70th Annual
SHORT COURSE IN
ASSESSMENT ADMINISTRATION

November 13–17, 2017
The Georgia Center’s UGA Hotel and Conference Center
1197 S. Lumpkin Street, Athens, GA 30602
The 70th Annual Short Course in Assessment Administration will be held at The Georgia Center’s UGA Hotel and Conference Center, 1197 S. Lumpkin Street, Athens, GA 30602. The Georgia Center, located on UGA’s beautiful historic campus in Athens, is a total living and learning environment with a 200-room hotel, restaurants, banquet areas, conference rooms, auditoriums, a fitness center, and a computer lab—all under one roof. For more information visit www.georgiacenter.uga.edu/uga-hotel.

The opening session and business meeting will be held on Monday, November 13, 2017, 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 yearly certificates. At this time, you also will receive general information about conference activities for the week.

The Annual Short Course in Assessment Administration is designed to provide assessors and appraisers throughout the state of Georgia with a variety of courses 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.
LODGING
The Georgia Center’s UGA Hotel and Conference Center is the location for the conference, and lodging may be secured there as well. For your convenience, a block of rooms is being held for the conference until 5:00 p.m., October 16, 2017. Lodging is limited; please call early to make a reservation. Each hotel will require a deposit of one night’s lodging at the time the reservation is secured. The UGA Hotel and Conference Center at the Georgia Center is a state building and, therefore, provides a smoke free environment. Additional hotel information is listed below in case the block of rooms have been reserved at the Georgia Center.

Hotel Telephone Numbers
- Georgia Center Hotel: 706-542-2134 or 800-884-1381

Other options for lodging in the Athens area during the conference. We do not have an agreement with any of these facilities for overflow lodging.

- Georgia GameDay: 706-583-4500
- Hilton Garden Inn: 706-353-6800
- Holiday Inn: 706-549-4433
- Hotel Indigo: 706-546-0430

Each hotel will provide you with a confirmation number, cancellation policies, and other information pertinent to your stay. Payment is to be made directly to the lodging facility. You are responsible for contacting the hotel with any changes to your stay.

Tax Exemption Information
In order to be tax exempt from hotel/motel and state sales tax, a state, city, or county check or credit card must be presented upon check-in along with your state, city, or county tax exemption certificate displaying your tax exemption number. Each lodging guest must present the authorized tax exempt forms at time of check-in. The State of Georgia allows tax–exempt charges only for a payment made with a state–issued credit card or check (with a Georgia state tax exemption certificate).

PARKING
The recommendation for parking is the South Campus Parking Deck, adjacent to the Georgia Center. The parking fee is $10.00 per day. Lodging guests will be issued a parking voucher that will allow unlimited access for the duration of their stay. If you are not staying overnight at the Georgia Center, you are required to use the South Campus Parking Deck, and pay the daily fee of $10.00. If you leave during the day, you are required to pay a fee based on your stay when you exit the parking deck, and upon your return retrieve another parking deck ticket. Vehicles over seven feet tall cannot fit into the parking deck. If you are lodging off site, each individual is responsible for their own transportation.

SPECIAL NEEDS
If you require special services (facilities or dietary considerations) to support your participation in this program, please contact Jean Lord at (706) 542–9534 or via email at lordj@uga.edu by October 27, 2017, to ensure that your requests are fulfilled.

FEES AND PAYMENT
Registration fees for the 40-hour curriculum and 20-hour curriculum are listed on the registration form. The fees include instructional materials, instructor fees, lunch, and refreshment breaks for participants. The name tag that you receive during on-site registration will serve as your meal ticket, so you must wear it at all times. Your lodging fees are NOT included in the registration fees for the 2017 Short Course. Your lodging fees are paid directly to the lodging facility.

Important: For payment of educational training for multiple participants, please enclose an itemized list of the fees that are included in the check. Do NOT include lodging in your check for training.
REGISTRATION PROCEDURES
Register and pay by credit card online at www.cviog.uga.edu/shortcourse, or you may mail your registration to the Carl Vinson Institute of Government with payment enclosed. Payment of registration fees must be received prior to enrollment in courses and/or workshops. Your individual training records can be accessed through the above website. 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.

