72nd Annual
SHORT COURSE IN
ASSESSMENT ADMINISTRATION

November 18-22, 2019
The Classic Center
300 N. Thomas Street
Athens, GA 30601
(706) 208-0900
The 72nd Annual Short Course in Assessment Administration conference will be held at The Classic Center. The Classic Center is located in the heart of historic downtown Athens' shopping, dining, and entertainment district. The Classic Center brings together state-of-the-art technology and unparalleled customer service in a convention venue that features new and modern spaces perfectly paired with restored historic structures. From intimate social gatherings in warm spaces that have won historic preservation awards to multi-faceted conventions of over 6,000, The Classic Center has just the right setting to exceed all expectations.
LOCATION
The Classic Center is located at 300 N. Thomas Street, Athens, GA 30601. For directions, please visit their website at https://classiccenter.com. Parking at The Classic Center is $1.50/hour or $8.00 max per vehicle per day; however, parking is limited. Note, there are no in/out privileges for parking fees.

CREDIT CARDS ONLY – NO CASH ACCEPTED.

A map of the facility is included in the brochure to familiarize yourself with the new meeting venue.

The opening session and business meeting will be held on Monday, November 18, 2019, at 8:00 a.m. Representatives from the Department of Revenue, the Georgia Association of Assessing Officials and, the University of Georgia will be on hand to address participants. During opening session, there will be a general update on property tax issues, installation of newly elected GAAO officers, and presentations of Annual Short Course in Assessment Administration yearly conference attendance certificates. At this time, you will also receive general information about conference activities for the week.

The Annual Short Course in Assessment Administration conference is designed to provide assessors and appraisers throughout the state of Georgia with a variety of courses in the Department of Revenue’s Local Government Georgia Certification Program that cover the spectrum of assessment administration.

As it may be necessary to limit enrollment in certain courses, early registration is advised. Courses will be filled on a first-come, first-served basis. Please note: your course selection will not be confirmed until reviewed and approved by the Department of Revenue. Your payment will be processed upon initial registration. Attendance at each session of a specific course is required in order to receive credit. Credit for courses shall not be awarded to an eligible participant for courses taken more than once in a four-year period.

REGISTRATION
Conference participants are encouraged to arrive at The Classic Center on Sunday, November 17, between 4:00 p.m. and 7:00 p.m. for conference registration. If you choose to arrive on Monday, registration will be open from 7:00 a.m. – 8:00 a.m. All participants are asked to attend the opening session beginning at 8:00 a.m. on Monday, November 18. Participants attending the Wednesday–Friday 20-Hour Curriculum only should register onsite Wednesday, November 20, beginning at 12:30 p.m. If you registered for both 20-Hour curriculum sessions you do not need to register again on Wednesday.

PARKING
Parking at The Classic Center is $1.50/hour or $8.00 max per vehicle per day; however, parking is limited. Note, there are no in/out privileges for parking fees. CREDIT CARDS ONLY – NO CASH ACCEPTED.

SPECIAL NEEDS
If you require special dietary considerations, please contact Jean Lord at lordj@uga.edu. Menus are included in the brochure content for your review.

FEES
The fee for the 40 hour curriculum course(s) is $530.00, and the fee for a 20 hour curriculum course(s) is $265.00. The fee includes space rental for meeting venue, audio visual equipment, instructional materials, lunch, and refreshment breaks for the registered participant. Breakfast is on your own. If you are staying overnight, some hotels offer a complimentary breakfast included in the lodging rate. Please check the information under lodging for the hotels offering a complimentary breakfast. Conference meals are for the registered participant only, not your guest. The name tag that you receive during on-site registration will serve as your meal ticket, so please wear at all times. Your lodging fees are NOT included in the registration fees for the 2019 Short Course. Lodging fees are to be paid directly to the lodging venue.

