



Accreditation and Education Programs

2025 Fundamentals of the Assessor's Office

Contact us

Education Specialist

Janeene Niemi

(360) 534-1422

janeenen@dor.wa.gov

Education Coordinator

Tiffany LeMoine

(360) 534-1361

tiffanyl@dor.wa.gov

CP&A Manager

Rikki Bland

(360) 534-1428

rikkib@dor.wa.gov



Education Mailbox dorpropertytaxeducation@dor.wa.gov

Education Specialist

- Lead the Accreditation and Education programs.
- Interpret rules and laws.
- Process initial accreditation applications.
- Grant accreditation renewal extensions.
- Process course approval and CE credit applications.
- Create annual Property Tax Training Calendar.

Education Coordinator

- Administer the Accreditation and Education program.
- Coordinate Property Tax training logistics.
- Process accreditation renewal applications.
- Manage accreditation and education records.
- Maintain program communications and forms.

County Performance and Administration (CP&A) Manager

- Manage the Accreditation and Education programs.

For the fastest response...

- Email the Education Mailbox. Entire Team checks it throughout the day.
- If you call or email us individually, the response might be delayed.

What is accreditation?

- A legally required credential issued by DOR authorizing individuals who determine real property values, or conduct appraisals, for Ad Valorem taxation purposes.
- Important because it requires appraisers to:
 - Follow state rules and law requirements.
 - Administer programs uniformly, fairly, and with transparency.
 - Conduct work according to the latest industry standards.
 - Keep updated with legislative/administrative changes and best practices.



[RCW 18.140](#) Certified Real Estate Appraiser Act

[WAC 458-10-010](#) Accreditation of Real Property Appraisers

Why is it important

To promote uniformity and consistency statewide in the education and experience qualifications and to maintain standards of competence and conduct of persons responsible for valuing real property taxation purposes.

- Have you ever sold a home? To figure out how much your home is worth, you might hire a real estate appraiser to evaluate your property and structures to recommend an asking price. These individuals must be certified and licensed with Department of Licensing (DOL) to do their job.
- The Accreditation program is like DOL's, except we oversee public appraisers who work in the counties and at DOR.
- Ad Valorem=Latin for "according to value."

Initial accreditation

Prerequisites

1. Be knowledgeable in the:
 - a. Repair and remodeling of buildings and improvement of land.
 - b. Significance of locality and area to the real property value.
 - c. Standards for appraising real property established by DOR (mass appraisals approach).



[RCW 36.21.015\(1\)](#) Qualifications – Examination – Waiver
– Continuing Education

Anyone can apply, but only county and Department staff can appraise properties for taxation.

Initial accreditation (continued)

Prerequisites (continued)

2. Have direct experience with real property transactions, appraisals, and/or assessments. Gain working:
 - a. Full-time within one year of application, **OR**
 - b. Part-time within two years prior to application **WITH** a minimum of 1,000 hours in the prior 12 months.



[Form 61 0062](#) Application for CEs: Advisory Appraisals

How to gain experience

- Each office has an appraiser training program. Generally, if appraising property a supervisor must review and approve values. In some counties a supervisor initials each appraisal until the trainee becomes accredited.
- Fee or private appraisals.
- Assisting in a valuation advisory team appraisals.
- Real estate transactions.
- Banking and lending.

Initial accreditation (continued)

Accreditation exam

- Available, but not used anymore because of waiver options.
- Requires a fee.

Department of Revenue
Washington State

Department of Revenue
Request for Administration of
Appraiser Examination

SECTION I Please Print or Type

Applicant's Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 E-mail Address: _____ Work Phone: _____
 Employed by: _____ County Assessor's Office
 _____ Other (please note)

SECTION II Accreditation Examination Request

WAC 438-10-030(1) requires as a prerequisite to taking the accreditation examination, that the applicant have completed within the previous two years, a minimum of thirty (30) classroom hours have been completed in courses approved by the Department of Revenue in the basic principles of real property appraising.

I meet the prerequisites noted and I am requesting the Accreditation Examination (Code E001).
 I have attached a completed Application for Accreditation as an Ad Valorem Resi Property Appraiser to this application: Yes No - if no, please document the following:
 > 30 classroom hours of courses approved by the Department of Revenue
 > Attach copy of certificate of completion (if applicable)

Course Title _____



[Form 64 0080](#) Request for Administration of Appraiser Examination

Requirements

1. Pass exam or request waiver.
2. Complete application.
 - It's free!
 - Anyone can apply, but only county and DOR staff can appraise properties for taxation.
3. Complete 30 CE in basic principles of real property appraising within 2 years of application.
4. Complete USPAP 15-hour class within 3 years of gaining accreditation.