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 27, 2017, 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.

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, a new enrollment confirmation will be sent for the approved courses.

Conference participants are encouraged to arrive at The Georgia Center’s UGA Hotel and Conference Center on Sunday, November 12, 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. to 8:00 a.m. All participants are asked to attend the opening session beginning at 8:00 a.m. on Monday, November 13.

CANCELLATION AND REFUND POLICY
Cancellation of pre-registration must be submitted in writing by 5:00 p.m. on October 20, 2017, in order to receive a full refund of registration fees. Requests for refunds October 21–October 27, will be assessed a 25% administrative fee. Requests for refunds as of October 28, will not receive a refund as materials and meals will have already been guaranteed. Registrants are liable for the full registration fee if they fail to attend, cancel, or send a substitute. When a registered participant is unable to attend, substitution of personnel is encouraged. To cancel registration or send a substitute, please send requests to Jean Lord at lordj@uga.edu or by fax at (706) 542–2176.

FOR MORE INFORMATION
Jean Lord, Program Manager
Carl Vinson Institute of Government
201 N. Milledge Avenue
Athens, GA 30602–5482
Phone: (706) 542–9534
Fax: (706) 542–2176
Email: lordj@uga.edu

SPONSORED BY
Georgia Department of Revenue in cooperation with the Georgia Association of Assessing Officials and the University of Georgia, Carl Vinson Institute of Government.
EXHIBITOR INFORMATION

Dear Exhibitor,

Enclosed you will find an invitation to exhibit at the upcoming Annual Short Course in Assessment Administration conference to be held at the Georgia Center’s UGA Hotel and Conference Center. I hope that you will take this opportunity to visit with our 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.

Please plan to have your exhibit set up by **8:00 a.m. on Monday, November 13, 2017**.

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. Based on previous history most vendors stay for three days, therefore this year, we are offering exhibit space for three days. Fee selections include:

- $390.00 for exhibit space, one representative
- $550.00 for exhibit space, two representatives
- $710.00 for exhibit space, three representatives
- $870.00 for exhibit space, four representatives

Cancellation and Refund Policy

Written notice of cancellation must be postmarked/dated no later than **October 20, 2017**, to receive a full refund of registration fees. Written requests postmarked/dated between **October 21, 2017** and **October 27, 2017**, will be assessed a **25%** administrative fee, and requests postmarked/dated after **October 27, 2017**, 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 to Jean Lord at lordj@uga.edu, via fax at (706) 542–2176, or by mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602–5482.

EXHIBITOR/VENDOR SETUP

Following are items of note to assist you in your planning:

- Please register online by visiting the Carl Vinson Institute of Government web site at [www.cviog.uga.edu/shortcourse](http://www.cviog.uga.edu/shortcourse) and pay by credit card, the only payment method available online. You will be prompted to request a password to access the online registration system. Once you have received the password, you can view and update your profile and register for the conference.

- If you are unable to register online and pay by credit card, please download the registration form, complete it, and mail with a check to the address listed on the registration form. We cannot accept credit card payments through the mail; payment by credit card is only available through the online method.

- Payment of fees must be received before space can be confirmed.

- Confirmation will be sent to the email address listed on the registration form.

- Postmark deadline for exhibitor registration is **“October 20, 2017.”** After this date, please call to check on availability of exhibit spaces.
• Your exhibitor fee includes a 3’ x 6’ draped and skirted table, two chairs, 110/60Hz Electricity, and all meals for each representative.

• Unloading your exhibit: Please use the entrance on Cedar Street (the street between the South Campus Parking Deck and the Georgia Center) to unload your exhibit. Unloading at the hotel front circle is not allowed.

