Georgia Department of Revenue

For Educational Purposes Only:

The material within is intended to give the course participant a solid understanding of general principles in the subject area. As such, the material may not necessarily reflect the official procedures and policies of the Georgia Department of Revenue or the Department's official interpretation of the laws of the State of Georgia. The application of applicability to specific situations of the theories, techniques, and approaches discussed herein must be determined on a case-by-case basis.

The statutory materials reprinted or quoted verbatim on the following pages are taken from the Official Code of Georgia Annotated, Copyright 2016 by the State of Georgia, and are reprinted with the permission of the State of Georgia. All rights reserved.

GCP Update

Mark Loyd

Georgia Certification Program Manager

404-290-0172

mark.loyd@dor.ga.gov

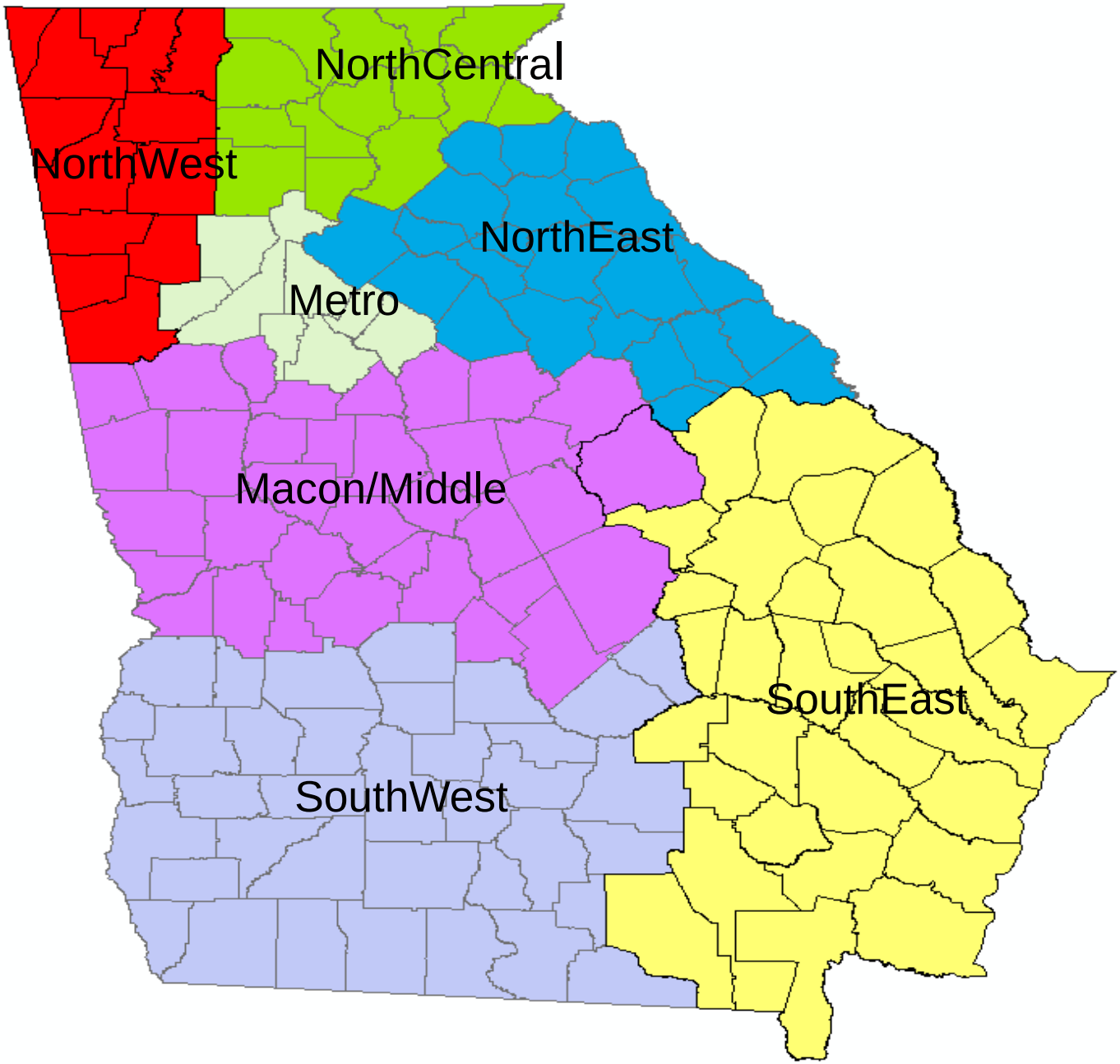
2017-2018

GCP

Class Schedule

560-11-2-.28 County Appraisal Staff -- Duties.

