



**Informational Guide to
Appraisal Review Board
New Member and Continuing Education
Training Seminars**

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Property Tax Assistance Division
Texas Comptroller of Public Accounts

Informational Guide to Appraisal Review Board (ARB) New Member and Continuing Education Training Seminars

Introduction

Tax Code Section 5.041 requires the Comptroller's office to approve curricula, provide materials and supervise the training of appraisal review board (ARB) members. ARB members are not allowed to participate in hearings until they complete the Comptroller's training course and a statement agreeing to comply with Tax Code requirements during ARB hearings.

This guide offers attendance information for persons attending one of the following Comptroller training seminars:

- New Member Training
- Continuing Education Training

These seminars offer an in-depth review of the ARB hearings process.

The 86th Legislative Session resulted in new ARB member eligibility requirements. ARB members may no longer be related by blood or marriage to another ARB member and term limitations now apply.

Arrival

The 86th Legislative Session also updated ARB training requirements. New member training has been extended and will begin promptly at 8:00 a.m. and conclude at 5:00 p.m. Continuing education training will begin at 8:30 a.m. and conclude at 4:30 p.m. All sessions are Central Time Zone, except El Paso, which is Mountain Time Zone. Session check-in is one hour before the start of the training session.

Location maps and telephone contacts for directions are available on the Comptroller's website at:

comptroller.texas.gov/taxes/property-tax/arb/training.php

Upon arrival registrants must verify attendance by initialing the provided attendance sheet next to their name indicating attendance. Attendees will receive a copy of either the *Appraisal Review Board Manual* or the *Continuing Education Course for Appraisal Review Board Members* and any accompanying handouts. Highlighters are available for attendees; pens will not be provided.

Coffee and water will be provided at all live seminar locations and at some telecast locations. Attendees will be on their own for lunch.

Parking should be available at no charge.

Classroom etiquette

To facilitate effective participation and training:

1. Turn off or silence all phones, iPads, tablets, computers and other electronic devices to avoid distractions.
2. Do not read newspapers, books, magazines or other materials during training. Limit extracurricular reading materials to breaks and lunch.
3. Participate and ask questions for clarification.
4. Highlight materials for easier reference.
5. Limit side conversations to breaks and lunch.
6. Take emergency calls outside of the classroom and return as soon as the emergency passes.
7. Return from breaks and lunch promptly.
8. Submit your signed Statement of Compliance before leaving the facility to get the credit you deserve.
9. Recognize life is too short for conflict.
10. Learn from your fellow ARB members and enjoy your time together.

Conclusion

At the conclusion of each course and before leaving the facility, ARB members must complete, sign and return the sworn *Statement of Compliance* found in the course manual to a Comptroller staff member onsite, indicating agreement to comply with Tax Code requirements. **Failure of the ARB member to personally hand-in the *Statement of Compliance* will make the ARB member ineligible to receive a certificate and require that member retake an entire training course before participating in ARB matters.** Statements will only be collected at the course location.

THE COMPTROLLER'S OFFICE WILL NOT AWARD CERTIFICATES OF COMPLETION TO ATTENDEES WHO DO NOT ATTEND THE ENTIRE TRAINING SESSION.

Post ARB Training

Certificates for course completion will be emailed to the respective appraisal districts for ARB members and appraisal district employees who complete the training.

ARB members are not allowed to participate in hearings until they complete the Comptroller's training course and a statement agreeing to comply with Tax Code requirements during ARB hearings. During the second year of an ARB member's term, the ARB member must complete

the Comptroller's continuing education training course and complete a statement agreeing to comply with Tax Code requirements during ARB hearings. **An ARB member who fails to timely complete the course is not eligible to participate in hearings, vote on a determination of protest or be reappointed to an additional term.**

ARB members must complete the Comptroller's continuing education training course and complete a statement agreeing to comply with Tax Code requirements in *each year they serve*. **Please note that because of this requirement, an ARB member in the second year of his or her first term is not eligible to participate in hearings or vote on determinations of protest until he or she completes the Comptroller's continuing education training course and a statement agreeing to comply with Tax Code requirements during ARB hearings.**

Questions

Please send any questions by email to ptad.arb@cpa.texas.gov or call PTAD's Information and Customer Service at 800-252-9121 (press 2).