



## Texas Association of Appraisal Districts

7700 Chevy Chase Drive, Building One, Suite 425 Austin, Texas 78752-1558 512/467-0402 FAX: 512/452-0427

May 2019

Dear Chief Appraiser:

Enclosed you will find detailed information on TAAD's **2019 Chief Appraiser Institute** that will begin in September. An application is enclosed for you or any of your staff that is interested in attending. I encourage you to review the attendance criteria, consider this educational opportunity and return the completed application quickly.

The deadline for returning your application and registration fee is **August 1**. (Chief appraisers hired later than August 1 who are interested in attending the institute should contact TAAD immediately to determine if space is available.)

These presentations are designed to meet the requirements for chief appraiser training set out by law. They are also intended to give future leaders of our association tools and ideas to use to make them better administrators. As a better job is done in all appraisal districts, fewer complaints will find their way to the public and to legislators, and we all will be better off.

The format of this program will enable the students to learn from some of the best instructors and practitioners in the business, and also learn from one another. And, it will also build a network of friends that will last a lifetime as the Class of 2019.

I believe there is nothing we do more important than training a successor for our jobs. We do a service to our communities and to the state when we provide for a seamless transition when we retire or advance to a new district.

If you are one of the new chief appraisers required by Chapter 1151, Occupations Code to attend special training, the Chief Appraiser Institute curriculum has been accepted by the Texas Department of Licensing and Regulation and covers all topics specified in the legislation. There are 10 sessions planned in two sets of meetings – in September and October.

Please consider this opportunity. You will not be disappointed in the results.

Sincerely yours,

**Mark W. Price**

2019 President

Texas Association of Appraisal Districts

Attachments

# CHIEF APPRAISER INSTITUTE 2019 FACT SHEET

**Cost:** (This does not include lodging, travel, or most meals.)

**Member districts:** \$750

**Contractor employee:** \$1500

**Associate members:** \$1000

("contractor employee" is one who is employed as **chief appraiser** by a TAAD-Member-CAD through contract with a firm or vendor)

**Nonmembers:** not eligible (must be a member of TAAD)

## CAI Dates for 2019

Week 1: Monday, Sept. 30-Friday, Oct. 4

Week 2: Monday, Oct. 21- Friday, Oct. 25

Other important dates:

- Wednesday, October 23, 2019 – Celebrate completion of CAI; location TBA, date tentative
- Tuesday, February 25, 2020 – recognition at TAAD Annual Conference Awards Luncheon, Renaissance Dallas Hotel

## Tentative List of Classes

- Open Government Day
- The Property Tax Code
- Litigation Management
- Budgeting for Chief Appraisers
- Customer Service
- Aware, Informed, Cooperative and Ready// Working with Your Board of Directors
- Ethics for Chief Appraisers //Overview of TDLR// USPAP Ethics requirements
- Surviving the Human Resources Jungle//
- All About the PVS // All About Audits, MAPs and Self-Reports
- All About ARB Operations

## Class times:

Unless otherwise specified, class times will be 8:30 – 5 daily. We'll finish on Fridays at noon in order to facilitate travel.

## Classes held at:

TAAD office; 7700 Chevy Chase Drive, Building One, Suite 425; Austin 78752

## Lodging:

Students are responsible for making their own lodging reservations. **We have a block of rooms at the nearby Hyatt Place Hotel.** We'll provide info about the Hyatt Place to each individual accepted into the Institute.

**APPLICATION FOR CHIEF APPRAISER INSTITUTE  
CLASS OF 2019**

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Name of Applicant Preferred name for nametag

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Current Job Title Number of Years in Property Tax Field

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Name of Employer Mailing Address

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Email TDLR number

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Phone (Business) (FAX) (Cell)

- Received your RPA? Yes \_\_\_ No \_\_\_
- Received your RTA or RTC? Yes \_\_\_ No \_\_\_

1) Are you attending the Institute as part of your CAD's succession plan? Yes \_\_\_ No \_\_\_

2) Are you a new Chief Appraiser required by law to attend this training? Yes \_\_\_ No \_\_\_

3) Are you an employee of a firm contracting with your CAD to provide chief appraiser services?

Yes \_\_\_ No \_\_\_

4) Are you actively engaged in the job duties of chief appraiser for the CAD listed on this application?

