
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

GEDI 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 Government & Economic Development Institute (GEDI) represents Auburn University's commitment to excellence in state and local government and non-profit organizations. Since 1976, GEDI has provided technical assistance, training, and survey and policy research to meet the changing needs of Alabama governments and public officials.



AUBURN

CENTER FOR
GOVERNMENTAL SERVICES

PROPERTY TAX EDUCATION & CERTIFICATION

AAAO MidWinter 2016



WWW.AUBURN.EDU/CGS

PROPERTY TAX EDUCATION & CERTIFICATION

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

COURSE OFFERINGS

The following two courses are being held in conjunction with the AAAO 2016 MidWinter Conference. A person can register for only one of these courses. Registration for each course is separate from the conference registration.

Date: February 29 - March 1, 2016
 Fee: \$175
 Location: The Westin Huntsville, Huntsville, AL

1ST COURSE OPTION: **PROPERTY TAX ROADMAP: HOW DO WE REACH OUR DESTINATION?** (10 HRS)

This class will give the attendee an understanding of the complete property tax process from the beginning (mapping), through appraisal and assessment, to our ultimate destination (collection). This course will include definitions, exercises and application techniques used by property tax personnel. This course is designed to include all personnel in a property tax office.

Instructors: Jennifer Byrd and Leslie Mackey

2ND COURSE OPTION: **WORKING WITH DIFFICULT PEOPLE** (10 HRS)

Working in the property tax office requires that on occasion you have to deal with difficult co-workers as well as difficult taxpayers. In this course, participants will learn tools to help them avoid conflict with the difficult person or personality type. However, if conflict is unavoidable, participants will also gain skills to help them in dealing with difficult people through communication and conflict resolution exercises. Participants will also work on stress relievers to prevent health problems when dealing with difficult situations.

Instructors: Glen Ford and Donna Raney

REGISTRATION POLICY

Registration forms received and processed at GEDI constitutes registration, if space is available. A confirmation letter will be mailed from GEDI when the participant's enrollment process is complete. Written cancellations received 15 working days prior to the beginning of the program will be honored with an assessed 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 to participate, please contact the Government & Economic Development Institute at (334) 844-4782.

REGISTRATION

Please select one Option:

- Property Tax Roadmap \$175
- Working with Difficult People \$175

PARTICIPANT'S INFORMATION:

Mr. Ms. Mrs. (Circle One)

Name

Position / Title

Last Four Digits of 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 # _____

Online registration at <http://www.auburn.edu/propertytax>

PLEASE RETURN PAYMENT TO:

Government & Economic Development Institute
 Auburn University
 2236 Haley Center
 Auburn, Alabama 36849-5225
 PHONE: (334) 844-4782 / FAX: (334) 844-1919
 EMAIL: GEDI-registration@auburn.edu