

**Texas Property Tax Arbitrators Alternative Dispute Resolution
Initial Training
30 Hour Continuing Education Course**

Class Type: This is an evening and Saturday class

Dates: **6 PM to 10 PM - September 10, 11, 12, 17, 18, and 19.**

AND 9 AM to 1 PM - September 14

Location of the class: **Faith West Academy - 2225 Porter Rd, Katy, TX.**

This course is offered in a classroom setting and is geared for persons seeking entry to the Texas Comptroller of Public Accounts Property Tax Assistance Division Registry of Arbitrators. The course teaches the updated rules and laws in dispute resolution (including SB 2/HB 2). The course will detail the parts of the law necessary to become a PTAD arbitrator, in addition to the procedures to conduct a successful arbitration.

Taking this course does not guarantee admission onto the PTAD roster. This course rather meets the education requirements. Please contact the Property Tax Assistance Division for the minimum criteria to be a PTAD arbitration.

This course satisfies the Texas Comptroller's requirement for the Arbitrator Registry of 30 hours of initial training in accordance with Texas Comptroller Property Tax Code Section 41A.061.

This course is **TREC Approved courses totaling 30 hours**. Provider ID: **10326** Course Name and ID: **Property Tax Arbitrator Initial Training Part I (36859) AND Property Tax Arbitrator Initial Training Part II (36860)**

This course is eligible for **30 hours** of continuing professional education by the **Texas State Board of Public Accountancy**. Registration by the Texas State Board of Public Accountancy does not constitute an endorsement by the Texas State Board of Public Accountancy as to the quality of our CPE program. Sponsor ID: 010501

This course is eligible for 3 hours of Texas Bar Association Ethics.

HOW TO REGISTER

Students may register by filling out the registration form and return it to Loretta Higgins via email at arbitration@barnhamseminary.com or via fax at 713.588.8696. If you are uncomfortable sending credit card information call Loretta directly at 713.726.6414 to have your payment processed.

COURSE PRICING

The Registration Fee is \$690.00 for student registrations. Registrations will not be accepted the day of class. Registration closes on September 6, 2019

REGISTRATION DOCUMENT ON NEXT PAGE

Property Tax Arbitrator Initial Training
Class Schedule Evenings – September 10, 11, 12, 17, 18, AND 19 Evening 6 PM to 10 PM
AND Saturday September 14 9 AM to 1 PM
\$690.00 Class Fee

Name _____ LICENSE EXP _____

Address _____

Phone _____

Email _____

CC # _____ Exp _____ CSUIP _____

Or _____ check to receive paypal invoice (your seat is not secured until you paypal invoice is paid.)

REFUNDS AND NO SHOWS

Refund requests can only be made by contacting Loretta Higgins at 713.726.6414 at least 72 hours before the start of the course. A \$25.00 administration fee will be charged on all refunds. Refunds are issued via check and mail certified mail. Those who register and do not attend will not receive a refund. You are not registered until you have paid for the class.

START AND END TIMES

Check in and networking will begin at 8:30 AM. The course will begin promptly at 9:00 AM and end at 6:00 PM with a one-hour lunch break. Lunch will not be provided to students. We generally only provide water for the students to drink, please feel free to bring your own snacks and beverages.

WHAT TO WEAR

Casual attire is recommended. Because classrooms temperatures are difficult to control, it is wise to dress in layers.

CERTIFICATES

At the conclusion of the course, a completion certificate will be distributed for all attendees who signed the attendance form. Students who fail to sign in at the front desk the morning of the event will not receive a certificate.

DISCLAIMER

The information and suggestions presented at the conference are subject to constant change and, therefore, should only serve as a foundation for further investigation and study. Further, any forms presented at such seminars or conferences are samples only and are not necessarily authoritative. All information, procedures, and forms contained or used in such conferences should be carefully reviewed and should serve as a guide for use in specific situations. Speakers and discussion leaders are expressing their own view, or those of course authors. Such views and opinions have not been approved or endorsed by the Barnham Graduate School and Seminary.