

**Government & Economic Development Institute Auburn University**  
**PROPERTY TAX EDUCATION & CERTIFICATION PROGRAM**  
**Course Information**  
**January 2021 – December 2021**

**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 (or 30 working days for IAAO) 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](mailto: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](mailto:gedi@auburn.edu)

*Dates/Venues Subject to Change – please verify we have seats before mailing. Do NOT send money without invoice.*  
*Updated August 2020*

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PARTICIPANT NAME: \_\_\_\_\_

**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 gedi@auburn.edu if you need assistance with online registrations.

**JANUARY – MARCH 2021**

- Feb. 1-5, 2021 (30 hours) – Advanced Appraisal Concepts, Auburn; \$300  
**Prerequisite: Alabama Real Property Appraisal Manual**
- Feb. 3-5, 2021 (20 hours) – Subdivision Layouts and Mapping Right of Ways; Millbrook; \$300  
**Prerequisites: Basic and Intermediate Mapping**
- Mar. 3-5, 2021 (20 hours) – Introduction to Mapping; Millbrook; \$300  
**Note: Not intended for those in the ACM Program**
- Mar. 24-26, 2021 (20 hours) – Introduction to Property Tax Administration; Birmingham; \$275

**APRIL – AUGUST 2021**

- Apr. 7-9, 2021 (20 hours) – Basic Excel for Property Tax; Auburn; \$275
- Apr. 12-16, 2021 (30 hours) – Personal Property Appraisal Manual; Opelika; \$300
- Apr. 14-16, 2021 (30 hours) – Basic Mapping; Millbrook; \$300
- Apr. 21-23, 2021 (20 hours) – Introduction to License Administration; Montgomery; \$275
- May 10-14, 2021 (30 hours) – Personal Property Audits; Opelika; \$300  
**Prerequisite: Personal Property Appraisal Manual**
- June 16-18, 2021 (20 hours) – Abatements, An In-depth Look; Opelika; \$275  
**Prerequisite: Exemptions and Abatements**
- June 21-25, 2021 (30 hours) – Alabama Real Property Appraisal Manual; Montgomery; \$300
- July 14-16, 2020 (20 hours) – Intermediate Excel for Property Tax; Millbrook; \$275 **NEW COURSE**  
**Prerequisite: Introduction to Excel for Property Tax OR 3 years of recent experience with Excel v. 2010 or later**
- July 21-23, 2021 (20 hours) – Management & Supervision; Montgomery; \$275
- July 21-23, 2021 (20 hours) – Titles; Montgomery; \$275
- Aug. 25-27, 2021 (20 hours) – Real and Personal Property Calculations; Birmingham; \$275

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**SEPTEMBER – DECEMBER 2021**

- Sept. 8-10, 2021 (20 hours) – Introduction to Property Tax Administration; Montgomery; \$275
- Sept. 13-17, 2021 (20 hours) – Intermediate Mapping; CAEC, Prattville; \$350
- Sept. 20-24, 2021 (30 hours) – Property Tax Administration & Laws; Auburn; \$300  
**Prerequisite: Introduction to Property Tax Administration OR 3 years of experience in Property Tax Office**
- Sept. 20-24, 2021 (30 hours) – IAAO 101: Fundamentals of Real Property Appraisal; Birmingham; \$650
  - Recommended Textbook: Property Assessment Valuation (PAV) (3rd edition), \$55
- Oct. 18-22, 2021 (30 hours) – Advanced Mapping; Prattville; \$350  
**Prerequisite: Basic and Intermediate Mapping**