



Bill Ritter, Jr.
Governor

Colorado Department of Local Affairs
Susan E. Kirkpatrick
Executive Director

DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

BULLETIN NO. 30

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: August 27, 2008

THE BULLETIN IS AVAILABLE ON OUR WEBSITE
New website address: <http://dola.colorado.gov>

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
8/27/08	48 th Annual Law Seminar Continuing Education	Review with staff and other interested county personnel. File in Education File.
8/27/08	Appraisal 451: Oil and Gas Equipment Valuation	Review with interested personnel. Return registration form to Division. File in Education File.
8/27/08	Appraisal 452: Oil and Gas Pipeline Valuation	Review with interested personnel. Return registration form to Division. File in Education File.
8/27/08	Appraisal 607: National USPAP Update Course	Review with interested personnel. Return registration form to Division. File in Education File.
8/27/08	Appraisal 615: National USPAP Course	Review with interested personnel. Return registration form to Division. File in Education File.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 48th Annual Law Seminar Continuing Education

DATE: August 27, 2008

DISTRIBUTION: Review with staff and other interested county personnel.
File in Education File.

MEMORANDUM

The Division of Property Taxation is offering the following one-day continuing education courses at the 48th Annual Law Seminar on October 23, 2008 at the Double Tree Hotel, 8773 Yates Drive, Westminster, Colorado, 80031.

Presenting Your Best Case	ADM 939
Hotel/Motel Valuation	APR 215
USPAP Update Course	APR 607

We are waiving the \$10 registration fee for the three courses; however, **there is a \$72 materials fee for the National USPAP Update course.**

To enroll in Presenting Your Best Case or Hotel/Motel Valuation, simply complete the attached registration form (for each course participant) and return it to the Division of Property Taxation c/o Evelyn Hernandez **by September 19, 2008.**

To enroll in the USPAP Update course, mail the completed registration form (for each course participant) and a check (\$72 per participant) payable to the Colorado Assessors' Association to the Division c/o Evelyn Hernandez. USPAP registration forms and fees must be received in the Division office **by the September 19, 2008 deadline.** If the registration and fee is not received by the deadline, the participant will not be allowed to attend the course.

If you have any questions, please contact Evelyn Hernandez at evelyn.hernandez@state.co.us or (303) 866-2378.



48th ANNUAL LAW SEMINAR

CONTINUING EDUCATION REGISTRATION FORM

Please mail, fax, or email your registration forms to Evelyn Hernandez by September 19, 2008.
Submit one copy for each for each course participant.

Division of Property Taxation
Attn: Evelyn Hernandez
1313 Sherman Street, Room 419
Denver, Co 80203

Fax: (303) 866-4000
Email: evelyn.hernandez@state.co.us

Name _____

County _____

Thursday, October 23, 2008

_____ **Presenting Your Best Case ADM 939**

This course is designed to enhance the preparation, presentation, and preservation of the assessor's office data submitted to the county board of equalization, Board of Assessment Appeals, arbitration, or district court. The course will include a presentation by a county attorney on "what to do" and "what not to do" at the Board of Assessment Appeals.

_____ **Hotel/Motel Valuation APR 215**

This course give appraisers an overview of appraising lodging properties. Participants will discuss the state of the industry, determine how it relates to a specific appraisal problem and become familiar with hotel terminology. Students will gain confidence in identifying data sources and recognize special valuation issues, such as allocating the personal property.

_____ **USPAP Update Course APR 607**

This 7-hour course focuses on the changes to the 2006 edition of the Uniform Standards of Professional Appraisal Practice (USPAP). It is intended to fulfill the 7-hour requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation.



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Appraisal 451: Oil and Gas Equipment Valuation
DATE: August 27, 2008
DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

**Oil and Gas Equipment Valuation
(APR 451)**

One-day Workshop

Education Credit: This course no longer qualifies for Continuing Education credit for a real property appraisal license.

Tested: No.

Recommended Prerequisites: Admin 100: Introduction to Assessment, plus either APR 108 or APR 801. (APR 108 was replaced by APR 801: Basic Appraisal Principles in 2007.)

Required Equipment: Students should bring calculators with the square root capability.

Cost Per Student: \$10.00
(Please make checks payable to: Colorado Assessors' Association.)

TOPICS:

- Analysis and Use of BEL's
- Valuation of Installed Equipment
- Valuation Stored Equipment
- Valuation Steps
- Valuation Grids

Class time is 8:30 a.m. to 4:30 p.m.

2008					
September 17	Grand Junction	Mesa County Courthouse (Multipurpose Room)	970-244-1610	550 East Road Avenue / 241 North 6 th	Nancy





COLORADO ASSESSORS' ASSOCIATION
 DPT EDUCATION REGISTRATION FORM
 1313 Sherman Street, Room 419
 Denver, Colorado 80203
 (303) 866-2371 Telephone
 (303) 866-4000 Fax

County Name

- Assessor's Staff
- Commissioner's Staff
- Treasurer's Staff
- Clerk & Recorder's Staff
- Other

Please submit one registration form for each course title.