If multiple participants’ educational training registration fees are being paid on the same check, please include an itemized list of the fees included in the check. Do NOT include lodging in check for training. Payment of lodging fees should be paid directly to the hotel.
Registrations are accepted via “mail in with enclosed payment” or “online.” **Deadline for receipt of registrations is Friday, October 25, 2019.**

1. Please register online by visiting the Carl Vinson Institute of Government website at www.cviog.uga.edu/shortcourse and pay by credit card (the only option online, which is the preferred method). If you have registered online in the past, use your password to access your records, if not please follow the instructions on the sign-in page to request a password (if you have attended the Short Course or CAVEAT conferences in the past, then you already have a record in this database – DO NOT CREATE ANOTHER RECORD, if you have forgotten your password then use the option – forgot password to have another sent, if you are attending for the first time then you can create a record for yourself including setting up a password.

2. If you are unable to register and pay online by credit card, please print the “register by mail” form. Mail the completed form with the payment enclosed to the address located at the top right of the form. We cannot accept credit card payments through the mail; payment by credit card must be processed through the online option.

3. Payment of fees must be received before a seat at the conference or in a session can be confirmed.

4. An enrollment confirmation for individuals with payment through the mail will be sent to the email address listed on the registration form. An enrollment confirmation is automatically sent via email to the individual as soon as the transaction is completed for online registrations. You should receive a payment confirmation and the enrollment confirmation is included in the body of the payment confirmation. If you do not receive within a few minutes of completing your transaction online – check your spam or junk email folders.

5. Your individual training records can be accessed through the same web site. Instructions on how to obtain these records are located under “Accessing Training Records.” This tool can be used to assist you when completing the certificate questionnaire for your number of years of attendance at the Short Course in Assessment Administration conferences.

6. As it may be necessary to limit enrollment in certain courses, early registration is advised. Courses will be filled on a first-come, first-served basis. While telephone inquiries are welcomed, registrations will not be accepted by phone. A separate registration form is required for each individual. You may download as many copies of the registration packet as needed, or feel free to duplicate as many copies of the registration form as needed for additional mail-in registrations. The deadline for registration is **October 25, 2019**, to ensure adequate time for approval of course selections from the Department of Revenue. Your enrollment/course confirmation will be sent to you from the Carl Vinson Institute of Government via e-mail at the e-mail address provided on your registration form.

7. You will receive an enrollment confirmation but are not guaranteed placement in the courses requested until the Department of Revenue has reviewed and approved your request based on required prerequisites. If you are not approved for the courses you request, Kim Oliver, Department of Revenue will contact you with alternate choices and a new enrollment confirmation will be sent for the approved courses, once the changes are completed.

**CANCELLATION AND REFUND POLICY**

Written notice of cancellation must be dated no later than **October 25, 2019**, to receive a full refund of registration fees. Written requests dated between **October 26 and November 1, 2019**, will be assessed a 25% administrative fee, and requests postmarked/dated after **November 1, 2019**, are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute, are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification via email to Jean Lord at lordj@uga.edu
LODGING

Governor Nathan Deal signed a transportation bill on Monday, May 4, 2015, that will affect your lodging reservation during the conference. The new bill creates a statewide fee of $5.00 per night per room on all hotel lodging rooms, effective as of July 1, 2015. This fee is not tax exempt.

For your convenience, a block of rooms is being held at multiple conveniently situated Athens hotels. This year, Short Course attendees will secure their hotel reservations through the Athens Convention & Visitors Bureau website, via a portal set up especially for Short Course at https://mmxreservations.com/fer/#/visitathensga?pageCode=shortcourse

Please do not contact the hotels directly for room reservations. Anyone who tries to reserve a room directly with the hotel will be referred to the Short Course reservation portal.

Hotels included in block

*Classic City Hilton Garden Inn* (20 rooms) **breakfast provided for a fee**
390 East Washington Street, Athens, GA 30601 (located on the corner of East Washington and Thomas Street)

*Homewood Suites by Hilton* (50 rooms) **complimentary breakfast for guests**
750 East Broad Street, Athens, GA 30601 (a nice walk to the back entrance of The Classic Center/Foundry Building)

*Hyatt Place* (130 rooms) **complimentary breakfast for guests**
412 N. Thomas Street, Athens, GA 30601 (attached to The Classic Center)

Lodging is limited, so please book early to secure your lodging needs. When hotel blocks close (October 16) or all rooms are booked, whichever comes first, the special rate will not be honored, and room availability cannot be guaranteed. Each hotel will provide guest with their policies for cancellation, internet, and parking accommodations.

