

# Course announcement

<b>Sponsor</b>	Washington State Department of Revenue Property Tax Division
<b>Title</b>	BOE/BTA
<b>When</b>	November 5, 2024, from 9:00am to 4:15pm
<b>Location</b>	In-person at the 6400 Linderson Conference Center in Tumwater
<b>Presenters</b>	Ashleigh Palmer, Et al.
<b>Spots</b>	45
<b>Credit</b>	7.5 continuing education hours
<b>DOL approval</b>	n/a
<b>Target audience</b>	<ul style="list-style-type: none"><li>• County Assessors.</li><li>• County Assessor’s Office staff.</li></ul>

**Curriculum** This course will provide appraisers (or other assessment staff) of the requirements, methods, and techniques to be effective in presenting appeals before the Board of Equalization and the Board of Tax Appeals. Instruction will be given on how to prepare supporting documentation as well as providing techniques for presenting effective evidence and testimony at hearings. The course is also designed to inform assessment professionals of the skills necessary to make clear, concise, and effective presentations. Other topics will include a review of the appeal process, the statutory and regulatory authority of the Board to operate and the standards of review used in making Board determinations.

<b>Agenda</b>	<b>When</b>	<b>What</b>	<b>Who</b>
	9:00am	Avenues of Appeal	Ashleigh Palmer
	9:30am	Appearing at the BOE	Ashleigh Palmer
	10:30am	Break	-
	10:45am	Appearing at the BTA	Ross Peterson; Matthew Randazzo
	11:45am	Lunch	-
	1:00pm	Legal Fundamentals, Rules, and Procedures	Andrew Krawczyk; Callie Barrett
	2:45pm	Break	-
	3:00pm	Q&A Panel	All
	4:00pm	Wrap-up and Evaluations	Ashleigh Palmer
	4:15pm	Adjourn	-

**Expectations** Prerequisites: None

**Ground rules**

- Hold questions for the panel. Use sticky notes for “Question Parking Lot” to be collected throughout the day to prepare panelists.

**Items to bring:** None



**Registration form  
due 10/4/24**

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