Course Title	
Location	
Course Date	

County Contact Person		
Work Phone Number (Include Area Code & Extension)		E-mail:

NAME	E-MAIL	SOCIAL SECURITY NO. LAST 4 DIGITS ONLY (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **appraisal** classes e-mail rebecca.fisk@state.co.us
 For **administrative** classes e-mail evelyn.morales@state.co.us



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Appraisal 452: Oil and Gas Pipeline Valuation
DATE: August 27, 2008
DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

**Oil and Gas Pipeline Valuation
(APR 452)**

One-day Workshop

Education Credit: This course no longer qualifies for Continuing Education credit for a real property appraisal license.

Tested: No.

Recommended Prerequisites: Admin 100: Introduction to Assessment, plus either APR 108 or APR 801. (APR 108 was replaced by APR 801: Basic Appraisal Principles in 2007.)

Required Equipment: Students should bring calculators with the square root capability.

Cost Per Student: \$10.00
(Please make checks payable to: Colorado Assessors' Association.)

TOPICS:

- Statutory References
- Pipeline Definitions
- Pipeline Classification and Procedures
- BIA Assessments
- Pipeline Apportionment Procedures
- Pipeline Assessment Case Study

Class time is 8:30 a.m. to 4:30 p.m.

2008					
September 18	Grand Junction	Mesa County Courthouse (Multipurpose Room)	970-244-1610	550 East Road Avenue / 241 North 6 th	Nancy





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors and Staff
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Appraisal 607: National USPAP Update Course
DATE: August 27, 2008
DISTRIBUTION: Review with interested personnel.
Return registration form and payment to Division.
File in Education File.

National USPAP Update Course
(APR 607)

One-day Course

Education Credit: 7 Credit Hours (Continuing Education)

Tested: Not for 2008

Recommended

Prerequisite(s): Licensed Appraisers

Cost Per Student:

\$82.00 *(Please make checks payable to: Colorado Assessors' Association.)*
Cost includes the cost of the current USPAP manual and 7-hour student manual. **All student registrations and fees for these classes must be received by the Division, by the deadlines shown, to meet the ordering and shipping deadlines for material.**

TOPICS:

- Focuses on changes to the 2008 edition of USPAP.
- USPAP will be applied to everyday appraiser practice.
- Aids appraisers seeking competency in the Uniform Standards of Professional Appraisal Practice (USPAP).

Class time is from 8:30 a.m. to 5:00 p.m.

2008					
September 30 <i>Deadline Extended</i> <i>Sept. 5, 2008</i>	Grand Junction	Mesa County Courthouse (Multipurpose Room)	550 East Rood Avenue / 241 North 6 th	970-244-1610	John and Brent
October 30 <i>Deadline</i> <i>Sept. 30, 2008</i>	Denver	Wellington E. Webb Municipal Building	201 West Colfax Avenue (Room 4F2)	720-913-4063	Sue





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Course Title	
Location	
Course Date	

County Contact Person		
Work Phone Number (Include Area Code & Extension)		E-mail:

NAME	E-MAIL	SOCIAL SECURITY NO. LAST 4 DIGITS ONLY (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Appraisal 615: National USPAP Course
DATE: August 27, 2008
DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

National USPAP Course
(APR 615)

Two-day Course

Education Credit: 15 Hours (Initial License)

Tested: Yes (mandatory)

Recommended Prerequisite(s): None

Cost Per Student: **\$95.00** (includes cost of the current USPAP manual and 15-hour student manual).

All student registrations and fees for these classes must be received by the Division by Friday, August 29, to meet ordering and shipping deadlines. If the \$95.00 is not received by the Division by August 29, the student will not be allowed to attend.

(Please make checks payable to: Colorado Assessors' Association)

TOPICS:

- Aids appraisers seeking competency in the Uniform Standards of Professional Appraisal Practices (USPAP).
- Focuses on requirements for ethical behavior and competent performance.
- Emphasizes the role of the appraiser and appraiser impartiality.
- USPAP will be applied to everyday appraiser practice.

Class time is from 8:30 a.m. to 5:00 p.m. each day.

2008					
October 1-2 <i>Deadline Extended</i> <i>Sept. 5, 2008</i>	Grand Junction	Mesa County Courthouse (Multipurpose Room)	550 East Road Ave. / 241 North 6 th	970-244-1610	John and Brent
October 1-2 <i>Deadline Extended</i> <i>Sept. 5, 2008</i>	Denver	State of CO Centennial Building (Room 318)	1313 Sherman Street	303-866-3090	Judy and Sue





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Location	
Course Date	

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NAME	E-MAIL	SOCIAL SECURITY NO. LAST 4 DIGITS ONLY (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

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