Tax Exemption Information

For exemption of state sales tax, you must pay with a state, city, or county government check and at check-in present a state, city, or county government tax exemption certificate that includes the tax exemption number. To be exempt from hotel/motel excise tax, please present a hotel/motel exemption form at check-in.
EXHIBITOR INFORMATION

Dear Exhibitor,

We hope you will take this opportunity to visit with the participants in an educational setting. The assessor’s and appraiser’s value each of you for the knowledge, services, support, and understanding you provide to enhance their professional lives. *A map of the facility is included to familiarize yourself with the new meeting venue.*

LOCATION OF EXHIBITS

The exhibit spaces will be first-come, first-served and located in the Grand Hall pre-function hallway on the lower level. Refreshment breaks and lunch will be located on the lower level as well. Refreshment breaks will be in the hallway with the exhibit space and lunch will be in the Atrium. Onsite check-in/registration will be located at the Registration booth inside the Atrium.

REGISTRATION

To exhibit at the conference, please register online at [http://www.cviog.uga.edu/shortcourse](http://www.cviog.uga.edu/shortcourse)

Online registration provides the opportunity for a company representative to register and pay fees via credit card for one or several representatives. Each option includes meals (refreshment breaks and lunch) for the number of representatives included in fee paid. Fee selections include:

- $400.00 for exhibit space, one representative
- $630.00 for exhibit space, two representatives
- $860.00 for exhibit space, three representatives
- $1090.00 for exhibit space, four representatives

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PARKING

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SPECIAL NEEDS

If you require special services, facilities, or dietary considerations, please contact Jean Lord at lordj@uga.edu.

Menus are included with document for your review.

EXHIBITOR/VENDOR SETUP & TEAR DOWN

- During early registration (Sunday, November 17, from 4:00–7:00 p.m.), you may pick up your registration packet at the conference registration desk located in the Atrium Registration Booth, lower level of the Classic Center. You may alternatively pick it up between 7:00–8:00 a.m. on Monday morning.
- You may set up your exhibit in Atrium or Grand Hall pre-function hallway area of the Classic Center (lower level) on Sunday, November 17 from 4:00–7:00 p.m., or before 7:30 a.m. on Monday, November 18. Exhibit space is first-come, first-served.
• Exhibit space includes an 8-foot skirted table and chairs for the number of representatives included in registration fee. No displays exceeding the 8-foot limit will be allowed unless you purchase two vendor spaces in advance of the conference.
• Exhibitors/Representatives will have access to conference participants before and after sessions and during breaks and lunch.
• Please plan to dismantle your space at the conclusion of the Wednesday afternoon refreshment break.

**SHIPPING LOGISTICS AND ADDITIONAL VENDOR SERVICES**
If you wish to ship materials to the Classic Center, please use the following link to complete and submit the order form, and pay the material handling fee:
https://www.riccorp.net/ExhibitorOrderForm?IacuNum=51&Event=1910003&Type=2
Packages will be received by the Classic Center as early as **Thursday, November 14, 2019**. Packages should be addressed to:
The Classic Center  
Annual Short Course in Assessment Administration  
ATTN: Vendor Name  
300 N. Thomas Street  
Athens, GA 30601
When you arrive at the Classic Center, all packages that have arrived, and for which payment have been made will be located at your booth. Once the conference is over, you will need to pack up your materials, fill out a shipping form, and call UPS/Fed Ex. The Classic Center staff will then transport your materials to their storage area and ensure that they are picked up for shipment.
If you have questions or need assistance, please email Brooke Hamil at BrookeH@ClassicCenter.com or call 706-357-4429.

