



# NewsLine

The Official Publication of the Tennessee Auctioneers Commission Volume XLVII—Spring 2014

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## Mission Statement

The Mission of the Tennessee Auctioneers Commission is to protect the public and licensees by monitoring the auctioneer profession through licensure and regulation

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Department of Commerce & Insurance  
500 James Robertson Parkway  
Nashville, Tennessee 37243-1152  
Phone: 615-741-3600  
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[www.tn.gov/regboards/auction](http://www.tn.gov/regboards/auction)

## WELCOME TO THE WEBSITE

The Tennessee Auctioneer Commission has a fantastic website that provides a wealth of information to licensees and auction consumers. In this issue, we will focus on some of the great features of the Auctioneer Commission site, how to navigate the site and how to use some of the valuable resources offered through the Commission.

The Commission's web address is <http://www.tn.gov/regboards/auction>. Quicker and easier, one can also access the site by dropping the <http://www>. and entering [tn.gov/regboards/auction](http://www.tn.gov/regboards/auction) into your browser address window. This will take you to the Auctioneer Commission Home Page.

The Home Page is broken down into the following sections:

- ◇ The Header tells you where you are on the Internet.
- ◇ The Left Menu Bar with dark Tabs at the top for quick access to important State of Tennessee websites and light Tabs below for Department of Commerce & Insurance features.
- ◇ The body of the site which is located in the center of the screen and contains: Quick Links, News & Information, Consumer Resources, Licensee & Application Resources, Contact Information, Rules and Law, The Mission Statement and Other Resources
- ◇ Right Menu Bar which features easy access social media links, Agency Services, other tn.gov services and Featured Sites.
- ◇ The Footer Menu at the bottom of the screen. This usually serves to provide another way to access the information featured above.

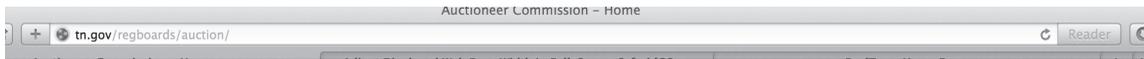
This issue will explore the Commission website in more detail: looking up a license, verifying CE credits, finding the CE schedule, the newsletter, and information on Commission meetings. We will also identify how to access applications, how to change your address, and how to get a letter of good standing from the Commission.

Given so many choices and ways to access information on the website, it can be a little overwhelming, especially at first. Just remember, you can always use your back arrow to get back to the previous screen(s). So, are you ready to walk through the TAC website? This will be even more helpful if you follow along on your computer.

(continued)

**"The Tennessee Department of Commerce and Insurance is committed to principals of equal opportunity, equal access, and affirmative action." Contact the EEO Coordinator or ADA Coordinator at 615-741-2177(TDD).**

In the browser window we will enter: **tn.gov/regboards/auction**



This is what you will see: the Auctioneer Commission Home Page.

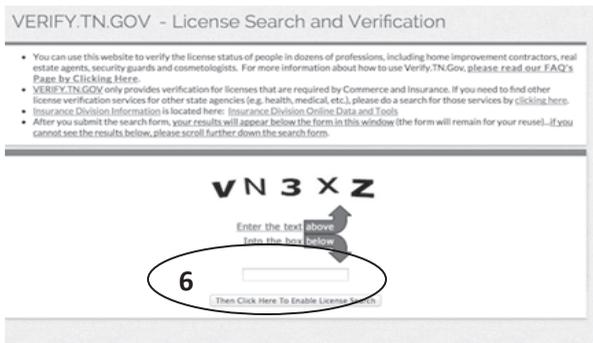
The screenshot shows the Tennessee Auctioneer Commission Home Page. The page header includes the Tennessee flag, the Department of Commerce and Insurance, and Governor Bill Haslam's name. A search box is located in the top right. The left sidebar contains a list of navigation tabs, with 'Verify a License' and 'Renew a License' highlighted. The main content area features sections for Quick Links, News And Information, Consumer Resources, Licensee/Applicant Resources, and Mission. The right sidebar contains sections for Director, Contact Info, Rules And Laws, and other resources. Numbered callouts (1-11) point to specific elements: 1 points to 'Renew a License', 2 to 'Renew Professional Non-Health License', 3 to 'New! Newsletter - Winter 2014', 4 to 'Licensee/Applicant Resources', 5 to 'Quick Links', and 11 to the search box.

The **page header** displays the Tennessee flag, The Department of Commerce and Insurance and a quick link to Governor Bill Haslam's website. Directly below the header is a **Search** box. This search feature allows the user to search all the tn.gov websites for information on a specific topic. For example, if a user enters "sales tax" in the search window, they will be directed to a listing of sales tax related websites.

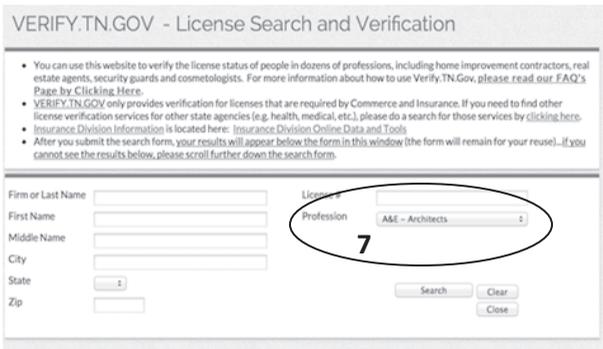
Moving our attention to the left menu bar, note the list of options provided. The darker tabs at the top of this bar will direct the user to various state services. By hovering the mouse over one of the tabs in the top of this menu bar, another box with more tabs will display to the right allowing the user to narrow their search. Clicking on any bar will redirect the user to that site.