• All exhibits and displays must be directly related to and supportive of the conference and appropriate to the overall mission of the Annual Short Course in Assessment Administration conference and The Carl Vinson Institute of Government. We reserve the right to refuse space to any organization or activity deemed inappropriate for the conference mission. Any activity involving an open flame or heat is prohibited. Organizations may advertise and sell products or services in the exhibit/display area only to participants attending the event. No advertising or selling is permitted to the general public.

• Directions for the Georgia Center’s UGA Hotel and Conference Center are readily available online at www.georgiacenter.uga.edu/sections/directions.phtml.

• The University of Georgia Parking Services coordinates all parking on campus. If you park illegally, you may be ticketed or towed. The Georgia Center’s UGA Hotel and Conference Center is not responsible for any ticketing or towing charges assessed. For more information, contact UGA Parking Services at 706-542-7275 or the Georgia Center Hotel Desk at 706-548-2111.

• The Georgia Center’s UGA Hotel and Conference Center does not have permanent, reserved secure space for storing exhibits and displays. Representatives should plan to bring all items with them. However, in the event it is necessary to ship items to the UGA Hotel and Conference Center, please ship at such a date that items arrive no earlier than one business day (Friday, November 10, 2017) prior to the event. Please use this address: c/o Alex Ligon, Suite 298/Short Course #88508/The Georgia Center, The University of Georgia’s Conference Center and Hotel, 1197 S. Lumpkin Street, Athens GA 30602. If return shipping is necessary, representatives must sufficiently arrange these details on their own so that items can be picked up from the Georgia Center’s UGA Hotel and Conference Center as soon as feasible upon conclusion of the event. The mailroom must have all outgoing shipments by 3:00 p.m. on weekdays in order to guarantee shipment on that same date. The Georgia Center’s UGA Hotel and Conference Center assumes no liability for items and materials that are lost or damaged while at the UGA Hotel and Conference Center.

• Exhibits may be set up on Sunday, November 12, from 4:00–7:00 p.m.

• Please plan to dismantle your exhibit by 5:00 p.m. Wednesday, November 15, 2017.

• Representatives may pick up their name tag(s) at the Conference Registration Desk, located in the Pecan Tree Galleria area on Sunday, November 12, 2017 from 4:00 p.m.–7:00 p.m.

No displays will be allowed that are over the 6–foot limit unless you purchase two vendor spaces in advance. NO ONSITE EXCEPTIONS WILL BE MADE.

Exhibitors/vendors will have access to conference participants before and after classes and during breaks and lunch.

LODGING
The Georgia Center’s UGA Hotel and Conference Center is the location for the conference, and lodging may be secured there as well. For your convenience, a block of rooms is being held for the conference until 5:00 p.m., October 16, 2017. Lodging is limited; please call early to make a reservation. Each hotel will require a deposit of one night’s lodging at the time the reservation is secured. The UGA Hotel and Conference Center at the Georgia Center is a state building and, therefore, provides a smoke free environment.

Hotel Telephone Numbers:
• Georgia Center Hotel: 706-542-2134 or 800-884-1381
• Holiday Inn: 706-549-4433 – optional lodging in downtown Athens – apx 2 miles from Georgia Center
• Hotel Indigo: 706-546-0430 – optional lodging in downtown Athens – apx 2 miles from Georgia Center
Each hotel will provide you with a confirmation number, cancellation policies, and other information pertinent to your stay. Payment is to be made directly to the lodging facility. You are responsible for contacting the hotel with any changes to your stay.

**PARKING**

The recommendation for parking is the South Campus Parking Deck, adjacent to the Georgia Center. The parking fee is $10.00 per day. Lodging guests will be issued a parking voucher that will allow unlimited access for the duration of their stay. If you are not staying overnight at the Georgia Center, you are required to use the South Campus Parking Deck, and pay the daily fee of $10.00. If you leave during the day, you are required to pay a fee based on your stay when you exit the parking deck, and upon your return retrieve another parking deck ticket. Vehicles over seven feet tall cannot fit into the parking deck.