(5) Each county appraisal staff member shall successfully complete at least forty (40) hours of training courses prepared and offered by the State Revenue Commissioner during each two (2) years of tenure as staff appraiser. *Such training courses shall be offered at least annually in regional locations the sites and dates to be determined by the Revenue Commissioner.* Each year the Commissioner shall furnish a listing of the locations and dates of such courses to the Board of Tax Assessors of each county.


NorthCentral
NorthWest
NorthEast
Metro
Macon/Middle
SouthEast
SouthWest

Georgia Department of Revenue

2017-2018 Schedule

Georgia Certification Program
for County Tax Assessors and Appraisers
2017-2018

Date	Course	City	Facility
July 4, 2017	Independence Day - State Holiday		
July 17-19, 2017	Course I Update	Jekyll Island	GAAO Summer Conference - Conference Center
July 24-28, 2017	Course IA: Assessment Fundamentals for Appraisers	Macon	Central Georgia Technical College
July 24-28, 2017	Georgia Assessment Administration	Macon	Central Georgia Technical College
July 31 - August 4, 2017	Course II: Income Approach to Value	Dalton	Dalton Convention Center
July 31 - August 4, 2017	Course V: Cost Approach to Value	Dalton	Dalton Convention Center
July 31 - August 4, 2017	Course IVB: Valuation of Rural Land	Dallas	Watson Government Complex
August 7-11, 2017	Course I: Certification for Assessors	Dublin	Oconee Fall Line Technical College
August 7-11, 2017	Course VI: Management Development	McDonough	Henry County Administrative Building
August 7-9, 2017	Specialized Assessments	Helen	Holiday Inn Express & Suites
August 9-11, 2017	Exempt Properties Workshop	Helen	Holiday Inn Express & Suites
August 14-16, 2017	Course I Update	Helen	Holiday Inn Express & Suites
August 14-16, 2017	Review of the Income Approach to Value	Atlanta	Southmeadow - DOR Office
August 15-17, 2017	Appraiser Examinations	Atlanta	Southmeadow - DOR Office
August 16-18, 2017	Deed Research	Helen	Holiday Inn Express & Suites
August 28 - September 1, 2017	Course I: Certification for Assessors	Leesburg	Oakland Library and Conference Center
August 28 - September 1, 2017	WinGAP Technical Workshop	Atlanta	Southmeadow - DOR Office

Released May 17th

2017-2018 Schedule

Update!

CAVEAT 2018

May 15-17

Georgia Department of Revenue

Home » Tax Assessors and Appraiser Schedules

Tax Assessors and Appraiser Schedules

Schedule by Course

Schedule by Date

Schedule by Location

Georgia Certification Program Schedule by Course

Schedules for County Tax Officials

Attachment	Size
LGS_GCP_Schedule_Course.pdf	54.93 KB
2017-2018 Schedule by Course.pdf	126.22 KB

Georgia Department of Revenue

Georgia Department of Revenue

Welcome

https://sso.dor.ga.gov

Welcome to the Georgia DOR Portal

Quick Links

- Activate New User Account
- Sign In
- Reset Forgotten Password
- Go to GCP Online
- Go to SAVI

Instructions for Signing On

First-time users of **GCP Online** and **SAVI**:

- If you are a GCP Online or SAVI user, you will receive an email from the Georgia Department of Revenue containing your login ID (screen name) and account activation instructions. Please use the link in this email message to complete the account activation process.
- Please check your email spam folders if you do not see

Georgia Department of Revenue

Web Content Display

Welcome
Student
Catalog
Registration
Payment
Exit

** WARNING - Restricted Information - WARNING **

Search

Course ID | Title
Program: All | Group: All
Offered Between | and | At Location: All
Search | Reset

Verify Profile

Click **Open** hyperlink to register. Verify your name and address before you start registering for a class. Click here to View Profile

Course Catalog

Advanced Specialized Assessments (ASA)

Fee: County/City/School System:$100 Hearing Officers and Others:$100 State Agency:$0