**AGENDA HIGHLIGHTS**

**Sunday, November 17**
**Vendor Registration**  
4:00 pm – 07:00 pm  
Atrium Registration Booth, lower level

**Vendor Setup**  
4:00 pm – 07:00 pm  
Grand Hall South pre-function/Atrium, lower level

**Monday, November 18**
**Opening General Session**  
8:00 am – 9:00 am  
Grand Hall 3, 4, 5, lower level

**Concurrent Breakout Sessions**  
9:00 am – 11:45 am  
Various locations/Classic Center & Foundry Building

**AM Refreshment Break / Visit Exhibitors**  
10:15 am – 10:30 am

**Lunch / Visit Exhibitors**  
11:45 am – 01:00 pm  
Atrium, lower level

*Continued on following page*
AGENDA HIGHLIGHTS (CONT.)

Concurrent Breakout Sessions
1:00 pm – 05:00 pm
Various locations/Classic Center & Foundry Building

PM Refreshment Break / Visit Exhibitors*
3:00 pm – 03:15 pm

Tuesday, November 19
Concurrent Breakout Sessions
8:00 am – 11:45 am
Various locations/Classic Center & Foundry Building

AM Refreshment Break / Visit Exhibitors*
10:15 am – 10:30 am

Lunch / Visit Exhibitors*
11:45 am – 01:00 pm
Atrium, lower level

Concurrent Breakout Sessions
1:00 pm – 05:00 pm
Various locations/Classic Center & Foundry Building

PM Refreshment Break / Visit Exhibitors*
3:00 pm – 03:15 pm

Wednesday, November 20
Concurrent Breakout Sessions
8:00 am – 11:45 am
Various locations/Classic Center & Foundry Building

AM Refreshment Break / Visit Exhibitors*
10:15 am – 10:30 am

Lunch / Visit Exhibitors*
11:45 am – 01:00 pm
Atrium, lower level

Concurrent Breakout Sessions
1:00 pm – 05:00 pm
Various locations/Classic Center & Foundry Building

PM Refreshment Break / Visit Exhibitors*
3:00 pm – 03:15 pm

Exhibitors break down booths
3:30 pm
COURSE OFFERINGS AND DESCRIPTIONS

Credit for courses shall not be awarded to an eligible participant for courses taken more than once in a four-year period.

40-HOUR COURSES

November 18-22, 2019

Advanced Specialized Assessments
Instructor: Kenny Colson
Provides 40 hours continuing education credit for county appraisers, assessors, and tax commissioners. Provides a comprehensive review of the administration of various property covenants, assignment of soil classes, updating annual use values, applying indexes to FLPA property, and applicable laws and regulations.

Course I: Certification for Assessors
Instructor: Joe Adams
Provides 40 hours continuing education credit for county appraisers, assessors, and tax commissioners. This a Foundation Core Class for members of county boards of assessors. Basic instruction in property tax administration and appraisal procedures, including Georgia Statutes, appraisal terminology, valuation of real property, analysis of sales data, and the appeals process.

Course III: Valuation of Personal Property
Instructor: Missy Dove
Provides 40 hours continuing education credit for county appraisers, assessors, and tax commissioners. Instruction on the basic principles of ad valorem tax appraisal and assessment, specifically related to personal property, including a detailed study of Department of Revenue regulations regarding the requirements of county personal property appraisal staff.

30-HOUR COURSE

IAAO 102: Income Approach to Valuation
Instructor: Chuck Nazerian
Provides 30 hours continuing education credit for county appraisers, assessors, and tax commissioners. Covers real estate finance and investment, capitalization methods and techniques, analysis of income and expenses to estimate operating income, selection of capitalization rates, and application of the income approach.

20-HOUR COURSES

November 18-20, 2019 (concludes at noon on Wednesday)

APM: Digest Review Procedures
Instructor: Blair McLinn
Provides 20 hours continuing education credit for county appraisers, assessors, and tax commissioners. Provides analysis of the Appraisal Procedure Manual, the information and procedures used in a digest review by the Department of Revenue, and procedures employed for the digest examination and approval with respect to sales ratio analysis, both from the perspective the DOR and DOAA. If you missed this year’s CAVEAT or desire to learn more about recent legislation, court decisions, and economic changes facing the assessor/appraiser, this course is for you.
Specialized Assessments Workshop  
Instructor: Kenny Colson  
Provides 20 hours continuing education credit for county appraisers, assessors, and tax commissioners. This is a Foundation Core Class for members of county boards of assessors.  
An overview of laws, rules and regulations, and local policies regarding the ad valorem assessment of special classes of property including Preferential, Historical, Conservation Use, Brownfield, and Forest Land Conservation Use.  

