

# ADMINISTRATIVE HEARING OFFICER TRAINING

*... a two-day course offered by*

THE UNIVERSITY of TENNESSEE   
MUNICIPAL TECHNICAL ADVISORY SERVICE

*in partnership with the*  
TENNESSEE SECRETARY OF STATE'S  
ADMINISTRATIVE PROCEDURES DIVISION

The Administrative Hearing Officer training is a means for municipalities to acquire training for designated officials who are seeking to become administrative hearing officers. After this training, these officers will have jurisdiction to hear violations of certain locally-adopted codes, including building and property maintenance.

Successful completion of this training authorizes participants to serve as municipal administrative hearing officers pursuant to Public Chapter No. 1128 of the 2010 Public Acts. Pursuant to this law, a city can, via ordinance, create an administrative hearing office with jurisdiction to hear violations of certain locally-adopted codes, including building code and property maintenance ordinances. The law also allows a city, through its administrative hearing officer, to levy fines for such violations in excess of \$50.

Topics include:

- The statutory authorization
- Mechanics of Public Chapter No. 1128
- Overview of Building, Housing and Property Maintenance Codes
- The Administrative Hearing Process
- Open Meetings, Open Records and Other Governmental Concerns

To register for the Administrative Hearing Officer Training course, go to [www.mtas.tennessee.edu](http://www.mtas.tennessee.edu) and click on "Register for a Class" under the training tab.

The cost to attend the training class is \$350 and does not include meals or hotel accommodations. You may pay with a credit card when registering for a class or request an invoice. If you need class registration assistance, call (865) 974-0411.

WWW.MTAS.TENNESSEE.EDU

**November 30**  
**9 a.m. - 5 p.m.**  
**and December 1**  
**8:30 a.m. - 4 p.m**

**William R. Snodgrass**  
**(Tennessee)**  
**Tower**  
**312 Rosa L. Parks Ave.**  
**Third Floor**  
**Multi-Media Room**  
**Nashville**

**DIRECTIONS :** From I-40 WEST or EAST, take the Charlotte St. Exit #209A. Go north (from I-40 West turn right—from I-40 East turn left) towards the downtown area on Charlotte Ave. Take the fourth right which will be 7th Ave. The Snodgrass Tower is the former American General Life Insurance Building and is located on the right side of Charlotte between 7th and 8th Avenues.

**PARKING:** Take a right off Charlotte Ave. on to 7th Ave. Then turn right on to Church St. The Central Parking Lot which will be on your right (beside Homewood Suites) is the most economical (\$6) and is the closest location. It is one block from the Snodgrass Tower.

# ADMINISTRATIVE HEARING OFFICER TRAINING

## Nov. 30 - Dec. 1 • Nashville

### ACCOMMODATIONS IN THE DOWNTOWN AREA

Participants are responsible for making their own reservations. Contact the following hotels for rates and availability.

#### ■ THE SHERATON

623 Union St., Nashville, Tenn.  
Phone: (615) 259-2000  
Toll Free: 1-800-325-3535  
<http://www.sheratonnashvilledowntown.com>  
Lunch buffet is available.

#### ■ THE DOUBLETREE

315 4th Ave., North, Nashville, Tenn.  
Phone: (615) 244-8200  
To make Hilton reservations by phone, call 1-800-HILTONS  
<http://homewoodsuites1.hilton.com>  
Lunch buffet is available.  
Free shuttle is available.

#### ■ THE HERMITAGE

231 Sixth Ave., North, Nashville, Tenn.  
Phone: (615) 244-3121 / (888) 888-9414  
Fax: (615) 254-6909  
E-mail: [info@thehermitagehotel.com](mailto:info@thehermitagehotel.com)  
E-mail: [reservations@thehermitagehotel.com](mailto:reservations@thehermitagehotel.com)

#### ■ HOMEWOOD SUITES

706 Church St., Nashville, Tenn.  
Phone: (615) 742-5550  
To make Hilton reservations by phone, call 1-800-HILTONS  
<http://homewoodsuites1.hilton.com>

#### ■ COURTYARD

170 Fourth Ave., North, Nashville, Tenn.  
Phone: (615) 256-0900  
Toll Free: 1-888-687-9377  
<http://www.marriott.com/hotels/travel/bnadt-courtyard-nashville-downtown>  
A café is available in the building.

#### ■ RENAISSANCE

611 Commerce St., Nashville, Tenn.  
Phone: (615) 255-8400  
Toll Free: 1-800-327-6618  
<http://www.marriott.com/hotels/travel/bnash-renaissance-nashville-hotel/>

THE UNIVERSITY of TENNESSEE 

MUNICIPAL TECHNICAL ADVISORY SERVICE

The University of Tennessee is an EEO/AA/Title VI/Title IX/  
Section 504/ADA/ADEA institution.  
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