



Property Tax Training Announcement



Title	BOE Clerk
When	May 14, 2025, from 9:00am to 1:00pm
Location	Online via MS Teams. A meeting invite will be sent to registered students on May 7. Login instructions and course material links will be provided in the meeting invite.
Credit	Not applicable.
Audience	<ul style="list-style-type: none">• County BOE clerks.• This course is not open to BOE members or the public.
Attendance	Unlimited. Students must register individually, even if planning to attend in a conference room with others using a single MS Teams account.
Presenter	Rikki Bland
Curriculum	This training seminar provides an overview of BOE clerk duties and responsibilities. This seminar is intended for new and experienced clerks, not board members. The course will concentrate on processing appeal petitions; determining timeliness and completeness; good cause waivers and reconvene requests. Experienced staff members are encouraged to attend and share their experiences and best practices. The course will utilize PowerPoint presentations and group discussions. This course will NOT satisfy the training requirements listed in RCW 84.48.042.
Agenda	Coming soon!
Prerequisites	<ul style="list-style-type: none">• By May 5, email specific topics of interest to dorpropertytaxeducation@dor.wa.gov.• Read and agree to our Student expectations.• Connection to high-speed/bandwidth internet.• Set up a free MS Teams account. Instructional video.• Computer with functioning audio and video. Configuration video.• A functioning microphone or headset or call-in.• For call-in students, access materials on a computer for full participation.• Cameras are optional.
Contact us	Email dorpropertytaxeducation@dor.wa.gov with questions, registration cancellations, and GovDelivery training announcement subscription requests. Visit the Property Tax Resource Center Education program webpage for more information.