71st Annual
SHORT COURSE IN
ASSESSMENT ADMINISTRATION

November 12–16, 2018
The Lodge and Spa at Callaway Gardens
4500 Southern Pine Drive
Pine Mountain GA  31822
(844) 512-3826
www.callawaylodgeandspa.com
The 71st Annual Short Course in Assessment Administration will be held at The Lodge and Spa at Callaway Gardens, 4500 Southern Pine Drive, Pine Mountain, GA 31822. For more than 60 years, the land on which Callaway Gardens sits has favored those who walk upon it by imparting a genuine connection to nature and an inspiration that reaches into the deepest part of the soul. It began with founder Cason J. Callaway who saw beyond the barren, abandoned cotton fields before him in 1930, and envisioned a refuge of glistening lakes, lush forests, and beautiful vistas as far as one could see.

During your stay at Callaway Gardens for your training, your attendees will be motivated, engaged, and inspired as they reconnect with nature and capture a new vision and vibrant energy.

Unwind in one of our 150 modern guest rooms and suites featuring balconies with lovely lake, woodland, and garden views. Feel right at home with airy, upscale furnishings, as well as first-class service and amenities. At the end of a fun day in the Gardens, relax on your ultra-comfortable bed in our AAA Four Diamond award winning accommodations. Or experience a luxurious treatment at The Spa at Callaway. Choose from a guest room in the hotel or a cottage during your stay.

As our overnight guest, you’ll also enjoy free daily admission to the Gardens throughout your stay.

For more information visit www.callawaylodgeandspa.com.

The opening session and business meeting will be held on Monday, November 12, 2018, 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 Lodge and Spa at Callaway Gardens is the location for the Short Course in Assessment Administration training, 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 11, 2018 or until all rooms in the block have been reserved, whichever comes first. After that date, room reservations will be made on an availability basis only and may be subject to an increased rate. The room rate for the conference is $151.50 per night (includes the $5 per night transportation fee and the resort fee of $7.50). Please call early to make a reservation. You may reserve your lodging by calling 877-684-7061.

Tax Exemption Information
In order to be tax exempt form 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 (not your personal credit or debit card, or a personal check).

PARKING
The Lodge and Spa at Callaway Gardens is pleased to offer complimentary parking for attendees of the Short Course in Assessment Administration conference.

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 26, 2018, 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, continental breakfast, 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 2018 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 26, 2018, 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 Lodge and Spa at Callaway Gardens on Sunday, November 11, 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 12.
CANCELLATION AND REFUND POLICY
Cancellation of pre-registration must be submitted in writing by 5:00 p.m. on October 19, 2018, in order to receive a full refund of registration fees. Requests for refunds October 20–October 26, will be assessed a 25% administrative fee. Requests for refunds as of October 27, 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 Lodge and Spa at Callaway Gardens. 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 12, 2018**.

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. Fee selections include:

- $450.00 for exhibit space, one representative
- $650.00 for exhibit space, two representatives
- $850.00 for exhibit space, three representatives
- $1050.00 for exhibit space, four representatives

Cancellation and Refund Policy

Written notice of cancellation must be postmarked/dated no later than **October 19, 2018**, to receive a full refund of registration fees. Written requests postmarked/dated between **October 20, 2018** and **October 26, 2018**, will be assessed a 25% administrative fee, and requests postmarked/dated after **October 27, 2018**, 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 SHIPPING INFORMATION

“The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the RESORT’s premises and will indemnify, defend, and hold harmless the RESORT, its owners, its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.” RESORT will not be responsible or liable for any loss, damage, or claims arising out of exhibitor’s negligence. Storage space is not available for display material and/or show merchandise. At the conclusion of the set-up operation, all related equipment, crates, trash, etc. must be removed from the premises no later than the last day of the exhibit show period.

Material Shipping and Handling

The RESORT is not responsible for any arrangements or expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the RESORT. The RESORT must be notified at least seven (7) days in advance, and any consignments shipped to the RESORT should include the following on the package:

**ATTENTION** (Catering/Banquets) along with your organization’s meeting name (Short Course in Assessment Administration), start date (November 11, 2018) of the meeting and the person in your organization (Representative’s name) responsible for receiving all shipments and your assigned Event Manager. Notification of such shipments should be given to your assigned Event Manager; Telephone: 706–663–5073. Storage rental fees may be imposed if the items are delivered prior to 72 hours before the scheduled function, or the volume of bulk is considered excessive as determined by the hotel. Following your event, the RESORT will store your items for up to three (3) days following your event, all packages should be labeled and sealed before your departure and storage.
Material handling fees are subject to service fee (22%) and tax (8%)

- **Light to medium boxes (needing only one individual for lifting and delivery)**  
  $1.00 each
- **Large crates and trunks**  
  $20.00 each
- **Pallets**  
  $50.00 each

**Mailing/Shipping Address**

Callaway Resort and Gardens  
100 Meadow View Lane  
Pine Mountain, GA 31822

**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 19, 2018.”** 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.**

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

**LODGING**

The Lodge and Spa at Callaway Gardens is the location for the Short Course in Assessment Administration training, 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 11, 2018 or until all rooms in the block have been reserved, whichever comes first. After that date, room reservations will be made a on an availability basis only and may be subject to an increased rate. The room rate for the conference is $151.50 per night (includes the $5 per night transportation fee and the resort fee of $7.50). Please call early to make a reservation. You may reserve your lodging by calling 877-684-7061.