Initial accreditation (continued)

Waiver options

Option	Education	USPAP	Citation
IAAO 101 or its equivalent	Pass exam AND 30 CEs	15-hour national	WAC 458-10-030(4)(a)
DOL license or certificate	n/a	7-hour update	WAC 458-10-030(4)(b)
Education and experience	75 CEs	15-hour national	WAC 458-10-030(4)(c)



[WAC 458-10-030](#) Accreditation examination – Prerequisites
– Waiver or exemption – Reexamination

Waiver options

- Pass IAAO 101 or equivalent exam (with or without attending the class).
- Currently licensed or certified by DOL.
- Complete 75 CEs in basic principles of real property appraising within 2 years of application **AND** a minimum of 2 years **AND** 2,000 hours appraising real property.

IAAO 101 or equivalents

- Most applicants take IAAO 101 or challenge the exam.
- Alternate courses include:
 - McKissock's Residential Appraisal Procedures.
 - Appraisal Institute's Basic Appraisal Procedures.
 - Similar college classes that mirror curriculum.

DOL license or certificate

- Appraisers can be accredited and licensed or certified by DOL.
- If a county appraiser is doing private residential property or commercial sales on the side, there could be a conflict of interest. Consult with county policies.

15-hour USPAP

- The Appraisal Qualifications Board (AQB) sets qualifications for real estate appraisers following the Appraisal Institute's Practical Applications of Real Estate Appraisal (AI PAREA) and its Real Property Appraiser Qualification criteria, which requires passing a Licensed Residential Real Property Appraiser exam. The Uniform Standard of Professional Appraisal Practice (USPAP) class fulfills this exam criteria.
- Not a prerequisite. Must be completed within three years of gaining accreditation.
- Licensed and certified appraisers have already met this requirement through the DOL application process. A recent 7-hour update is acceptable.

Department of Revenue
Washington State

Application for Accreditation as an Ad Valorem Real Property Appraiser

Form 64 0081

[Reset form](#)

1 My information (please print or type)

Name (last, first, middle) _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____ Fax: _____

Employed by: _____ (County Assessor's Office or Other)

2 Accreditation Examination/Waiver

I am applying for:

Accreditation Examination (to be completed form REV 64 0090).

Accreditation Examination Waiver:

Passed AAO Course 303 exam or its equivalent: _____ (date).
Attach a copy of your certificate to document your successful completion, OR

Currently certified or licensed as a real estate appraiser by Department of Licensing (per Chapter 18.340 RCW) Certificate No.: _____, Attach a copy.

3 Experience Requirement (list most recent experience first)

You must have at least one year of full time work experience (1,000 hours) in:
(1) transactions involving real property, (2) appraisal of real property, (3) assessment of real property OR a combination of the three. The required experience may include hours worked during the preceding two years but must include a minimum of 3,000 hours worked in a minimum time period of 32 months. Please list all qualifying work experience, beginning with your most recent.

Notes: A complete description of your job duties is essential to determine your eligibility for accreditation – please be specific – incomplete description will result in delay of processing. Attach additional written documentation if necessary. To verify your most recent experience, include a supervisor or appraisal reviewer's signature, as requested.

1. Employer - Position/Title: _____ Dates: _____

Appraisal-related job duties and number of hours/week: _____

Application for Accreditation as an Ad Valorem Real Property Appraiser

Department of Revenue
Washington State

Official use only

Approved _____

Denied _____

Current _____

Date Received _____

1879 Issues _____

2 Employer - Position/Title: _____ Dates: _____

Appraisal-related job duties and number of hours/week: _____

3 Employer - Position/Title: _____ Dates: _____

Appraisal-related job duties and number of hours/week: _____

4 Education Requirement

Unless you are waived from taking the accreditation exam, you must have successfully completed during the 2 preceding years, at least 30 classroom hours of study relating to the basic principles of real property appraisa-

- List only those courses successfully completed and approved by the Department.
- A copy of certificate of completion (or college transcripts) for each course listed must be attached to this application. Incomplete documentation will result in delayed processing.

Course Title	Course Sponsor	Date Attended	Classroom Hours

5 Uniform Standard of Professional Appraisal Practice (USPAP)

All accredited personnel must have successfully completed 15 classroom hours of Uniform Standards of Professional Appraisal Practices (USPAP) no later than 3 years from their initial accreditation date.

