

North Carolina Department of Revenue


Pat McCrory
Governor

Lyons Gray
Secretary

June 17, 2015

MEMORANDUM

TO: County Assessors / Tax Administrators

FROM: Dave Duty 
Local Government Division

RE: Tax Administration in North Carolina Course

Our office is planning to hold the Tax Administration in North Carolina Course in Morganton, North Carolina during the dates of August 17th through August 20th, 2015.

This new course is geared toward the Assessor and other county staff members looking to have a better understanding of how the property tax system in North Carolina works. This class is now one of the requirements for becoming an Assessor in North Carolina instead of previously requiring the IAAO Course 400- Assessment Administration to be taken.

This course will provide 30 hours of recertification credit for Assessors or Appraisers and it will fulfill the one course every two years required for continuing education compliance. The instructors for this course will include staff from the Property Tax Section of the Local Government Division and we will accept only 25 applicants to attend this course. The class will be conducted Monday through Thursday of that week in August and it will conclude with an online open book test given on Friday August 21st.

Space will be made available on a first response basis. Please click on the following link to register for this course:

<http://www.dor.state.nc.us/publications/property.html>

Scroll down to the **Education Section** and select "Register Here For Classes" and then follow the directions to complete the registration form. In the "class name" field, select "Tax Administration in NC." In the "E-Mail address" field, please provide your county employee specific email address. Do not populate this field with a generic county mass email address. Upon our receipt of your application

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State Courier 51-71-00

Website: www.dornc.com

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using this new registration format, you should see a window indicating that your information has been logged into our internal database system. Then, in a few weeks, our office will generate an email confirmation message stating that the student has been accepted into this course. **If you have not received your email confirmation letter by Monday August 3rd, please call our office at 919-814-1138 and ask for Shoshannah Roy.**

Please complete the online application form if you have a staff member who wishes to attend the course which will be taught at the Foothills Higher Education Center, Room 212, 2128 South Sterling St., Morganton, NC, 28655. The phone number for the Education Center is 828-448-6140. The hotel sleeping room fee will be **\$104.00** plus tax per night for single or double occupancy. Additional hotel information will be sent with the acceptance letter. At that time, you may call and make hotel reservations. Please indicate if you will need a room during the course on your application. There will be a **\$75** registration fee per student to support the personal property continuing education program administered by the North Carolina Department of Revenue. Information about remitting the **\$75** fee will also be sent with the acceptance letter.

If you have any further questions, please contact Shoshannah Roy in our office at 919-814-1138.