Class Location	Class Schedule	Registration Deadline	Credit Hrs	Class Size	Registered	Wait List	Status
Georgia Southern University Nessmith-Lane Conference Center Room 2911 847 Plant Drive Statesboro ,GA -30458	March 5th-9th, 2018 9:00 am to 5:00 pm	02/23/2018	40	50	3	0	Open
Southern Regional Technical College - Tifton 52 Tech Drive Conference Center A Tifton ,GA -31794 Telephone:2293912600 SOUTHERNREGIONAL.EDU	June 11th-15th, 2018 9:00 am to 5:00 pm	06/01/2018	40	40	1	0	Open

2017-2018 GCP Schedule

Recertification for Assessors

is now

Course I Update

2017-2018 GCP Schedule

Advanced Income

is now

Application of Income

2017-2018 GCP Schedule

New 40 Hour Class

- *Advanced Specialized Assessments*

Kenny Colson

Statesboro – March 5-9, 2018

Tifton – June 11-15, 2018

2017-2018 GCP Schedule

Recommended but not Required

New staff are encouraged to take Course I before Course IA

Georgia Department of Revenue

Short Course - 2017

The Georgia Center's UGA Hotel & Conference Center
1197 South Lumpkin Street
Athens, Georgia 30602-3603

Short Course – 2017

40 Hour Courses Monday- Friday

- *Course I: Certification for Assessors*
- *Course IA: Assessment Fundamentals for Appraisers*
- *Course III: Valuation of Personal Property*
- *Course IVA: Valuation of Urban Land*

Short Course - 2017

30 Hour Course ***Monday-Friday***

IAAO 600: Principles & Techniques of Cadastral Mapping

….comprehensive, interactive program to introduce entry-level map maintenance personnel and assessment technicians to the field of cadastral mapping.

….basic mapping principles and techniques that will allow participants to plot deeded descriptions in both the metes and bounds land description system and the Public Land Survey System

Instructor: Stephen White

Short Course - 2017

20 Hour Courses ***Monday-Wednesday***

- *Appeals Procedure Workshop*
- *Application of Income*
- *Exempt Properties Workshop*
- *WinGAP - Advanced Technical Mini-Workshop*

Short Course - 2017

20 Hour Courses ***Wednesday - Friday***

- *APM - Digest Review Procedures*
- *Manufactured Housing Workshop*
- *Specialized Assessments Workshop*
- *Timber Regulations Workshop*

Carl Vinson Institute of Government

Online Classes

Carl Vinson Institute of Government Online Classes

2017 version available July 1st – June 30th.

- Exempt Properties 2017 – 4 hours
- Specialized Assessments 2017 – 4 hours
- Hearing Officer Training 2017 – 4 hours
- Board of Equalization Update 2017 – 8 hours

Georgia Department of Revenue

Carl Vinson Institute of Government Online Classes

GEORGIAGOV

Department of Revenue

Search this site

MENU

Home » Taxes » Local Government Services » Training Programs » Tax Assessors And Appraisers Training

Tax Assessors And Appraisers Training

GCP Training

IAAO Training

CVIOG Training

Georgia Department of Revenue

Carl Vinson Institute of Government Online Classes

UNIVERSITY OF GEORGIA
Center for Continuing Education & Hotel

Georgia Department of Revenue

CARL VINSON INSTITUTE OF GOVERNMENT
The University of Georgia
PROMOTING EXCELLENCE IN GOVERNMENT

The Carl Vinson Institute of Government, in partnership with the Georgia Department of Revenue and the Georgia Center for Continuing Education, offers updated online training courses for members and alternate members of County Boards of Equalization, Tax Commissioners, Tax Assessors, Tax Appraisers and Assessment Contractors.

You can learn more by clicking on your preferred specialty below or by contacting us at (706) 542-3537.

