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Sequence Number: 11-08-13
 Notice ID(s): 2095
 File Date: 11/21/13

Notice of Rulemaking Hearing

Hearings will be conducted in the manner prescribed by the Uniform Administrative Procedures Act, T.C.A. § 4-5-204. For questions and copies of the notice, contact the person listed below.

Agency/Board/Commission:	State Board of Equalization
Division:	
Contact Person:	Kelsie Jones, Executive Secretary
Address:	312 Rosa L Parks Avenue (W R Snodgrass TN Tower), 9 th fl. Nashville, TN 37243-1102
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Any Individuals with disabilities who wish to participate in these proceedings (to review these filings) and may require aid to facilitate such participation should contact the following at least 10 days prior to the hearing:

ADA Contact:	Amber Crawford, Division of Management Services, Comptroller of the Treasury
Address:	505 Deaderick St., Ste. 1400, Nashville, TN 37243-1402
Phone:	615-401-7925
Email:	amber.crawford@cot.tn.gov

Hearing Location(s) (for additional locations, copy and paste table)

Address 1:	16th Fl. Video-conferencing Center		
Address 2:	505 Deaderick St., Ste. 1400, Nashville, TN 37243-1402		
City:	Nashville, TN		
Zip:	37243-1402		
Hearing Date :	01/13/14		
Hearing Time:	10:00 am	<input checked="" type="checkbox"/> CST/CDT	<input type="checkbox"/> EST/EDT

Additional Hearing Information:

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Revision Type (check all that apply):

- Amendment
- New
- Repeal

Rule(s) (ALL chapters and rules contained in filing must be listed. If needed, copy and paste additional tables to accommodate more than one chapter. Please enter only ONE Rule Number/Rule Title per row.)

Chapter Number	Chapter Title
0600-4	Assessment Certification and Education Program
Rule Number	Rule Title
0600-4-.01	General Requirements for Candidacy-Definitions

0600-4-.03	Assessment Level II-Certification of Requirements
0600-4-.04	Tennessee Certified Assessor-Certification
0600-4-.05	Assessment Level IV-Certification Requirements
0600-4-.06	Assessment Level V/Tennessee Master Assessor-Certification Requirements
0600-4-.07	Retirement of Certification
0600-4-.08	Continuing Education Procedures

Rule 0600-4-.01 General Requirements for Candidacy – Definitions is amended by deleting subparagraph (c) of paragraph (1) and substituting the following new subparagraphs:

- (c) Complete an application provided by the Division of Property Assessments;
- (d) Agree to abide by the rules and regulations governing this Program; and
- (e) Submit evidence of active involvement in the field of property assessments, including the holding of any public office or being employed in an office responsible for the mass appraisal of property for ad valorem tax purposes.

Authority: T.C.A. §§67-1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-4-.01 General Requirements for Candidacy – Definitions is further amended by deleting paragraph (2) and substituting instead the following:

- (2) Along with the application to be submitted, candidates requesting certification for any level must submit evidence of training and experience.
 - (a) For evidence of training, verification of a successful completion of each course for which credit is sought must be submitted with the application. Acceptable evidence of training is: a certificate of completion; a pass-fail form; a grade report form; a letter of successful completion; or the uniform request for recertification credit form signed by the instructor or agency sponsoring the course.
 1. No single course may be used to fulfill multiple certification levels.
 2. Courses unrelated to the identification or the appraisal of property will not be considered.
 - (b) To receive credit for experience, acceptable evidence is a letter confirming employment in the field of mass appraisal. The letter must provide the dates of employment and the signature and work address of the individual confirming the employment.

Authority: T.C.A. §§67 -1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-4-.01 General Requirements for Candidacy – Definitions is further amended by deleting paragraph (3) and substituting instead the following:

- (3) The applicant must return the completed application to the Division. Based on the information provided in the application and attached verification data, the applicant will be notified regarding his or her acceptance in the program and will be informed of the requirements that must be met to attain the appropriate certification level.

Authority: T.C.A. §§67 -1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-4-.01 General Requirements for Candidacy – Definitions is further amended by deleting paragraph (4) and substituting instead the following:

- (4) Definitions.
 - (a) "AAS" means the Assessment Administration Specialist professional assessment designation of the IAAO.
 - (b) "Board" means the Tennessee State Board of Equalization.
 - (c) "CAE" means the Certified Assessment Evaluator professional assessment designation of the IAAO.