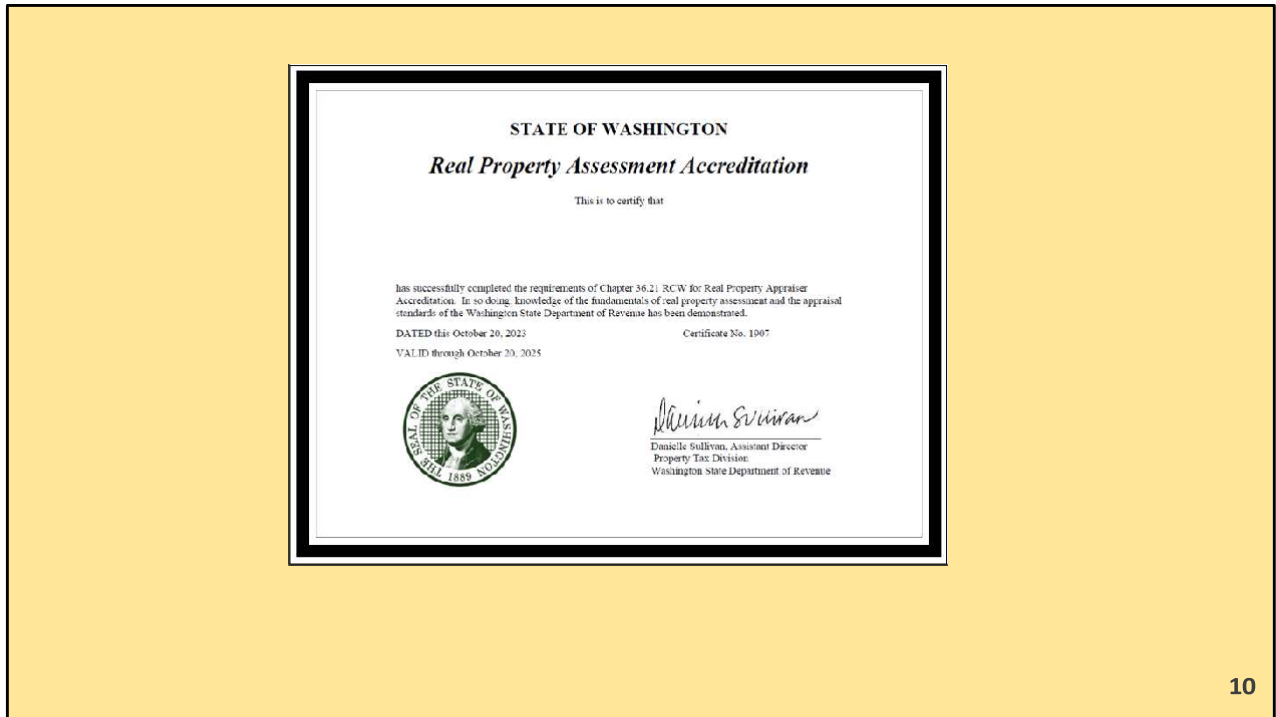
Note: Successful completion requires passage of the USPAP examination. If you have completed 15 classroom hours of USPAP, attach a copy of the certificate of completion. If you are currently licensed or certified as a real estate appraiser by the Department of Licensing (per Chapter 18.340 RCW), also attach a copy of the certificate of completion for your most recent USPAP Update course.

I have successfully completed 15 classroom hours of USPAP on _____ (date).

Form 64 0081 Application for Accreditation as an Ad Valorem Real Property Appraiser

9

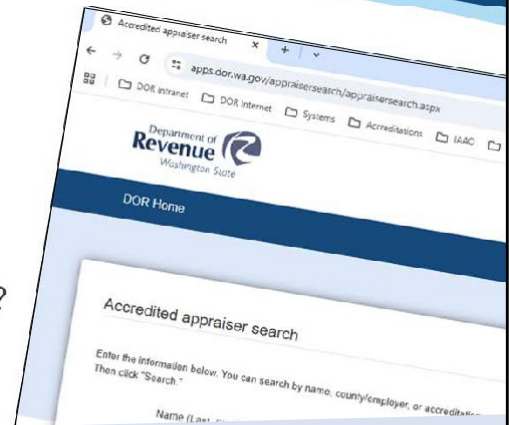
- Here is the application!
- We are currently updating the form. It will include a guide to clarify requirements.
- Describe job duties in detail.
- Remember to attach DOL license or certification (if applicable).