The conference brochure can be viewed and downloaded from the following website: [www.cviog.uga.edu/shortcourse](http://www.cviog.uga.edu/shortcourse).

If you are lodging off site, each individual is responsible for their own transportation.

We hope you will join us for this event. For more information, please feel free to call me at (706) 542-9534, or e-mail me at lordj@uga.edu.

I look forward to seeing all of you at the November conference.

Kindest regards,

Jean Lord
Program Manager
Annual Short Course in Assessment Administration
COURSE OFFERINGS

40-HOUR COURSES

November 13-17, 2017

The following courses will begin Monday, November 13 immediately following the 8:00 a.m. opening session and will end on Friday, November 17 by 3:30 p.m.

Course I: Certification for Assessors
Instructor: Mark Loyd
Provides 40 hrs 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 IA: Assessment Fundamentals for Appraisers
Instructor: Rusty Scoven
Provides 40 hrs continuing education credit for county appraisers, assessors, and tax commissioners.
Instruction on the basic principles of ad valorem tax appraisal and assessment including a detailed study of Department of Revenue regulations regarding the various duties of county appraisal staff.

Course III: Valuation of Personal Property
Instructor: Michelle Hughes
Provides 40 hrs 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.

Course IVA: Valuation of Urban Land
Instructor: Grant Hilton
Provides 40 hrs continuing education credit for county appraisers, assessors, and tax commissioners.
Provides knowledge and skills necessary to analyze sales, identify neighborhoods, stratify sales and establish urban land schedules. Emphasis is placed on market derived, uniformly applied units of comparison for residential and commercial land valuation.

IAAO 600: Principles & Techniques of Cadastral Mapping
Instructor: Stephen White
Provides 30 hrs continuing education credit for county appraisers, assessors, and tax commissioners.
Provides comprehensive, interactive program to introduce entry-level map maintenance personnel and assessment technicians to the field of cadastral mapping. Covers basic mapping principles and techniques that will allow participants to plot deeded descriptions in both the metes and bounds land description system and the Public Land Survey System.
20-HOUR COURSES

November 13-15, 2017

The following courses will begin Monday, November 13 immediately following the 8:00 a.m. opening session and will end on Wednesday, November 15 at noon.

Appeals Procedure Workshop

Instructor: Blair McLinn

Provides 20 hrs continuing education credit for county appraisers, assessors, and tax commissioners.

Participants will review the appeal process, the preparation of appeals to the Board of Equalization, Hearing Officer, Arbitration and Superior Court, and a discussion of pertinent statutes and regulations.

Application of Income

Instructor: Charles Nazerian

Provides 20 hrs continuing education credit for county appraisers, assessors, and tax commissioners.

Detailed instruction on methods and techniques for valuing income-producing properties. Includes instruction in several phases of income property valuation, from income and expense statement analysis to the various methods of capitalization and their application.

Exempt Properties Workshop

Instructor: Joe Adams

Provides 20 hrs continuing education credit for county appraisers, assessors, and tax commissioners. This a Foundation Core Class for members of county boards of assessors.

Presentation of federal, state, and local laws regarding property exempt from ad valorem tax and various exemptions applied to taxable property, including demonstrations and group discussions.

WinGAP - Advanced Technical Mini-Workshop

Instructor: Tracy Thomas

Provides 20 hrs continuing education credit for county appraisers, assessors, and tax commissioners.

This workshop will build upon the basic concepts learned in the 40 hour Wingap Technical Workshop. Covers intermediate skills for Reporting Services and building SQL queries using Microsoft SQL Server tools.
20-HOUR COURSES
November 15-17, 2017
The following courses will begin on Wednesday, November 15, at 1:00 p.m. and end on Friday, November 17, by 3:30 p.m.

APM - Digest Review Procedures
Instructor: Tracy Thomas
Provides 20 hrs 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.

Specialized Assessments Workshop
Instructor: Kenny Colson
Provides 20 hrs continuing education credit for county appraisers, assessors, and tax commissioners. This 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.

