

**Government & Economic Development Institute Auburn University**  
**PROPERTY TAX EDUCATION & CERTIFICATION PROGRAM**  
**Course Information**  
**January 2022 – December 2022**

**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.

**REGISTRATION & CANCELLATION RULE**

Registration forms received and processed at GEDI constitutes registration, if space is available. An email confirmation will be sent from GEDI when the participant's enrollment process is complete. Full payment is due at the time of registration. Written cancellations received 15 working days (or 30 working days for IAAO) prior to the beginning of the program will be honored, but will be assessed a \$50 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, please email prior to the course start date.

**UPCOMING CLASSES REGISTRATION FORM**

Email your completed form to [gedi@auburn.edu](mailto:gedi@auburn.edu) or you may mail it to the address below.

**PARTICIPANT INFORMATION:**

Mr.  Ms.  Mrs.

Last 4 SSN: \_\_\_\_\_

Full Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Name Tag Preference (First Name Only): \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Office Phone/Extension: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Participant's Email (work or personal – must belong to participant): \_\_\_\_\_

Administrator/Billing Clerk Email for Invoices (optional): \_\_\_\_\_

**PAYMENT METHODS**

Make checks payable to: Auburn University

Please find enclosed a check for \$ \_\_\_\_\_ OR – Purchase Order #: \_\_\_\_\_

**PLEASE REMIT PAYMENTS TO:**

Government & Economic Development Institute  
Auburn University  
213 Extension Hall  
Auburn, Alabama 36849-5225  
PHONE: (334) 844-4782 EMAIL to: [gedi@auburn.edu](mailto:gedi@auburn.edu)

*Dates/Venues Subject to Change – please verify we have seats before mailing. Do NOT send money without invoice.*  
*Updated August 2021*

PARTICIPANT NAME: \_\_\_\_\_

**ONLINE REGISTRATION**

You can also enroll online at [auburn.edu/property tax](http://auburn.edu/property tax). You may pay online using a credit card or request an invoice. If you have taken courses before, you will enroll as a "Returning User". Contact [gedi@auburn.edu](mailto:gedi@auburn.edu) if you need assistance with online registrations.

**JANUARY – SEPTEMBER 2022**

- Jan. 26-28, 2022 (20 hours) – Tax Sales & Redemptions; Birmingham; \$275
- Jan. 31-Feb. 4, 2022 (30 hours) – IAAO 102: Income Approach to Valuation; Auburn; \$750
  - Recommended Textbook: Property Assessment Valuation (PAV) (3rd edition), \$55
- Feb. 14-18, 2022 (30 hours) – Advanced Appraisal Concepts, Birmingham; \$300  
**Prerequisite: Alabama Real Property Appraisal Manual**
- Mar. 16-18, 2022 (20 hours) – Introduction to Mapping; Prattville; \$300  
**Note: Not intended for those in the ACM Program**
- Apr. 4-8, 2022 (30 hours) – Personal Property Appraisal Manual; Tuscaloosa; \$300
- Apr. 13-15, 2022 (20 hours) – Introduction to Property Tax Administration; Montgomery; \$275
- Apr. 20-22, 2022 (20 hours) – Basic Excel for Property Tax; Opelika; \$275
- Apr. 27-29, 2022 (20 hours) – Basic Mapping; Birmingham; \$300
- May 4-6, 2022 (20 hours) – Introduction to License Administration; Montgomery; \$275
- May 16-20, 2022 (30 hours) – Personal Property Audits; Tuscaloosa; \$300  
**Prerequisite: Personal Property Appraisal Manual**
- June 6-10, 2022 (30 hours) – Alabama Real Property Appraisal Manual; Opelika; \$300
- June 22-24, 2022 (20 hours) – Exemptions and Abatements; Opelika; \$275
- July 20-22, 2022 (20 hours) – Intermediate Excel for Property Tax; Opelika; \$275  
**Prerequisite: Introduction to Excel for Property Tax OR 3 years of recent experience with Excel v. 2010 or later**
- July 27-29, 2022 (20 hours) – Titles; Montgomery; \$275
- Aug. 24-26, 2022 (20 hours) – Understanding Tax Collection Function; Birmingham; \$275
- Sept. 12-16, 2022 (30 hours) – Property Tax Administration & Laws; Opelika; \$300  
**Prerequisites: Basic and Intermediate Mapping**
- Sept. 19-23, 2022 (30 hours) – IAAO 101: Fundamentals of Real Property Appraisal; Birmingham; \$750
  - Recommended Textbook: Property Assessment Valuation (PAV) (3rd edition), \$55
- Sept. 26-30, 2022 (30 hours) – Intermediate Mapping; CAEC, Prattville; \$350

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**OCTOBER – DECEMBER 2022**

- Oct. 17-21, 2022 (30 hours) – IAAO 500: Assessment of Personal Property; Montgomery; \$750
- Oct. 17-21, 2022 (30 hours) – IAAO 600: Tools & Techniques of Cadastral Mapping; Montgomery; \$750
- Nov. 16-18, 2022 (20 hours) – Management & Supervision; Birmingham; \$275

**SEPTEMBER – DECEMBER 2021**

Sept. 8-10, 2021 (20 hours) – Introduction to Property Tax Administration; Montgomery; \$275

Sept. 20-24, 2021 (30 hours) – Property Tax Administration & Laws; Auburn; \$300

**Prerequisite: Introduction to Property Tax Administration OR 3 years of experience in Property Tax Office**

Oct. 18-22, 2021 (30 hours) – Advanced Mapping; Prattville; \$350

**Prerequisite: Basic and Intermediate Mapping**