- This is an example of a real property accreditation certificate.
- Note there is a valid through date. Initial accreditations are good for two years.
- Depending upon county policy, it may need to be displayed somewhere for public view.
- Over the past several years, taxpayers have been interested in how many accredited appraisers there are in each county that are active. They can find this out by searching the dor.wa.gov website.

How to check status

- DOR website.
- Secure Access Washington (SAW).
Will need:
 - Accreditation number (e.g., 1234).
 - Access code (e.g., AC000789).
- Access not working or status incorrect?
Email Education Team.



[SAW login page](#)

[DOR Accreditation appraiser search page](#)

Congratulations! You are accredited and can complete appraisals in accordance with the law. But the application process is not one and done.

You will need to renew every two years and continue your education in a very specific way.

- Our accreditation system is old and sometimes bugs need to be worked out.
- Instructions included with handout.

When to renew

- Every 2 years, at least 2 weeks before expiration—plan ahead!
- Status is suspended after expiration.
- Status is revoked for 2+ years expiration. Must re-apply for accreditation and report 30 CEs, instead of 15 CEs.
- There are risks if appraisals are conducted without accreditation.
- Email Education Team to request extension **prior** to expiration. Provide a reason.

13

Risks

- Recommend renew when active, so you do not run the risk of invalidating your appraisal work or having it challenged by taxpayers.
- Accredited appraisers are responsible for filing timely. Make a calendar reminder.
- We send an annual renewal report to each county. Assessors and/or their administrators may provide a reminder.
- If renew 2 years after expiration, status will be suspended.
- If renew 2+ years after expiration, status will be revoked.
- Another reason to renew timely is in case you accidentally report a non-approved class, in which case, you'll have extra time to take additional training.
- Because classes reported must be completed during the prior two years, you may have less classes to choose from those you've completed since your last renewal.
 - Example: You took a class the day after your last renewal. You applied two months late. Now that class can no longer be used because it's outside the edibility range.
 - You'll waste valuable time and money. Don't do it!

Extension requests

- If you anticipate not being able to renew timely, request an extension in advance.
- Extensions are granted up to 3 months.
- Acceptable reasons include military leave, FMLA, or serious personal or family illnesses.
- An unacceptable reason would be due to workload.

Renewal requirements

- Earn a minimum of 15 CEs. May include 3 GIs max.
- How to earn:
 - Take pre-approved classes.
 - Teach a class.
 - Conduct advisory appraisals.



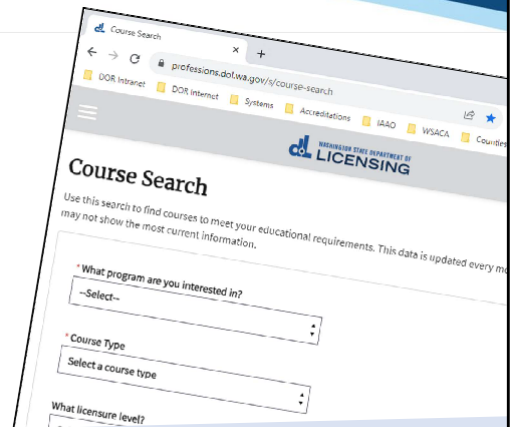
[WAC 458-10-050](#) Continuing education requirements – Appraisal practice and ethics

14

- At minimum, accredited appraisers must complete 15 credit hours. Categories include:
 - CE=Appraising topics (e.g., land use, zoning, property development, mass appraisals, BOE, etc.)
 - GI=General interest (e.g., current use, levies, exemptions/deferrals)
- You can do/report more, but only 15 credit hours need to be applied to your application. For example, if you took an IAAO class that was 30 hours, that class would be enough to meet the requirements.
- We will add any course you submit to your profile, regardless if you apply the credit or not, as long as it is pre-approved.

Take pre-approved classes

- Complete 2 years prior to renewing.
- Rotate topics every 4 years. Content cannot be the same/similar, regardless of sponsor and/or title.
- Ensure DOR or DOL pre-approval.
 - Check the [DOL course search page](#) or email Education Team.
 - **If not pre-approved, apply at least 2 weeks before the class occurs.**