20-HOUR COURSES  
November 20-22, 2019 (begins at 1:00 p.m. on Wednesday)  

CAVEAT Update Workshop  
Instructor: DOR Staff  
Provides 20 hours continuing education credit for county appraisers, assessors, and tax commissioners. A recap of the appraisal issues, legislative updates and court cases presented at the annual CAVEAT conference. The course will present updated analysis of recent ad valorem taxation laws passed, defeated, or interpreted by the courts. Presentations by guest speakers such as attorneys, legislators, and appraisal experts will provide tax officials with the latest information on ad valorem tax matters, along with Department of Revenue policy changes. If you missed this year’s CAVEAT or desire to learn more about recent legislation, court decisions, and economic changes facing the assessor/appraiser, this course is for you.  

Deed Research  
Instructor: Ben Pope  
Provides 20 hours of continuing education credit for county appraisers, assessors, or tax commissioners. An overview of deeds and plats, legal descriptions, mapping requirements, and skills needed to accurately identify the interest in property being appraised.  

CONFERENCE INFORMATION  

Logistics  
Jean Lord, Program Manager  
Carl Vinson Institute of Government  
201 N. Milledge Avenue  
Athens, GA 30602-5482  
(706) 542–9534  
lordj@uga.edu  

Course Information and Eligibility  
Kim Oliver, Training Coordinator  
Local Government Service, Georgia Certification Program  
Georgia Department of Revenue  
4125 Welcome All Road  
Atlanta, GA 30349  
(404) 724–7044  
kim.oliver@dor.ga.gov  

Sponsored by  
Georgia Department of Revenue Local Government Services
CONFERENCE AGENDA

Sunday, November 17

4:00 p.m. – 7:00 p.m.  Early Conference Registration
Atrium Registration Booth, lower level

Monday, November 18

7:00 a.m. – 8:00 a.m.  Late Conference Registration
Atrium Registration Booth, lower level

8:00 a.m. – 9:00 a.m.  Opening General Session (DOR/GAAO/UGA)
Grand Hall 3, 4, 5, lower level

9:00 a.m. – 11:45 a.m.  Concurrent Breakout Sessions
Various locations/Classic Center & Foundry Building

40 Hour Curriculum (Monday–Friday)

- Advanced Specialized Assessments
  Kenny Colson
  Olympia 2, main level

- Course I: Certification for Assessors
  Joe Adams
  Parthenon 1, main level

- Course III: Valuation of Personal Property
  Missy Dove
  Parthenon 2, main level

30 Hour Curriculum (Monday–Friday)

- IAAO Course 102: Income Approach to Valuation
  Chuck Nazerian
  Empire Room 1, Foundry Building

20 Hour Curriculum (Monday–Wednesday)

- APM Digest Review Procedures Workshop
  Blair McLinn
  Empire 2, Foundry Building

- Specialized Assessments Workshop
  Kenny Colson
  Olympia 1, main level

10:15 a.m. – 10:30 a.m.  AM Refreshment Break / Visit Exhibitors
TBD

11:45 a.m. – 1:00 p.m.  Lunch / Visit Exhibitors
Atrium, lower level

1:00 p.m. – 5:00 p.m.  Concurrent Breakout Sessions continued
Various locations/Classic Center & Foundry Building

3:00 p.m. – 3:15 p.m.  PM Refreshment Break / Visit Exhibitors
TBD
Tuesday, November 19

8:00 a.m. – 11:45 a.m.

Concurrent Breakout Sessions
Various locations/Classic Center & Foundry Building

40 Hour Curriculum (Monday–Friday)
- Advanced Specialized Assessments
  Kenny Colson
  Olympia 2, main level
- Course I: Certification for Assessors
  Joe Adams
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10:15 a.m. – 10:30 a.m.

AM Refreshment Break / Visit Exhibitors*
TBD

11:45 a.m. – 1:00 p.m.

