAILY SCHEDULE

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

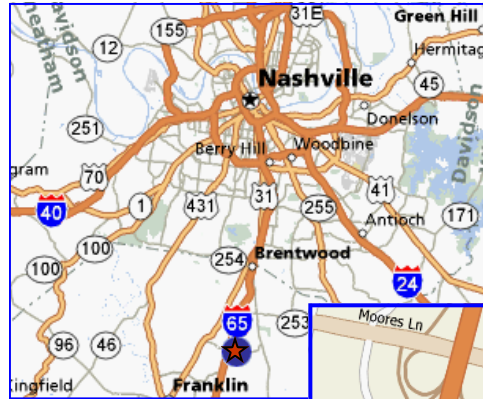
SUBJECT TO CHANGE BY INSTRUCTOR

COURSE LOCATIONS



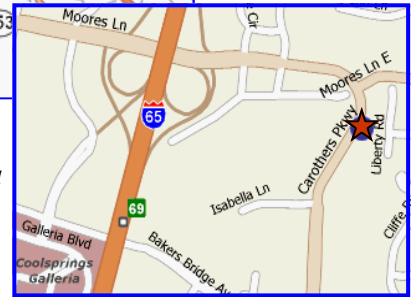
Wingate by Wyndham-Brentwood Cool Springs

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



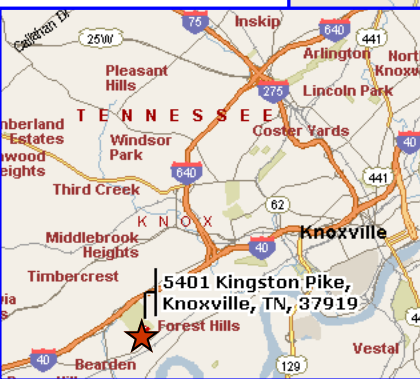
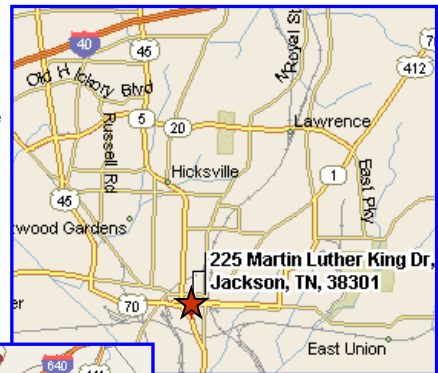
Approximate
Single Rate
(per night)
\$101+tax
(17.25%)

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/