(d) "Certified General Real Estate Appraiser" means the certification issued by the Tennessee Real Estate Appraisal Commission.

(e) "CMS" means the Certified Mapping Specialist professional assessment designation of the IAAO.

(f) "Division" or "DPA" means the State Division of Property Assessments of the Comptroller of the Treasury.

(g) "IAAO" means the International Association of Assessing Officers.

(h) "PPS" means the Personal Property Specialist professional assessment designation of the IAAO.

(i) "Program" means the Assessment Certification and Education Program.

(j) "RES" means the Residential Evaluation Specialists professional assessment designation of the IAAO.

(k) "TCA" means the Tennessee Certified Assessor designation issued by the State Board of Equalization.

(l) "TMA" means the Tennessee Master Assessor designation issued by the State Board of Equalization.

Authority: T.C.A. §§67 -1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-4-.02 Assessment Level I - Certification Requirements is amended by deleting paragraph (1) and substituting instead the following:

(1) To qualify for the Assessment Level I certification, the candidate must meet all of the following requirements:

(a) Full time employment in the field of property appraisal for ad valorem tax purposes;

(b) Passing grade on the examination for the DPA Tennessee Assessment Law Workshop and DPA Appraisal Fundamentals Workshop;

(c) Passing grade on the examination for the Basic Mapping Course;

(d) Passing grade on the IAAO examination for Course 101 – Fundamentals of Real Property Appraisal; and

(e) Passing grade on a Level I comprehensive examination.

Authority: T.C.A. §§67 -1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-4-.03 Assessment Level II - Certification Requirements is amended by deleting subparagraph (1)(b), (1)(c), and (1)(d) and substituting instead the following:

(1)(b) Must have satisfied the Assessment Level I certification requirements, above;

(1)(c) Must have received a passing grade on the IAAO examination for Course 102 – Income Approach to Valuation; and

(1)(d) Must have received a passing grade (1) on the IAAO examination for the Advanced Mapping Course or IAAO Course 400, 600, or 601.

Authority: T.C.A. §§67 -1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-4-.04 Tennessee Certified Assessor – Certification Requirements is amended by deleting the rule in its entirety and substituting instead the following:

Rule 0600-04-.04 Assessment Level III (Tennessee Certified Assessor – Certification Requirements

(1) To qualify for the Tennessee Certified Assessor (TCA) certification, the candidate must meet all of the following requirements:

(a) Must have at least two (2) years of full-time experience in the field of property appraisal for ad valorem tax

purposes;

- (b) Must have satisfied the certification requirements for Assessment Level I and Assessment Level II, above;
 - (c) Must have received a passing grade on one IAAO course 300, 400, 600, or 601; and
 - (d) Must have received a passing grade on IAAO Workshop 151, USPAP - Uniform Standards of Appraisal Practice and Professional Ethics
- (2) In addition to subparagraphs (1)(a)–(d), the candidate must have received a passing grade on either:
- (a) A case study examination offered by the Division addressing the recognized approaches to value on a single-family residence; or
 - (b) A narrative demonstration appraisal report, which was assigned and graded by IAAO, related to residential property.
- (3) The candidate must also receive a passing grade on the comprehensive exam administered through the Division.
- (4) Persons holding the TCA designation must meet the requirements of continuing education set forth in rule 0600-04-.08.

Authority: T.C.A. §§67 -1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-4-.05 Assessment Level IV – Certification Requirements is amended by changing the period at the end of subparagraph (1)(a) to a semicolon, and by deleting subparagraphs (1)(b), (1)(c), and (1)(d) and substituting instead the following:

- (1)(b) Must have satisfied the certification requirements for Assessment Levels I, II, and III, above;
- (1)(c) Must have received a passing grade on IAAO Course 311; and
- (1)(d) Must have received a passing grade on the examination for one of the following IAAO Courses 201, 207, 400, 500, 600, or 601.

