

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@state.tn.us](mailto:James.Woodyard@state.tn.us)

### METHOD OF PAYMENT



Full payment must accompany this form.

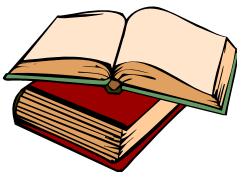
Payment may be made by check, money order, or government purchase order.

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@state.tn.us**

"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@state.tn.us](mailto:James.Woodyard@state.tn.us)

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 \_\_\_\_\_ / \_\_\_\_\_ / 09 and to depart on: Date \_\_\_\_\_ / \_\_\_\_\_ / 09

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 2-6	TN Assessment Law & Appraisal Fundamentals (Knoxville, TN)	Feb. 16	<input type="checkbox"/> \$100	NA	\$
March 23-27	TN Assessment Law & Appraisal Fundamentals	March 2	<input type="checkbox"/> \$100	NA	\$
Mar.30-Apr.3	DPA Basic Mapping	March 9	<input type="checkbox"/> \$100	NA	\$
May 4-8	IAAO Course 500 - Assessment of Personal Property	April 6	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
July 13-17	DPA Basic Mapping (Knoxville, TN)	June 29	<input type="checkbox"/> \$100	NA	\$
Oct. 5-9	IAAO Course 101 - Fund. of Real Property Appraisal	Sept. 7	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
Oct. 14-16	IAAO Workshop 151-Standards of Professional Appraisal Practice	Sept. 16	<input type="checkbox"/> \$315	NA	\$
Nov. 2-6	IAAO Course 112 - Income Approach to Valuation II	Oct. 5	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
Nov.30-Dec,4	IAAO Course 601 - Advanced Mapping Methods & Applications	Nov. 2	<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 & Appraisal Fundamentals**

This course is designed to provide a basic understanding of assessment laws and 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**

**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 Text**

**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.



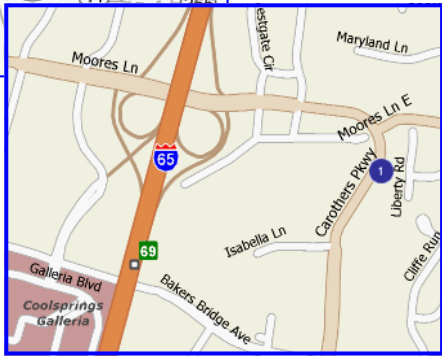
**Wingate by Wyndham-Brentwood Cool Springs**

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.*



2009 REGISTRATION FORM

**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>
WORKSHOP DAILY SCHEDULE		
<b>Monday</b>	<b>8:00 - 4:30</b>	<b>Registration-Class</b>
<b>Tuesday</b>	<b>8:30 - 4:30</b>	<b>Class</b>
<b>Wednesday</b>	<b>8:00 - 12:00</b>	<b>Review/Exam</b>

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.state.tn.us/comptroller/cpdivpa.htm](http://www.state.tn.us/comptroller/cpdivpa.htm)