[Form 64 0094](#) CE & GI Course Approval Application

15

- The purpose of continuing education is to keep your knowledge fresh. We want you to stay informed up updated procedures, best practices, emerging property tax topics, and new legislation.
- Do not take/report the same class each renewal. Mix them up. Reporting repeat classes are okay after 4 years.
- There are a few exceptions:
 - Annual West Puget Sound Chapter IAAO Spring Seminar.
 - Real Estate Research Market Forum.
 - Spokane-Kootenai Real Estate Research Seminar.
 - Appraisal Institute's Real Estate Conference.
 - McKissock USPAP 7-Hour Update.
- Typically, DOL approval numbers (e.g., AP3554, A22034194, C21023784) are usually included on certificates of attendance.
- All classes MUST be pre-approved by DOR or DOL to be eligible for renewals.
 - Anything we sponsor, is automatically approved.
 - Anything DOL approves, which is listed on their website, we will accept too.
 - If you are unsure about a class, let us know BEFORE you take it. Pre- approvals will not be granted retroactively.
 - Just because a class was pre-approved many years ago, it may not be now, due to updated curriculum.
- If there is a class you want to take outside of DOR/DOL, you can apply for course pre-approval.
 - DOR approves classes for 1-2 years.
 - DOL approves classes for 1-4 years.
 - Approvals may be extended for 1 year.

Teach a class

- Content must be original.
- Applicant must author and/or present curriculum.
- **Apply for CE credit 2 weeks before the class occurs.**
- If teaching a portion of a class **AND** attending as a student, credit is allowed for both.



[Form 64 0121](#) Pre-Approval CE Credit Request for Participation
Other Than as a Student

16

- A lot goes into creating a class, especially for one that has never been done before.
- Get credit for your research, analysis, and course materials.

Conduct advisory appraisals

- Involves appraising industrial properties (e.g., Commercial buildings, factories, storage facilities, shipping centers).
- Complete under supervision.
- Earn 30 CEs max.
- See [PTRC Valuation advisories page](#).

The image shows a sample of the 'Application for Continuing Education for Accreditation: Advisory Appraisal' form. The form includes fields for County Name, County Appraiser, Department of Revenue Appraiser, and Property Name. It also has a section for Prerequisite(s) Completed, with a checkbox for 'IAAG 102 (Required)'. A table for 'Assessment' asks 'If advisory appraisal involves industrial type property, the Principles of Industrial Valuation Co. order to receive credit for assisting with the appraisal report?' with 'Yes' and 'No' options. Below this, it states 'A maximum of 30 Continuing Education Hours may be earned for the appraisal. The following activities are eligible for continuing education credit:' and lists activities such as 'Attending and Observing Physical Inspection (2 hrs)', 'Industry Data Collection and Analysis (3 hrs)', 'Highest and Best Use Analysis (2 hrs)', 'Land Valuations (3 hrs)', 'Completing a Cost Approach (3 hrs)', 'Sales Comparison Approach (3 hrs)', and 'Writing a complete Narrative Appraisal Report following the outline on pages 614-15 of Institute's "Appraisal of Real Estate" 12th edition (10 hrs)'. The form concludes with 'Please provide a detailed explanation of each activity. Each completed activity:'.



[Form 61 0062](#) Application for CEs: Advisory Appraisals

17

- Focuses on properties that are valued more than \$25 million, with some exceptions.
- Our Valuation Advisory Team (VAT) can assist and provide guidance.

VAT Supervisor

Tim Landregan

(360) 534-1423

timothylandregan@dor.wa.gov

Form 64 0083 Accreditation Renewal Application

- Here is the application!
- The form was recently updated and has a guide with FAQs.
- Remember to attach proof of education. We do not know the classes you take outside of DOR unless you tell us.

Applying CE and GIs

New CEs with 3 GIs max + Carry over (5 CEs max, no GIs) = 15

Option	Example	
All new	9/2/23 USPAP Update 7.5 CE 5/24/24 Today's Surveying 7.5 CE	Expiration date is April 30. 2025-2027 renewal is submitted on April 16. Report new classes completed from 4/16/23 to 4/16/25. From the 2023-2025 renewal, which was submitted on April 2, apply optional "carry over" classes completed from 4/2/21 to 4/2/23.
Split new	9/2/23 USPAP Update 7 CE 5/24/24 Today's Surveying 5 CE 3/7/25 Exemption/Deferral Workshop 3GI	
All/split new AND carry over	6/27/21 Industrial Appraising 4 CE 11/18-20/22 Industrial Appraising 1CE 9/2/23 USPAP Update 7 CE 3/7/25 Exemption/Deferral Workshop 3GI	