Authority: T.C.A. §§67 -1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-4-.06 Assessment Level V (Tennessee Master Assessor) - Certification Requirements is amended by deleting the rule in its entirety and substituting instead the following language so that as amended the rule shall read as follows:

0600-4-.06 Assessment Level V (Tennessee Master Assessor) - Certification Requirements.

- (1) To qualify for the Tennessee Master Assessor (TMA) Assessment Level V certification, the candidate must meet the requirements of subparagraph (a), (b), or (c).
- (a) Must have:
 - 1. at least four (4) years of full-time experience in the field of property appraisal for ad valorem tax purposes; and
 - 2. satisfied the certification requirements for Assessment Levels I, II, III, and IV under rules 0600-04-.02, .03, .04, and .05; and
 - 3. received a passing grade on IAAO Courses 112 and 312; or
 - (b) Must be a Certified General Real Estate Appraiser through the state of Tennessee Real Estate Appraisal Commission with two (2) years of full-time experience in the field of ad valorem taxation and receive a passing grade on the DPA Tennessee Assessment Law Workshop and DPA Appraisal Fundamentals Workshop; or

- (c) Must have obtained and hold a current AAS, CAE, CMS, PPS, or RES designation through the International Association of Assessing Officers.
- (2) To obtain credit under subparagraph (1)(a), (b), or (c), the applicant must supply the applicable documents:
 - (a) a copy of the certificate of successful completion for course credit;
 - (b) a copy of a current certificate and a letter of good standing issued by the Tennessee Real Estate Appraisal Commission; or
 - (c) a copy of the certificate awarded by the IAAO Board and confirmation of good standing in the association for AAS, CAE, CMS, PPS, or RES designation.
- (3) Persons holding the TMA designation must meet the requirements of continuing education set forth in rule 0600-04-.08.

Authority: T.C.A. §§67 -1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-04-.07 Retirement of Certification is amended by deleting the rule in its entirety and substituting instead the following:

- (1) Persons holding assessment certifications who leave government employment for private-sector employment will have their certification retired. Training records related to retired certifications will not be maintained by the Division. Certifications may be reactivated upon acceptance, by the Division, of evidence that the candidate has resumed government employment and has met continuing education requirements. This evidence consists of:
 - (a) A letter from the employer confirming government employment; and
 - (b) Proof of continuing education in the form of certification of completion; pass-fail form; grade report form; letter of successful completion; or the uniform request for recertification credit form signed by the instructor or agency sponsoring the course.

Authority: T.C.A. §§67 -1-305 and 67- 1-508 through 67-1 -510.

Rule 0600-4-.08 Continuing Education Procedures is amended by deleting the rule in its entirety and substituting instead the following:

- (1) The objective of the continuing education program is to encourage professional advancement by attendance or instruction at education programs and, thereby, to ensure continuing exposure to new developments in the field. Continuing education requirements are based solely on attendance and a passing grade for courses offering exams or instruction at structured education programs approved under Rule 0600-4-.12.
- (2) TCA or TMA designees must meet both of the following requirements:
 - (a) To receive continuing education credit, an application provided by the Division must be completed and include the signature of the course instructor or representative of the sponsoring organization. The application, along with a grade report form and a complete description of the program, must be submitted to the Division within ninety (90) days from the conclusion of the program.
 - (b) Fifty (50) hours of attendance or instruction in courses approved under Rule 0600-04-. 12 must be successfully completed every five (5) years after receiving the TCA or TMA designation. The Board may extend the period for completion of continuing education requirements, or modify reinstatement requirements as appropriate, where the applicant is prevented from meeting the deadline by circumstances beyond the applicant's control.

(3) All applications for continuing education credit submitted will be reviewed by the Division, and the applicant will be notified whether continuing education credit has been approved and the number of hours granted.

Authority: T.C.A. §§67-1-305 and 67-1-508 through 67-1-510.

I certify that the information included in this filing is an accurate and complete representation of the intent and scope of rulemaking proposed by the agency.



Date: 11-21-13

Signature: Kelsie Jones

Name of Officer: Kelsie Jones

Title of Officer: Exec Sec SBOE

Subscribed and sworn to before me on: November 21, 2013

Notary Public Signature: Rhonda G. Wright

My commission expires on: July 7, 2014

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Filed with the Department of State on: 11/21/13

Tre Hargett
Tre Hargett
Secretary of State

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