**PARKING**

The Lodge and Spa at Callaway Gardens is pleased to offer complimentary parking for attendees of the Short Course in Assessment Administration conference.

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 12-16, 2018

The following courses will begin Monday, November 12 immediately following the 8:00 a.m. opening session and will end on Friday, November 16 by 3:30 p.m.

Advanced Specialized Assessments
Instructor: Kenny Colson
Provides 40 hrs 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 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 V: The Cost Approach to Value
Instructor: Grant Hilton
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.

Georgia Assessment Administration
Instructor: Mark Lovett
Provides 40 hrs continuing education credit for county appraisers, assessors, and tax commissioners.
This is a Foundation Core Class for members of county boards of assessors.
Provides a review of pertinent statutes, the appraisal process, the appeal process, promoting and defending your work through public relations, contracting with appraisal vendors, and working with county commissioners.
30-HOUR COURSE

IAAO Course 102 - Income Approach to Valuation

Instructor: Chuck Nazerian

Provides 30 hrs 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 12-14, 2018

The following courses will begin on Monday, November 12 immediately following the 8:00 a.m. opening session and will end on Wednesday, November 14 at noon.

CAVEAT Update Workshop

Instructor: DOR Staff

Provides 20 hrs 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.

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.

20-HOUR COURSES

November 14-16, 2018

The following courses will begin on Wednesday, November 14 at 1:00 p.m. and end on Friday, November 16, by 3:30 p.m.

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.
**Exempt Properties Workshop**  
**Instructor:** Joe Adams  

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

**Valuation Manufactured Housing Workshop**  
**Instructor:** Ben Pope  

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 11

4:00 p.m. – 7:00 p.m.  Exhibitor Set Up
4:00 p.m. – 7:00 p.m.  Early Conference Registration

Monday, November 12

7:00 a.m. – 8:00 a.m.  Continental Breakfast
7:00 a.m. – 8:00 a.m.  Conference Registration
8:00 a.m. – 9:00 a.m.  Opening Session
Presiding: Department of Revenue
       GAAO
       UGA Carl Vinson Institute of Government
9:00 a.m. – 11:45 a.m.  Concurrent Sessions
40 Hour (Monday–Friday)
   • Advanced Specialized Assessments
   • Course III: Valuation of Personal Property
   • Course V: The Cost Approach to Value
   • Georgia Assessment Administration
30 Hour (Monday–Friday)
   • IAAO Course 102: Income Approach to Valuation
20 Hour (Monday–Wednesday Noon)
   • CAVEAT Update Workshop
   • Specialized Assessments Workshop
10:15 a.m. – 10:30 a.m.  Beverage Break
11:45 a.m. – 1:00 p.m.  Lunch
(All participants)
1:00 p.m. – 5:00 p.m.  Concurrent Sessions Continued
3:00 p.m. – 3:15 p.m.  Refreshment Break

Tuesday, November 13

7:00 a.m. – 8:00 a.m.  Continental Breakfast
8:00 a.m. – 11:45 a.m.  Concurrent Sessions
40 Hour (Monday–Friday)
30 Hour (Monday–Friday)
20 Hour (Monday–Wednesday noon)
10:15 a.m. – 10:30 a.m.   Beverage Break
11:45 a.m. – 1:00 p.m.   Lunch
(All participants)
1:00 p.m. – 5:00 p.m.   Concurrent Sessions Continued
3:00 p.m. – 3:15 p.m.   Refreshment Break

Wednesday, November 14

7:00 a.m. – 8:00 a.m.   Continental Breakfast
8:00 a.m. – 11:45 a.m.   Concurrent Sessions
   40 Hour (Monday – Friday)
   30 Hour (Monday – Friday)
   20 Hour/Exams (Monday – Wednesday noon)
10:15 a.m. – 10:30 a.m.   Beverage Break
11:45 a.m. – 1:00 p.m.   Lunch
(All participants)
12:30 p.m. – 1:00 p.m.   Registration for 20-Hour Curriculum Participants
   Wednesday-Friday Sessions
   • Appeals Procedure Workshop
   • Exempt Properties Workshop
   • Valuation of Manufactured Housing Workshop
1:00 p.m. – 5:00 p.m.   Concurrent Sessions Continued
3:00 p.m. – 3:15 p.m.   Refreshment Break

Thursday, November 15

7:00 a.m. – 8:00 a.m.   Continental Breakfast
8:00 a.m. – 11:45 a.m.   Concurrent Sessions
   40 Hour (Monday–Friday)
   30 Hour (Monday–Friday)
   20 Hour (Wednesday–Friday)
10:15 a.m. – 10:30 a.m.   Beverage Break
11:45 a.m. – 1:00 p.m.   Lunch
(All participants)
1:00 p.m. – 5:00 p.m.   Concurrent Sessions Continued
3:00 p.m. – 3:15 p.m.   Refreshment Break
Friday, November 16

7:00 a.m. – 8:00 a.m.     Continental Breakfast
8:00 a.m. – 11:45 a.m.   Concurrent Sessions
                         40 Hour (Monday–Friday)
                         30 Hour (Monday–Friday)
                         20 Hour (Wednesday–Friday)
10:15 a.m. – 10:30 a.m.  Beverage Break
11:45 a.m. – 1:00 p.m.   Lunch
                         (All participants)
1:00 p.m. – 3:30 p.m.   Concurrent Sessions Continued with Exams