



**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.

Arrival

Training seminars begin promptly at 8:30 a.m. and conclude at 5 p.m. All sessions are Central Time Zone, except El Paso, which is Mountain Time Zone. Session check-in is 30 minutes 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.

Conclusion

At the conclusion of each course and before leaving the facility, attendees 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 Services at 1-800-252-9121, press 2 for the menu, then press 1.