

2010 TAAD Chief Appraiser Institute ***Criteria for Admission***

▶ **NEW** chief appraisers who are required to take Sec. 5.042 training will be automatically accepted and will have priority over other applicants.

▶ **ALL** other applicants will be approved or declined for the CAI program based on the following criteria:

- Has a letter of recommendation been received? (The letter should be from either the district's chief appraiser or board chair, and should address the following criteria regarding employment, registration and experience.)
- Has the candidate enclosed a short letter of intent with adequate detail to explain his/her interest in the CAI and to confirm work experience?
- Is the candidate currently serving as a deputy or assistant chief appraiser, director, manager, supervisor, or senior appraiser at a Texas appraisal district?
- Is the candidate in good standing at their place of employment?
- Is the candidate currently registered and in good standing with TDLR?
- Does the candidate have a minimum of five years' appraisal experience?
- Has the candidate obtained the RPA? If not, how advanced toward an RPA is the candidate? Or, has the candidate received the RTA or RTC?

The CAI application review committee may accept or decline, at their discretion, any applicant based on one or more of these criteria. A strong background in leadership and property tax administration based on professional ethical standards is required for admission into the CAI program.

CAI class size may be limited by classroom space available and will not exceed 40 students. Applications must be received by July 1, 2010, to be considered for enrollment in the Class of 2010 Chief Appraiser Institute.