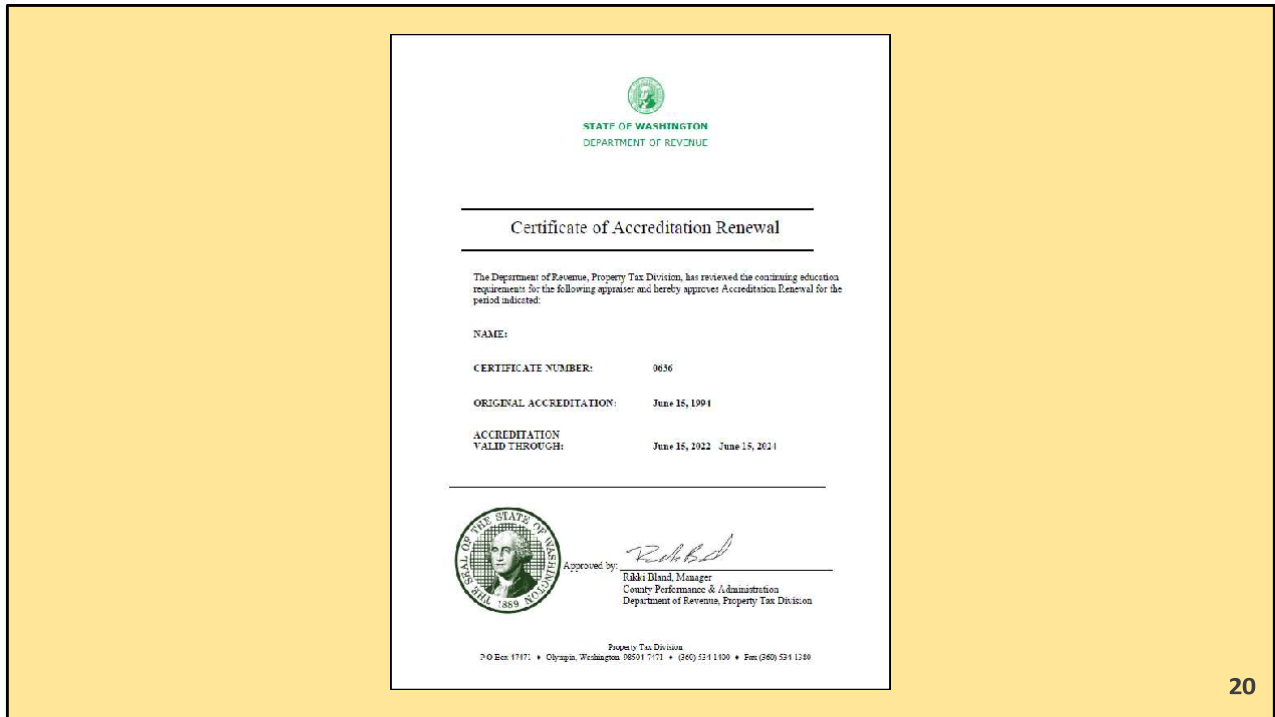
19

Options

- You can be simple or creative when reporting hours. Use all or pick from multiple classes.
- If you take 30 CE class, just report 15 hours from it. The full CEs earned will be reflected in your profile.
- You also have the option to apply carry over hours.

Carry over

- Say you reported a 30 CE class last renewal. That gives you 15 leftover hours. You can carry up to 5 CEs to your current renewal.
- This is a good safeguard in case you couldn't take enough new classes because you forgot, didn't have the time or money.
- Carry over is allowed, providing there were no certification breaks longer than 2 years and the class is not the same or similar than a new class being reported.
- Carry over is ineligible for renewals that occur after accreditation has been revoked.
- GIs are ineligible.
- CEs from initial application are ineligible because the classes were taken before accreditation was granted.



- This is an example of a Certificate of Accreditation Renewal.
- Note there is a valid through date. Accreditation renewals are good for two years.
- Depending upon county policy, it may need to be displayed somewhere for public view.

Application tips

- **Apply 2 weeks prior to accreditation needs / expiration date.**
- Use the most recent version of the form.
- Save form to computer before editing/signing to enable features.
- Use employer's contact information.
- Attach certificate(s) of attendance to complete application.
- Email Education Mailbox. Mailed paper copies are not accepted.
- Retain certificate.



[DOR Property Tax forms page](#)

21

- Failure to provide required documentation will cause processing delays.
- Expect a response within 10 business days.

