



AUBURN

CENTER FOR  
GOVERNMENTAL SERVICES

# PROPERTY TAX EDUCATION & CERTIFICATION

*October - December, 2009*



[WWW.AUBURN.EDU/CGS](http://WWW.AUBURN.EDU/CGS)



AUBURN  
UNIVERSITY OUTREACH

Auburn University is an equal opportunity educational institution/employer.

**Center for Governmental Services**

Auburn University  
2236 Haley Center  
Auburn, Alabama 36849-5225



## 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.

## OUR SERVICES

CGS cooperates with various professional organizations to provide certification programs to enhance the knowledge and skills of public sector officials and employees. We provide on-site training to governments in a variety of topic areas aimed at improving personnel and financial management, strengthening leadership and team development, improving government services to citizens, increasing organizational efficiency, and educating about important legal and ethical issues. Programs are tailored to an individual government's needs and time considerations.

## ABOUT US

The Center for Governmental Services (CGS) represents Auburn University's commitment to excellence in state and local government and non-profit organizations. Since 1976, the Center has provided technical assistance, training, and survey and policy research to meet the changing needs of Alabama governments and public officials.

October - December, 2009

## PROPERTY TAX EDUCATION & CERTIFICATION

*If a tested course is taken for continuing education,  
the examination for that course must be passed in order for any credit to apply.*

### COURSE OFFERINGS

#### AL IIA: APPRAISAL MANUAL (RES/AGR) (30 HRS)

Date: October 5-9, 2009  
Fee: \$225  
Location: Montgomery

#### AL III: BASIC MAPPING (20 HRS)

Date: October 14-16, 2009  
Fee: \$225  
Location: Montgomery

#### IAAO 101: FUNDAMENTALS OF REAL PROPERTY (30 HRS)

Date: October 26-30, 2009  
Fee: \$500  
Location: Hoover

Recommended Text:  
Property Assessment Valuation (\$25)

#### AL VII: INTERMEDIATE MAPPING (30 HRS)

Date: November 16-20, 2009  
Fee: \$275  
Location: Hoover

Prerequisite: AL III: Basic Mapping

#### AL IIB: APPRAISAL MANUAL (COMM.) (30 HRS)

Date: Nov. 30-Dec. 4, 2009  
Fee: \$225  
Location: Montgomery

Prerequisite: AL IIA: Appraisal Manual (Res/Agr)

#### INTRODUCTION TO THE LICENSING PROCESS (20 HRS)

Date: December 2-4, 2009  
Fee: \$200  
Location: Bessemer

#### IAAO 600: CADASTRAL MAPPING (30 HRS)

Date: December 14-18, 2009  
Fee: \$500  
Location: Montgomery

Recommended: IAAO 101

#### IAAO 500: ASSESSMENT OF PERSONAL PROPERTY (30 HRS)

Date: December 14-18, 2009  
Fee: \$500  
Location: Montgomery

Recommended Text:  
Property Assessment Valuation (\$25)

### REGISTRATION POLICY

Registration forms received and processed at CGS constitutes registration, if space is available. A confirmation letter will be mailed from CGS when the participant's enrollment process is complete. Written cancellations received 15 working days (30 days for IAAO courses) prior to the beginning of the program will be honored with a full refund of the registration 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 to participate, please contact the Center for Governmental Services at (334) 844-4782.

### REGISTRATION

<input type="radio"/> AL IIA: Residential Manual	\$225
<input type="radio"/> AL III: Basic Mapping	\$225
<input type="radio"/> AL VII: Intermediate Mapping	\$275
<input type="radio"/> IAAO 101: Fundamentals of Real Property	\$500
<input type="radio"/> AL IIB: Commercial Manual	\$225
<input type="radio"/> Intro. to Licensing Process	\$200
<input type="radio"/> IAAO 600: Cadastral Mapping	\$500
<input type="radio"/> IAAO 500: Assessment of Personal Property	\$500

### PARTICIPANT'S INFORMATION:

Mr. Ms. Mrs. (Circle One)

Name

Position / Title

Social Security #

Name Tag Preference

Certificate Program (ACTA, ACAP, ACAR, ACM, Support Staff)

Agency

Mailing Address

City State Zip

Phone Fax

Email

### PAYMENT METHOD:

Please find enclosed my check in the amount of \$ \_\_\_\_\_

**Make checks payable to Auburn University.**

Or, purchase order # \_\_\_\_\_

### PLEASE RETURN PAYMENT TO:

Center for Governmental Services  
Auburn University  
2236 Haley Center  
Auburn, Alabama 36849-5225  
PHONE: (334) 844-4782 / FAX: (334) 844-1919