The lighter colored tabs on the left menu bar, will direct the user to a specific page for a specific function. For example, to renew an auction license online, clicking on **Renew a License (1)** will take the user directly to the license renewal portal. Note this is also accessible from the **Renew a Professional Non-Health License (2)** in the far right menu bar. Having multiple access points for frequent functions simply makes the site more user-friendly.

Just above the license renewal tab is the **Verify a License** tab (1). This tab will direct the user to the license verification website. The license search portal is encrypted to prevent Internet robots from automatically accessing licensee information.



Access the license search portal by entering the encryption key in the box (6). This will open the license search window.



Searches can be completed by name, address or license number and by profession. This search window defaults to Architects but there is a drop-down arrow on the side of the **Profession** box (7) which will provide a list of search options. Choose the profession you wish to search (e.g. Auctioneer or Auction Firm) and then click on the **Search** box below. This will open, on the same screen, the licensee's information box (8).

**8**

Details	License #	Status	Expiry Date	Rank	Name	ATTN	Original Date
Details	6313	ACTIVE - FULLY LICENSED	Aug 11 2014	Apprentice	HILLS, SEAN \	HANSON REALTY & AUCTION CO.	Aug 12 2008

This box will display the license number, status, name, firm affiliation and issue and expiration dates. By clicking on the small **Details** box on the left side, additional information will be displayed, such as the licensee's continuing education history (9).

**9**

License Status	ACTIVE - FULLY LICENSED		
License #	6313		
License ID	6313		
Expiration Date	Aug 11 2014		
Original Date	Aug 12 2008		
Profession Code	3401		
Profession Name	Auctioneer/Apprentice		
First Name	SEAN		
Middle Name	\		
Last Name	HILLS		
City	TULLAHOOMA		
State	TN		
Zip Code	37368		
Rank	Apprentice		
License Activity Description	NOT APPLICABLE		

License ID	Course Name	Provider Name	End Date	Credit Hours
6313	Advanced Social Media	NASHVILLE AUCTION SCHOOL	Apr 22 2012	3
6313	Social Media 101: Why You Sho	NASHVILLE AUCTION SCHOOL	Apr 15 2012	3
6313	The ABC's of a Successful Auc	TENNESSEE AUCTIONEER COMMISSION	Jun 22 2010	3
6313	The ABC's of a Successful Auc	TENNESSEE AUCTIONEER COMMISSION	Jun 22 2010	3

### Other Great Features of the Website:

To Read the Current or Archived Newsletters or to find the Continuing Education Seminar information, return to the **Home Page** and click on the appropriate link in the bottom of the **News and Information Section (3)**.

In the **Licensee/Applicant Resources Section (4)** are links to information on how to get a license, forms, applications, testing information and education provider information. This section is magnified below.

### Licensee/Applicant Resources

- [How to get a License](#)
- [Forms and Applications](#) ← **10**
- [Reciprocal Information](#)
- [PSI Exam and Fee Information](#) [off-site]
- [Education Providers List](#)

Clicking on the **Forms and Applications** link (10) above, will open with to a list of linked Commission forms and applications, including an Apprentice Log form and points chart, as well as a full list of change of information forms.

On the right side of the website are links to the Tennessee Auctioneer Licensing Law and the Rules and Regulations of the Auctioneer Commission.

### Rules And Laws

- [Laws](#)
- [Rules](#)
- ['New' Rules](#) (Rules which may be changing)
- Firm Name and License Number are Required in All Advertisements

Currently, the Commission is in the process of drafting rules revisions. When these rules are publicly posted, they will be accessible through the **'New' Rules** tab. This tab will access a full list of all published Rule Revisions for the Department of Commerce and Insurance.

At the top of the **Home Page**, is the **Quick Links Section (5)**. These links access information about the Commissioners and the Commission staff. Additionally, are links to the Commission meeting schedules, agendas and approved minutes. **Quick Links** will also provide another access point for forms and applications through the **Forms and Downloads** link .

Finally, links to other valuable state services can be accessed from this website. In the far right menu bar, **TN.gov Services (11)** provides access to both renew your driver's license and obtain a copy of your driving history.

The Auctioneer Commission staff is ready and available to assist licensees and the general public with information and answers to questions, but most all the information a licensee may need can easily and quickly be found online at [tn.gov/regboards/auction](http://tn.gov/regboards/auction).

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Tennessee Auctioneers Commission  
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PRSR STD  
AUTO  
US POSTAGE PAID  
PULASKI TN  
PERMIT NO. 955

Telephone 615-741-3600 Fax 615-253-1179  
[www.tn.gov/regboards/auction](http://www.tn.gov/regboards/auction)

**Please be sure to forward a copy of the NewsLine to licensees in your firm.**

To receive email or text alerts from the Tennessee Auctioneer Commission  
go to the direct link at [www.tn.gov/notify-app/sign\\_up](http://www.tn.gov/notify-app/sign_up)

JOIN US AT MONTGOMERY BELL STATE PARK  
SPRING CONTINUING EDUCATION SEMINAR  
MONDAY, MAY 19, 2014  
9:00 AM - 4:00 PM (CENTRAL)

*Featuring: IAC Championship Auctioneer, Justin Ochs*

*and*

*Billy Trout, from the Tennessee Department of  
Revenue*

Watch for your Postcard Notification with Directions & Reservation  
Information



Comments from Chattanooga Seminar in October 2013:

- ◇ "I have been a Tennessee auctioneer for 20 years. Best Continuing Ed I have been to."
- ◇ "Great program!"

Comments from Jackson Seminar in March 2014:

- ◇ "Both speakers were great!"
- ◇ "Valuable information for improving your auction profession."
- ◇ "Great event! Good material."



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