Yes \_\_\_ No \_\_\_

**All registrants must attach with this application:**

- the signed and dated **terms and conditions statement**, and **payment** for the class

***Registration fee per person for Chief Appraiser Institute is:***

*Member district employee: \$750*

*Associate member: \$1000*

*Contractor: \$1500*

**Deadline for submission: August 1, 2019**

Please return to TAAD; 7700 Chevy Chase Drive; Building One, Suite 425

Austin, TX 78752-1558

NOTE: Chief Appraisers hired after August 1 should immediately contact TAAD if interested in joining the Class of 2019.

***Acceptance notification will be sent via email by August 16, 2019.***

## Terms and Conditions:

- To qualify for attendance, you must hold the RPA designation.
- An applicant is not officially registered and will not be admitted to class until TAAD receives payment and completed registration form and supporting documents.
- Registration deadline is August 1, 2019.
- Acceptance verification will be sent by email to prospective members of the 2019 Chief Appraiser Institute by August 16, 2019.
- A new chief appraiser taking office after August 1 should immediately contact TAAD to learn if space is available if interested in joining the Class of 2019.
- Cancellation charges are:
  - \$150 if request in writing is postmarked no later than August 22;
  - \$250 if request in writing is postmarked August 23-29;
  - No refund if postmarked August 30 or later
- All classes will be held at the TAAD office
- A participant must attend all classes in order to receive the CAI pin and completion certificate. Failure to do so will disqualify you from receiving a completion certificate and acknowledgment.
- If absent from any class, you will be expected to make up that class in the following year's 2020 Chief Appraiser Institute.
- If you are certified by TDLR, please note that TAAD has requested continuing education (CEs) for the Chief Appraiser Institute.

TAAD will make every effort to accommodate as many applicants as possible, space permitting. ***New chief appraisers of TAAD member districts required to complete mandatory training will be given preference if the class reaches its attendance limit.***

I agree to these terms and conditions.

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Signature

Date

## ***Question: Am I required to attend?***

### **How to tell if you need the training offered by TAAD's Chief Appraiser Institute**

Texas Property Tax Code Section 5.042 states:

- **Section 5.042, Texas Property Tax Code, applies only to a chief appraiser appointed on or after July 1, 2006.**
- A person may not serve as a chief appraiser for an appraisal district unless the person has completed the course of training prescribed by Section 1151.164, Occupations Code and approved by the TDLR.
- A person may serve in a temporary, provisional, or interim capacity as chief appraiser for a period of up to one year without completing the training required by this section.
- This section does not apply to a county assessor-collector who serves as chief appraiser under Section 6.05(c).

The Texas Association of Appraisal Districts provides the training prescribed by Section 1151.164, Occupations Code through its annual **Chief Appraiser Institute**.

## **2019 TAAD Chief Appraiser Institute**

### ***Criteria for Admission***

► **In order to be considered for registration in the Chief Appraiser Institute, an individual must be currently employed by an appraisal district.**

► **NEW chief appraisers, employed directly by their CAD, who are required to take Property Tax Code Sec. 5.042 training, will be automatically accepted and will have priority over other applicants.**

► **ALL other applicants will be approved or declined for the CAI program based on the following criteria:**

- The candidate must be currently serving in one of these positions: chief appraiser; deputy or assistant chief appraiser; director, manager, supervisor, or senior appraiser at a Texas appraisal district.
- The candidate must be in good standing at their place of employment.
- The candidate must be a part of his/her CAD's succession plan
- The candidate must be currently registered and in good standing with TDLR.
- The candidate must be either an employee of a TAAD member district or employed by a contractor and working for a TAAD member district, or an Associate Member.
- The candidate must have a minimum of five years' appraisal experience.
- The candidate must have an RPA.
- Employees of contractors will be accepted only if space is available.

The CAI application review committee may accept or decline, at their discretion, any applicant based on one or more of these criteria or other factors. A strong background in leadership and property tax administration based on professional ethical standards is required for admission into the CAI program.

**CAI class size is limited by classroom space available and will not exceed 32 students. Application and payment must be received by August 1, 2019, to be considered for enrollment in the Class of 2019 Chief Appraiser Institute.**