

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 tuition 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 tuition 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 tuition 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 tuition 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 Crisi Green at (615) 401-7774 or via email at [Cristi.Green@cot.tn.gov](mailto:Cristi.Green@cot.tn.gov)**

### METHOD OF PAYMENT



Full payment must accompany this form.

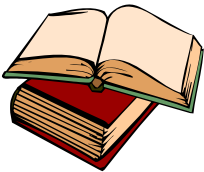
Payment may be made by check, money order, or government purchase order.

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 300, 311, 312, 320
- **Assessment Administration** - recommended for course 400
- **Courses 402, 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: Crisi Green



Email your completed form to:  
**[Cristi.Green@cot.tn.gov](mailto:Cristi.Green@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."

If you have questions about this form, please contact Cristi Green at (615) 401-7774 or via email at [Cristi.Green@cot.tn.gov](mailto:Cristi.Green@cot.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.*

In order to comply with our current hotel agreement, attendees who require hotel accommodations should allow us to make your reservations for you.

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

I plan to arrive on: Date \_\_\_\_\_ / \_\_\_\_\_ / 2012 and to depart on: Date \_\_\_\_\_ / \_\_\_\_\_ / 2012

Type of room: Single  Double  *(This is a smoke free facility, please specify if you would like a ground floor room)*

Other info: \_\_\_\_\_

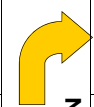


\* Do **NOT** send hotel fees to IAAO or the DPA. Fees must be paid directly to the hotel by you. The DPA is **NOT** responsible for hotel fees. Hotel rates are subject to change without notice. **(see hotel information on the Course Details page)**

\* DPA will **NOT** make room reservations for courses / workshops being held in the Knoxville or Jackson locations .

### COURSE SELECTION AND FEES

Dates	Course & Location	Tuition	Text Book available upon request	Cut-Off Dates	Total Due
April 16-20	IAAO Course 101 - Fund. of Real Property Appraisal (Rick Stuart, CAE)	<input type="checkbox"/> \$355	<input type="checkbox"/> \$40 (PAV)	Mar 26	\$
April 24-26	DPA TN Assessment Law Workshop (Jackson, TN) (Bobby Lee / John Allen)	<input type="checkbox"/> \$100	NA	April 3	\$
June 18-22	IAAO Course 402- Property Tax Policy (Rick Stuart, CAE)	<input type="checkbox"/> \$355	NA	May 29	\$
July 16-20	IAAO Course 601 - Advanced Mapping Methods & Applications (Roger Gilliam, CMS)	<input type="checkbox"/> \$355	NA	June 25	\$
July 24-26	DPA Appraisal Fundamentals Workshop (Knoxville, TN) (Mark Volner, RES)	<input type="checkbox"/> \$100	NA	July 3	\$
August 6-8	IAAO Workshop 151- Standards of Professional Appraisal Practice (Keith Joyner, CAE)	<input type="checkbox"/> \$335	NA	July 16	\$
August 27-31	DPA Basic Mapping (Knoxville, TN) (Melvin Huffman, CMS / Derrick Hughes)	<input type="checkbox"/> \$100	NA	Aug 6	\$
Oct 31-Nov 2	DPA Appraisal Fundamentals Workshop (Mark Volner, RES)	<input type="checkbox"/> \$100	NA	Oct 10	\$
Nov 5-9	DPA Basic Mapping (Melvin Huffman, CMS / Derrick Hughes)	<input type="checkbox"/> \$100	NA	Oct 15	\$
Nov 27-29	DPA TN Assessment Law Workshop (Bobby Lee / John Allen)	<input type="checkbox"/> \$100	NA	Nov 6	\$
Dec 3-7	IAAO Course 101 - Fund. of Real Property Appraisal (Bill Gibbs, CAE)	<input type="checkbox"/> \$355	<input type="checkbox"/> \$40 (PAV)	Nov 13	\$



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

**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.

**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 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**

**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 601 - Advanced Mapping Methods & Applications**

Course 601 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 DAILY SCHEDULE**

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

SUBJECT TO CHANGE BY INSTRUCTOR

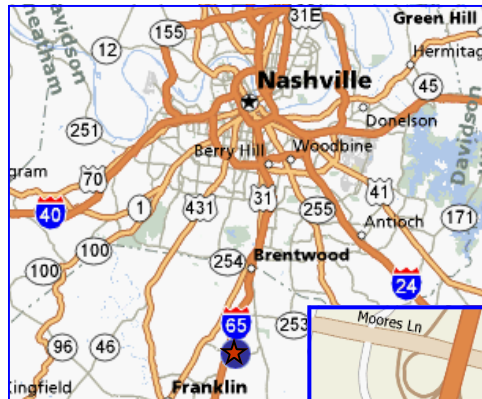
**COURSE LOCATIONS**



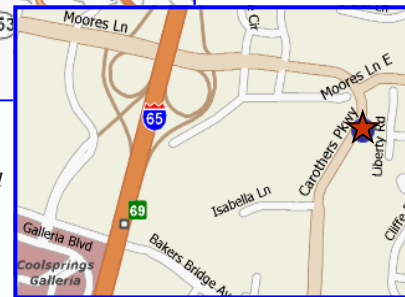
**Wingate by Wyndham-Brentwood Cool Springs**

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

**Approximate Single Rate**  
(per night)  
**\$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.*

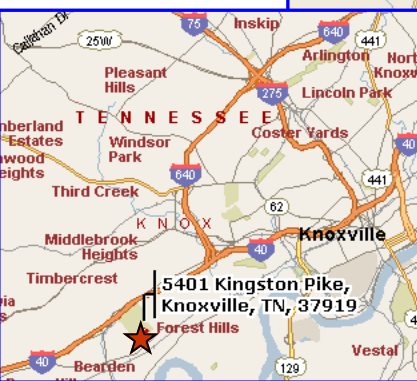


*Reservations will only be made for courses being held at the Wingate by Wyndham-Brentwood Cool Springs. Lodging for classes being held in Jackson & Knoxville must be made by course participant.*



**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 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/](http://www.tn.gov/comptroller/pa/)