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## PROGRAM OBJECTIVES

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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.

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## OUR SERVICES

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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.

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## ABOUT US

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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.



AUBURN

CENTER FOR  
GOVERNMENTAL SERVICES

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# PROPERTY TAX EDUCATION & CERTIFICATION

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*AAAO Summer 2015*



[WWW.AUBURN.EDU/CGS](http://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 AAA0 2015 Summer Conference. A person can register for only one of these courses. Registration for each course is separate from the conference registration.

Date: August 10-11, 2015  
Fee: \$175  
Location: Perdido Beach Resort, Orange Beach

#### **1ST COURSE OPTION: LAND VALUATION** (10 HRS)

This course will provide a detailed look at creating land schedules and valuation of all types of land.  
Instructor: Derrick Coleman

#### **2ND COURSE OPTION: PERSONAL PROPERTY: BACK TO THE BASICS** (10 HRS)

This course will provide a detailed look at the discovery process with insight on tools to use in discovery, assessment and auditing processes.  
Instructor: Jennifer Byrd

### 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 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

Please select one Option:

- Land Valuation \$175
- Personal Property: Back to the Basics \$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:

Center for Governmental Services  
Auburn University  
2236 Haley Center  
Auburn, Alabama 36849-5225  
PHONE: (334) 844-4782 / FAX: (334) 844-1919  
EMAIL: [cgsregistrations@auburn.edu](mailto:cgsregistrations@auburn.edu)