The screenshot displays the website for the Department of Revenue, Washington State, specifically the Property Tax Resource Center. The page is titled "Accreditation program" and includes a breadcrumb trail: Home > Education Program > Accreditation Program. The main content area contains the following text: "RCW 36.21.015 requires any person having the responsibility of valuing real property for purposes of taxation including persons acting as assistants or deputies to a county assessor under RCW 36.21.011 shall have first:" followed by a bulleted list of requirements. A sidebar on the right titled "Resources" lists several links: "Accreditation application training", "Check accreditation status", "Search for an accredited appraiser", "Course catalog", and "WACs". The top navigation bar includes links for Home, Calendar, About us, and Contacts, along with a search bar and dropdown menus for Education, Forms & publications, Programs, and Laws & rules.

Department of Revenue
Washington State
PROPERTY TAX RESOURCE CENTER

Home Calendar About us Contacts

Education Forms & publications Programs Laws & rules

Home > Education Program > Accreditation Program


Accreditation program

RCW 36.21.015 requires any person having the responsibility of valuing real property for purposes of taxation including persons acting as assistants or deputies to a county assessor under RCW 36.21.011 shall have first:

- Had at least one year of experience in transactions involving real property, in appraisal of real property, or in assessment of real property, or at least one year of experience in a combination of the three;
- Become knowledgeable in repair and remodeling of buildings and...

Resources

- Accreditation application training
- Check accreditation status
- Search for an accredited appraiser
- Course catalog
- WACs

 [PTRC Accreditation program page](#)

Property Tax Training Calendar

- Training is exclusive.
- Most classes repeated annually / multiple times if statutorily required or popular.
- Includes a few new topics based on county suggestions and student surveys.
- Available in different formats with course materials posted online.
- Issue certificates of attendance.

Date	Title	Location	Instructor	CE
January 29	WACO Legislative Conference	Online	Various	7
April 6-10	Fundamentals of the Assessor's Office	Online	Janeene Niemi	3
May 7	Current Use Basic	Online	Rikki Bland	3
May 14	BOE Clerk	Online	Rikki Bland	3
June 3-4	BOE New Member**	Online	Rikki Bland	3
June 5	BOE Senior Member**	Online	Rikki Bland	3
June 9-13	WSACA Conference	Online	Rikki Bland	3
June 17-18	BOE New Member**	Online	Rikki Bland	3
June 24	BOE Senior Member**	Online	Rikki Bland	3
June 26	BOE New Member**	Online	Rikki Bland	3
August 5-6	BOE Senior Member**	Online	Rikki Bland	3
August 12 AM	Exemption/Deferral Workshop	Online	Rikki Bland	3
August 12 PM	Sales Analysis Seminar	Online	Laura Osborne	3 GI
September 8-10	Current Use Valuation Seminar	Ellensburg	Melasa Oliva	3.5 CE
September 16-17	Basic Levy**	Ellensburg	Janeene Niemi	3 GI
September 23-25	67th WACO Annual Conference	Wenatchee	Diann Locke	3 GI
October 7-8	Introduction to Personal Property	Wenatchee	Diann Locke	3 GI
October 15	Senior Levy	Online	Diann Locke	3 GI
October 21	BOE/BTA	Turnwater	Lisa Eraser	7.5 CE



[PTRC Calendar page](#)

[PTRC Course catalog page](#)

Why is it important

To ensure county assessor's and their staff are legally credentialed and trained to perform their duties.

- Restricted to county staff, city officials, districts, and select organizations like the BTA and BOE members, and agency employees.

Formats

- Most are online.
- More complex topics (e.g., BOE, levies, Introduction to Personal Property) are in-person and rotate each side of state annually.
- East side classes are typically held in Ellensburg or Wenatchee and occasionally elsewhere.
- Have done a few hybrids (online and in-person), likely to do more.
- Not recorded at this time—but exploring for content that rarely changes.

Course materials

- Posted to the PTRC. Linked on the Course catalog webpage.
- They stay up until the next class.
- Not a stand-alone resource. Should not replace attending class, as the presentation and student interaction provides important context.

Certificates of attendance

- Issued by request via Training Registration form.
- Have two versions—one with CEs if you meet attendance requirements (present/participate 83% of the time) and another proving you were there for a portion.

Training announcements

- Communicated via GovDelivery. Email Education Team to subscribe.
- Sent approximately 30 days before class.
- Includes class details, requirements, and registration form link.
- Registration confirmation emailed within 3 business days.