- Boards of Equalization and the Appeals Process 2016
- Exempt Properties
- Hearing Officer Annual Update 2016
- Specialized Assessments
- Other Governmental Training Courses

Join The Mailing List

Call: 706-542-3537

Ask a Question

Georgia Department of Revenue

Carl Vinson Institute of Government Online Classes

Specialized Assessments

Courses » Governmental Training » Specialized Assessments

Specialized Assessments is an online, self-study course developed by the University of Georgia Carl Vinson Institute of Government and the Georgia Department of Revenue for

In this course, you will learn:

- Lesson 1 – Bona Find Conservation Use Property
- Lesson 2 – Brownfield Properties
- Lesson 3 – Rehabilitated Historic Property and landmark Historic Property
- Lesson 4 – Preferential Agricultural Assessment
- Lesson 5 – Georgia Forest Land Protection Act

R NOW

Mailing List

542-3537

Georgia Department of Revenue

Carl Vinson Institute of Government Online Classes

Specialized Assessments

Snapshot

Format: Online
Hours: 4 hours / 0.4 CEUs
When: Start anytime

Cost: $95
Register now

This web course provides you the opportunity to gain knowledge and skills to assist you in performing your responsibilities as a Board of Equalization member, alternate member, Tax Commissioner, Tax Appraiser, Tax Assessor or an Assessment Contractor.

In this course you will read the online lessons, complete the quiz at the end of each lesson and complete the course exercise. There is no final examination for ***Specialized Assessments***. Those taking the course can complete it at their own pace, on their own schedule.

In this course, you will learn:

- Lesson 1 – Bona Find Conservation Use Property

Those taking the course can complete it at their own pace, on their own schedule.

In this course, you will learn:

REGISTER NOW

Join The Mailing List

Call: 706-542-3537

Ask a Question

Call: 706-542-3537

ESC 2017 – Online Classes

- Assessors may receive credit for CVIOG Online Courses before completing the Foundation Course but they do not replace the Foundation Courses.

- Tax Appraisers, Tax Assessors, and Assessment Contractors may annually take the online classes for credit.

ESC 2017 – Online Classes

- Students may not take the same class twice for credit

- Updated versions available each July 1st

  - Specialized Assessments
  - Specialized Assessments 2017
  - Specialized Assessments 2018

Georgia Department of Revenue

IAAO - Online Classes

GEORGIA.GOV

Department of Revenue

Search this site

MENU

Home » Taxes » Local Government Services » Training Programs » Tax Assessors And Appraisers Training

Tax Assessors And Appraisers Training

GCP Training

IAAO Training

CVIOG Training

IAAO - Online Classes

Online Courses

- Online Course 101 - Fundamentals of Real Property Appraisal
- Online Workshop 171 – IAAO Standards of Professional Practice and Ethics *Not equivalent to USPAP.*
- Online Workshop 452 (No Longer Available) – Fundamentals of Assessment Ratio Studies
- Online Self-Study 801 – Site Analysis
- Online Self-Study 802 – An Introduction to the Cost Approach to Value
- Online Self-Study 803 – An Introduction to the Sales Comparison Approach to Value
- Online Self-Study 804 – An Introduction to the Income Approach to Value
- Online Self-Study 805 – Mass Appraisal of Residential Property
- Online Course 808 – Mathematics for Assessors
- Online Course 809 – Online Excel Tutorial
- Online Course 810 – Understanding Real Property Appraisal
- Online Course 811 – Introduction to GIS
- Online Course 812 – Advanced Topics in GIS
- Online Course 859 – SPSS For Appraisers
- Online USPAP – USPAP 7hr USPAP Update provided by McKissock

Appraiser Exams and Designations

Appraiser Designations – Appraiser I

Under supervision and direction as an Appraiser trainee, the Appraiser I is expected to learn and do the more routine technical work in the appraisal of real and/or personal property for tax assessment purposes.

The Appraiser I must:

Appraiser Designations – Appraiser I

1. be not less than twenty-one (21) years of age;

2. successfully complete the appraiser examination set for this level by the State Revenue Commissioner;

3. be in good physical and mental health;

4. hold a high school diploma or its equivalent;

5. have the aptitude to learn to perform tasks assigned including reviewing maps, photography, etc., to locate property; visiting the property and gathering all information necessary to determine value; performing basic research on building costs and sales data; computing appraisal values for real and/or personal property.

Appraiser Exam – Appraiser II

Prerequisites

Course I, Course IA

One of following - III, IVA, IVB, V

2016 Exam Attempts	172
2016 Pass Rate =>70	130
2016 Pass Rate =>80	65

Appraiser Designations – Appraiser II

Under supervision and direction, the Appraiser II makes appraisals of real and/or personal property of the more common types and assists his superiors in the supervision and direction of Appraiser I personnel.

