



Texas Association of Assessing Officers

Attend TAAO's Tax Professional Institute for Chief Appraisers and all Property Tax Professionals

Earn 31 CE's for TDLR and 31 CE hours for SB546 compliance and TACA professional designation in a 1-week training course to meet the requirements for Chief Appraiser training set by law.

Topics Include:

Role of an Appraisal District	Managing External Relationships
Role of the Chief Appraiser	Budgeting for Appraisal Districts
Role of the ARB	Budgets of the Assessor/Collector
Role of the Tax Assessor	Conflicts of Interest
Role of the Tax Collector	Managing Political Relationships
Role of State Government Agencies	Open Meetings & Public Information Act
Litigation Management	Methods and Assistance Program
Property Values Study	

Austin, TX – TAAO Education Center

September 9-13, 2024 8:30 AM – 5:00 PM

\$450 TAAO members / \$600 non-members

TAAO's **Tax Professional Institute** provides the training prescribed by Section 1151.164, Occupations Code. TAAO's Tax Professional Institute is open to all property tax professionals.

For more information on TAAO TPI, please contact TAAO Director of Professional Development, Lindsey Willey at Education@TAAO.org or 512-926- 2511. To become a TAAO member to get the discounted rate, email TAAO's Marketing & Events Director Amy Sughrue at Amy@TAAO.org .



TAAO's Tax Professional Institute for Chief Appraisers and all Property Tax Professionals

Why Should I Attend TAAO's Tax Professional 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) 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.
- (b) 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.
- (c) This section does not apply to a county assessor-collector who serves as chief appraiser under Section [6.05](#)(c).

2024 TAAO Tax Professional Institute Criteria for Admission

In order to be considered for registration in the Tax Professional Institute, an individual must be currently employed by an appraisal district, tax office or independent school district. All applicants will be approved for the TPI 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; **or** a Tax Assessor/Collector.
- The candidate must be in good standing at their place of employment.
- The candidate must be currently registered and in good standing with TDLR, if applicable.
- The candidate must be either an employee of an appraisal district, tax office or independent school district or employed by a contractor and working for an appraisal district, tax office or independent school district.
- The candidate must have an RPA for chief appraisers or an RTA/RTC for Tax Assessors/Collectors and have a minimum of 5 years of experience in their field.

The TPI application review 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 TPI program. If you do not meet the above criteria and still wish to apply, your application will be evaluated and under special circumstances, you may qualify for admission.

TPI class size is limited by classroom space available and will not exceed 30 students. Application and payment must be received by September 4, 2024, to be considered for enrollment in TAAO's 2024 Tax Professional Institute.

Please retain this page for your records. Fill out and return the other 2 pages to register.



TAAO's Tax Professional Institute for Chief Appraisers and all Property Tax Professionals

TPI Registration Information:

\$450 TAAO members / \$600 non-members

Print Course Material for an additional \$20

Full Name: _____ **TDLR/TACA #:** _____

Employer: _____ **Title:** _____

Address: _____

Email: _____ **Cell Phone:** _____

(Only used in case of emergencies)

Total Enclosed: \$ _____

Make checks payable to TAAO and mail to:

TAAO, 2028 E. Ben White Blvd., #305, Austin, TX 78741

Registration deadline is **September 4, 2024**, or when class is full. Maximum class size is 30 attendees.

All course **cancellations** incur a \$100 cancellation fee and **transfers** incur a \$40 transfer fee. Written notice of cancellation or transfer must be received no later than one week before the first day of the course to receive a refund (less the \$100 cancellation fee) or transfer.

Hotel Information

Students are responsible for making their own arrangements. TAAO does not have a contracted hotel for this event. Upon registration, a link with discounted hotel rates will be included in your confirmation email.



TAAO's Tax Professional Institute for Chief Appraisers and all Property Tax Professionals

All Registrants MUST fill out this page, sign, date it and attach it to the registration form.

Have you received your RPA? Yes _____ No _____ Your RTA? Yes _____ No _____
Are you attending the Institute as part of your employer's succession plan?
Yes _____ No _____
Are you a new Chief Appraiser required by law to attend this training? Yes _____ No _____
Are you an employee of a firm contracting with your CAD to provide Chief Appraiser services?
Yes _____ No _____
Are you actively engaged in the job duties of chief appraiser for the CAD listed on this application? Yes _____ No _____

TERMS and CONDITIONS

- To qualify for attendance, Chief Appraisers must hold the RPA designation and Tax Assessor/Collectors must hold the RTA designation.
- An applicant is not officially registered and will not be admitted to class until TAAO receives payment and a completed registration form with supporting documents.
- Registration deadline is September 4, 2024.
- Acceptance verification will be sent by email to course attendees by Sept. 4, 2024.
Cancellation/Transfer charges are:
 \$100 cancellation fee if requested in writing prior to September 2, 2024.
 \$40 transfer fee if requested in writing prior to September 2, 2024.
 No refund if postmarked September 3, 2024, or later.
- A participant must attend all 5 class days in order to receive the completion certificate.

TAAO will make every effort to accommodate as many applicants as possible, space permitting. Chief appraisers, deputy chief appraiser and Tax Assessor/Collectors will be given preference if the class reaches its attendance limit.

I agree to these terms and conditions.

Signature

Date