Lunch / Visit Exhibitors*
Atrium, lower level

1:00 p.m. – 5:00 p.m.

Concurrent Breakout Sessions continued
Various locations/Classic Center & Foundry Building

3:00 p.m. – 3:15 p.m.

PM Refreshment Break / Visit Exhibitors*
TBD
Wednesday, November 20

8:00 a.m. – 11:45 a.m.

**Concurrent Breakout Sessions**
Various locations/Classic Center & Foundry Building

**40 Hour Curriculum (Monday–Friday)**

- **Advanced Specialized Assessments**
  Kenny Colson
  Olympia 2, main level

- **Course I: Certification for Assessors**
  Joe Adams
  Parthenon 1, main level

- **Course III: Valuation of Personal Property**
  Missy Dove
  Parthenon 2, main level

**30 Hour Curriculum (Monday–Friday)**

- **IAAO Course 102: Income Approach to Valuation**
  Chuck Nazerian
  Empire Room 1, Foundry Building

**20 Hour Curriculum (Monday–Wednesday)/Exams**

- **APM Digest Review Procedures Workshop**
  Blair McLinn
  Empire 2, Foundry Building

- **Specialized Assessments Workshop**
  Kenny Colson
  Olympia 1, main level

10:15 a.m. – 10:30 a.m.

**AM Refreshment Break / Visit Exhibitors***
TBD

11:45 a.m. – 1:00 p.m.

**Lunch / Visit Exhibitors***
Atrium, lower level

12:30 p.m. – 1:00 p.m.

**Registration for Wednesday–Friday 20 Hour Curriculum Sessions**
Atrium Registration Booth, lower level

1:00 p.m. – 5:00 p.m.

**Concurrent Breakout Sessions continued 40-Hour**
Various locations/Classic Center & Foundry Building

**20 Hour Curriculum (Wednesday–Friday)**

- **CAVEAT Update Workshop**
  DOR Staff
  Oconee River Room 1, Foundry Building

- **Deed Research**
  Ben Pope
  Empire 2, Foundry Building

3:00 p.m. – 3:15 p.m.

**PM Refreshment Break / Visit Exhibitors***
TBD

3:00 p.m. – 3:15 p.m.

*Exhibitors break down booths*
Thursday, November 21

8:00 a.m. – 11:45 a.m.

Concurrent Breakout Sessions
Various locations/Classic Center & Foundry Building

40 Hour Curriculum (Monday–Friday)

• Advanced Specialized Assessments
  Kenny Colson
  Olympia 2, main level

• Course I: Certification for Assessors
  Joe Adams
  Parthenon 1, main level

• Course III: Valuation of Personal Property
  Missy Dove
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30 Hour Curriculum (Monday–Friday)

• IAAO Course 102: Income Approach to Valuation
  Chuck Nazerian
  Empire Room 1, Foundry Building

20 Hour Curriculum (Wednesday–Friday)

• CAVEAT Update Workshop
  DOR Staff
  Oconee River Room 1, Foundry Building

• Deed Research
  Ben Pope
  Empire 2, Foundry Building

10:15 a.m. – 10:30 a.m. AM Refreshment Break

11:45 a.m. – 1:00 p.m.

Lunch
Atrium, lower level

1:00 p.m. – 5:00 p.m.

Concurrent Breakout Sessions continued
Various locations/Classic Center & Foundry Building

3:00 p.m. – 3:15 p.m. PM Refreshment Break
Friday, November 22

8:00 a.m. – 11:45 a.m.

Concurrent Breakout Sessions
Various locations/Classic Center & Foundry Building

40 Hour Curriculum (Monday–Friday)

- Advanced Specialized Assessments
  Kenny Colson
  Olympia 2, main level

- Course I: Certification for Assessor
  Joe Adams
  Parthenon 1, main level

- Course III: Valuation of Personal Property
  Missy Dove
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10:15 a.m. – 10:30 a.m.

 AM Refreshment Break

11:45 a.m. – 1:00 p.m.

 Lunch
  Atrium, lower level

1:00 p.m. – 3:00 p.m.

Concurrent Breakout Sessions/Exams continued
Various locations/Classic Center & Foundry Building