The Appraiser II must:

Appraiser Designations – Appraiser II

1. be not less than twenty-one (21) years of age;

2. hold a high school diploma or its equivalent;

3. be in good physical and mental health and have the ability to meet and relate to the general public well;

4. be able to make field appraisals of the average types of real and/or personal property. In this regard, he must be able to perform research on and inspect the property to gather all information necessary for appraisals such as size, zoning, use, location, quality of construction, depreciation, and market data;

5. have the ability and aptitude to learn under supervision the appraisal techniques, etc., involved in the appraisal of the more complex types of property.

Appraiser Exam – Appraiser III

Prerequisites

Course I, Course IA, Course II

Two of following - III, IVA, IVB, V

2016 Exam Attempts	135
2016 Pass Rate =>70	91
2016 Pass Rate =>80	31

Appraiser Designations – Appraiser III

The Appraiser III must have the ability to make accurate appraisals of all types and classes of real and/or personal property within his jurisdiction. He must be able to effectively supervise and direct the activities of subordinate personnel.

The Appraiser III must:

Appraiser Designations – Appraiser III

1. be not less than twenty-one (21) years of age;

2. hold a high school diploma or its equivalent;

3. have the ability to correctly apply the three approaches to valuation in appraising properties within his jurisdiction;

4. have the ability to organize and direct the activities of subordinate personnel;

5. have the ability to perform all phases of mass appraisal and revaluation work within his jurisdiction including the ability to develop pricing and valuation schedules for the valuation of all land, improvements and personal property.

Appraiser Exam – Appraiser IV

Prerequisites

Course I, Course IA, Course II, Course VI

Two of following - III, IVA, IVB, V

Any 40 hour Elective

2016 Exam Attempts	48
2016 Pass Rate =>70	18
2016 Pass Rate =>80	3

Appraiser Designations – Appraiser IV

Appraiser IV -supervises the work of subordinate appraisers in the appraisal of rural, residential, commercial and industrial properties for tax assessment purposes.

The Appraiser IV must:

Appraiser Designations – Appraiser IV

1. have a complete knowledge of mass appraisal techniques;

2. have the ability to direct all phases of revaluation;

3. have the ability to organize effectively and direct properly the work activities of his subordinate personnel;

4. have the ability to plan and conduct necessary training programs for subordinate appraisal personnel;

Appraiser Designations – Appraiser IV

5. have the ability to direct office procedures and techniques related to the appraisal-assessment process;

6. have the ability to effectively deal with the general public and with other governmental agencies;

7. be not less than twenty-one (21) years of age;

8. be a graduate of an accredited college or university with at least five (5) years of increasingly responsible experience in the appraisal field. Two (2) years of appraisal experience may be substituted for each year of college required.

ESC 2017 – Appraiser Exams

- **Appraiser IV Certification Certificates** will be issued upon request only.

- Appraiser IV designation request form must be submitted upon completion of the Appraiser IV exam to obtain certificate.

Georgia Depa

Appraiser IV Designation

Name of college or university

_____

Number of years attended _____

Number of years of appraisal experience _____

Signature:

_____

Must be signed by Chairman of the Board of Assessors or Chief Appraiser in county of employment. If currently the Chief Appraiser, must be signed by the Chairman of the Board of Assessors.

Email to Kim Oliver at kim.oliver@dor.ga.gov

Georgia Department of Revenue
Certification Program for County Tax Assessors and Appraisers

Appraiser IV Designation

This is to affirm that _____
Name of Appraiser receiving Appraiser IV Designation

has met the Appraiser IV qualifications as stated in Rule and Regulation 560-11-2-.25(d).

Appraiser IV -- The Appraiser IV supervises the work of subordinate appraisers in the appraisal of rural, residential, commercial and industrial properties for tax assessment purposes. The Appraiser IV must:

1. Have a complete knowledge of mass appraisal techniques;

the Board of Assessors.

Email to Kim Oliver at kim.oliver@dor.ga.gov

Appraiser Exams - SouthMeadow

- **June 13-14, 2017**
- **August 15-17, 2017**
- **October 10-12, 2017**
- **December 12-14, 2017**
- **February 6-8, 2018**
- **April 10-12, 2018**
- **June 26-28, 2018**

Begin at 8:00 am and 1:00 pm, 4 hours per session. One test per session.

