



## North Carolina Department of Revenue

Pat McCrory  
Governor

Lyons Gray  
Secretary

June 2, 2015

### **MEMORANDUM**

TO: County Assessors, County Appraisers

FROM: Dave Duty

RE: The Personal Property Appraisal and Assessment Course

Our office is planning to hold the Personal Property Appraisal and Assessment Course in Wilmington, North Carolina during the week of July 27 – 31, 2015. This course fulfills one of the requirements for certification as Assessor and also counts towards the North Carolina Personal Property Appraiser Certification. It counts as 30 hours of recertification credit for assessors and fulfills the one course every two years required for appraiser continuing education.

The instructors for this course will be Travis Isaacs and Tina Stone. We will cover business personal and personal property appraisal, accounting as it relates to the depreciation of fixed assets, the listing period, and the North Carolina law that controls personal property taxation. There is no pre-requisite for this course.

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 form. In the "class name" field, select "Personal Property Appraisal & Assessment Course." In the "E-Mail address" field, please provide your main county employee email address. Do not populate this field with a generic county mass email address. Upon our receipt of your application using this new registration format, you should see a window indicating that your information has been logged into our internal database system. A few weeks following your initial registration, our office will generate an email confirmation message stating that the student has been accepted into this course. **Registration for this course is open until close of business Monday July 6<sup>th</sup>. If you have not received your email confirmation letter by Monday July 6<sup>th</sup>, 2015, please call our office at 919-814-1138 and ask for Shoshannah Roy.**

P.O. Box 871, Raleigh, North Carolina 27602-0871

State Courier 51-71-00

Website: [www.dorn.com](http://www.dorn.com)

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Please complete the online registration form if you have a staff member who wishes to attend the course, which will be taught at the Hampton Inn Wilmington University Area. The hotel's sleeping room fee will be \$99.00 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 on the registration screen if you will need a hotel sleeping room during the course. If you are sharing a room with a co-worker, please check the "hotel room needed" box on just one registration. 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 our office at 919-814-1138 and ask for Shoshannah Roy.