



Center for Government Services
33 Livingston Ave, Suite 200
New Brunswick, New Jersey 08901-1979
Telephone: (732) 932-3640 x647
Fax: (732) 932-3586

Assessment Administration

Spring 2008

Schedule of Courses

PROPERTY TAX ADMINISTRATION, PART I — 18 hours \$362

#8001E 6 Sessions	Wall Municipal Building 2700 Allaire Road	Wednesdays Jan. 23 — Feb. 27 6:00 — 9:00 PM	Denise Siegel
#8001F 3 Sessions	Montclair Fire House 1 Pine Street	Wednesdays Feb. 13 — Feb. 27 9:00 AM — 4:00 PM	Joan Kozeniesky James Tighe

PROPERTY TAX ADMINISTRATION, PART 2 — 24 hours \$478

#8002C 8 Sessions	New Brunswick Douglass Campus Center 100 George Street Room B (Room A on 2/27 & 3/12)	Wednesdays Feb. 27 — Apr. 16 5:00 PM — 8:00 PM	Dianne Walker
#8002D 4 Sessions	Montclair Fire House 1 Pine Street	Wednesdays Apr. 9 — Apr. 30 9:00 AM — 4:00 PM	Joan Kozeniesky James Tighe
#8002E 8 Sessions	Hammonton Middle School 75 No. Liberty Street	Thursdays Jan. 24 — Mar. 13 6:00 PM — 9:00 PM	Blackwell Albertson

FUNDAMENTALS OF REAL PROPERTY APPRAISAL — 33 hours \$907

#8003B 11 Sessions	New Brunswick Douglass Campus Center 100 George Street Room D	Wednesdays Feb. 20 — Apr. 30 6:00 PM — 9:00 PM	Patricia Wright
#8003C 11 Sessions	Mays Landing Atlantic Cape Community College J207	Mondays/Thursdays Mar. 13 — Apr. 21 (Skip Mar. 24) 6:15 PM — 9:15 PM	Sue Davison

INCOME APPROACH TO VALUATION — 33 hours**\$877**

#8004B 11 Sessions	Toms River High School (North) 1 Freehold Road	Tuesdays Feb. 19—Apr. 29 6:00 PM—9:00 PM	G. Fred Burlazzi
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REVIEW—APPRAISAL & ADMINISTRATION — 12 hours**\$275**

#8005B 2 Sessions	New Brunswick Bloustein School 33 Livingston Ave Room 253 Room 168	Thursday/Friday Mar. 13, 9:00 AM — 4:00 PM* Mar. 14, 9:00 AM — 4:00 PM*	G. Fred Burlazzi Mary Mastro
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* Includes Continental Breakfast & Lunch

The following text are required for the Property Tax Administration Course:

- Handbook for NJ Assessors (1989) and Law Manual— Cost is \$26 if picked up in Trenton, \$30 if mailed. Local Property Branch, Appraisal Section, New Jersey Division of Taxation, 50 Barrack Street, PO Box 251, Trenton, NJ 08646. Telephone: 609-292-7975.
- Appraisal Manual, 1975 — Available in municipal assessor's office. May be purchased from Local Property Branch—information listed above.

PLEASE BRING A CALCULATOR TO ALL CLASSES.**IMPORTANT INFORMATION**

The Certified Tax Assessors' (CTA) exam will be held on Saturday, March 29, 2008, in the Richard J. Hughes Justice Complex, 25 Market Street, Trenton, NJ, 4th Floor, Conference Room A from 9:30 AM—5:00 PM. For further information, contact Anna Auletta-Smilek (609) 292-7975. The deadline to register for the CTA exam is Thursday, February 28, 2008.

PLEASE NOTE: CONTINUING EDUCATION UNITS (CEU'S)

Licensed Certified Tax Assessors (CTA's) can receive CEU credit toward license renewal from the Division of Taxation when completing the following course.

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| • Property Tax Administration 1 | 15 CEU's in Administration |
| • Property Tax Administration 2 | 21 CEU's in Administration |
| • Fundamentals of Real Property Appraisal | 30 CEU's in Appraisal |
| • Income Approach to Valuation | 30 CEU's in Appraisal |

The total number of continuing education credits awarded to an individual student is based on class attendance and payment of registration fees.

IAAO CREDIT BY EXAMINATION

Individuals wishing to challenge an IAAO examination without having taken the course, students who withdrew from a course, and students who did not sit for the exam upon completion of a course or who failed an exam upon completion of a course may apply to sit for the exam for Fundamentals of Real Property Appraisal (course 1) or Income Approach to Valuation (course 2). Most IAAO courses have prerequisites. If a prerequisite is listed, applicants who have not taken the course are strongly urged to attempt the prerequisite examination. Applications are available from IAAO, 314 West 10th Street, Kansas City, Missouri 64105—1616. Phone: (816) 701 –8100.

**All forms, directions, schedules and course descriptions
are available on our website at: www.policy.rutgers.edu/cgs**