Review of Income - SouthMeadow

- August 14-16, 2017
  - **August 15-17, 2017**
- February 5-7, 2018
  - **February 6-8, 2018**
- June 25-27, 2018
  - **June 26-28, 2018**

GREAB

Continuing Education Credit

Georgia Department of Revenue

GCP Courses – GREAB CE

40 Hrs:

Course I

Course IA

Course II

Course III

Course IVA

Course IVB

Course V

Course VI

GAA

20 Hrs:

Verification PP

Basic Accounting

Exempt Properties

Specialized Assessments

Deed Research

APM Digest Review

Appeals Procedure

Advanced Income

Course 1 Update

20 Hrs:

Application of Income

GCP Courses – No GREAB CE

WinGap Classes

Manf Housing

CAVEAT

Online Classes Hosted by CVIOG

Non GCP Short Course classes

BOE Classes

TC Classes

Timber Regulations

GCP Policy - GREAB CE

Credit for classes ending on or after March 1st, 2017

14 hours CE Credit (Appraiser and Sales Person) for successfully completing 20 or 40 hour classes

Successfully complete does not require test for the purpose of GREAB CE

GCP Policy - GREAB CE

GREAB will be notified within 2 weeks of class

Students will be reminded on first day of class that Appraiser/Salesperson # should be entered on registration form

May provide Appraiser/Salesperson # up to 2 weeks of class completion (Mark Loyd)

Georgia Department of Revenue

GCP Policy - GREAB CE

County Name: _____

I _____, certify that I attended the
(Print your name)

_____ Course held on
(Course name attended)

_____ in _____, Georgia at the
(Date) (City)

_____.
(Facility Name)

I attended ____ hours of training.

Signature:_____

Georgia Real Estate and Appraiser Board

Appraiser #_____ Sales Person #_____

NOTE: in order to receive credit for courses offered by the Georgia Department of Revenue, this form MUST be completed and turned into the instructor by the end of the course.

Assessor Certificates

Certificate #: 2017-047-01

CERTIFICATE OF ELIGIBILITY

Dougherty County Board of Assessor Member

William Ashberry, Jr.

The above named individual has submitted the required oath of office and proof of high school education and has otherwise met the requirements listed below pursuant to O.C.G.A. 48-5-291 and therefore shall be eligible to serve as a member of the county board of assessors:

(1) Is age 21 or older;
(2) Resides within the county of service;
(3) Holds a high school diploma or equivalent;
(4) Has completed 40 hours of training within 180 days of appointment;
(5) Has been issued this certificate by the Revenue Commissioner; and
(6) Has successfully completed annual training as required by law.

This certificate shall be posted in a prominent location readily viewable by the public in the office of the board of tax assessors and may be revoked for a direct and clear violation of state law and regulations governing the duties and responsibilities of the board of tax assessors.

Lynnette T Riley

State of Georgia Commissioner of Revenue

Date: January 26, 2017

Certification Dates (O.C.G.A 48-5-291,295)

From: 01-01-2017 **To:** 12-31-2019

This certificate expires on December 31, 2019

DEPARTMENT OF REVENUE STATE OF GEORGIA 1776

Assessor Certificates

560-11-2-.31

A ‘Certificate’ shall be:

(a) Issued to each board of assessor member upon the Revenue Commissioner’s receipt of the oath of office signed by the assessor member along with, if available, proof of high school education;

(b) Printed with an expiration date coinciding with the tax assessor’s term of office;

(c) Posted in a prominent location readily viewable by the public in the office of the board of tax assessors;

Georgia Department of Revenue

RESOLUTION FOR THE APPOINTMENT TO THE
_____COUNTY BOARD OF TAX ASSESSORS

WHEREAS, there is a vacancy on the Board of Assessors; and

WHEREAS, the law requires the County Commission must appoint a successor when a vacancy occurs; and

WHEREAS, the person appointed will serve a term of _____ years;

NOW THEREFORE BE IT RESOLVED, the _____ County Board of Commissioners appoints _____ to the _____ County Board of *Tax* Assessors with this term of office to begin on _____ and expire on _____.

ADOPTED this _____ day of _____.

_____ COUNTY BOARD OF COMMISSIONERS

_____
Chairman

ATTEST:

CAVEAT

Previously……..

Assessors who had completed the “Foundation Courses” received 20 hours of Continuing Education Credit.

- Course I
- GAA
- Specialized Assessments
- Exempt Properties

All others attending CAVEAT received 10 hours of Credit.

CAVEAT

Beginning this year……..

All attendees receive 20 hours of Continuing Education Credit!