The image shows a registration form for a "Property Tax Training Announcement" titled "Fundamentals of the Assessor's Office". The form includes the following fields:

- Title:** Fundamentals of the Assessor's Office
- When:** April 8-10, 2025 from 8:15am to 12:00pm, each day.
- Location:** Online via MS Teams. A meeting invite will be sent to registered students and instructions and course material links will be provided.
- Credit:** 7.5 continuing education hours for:
 - DOL certified/licensed real estate appraisers.
 - Accreditation.
 - Not applicable.
- Audience:**
 - New county assessor staff and support employees from the county assessor's office.
 - New DOR Property Tax and other related division employees.
- Attendance:** Unlimited. Every student must register individually, even if you plan to attend the room with others, under one MS Teams account.
- Presenter(s):** Various.
- Curriculum:** This course provides a high-level overview of the functions of the assessor's office and is intended to provide basic information for new assessors and administrative staff. Students seeking...



[GovDelivery email / texting sign up page](#)

GovDelivery

- Because our classes are exclusive, we control who sees our training announcements via GovDelivery, our email/text distribution list.
- Unlike other GovDelivery topics, you cannot sign up yourself. You must go through us.
- You can unsubscribe anytime.

Registration

- Sometimes we restrict class spots, particularly for in-person classes, so register ASAP so you don't miss out.
- Everyone who attends a class must complete a registration form, even if it's an online class and sharing a conference room with others.
- Headcounts help presenters better manage the class and budget time for questions.
- Expect a confirmation within 3 business days.
- Always verify the registration confirmation to verify class.

Department of Revenue
Wisconsin State
Form 64 0005
[Reset form](#)


Property Tax Training Registration
Email completed form to dsr@propertytaxeducation@dox.wa.gov. A registration confirmation will be sent to the requester within three business days.
Only state employees, county staff, clerics, and other local government affiliates may register for agency sponsored **Property Tax Trainings**. Employers must provide approval prior to registration.

1 Your information
Name: _____ Title: _____
Email: _____ Phone: _____ Ext. _____
Requested accommodation (e.g., interpreter, hearing device, captions, braille, large-print materials, etc.): _____

2 Your employer
 Select county _____ Select office _____ DOR Select division _____
 Other (specify employer): _____
Address: _____
City: _____ State: _____ Zip: _____

3 Class
Title: Select class _____
Location (hybrid classes only): Select location _____
Registration reason(s):
 Fulfill a condition of employment for my position. Learn topics directly related to my position.
 Fulfill a statutory requirement. Increase general knowledge about property tax.
 Earn accreditation continuing education credit.
Topic questions for presenter consideration (optional): _____

4 Attendance
 I agree to follow all student expectations.
 I understand to receive continuing education credit for accreditation. I understand that I will be responsible for my own travel and lodging expenses.

 [Form 64 0005](#) Training Registration

26

- Here is the registration form!
- Recently updated.

New additions

- Student expectations—presenters may have additional guidelines.
- Opportunity to submit questions to presenters.
- Tracking for why students are taking the class.

Changes to process

- No longer require signatures. But get approval from your employer before registering for a class.
- No longer emailing back registration confirmation attachments.
- All details need will be in the Training Announcements and in emails directly sent to students.

Other training sponsors

- [Washington State Association of County Assessors \(WSACA\).](#)
- [International Association of Assessing Officers \(IAAO\).](#)
- [Central WA, Evergreen, and West Puget Sound IAAO Chapters.](#)
- [McKissock.](#)
- [Appraisal Institute.](#)
- [Idaho Tax Commission.](#)
- [WA counties.](#)



[**DOR Invite a speaker to your group page**](#)

- If we do not provide what you need, consider these learning sponsors.
- You can also submit a request through the main DOR site. These classes will be coordinated directly with the assigned unit.
- See WSACA's Education Portal at <https://sites.google.com/wsaca.net/education>.

The screenshot shows the 'Education program' page on the Department of Revenue Washington State website. The page header includes the logo and 'PROPERTY TAX RESOURCE CENTER'. The navigation menu contains 'Home', 'Calendar', 'About us', and 'Contacts'. A search bar is located in the top right. The main content area features the title 'Education program' and a paragraph: 'We offer many online and in-person trainings throughout the year to ensure county assessors, appraisers, and support staff perform their duties according to state laws and rules. Find out more information below:'. Below this are links for 'Credit hour options', 'Course catalog', 'Other training sponsors', and 'Requesting course pre-approvals'. A sidebar on the right contains a 'Resources' section with links for '2025 Training calendar', 'Accreditation program', and 'Student expectations', and a 'Contact us' section with 'General questions' and the email 'dorpropertytaxeducation@dor.wa.gov'. The name 'Janeene Niemi' is also visible in the sidebar.



[PTRC Education program page](#)