

Government & Economic Development Institute Auburn University
PROPERTY TAX EDUCATION & CERTIFICATION PROGRAM
Course Information
October 2019 – December 2020

PROGRAM OBJECTIVES

1. Improve knowledge in the fields of appraising, mapping, and management.
2. Maintain high standards in property tax administration.
3. Increase professionalism in state and county property tax offices.

REGISTRATION & CANCELLATION RULE

Registration forms received and processed at GEDI constitutes registration, if space is available. An email confirmation will be sent from GEDI when the participant's enrollment process is complete. Full payment is due at the time of registration. Written cancellations received 15 working days prior to the beginning of the program will be honored, but will be assessed a \$50 administrative fee. Late cancellations or non-attendance will not be refunded. Substitutions for registered participants may be made at any time. NOTE: If you have a disability and need accommodations, please email prior to the course start date.

UPCOMING CLASSES REGISTRATION FORM

Email your completed form to gedi@auburn.edu or you may mail it to the address below.

PARTICIPANT INFORMATION:

Mr. Ms. Mrs.

Last 4 SSN: _____

Full Name: _____

Position/Title: _____

Name Tag Preference (First Name Only): _____

Agency Name: _____

Agency Mailing Address: _____

City: _____ State: _____ ZIP: _____

Office Phone/Extension: _____ Cell Phone: _____

Participant's Email (work or personal – must belong to participant): _____

Administrator/Billing Clerk Email for Invoices (optional): _____

PAYMENT METHODS

Make checks payable to: Auburn University

Please find enclosed a check for \$ _____ OR – Purchase Order #: _____

PLEASE REMIT PAYMENTS TO:

Government & Economic Development Institute
Auburn University
213 Extension Hall
Auburn, Alabama 36849-5225
PHONE: (334) 844-4782 EMAIL to: gedi@auburn.edu

Dates/Venues Subject to Change – please verify we have seats before mailing. Do NOT send money without invoice.

ONLINE REGISTRATION

You can also enroll online at auburn.edu/property tax. You may pay online using a credit card or request an invoice. If you have taken courses before, you will enroll as a "Returning User". Contact Cathy Ciocco at gedi@auburn.edu if you need assistance with online registrations.

OCTOBER – DECEMBER 2019

Dec. 4-6, 2019 (20 hours) – Introduction to Licensing Administration; Auburn; \$275

JANUARY – MARCH 2020

Jan. 13-17, 2020 (30 hours) – Real Property Appraisal Manual; Pell City; \$300

Jan. 27-31, 2020 (30 hours) – IAAO 102: Income Approach to Valuation; Montgomery; \$650

Prerequisite: IAAO 101 Fundamentals of Real Property Appraisal

Recommended IAAO 102 Textbook: Property Assessment Valuation (PAV) (3rd edition) \$55

Jan. 27-31, 2020 (30 hours) – Advanced Mapping; Montgomery; \$350

Prerequisite: Basic Mapping and Intermediate Mapping

Feb. 3-7, 2020 (30 hours) – Advanced Appraisal Concepts; Montgomery; \$300

Prerequisite: Alabama Real Property Appraisal Manual

Feb. 12-14, 2020 (20 hours) – Titles; Montgomery; \$275

Prerequisite: Introduction to the Licensing Process

Feb. 19-21, 2020 (20 hours) – Tax Sales and Redemptions; Hoover; \$275

Mar. 4-6, 2020 (20 hours) – Basic Mapping; Auburn; \$300

Mar. 16-20, 2020 (30 hours) – IAAO 201: Valuation of Land; Auburn; \$650

Recommended prerequisites: IAAO 101; Fundamentals of Real Property Appraisal; IAAO 102: Income Approach to Valuation

Recommended IAAO 201 Textbook: Property Assessment Valuation (PAV) (3rd edition), \$55

Mar. 18-20, 2020 (20 hours) – Intermediate Excel for Property Tax; Prattville; \$275 **NEW COURSE**

Prerequisite: Introduction to Excel for Property Tax OR 3 years of recent experience with version 2010 or later of Excel

Mar. 23-27, 2020 (30 hours) – Personal Property Appraisal Manual; Hoover; \$300

APRIL – SEPTEMBER 2020

Apr. 6-10, 2020 (30 hours) – Property Tax Administration & Laws; Montgomery; \$300

Prerequisite: Introduction to Property Tax Administration OR 3 years of experience in Property Tax Office

Apr. 20-24, 2020 (30 hours) – Personal Property Audits; Montgomery; \$300

Prerequisite: Personal Property Appraisal Manual

Jun. 15-19, 2020 (30 hours) – Alabama Real Property Appraisal Manual; Montgomery; \$300

Jun. 24-26, 2020 (20 hours) – Exemptions and Abatements; Montgomery; \$275

Jul. 8-10, 2020 (20 hours) – Basic Excel for Property Tax; Auburn; \$275

Jul. 15-17, 2020 (20 hours) – Management & Supervision; Prattville; \$275

Jul. 20-24, 2020 (30 hours) – IAAO 400: Assessment Administration; Montgomery; \$650

Recommended Prerequisite: IAAO 101 Fundamentals of Real Property Appraisal

Recommended IAAO 400 Textbook: Appraisal Foundations Uniform Standards of Professional Practice (USPAP), STDB

Recommend IAAO 400 Textbook: Assessment Administration, \$50

Aug. 5-7, 2020 (20 hours) – Understanding the Tax Collection Function; Hoover; \$275

Aug. 10-14, 2020 (30 hours) – IAAO 101: Fundamentals of Real Property Appraisal; Mobile; \$650

Recommend IAAO 101 Textbook: Property Assessment Valuation (PAV) (3rd edition), \$55

Aug. 19-21, 2020 (20 hours) – Basic Mapping, Auburn; \$300

Sept. 14-18, 2020 (30 hours) – Intermediate Mapping; Auburn; \$350

Sept. 16-18, 2020 (20 hours) – Introduction to Property Tax Administration; Hoover; \$275

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