



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 2026

Dear Chief Appraiser:

Following is detailed information on TAAD's **2026 Chief Appraiser Institute** that will begin in November. An application is enclosed for you or any of your staff 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 **September 1**. (Chief appraisers hired later than September 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.

I believe nothing each of us does is more important than training a successor for our job. 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. Sessions are planned over two sets of meetings – in November and December.

During the class we'll give top admission priority to new chief appraisers (to whom the Occupations Code applies) of TAAD's member appraisal districts.

The program format will enable the students to learn from some of the best instructors and practitioners in the business and also to learn from one another. And, it will also build a network of friends that will last a lifetime as the Class of 2026. Please consider this opportunity. You will not be disappointed in the results.

Sincerely yours,

Dyann White
2026 President
Texas Association of Appraisal Districts

Attachments

CHIEF APPRAISER INSTITUTE 2026 FACT SHEET

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

Member district employee: \$1000

Associate member: \$1250

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

Contractor employee: \$1750

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

CAI Dates for 2026

Week 1: November 16-20

Week 2: December 7-11

Another important date:

- Tuesday, February 16, 2027 – recognition at TAAD Annual Conference Awards Luncheon, San Antonio JW Marriott Hill Country Resort

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

NOTE: *The USPAP Refresher is a part of this institute.*

Class times:

Unless otherwise specified, class times will be 8:30 – 5. You are on your own for lunch. We'll finish by noon on Fridays to facilitate travel.

Classes held at:

Texas Association of Appraisal Districts headquarters, 7700 Chevy Chase Drive, Bldg. One, Suite 425; Austin, TX 78752

Lodging:

Students are responsible for making their own lodging reservations. TAAD has a block of rooms reserved at the North Austin-Round Rock Marriott Hotel, but TAAD can also offer suggestions for lodging options in closer proximity to the office when it provides the CAI participant's acceptance.

APPLICATION FOR CHIEF APPRAISER INSTITUTE

CLASS OF 2026

Name of Applicant	Preferred name for nametag
Current Job Title	Number of Years in Property Tax Field
Name of Employer	Mailing Address
Email	TDLR number
Phone (Business)	(Cell)

- Are you a new Chief Appraiser required by law to attend this training? Yes ___ No ___
- Received your RPA? Yes ___ No ___
- Are you attending as part of your CAD's succession plan? Yes ___ No ___
- Are you actively engaged in job duties of Chief Appraiser for the CAD listed on this application? Yes ___ No ___
- Are you providing chief appraiser services as an employee of a firm contracting with a member CAD for these services? Yes ___ No ___

All registrants must attach with this application:

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

Registration fee per person for Chief Appraiser Institute is:

TAAD Member district employee: \$1000

TAAD Associate member: \$1250

Chief Appraiser Contractor for TAAD Member CAD: \$1750

Deadline for submission: September 1, 2026

Please return to TAAD; 7700 Chevy Chase Drive; Building One, Suite 425
Austin, TX 78752-1558

Acceptance notification will be sent via email by September 15, 2026.

NOTE: Chief Appraisers hired after September 1 should immediately contact TAAD if interested in joining the Class of 2026.

Terms and Conditions Statement:

- To qualify for attendance, you must be a currently-serving chief appraiser OR deputy or assistant chief appraiser and hold the RPA designation.
- An applicant is not officially registered and will not be admitted to class until TAAD receives payment, a completed registration form and a signed Terms and Conditions document.
- Registration deadline is September 1, 2026.
- Acceptance verification will be sent by email to members of the 2026 Chief Appraiser Institute by September 15, 2026.
- Cancellation charges are:
 - \$150 if request in writing is postmarked no later than October 5;
 - \$250 if request in writing is postmarked October 6 - 25;
 - No refund if postmarked October 26 or later
- All classes will be held at the TAAD office.
- A participant must attend all classes in order to receive a completion certificate.
- 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.

I agree to these terms and conditions.

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**.

2026 TAAD Chief Appraiser Institute

Criteria for Admission

► **In order to be considered for automatic enrollment in the Chief Appraiser Institute, a candidate must be required by law to take Property Tax Code Sec. 5.042 training and be currently employed by a CAD that is a member district of TAAD. These chief appraisers 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 member appraisal district.
- The candidate must be in good standing at their place of employment.
- The candidate must be currently registered and in good standing with TDLR.
- The candidate must be a part of his/her CAD's succession plan
- The candidate must be either 1) employed by a TAAD member appraisal district or 2) employed by a contractor and working as chief appraiser for a TAAD member district, or 3) an Associate Member of TAAD.
- 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. Application, signed Terms and Conditions and payment must all be received by September 1, 2026, to be considered for enrollment in the Class of 2026 Chief Appraiser Institute.