Timber Regulations Workshop
Instructor: Mark Lovett
Provides 20 hrs continuing education credit for county appraisers, assessors, and tax commissioners.
Detailed instruction on methods and techniques in the valuation and extraction of standing timber. The course identifies the applicable units of value and, through classroom instruction and practice, provides participants with practical methods for establishing and extracting timber values.

Valuation Manufactured Housing Workshop
Instructor: Greg Elton
Provides 20 hrs continuing education credit for county appraisers, assessors, and tax commissioners.
Instruction on proper methods for identifying and appraising manufactured housing including a detailed study of Department of Revenue regulations regarding manufactured housing assessment requirements.
CONFERENCE AGENDA

Sunday, November 12

4:00 p.m. – 7:00 p.m.  
Exhibitor Set Up and Registration  
Location: The Georgia Center’s UGA Hotel and Conference Center

4:00 p.m. – 7:00 p.m.  
Early Conference Registration  
Location: Conference Registration Desk  
The Georgia Center’s UGA Hotel and Conference Center

Monday, November 13

7:00 a.m. – 8:00 a.m.  
Conference Registration  
Location: Conference Registration Desk  
The Georgia Center’s UGA Hotel and Conference Center

8:00 a.m. – 9:00 a.m.  
Opening Session  
Location: Mahler Auditorium  
Presiding: Department of Revenue  
GAAO  
UGA Carl Vinson Institute of Government

9:00 a.m. – 11:45 a.m.  
Concurrent Sessions (locations TBA)  
**40 Hour (Monday–Friday)**

- Course I: Certification for Assessors
- Course IA: Assessment Fundamentals
- Course III: Valuation of Personal Property
- Course IVA: Valuation of Urban Land
- IAAO 600: Principles & Techniques of Cadastral Mapping

9:00 a.m. – 11:45 p.m.  
**20 Hour (Monday–Wednesday Noon)**

- Appeals Procedure Workshop
- Application of Income
- Exempt Properties Workshop
- WinGAP – Advanced Technical Mini-Workshop

11:45 a.m. – 1:00 p.m.  
Lunch  
(All participants)

1:00 p.m. – 5:00 p.m.  
Concurrent Sessions Continued
Tuesday, November 14

8:00 a.m. – 11:45 a.m.  Concurrent Sessions (locations TBA)
                        40 Hour (Monday–Friday)
                        20 Hour (Monday–Wednesday noon)

11:45 a.m. – 1:00 p.m.  Lunch
                        (All participants)

1:00 p.m. – 5:00 p.m.  Concurrent Sessions Continued

Wednesday, November 15

8:00 a.m. – 11:45 a.m.  Concurrent Sessions (locations TBA)
                        40 Hour (Monday–Friday)
                        20 Hour (Monday–Wednesday noon)

11:45 a.m. – 1:00 p.m.  Registration for 20–Hour Curriculum Participants
                        Wednesday–Friday Sessions
                        • APM – Digest Review Procedures
                        • Specialized Assessments Workshop
                        • Timber Regulations Workshop
                        • Valuation Manufactured Housing Workshop

11:45 a.m. – 1:00 p.m.  Lunch
                        (All participants)

1:00 p.m. – 5:00 p.m.  Concurrent Sessions Continued

Thursday, November 16

8:00 a.m. – 11:45 a.m.  Concurrent Sessions (locations TBA)
                        40 Hour (Monday–Friday)
                        20 Hour (Wednesday–Friday)

11:45 a.m. – 1:00 p.m.  Lunch
                        (All participants)

1:00 p.m. – 5:00 p.m.  Concurrent Sessions Continued

Friday, November 17

8:00 a.m. – 11:45 a.m.  Concurrent Sessions (locations TBA)
                        40 Hour (Monday–Friday)
                        20 Hour (Wednesday–Friday)

11:45 a.m. – 1:00 p.m.  Lunch
                        (All participants)

1:00 p.m. – 3:30 p.m.  Concurrent Sessions Continued