

Cooperating Agencies

Association of Municipal Assessors of New Jersey
Local Property Branch, New Jersey
Department of the Treasury
New Jersey State League of Municipalities
International Association of Assessing Officers
New Jersey Association of County Tax Boards
Commissioners and County Tax Administrators
and
Center for Government Services
Rutgers University

Lifetime Learning Tax Reporting Requirements

Since participants may be eligible for a tax deduction under the new Lifetime Learning Tax Act, Rutgers records the name, address, and social security number of all continuing education students.

Visit These Web Sites

www.policy.rutgers.edu/cgs
www.state.nj.us/treasury/taxation/
www.AMANJ.org

Continuing Education Credits (CEUs)

For CEU information on individual courses refer to the fall and/or spring schedule.

CENTER FOR GOVERNMENT SERVICES

ASSESSMENT AND APPRAISAL ADMINISTRATION



RUTGERS
Edward J. Bloustein School
of Planning and Public Policy

General Description

This series of continuing education courses is designed to train municipal tax assessors in the duties and responsibilities of their office. The program also assists in the development of the assessors' staff as well as general preparation for the State Certified Tax Assessors (CTA) examination. The courses are not a prerequisite for the CTA examination. However, newly appointed Tax Board Commissioners are required to take the 42-hour Property Tax Administration course and the two IAAO appraisal courses.

Other municipal officials as well as interested citizens may enroll in the courses provided the prerequisites are satisfied and class space is available.

The coadjutant faculty is composed of experienced persons from state, county, and local government. Private sector appraisal specialists are also utilized. Courses are scheduled in both the fall and spring semesters in convenient and varied locations throughout the state.

PLEASE NOTE: Prerequisites for IAAO Course 2 cannot be waived. Students who do not meet the requirements are not permitted to report to class. Registration for all classes is determined only by the Center for Government Services.

International Association of Assessing Officers Courses

The Center for Government Services (CGS) has entered into an agreement with the International Association of Assessing Officers (IAAO) to offer several courses on a certified model basis. IAAO certified instructors will constitute the faculty. IAAO educational staff will provide the examinations and will be responsible for grading and centralized record retention. CGS will administer all other program details.

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, 1314 W. 10th St., Kansas City, MO 64105. Telephone: 816/701-8100.

Course Descriptions

Property Tax Administration (42 hours)

The Property Tax Administration course consists of a total of 42 hours of course work divided into two parts.

Part 1 is 18 hours and covers the government of New Jersey and statutory basis of assessing, including the administration of local government, public records, necessary equipment, deductions, and assessor's calendar.

Part 2 is 24 hours and covers valuation methods and application, including three approaches to value, equalization, appeals process, exemptions, abatements, farmland valuation and rollback, and reassessment/ revaluation.

IAAO Course 1: Fundamentals of Real Property Appraisal (33 hours)

This basic appraisal course emphasizes the theory and techniques of the cost and sales comparative approaches to value. Students review terminology, basic appraisal and economic principles, general principles of land valuation, the assessment function, and the mass appraisal process. There will be a review and an exam. The *Property Assessment Valuation* (Second Ed., 1996) textbook is included in the tuition for IAAO Course 1 and is provided at the first session. It is also used in IAAO Course 2.

IAAO Course 2: Income Approach to Valuation (33 hours)

As a course prerequisite, a student must have satisfactorily completed Real Property Appraisal I or IAAO Course 1. This course covers the theory and techniques of estimating value by the capitalized earnings approach. Material covered includes the selection of capitalization rates, analysis of income and expense in

the determination of income to be capitalized, and capitalization methods and techniques. Rental units of comparison, real estate finance, and investment are treated. There will be a review and an exam.

Appraisal and Assessment Administration Course Review

This 1-1/2 day review course is an intensive and comprehensive review of the assessment appraisal processes utilizing the cost, market, and income approaches to value. As a course prerequisite, a student must have satisfactorily completed Property Tax Administration 1 and 2. This course is intended for students preparing to take the State CTA exam.

County Tax Administration (20 hours)

This course expands upon Property Tax Administration with an in-depth examination of the property tax administered at the county level. The course includes: county board organization; sales ratio program; development of the equalization table and abstract of ratables; a review of exemptions; the tax appeal process; and supervision of assessors. This course is mandatory for all new tax administrators and is advanced in nature. It is recommended that only students who have successfully completed all other property tax courses or are experienced CTA holders enroll.

One-Day Seminars

One-day seminars which deal with various problems and the more advanced aspects of assessment administration are offered on a state or regional basis.

Contact Information

Center for Government Services
Edward J. Bloustein School of Planning and Public Policy
Rutgers, The State University of New Jersey
33 Livingston Avenue, Suite 200
New Brunswick, NJ 08901-1979

Telephone: 732-932-3640, ext. 647
Fax: 732-932-3586

Purchasing Student Handbooks

The required texts for the Property Tax Administration course are *Handbook for NJ Assessors* and *Law Manual*.

The required text for the County Tax Administration course is *Handbook for County Boards of Taxation*.

The cost of either book is \$26 if picked up in Trenton or \$30 if mailed.

Contact the NJ Division of Taxation
50 Barrack Street
P.O. Box 251
Trenton, NJ 08646
Telephone: 609-292-7929.

For IAAO Course 1 and 2: Student manuals are distributed on the first day of class. Cost of manuals is included in the course registration fee.

Information About the CTA Exam

For information about the CTA exam refer to N.J.S.A. 54:135.25 to 135.34, or contact the Local Property Branch, New Jersey Division of Taxation, 50 Barrack Street, P.O. Box 251, Trenton, NJ 08646. Telephone: 609/292-7813.

Certificate Requirements

Course certificates are awarded upon satisfactory completion of the class hours, passing the required examinations, and full payment of all fees.

Attendance

Attendance of 100% is required for all courses. A registered student having less than 80% attendance cannot successfully complete a course.

The university reserves the right to cancel any course due to insufficient enrollment.

Registration

Complete the form below and send it with check, voucher, or credit card information to the Center for Government Services. The registration form **with payment** must be received prior to the start date in order for your name to be placed on the roster. **Registrations will not be processed without proof of payment.** There is a \$25 fee for all returned checks. No confirmations will be sent.

Walk-in students are accepted in a course on a space available basis only. Individuals registering one week or less before the start date should call the Center at 732-932-3640, ext. 647, to inquire if a seat is available in the class.

Withdrawal

The Center will refund the full course fee, less a \$25 processing charge, if notified before the class start date. Individuals must notify the Center **in writing** of his/her intent to withdraw. Notices sent by fax (732-932-3586) will be accepted.

Registration Form

Mail to: Assessment Administration, Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979.
Fax to: 732/932-3586

If home or business address has changed since your last registration, check here.

Name _____ Social Security No. _____

Cell Phone Number _____ Email _____

Home Phone _____ Business Phone _____ Fax _____

Home Address _____
Street City/Town Zip Code

Employer _____ Title _____

Business Address _____
Street City/Town Zip Code

I wish to register for _____
Course Title Course #

I wish to register for _____
Course Title Course #

I wish to register for _____
Course Title Course #

CHECK, VOUCHER, OR CREDIT CARD INFORMATION MUST ACCOMPANY REGISTRATION.
Make check or voucher payable to Rutgers, The State University of New Jersey. There is a \$25 fee for all returned checks.

Check Voucher VISA Mastercard Total amount: \$ _____

Credit Card Number _____ Expiration Date _____

Signature _____

**PLEASE DUPLICATE FOR
MULTIPLE REGISTRATIONS**