



Property Tax Training Announcement



Title	BOE New Member
When	Online: June 3-4, 2025, 8:30am to 4:30pm OR In-person (Tumwater): June 17-18, 2025, 8:30am to 4:30pm
Location	<p>Online via MS Teams. A meeting invite will be sent to registered students on May 27. Login instructions and course material links will be provided in the meeting invite.</p> <p>In-person Department of Revenue Conference Center, 1st Floor, Suite 200A, Rooms 114 A-C 6400 Linderson Way SW Olympia, WA 98504-7471 Website Driving directions (360) 534-1400 Property Tax Division Main Line (360) 534-1500 Building Receptionist</p> <p>Building</p> <ul style="list-style-type: none">• While on Linderson Way, look for low blue DOR signs at the driveway entrance.• The DOR campus has three big tan buildings. Stay straight when you turn in and go to the back building with the dolphin water fountain.• Building doors are unlocked at 8:00am. Please keep the entryway clear until then.• The Conference Center is located on the first floor. When you enter the building, turn right to the reception area and it is just a few paces from there. No need to check in.• Free Wi-Fi is available. Here is the password.• The room can get warm at times, so dress in layers. There are a few fans.• Parking: Large and free with many accessible, carpool, and electric vehicle charging spaces.• No refreshments will be provided.• A sink, microwave, refrigerator, and drink vending machine is available.• Here are some local restaurants. <p>Travel</p> <ul style="list-style-type: none">• Seattle-Tacoma International Airport• Accommodations• Thurston County website• City of Tumwater website
Credit	Not applicable.

Audience	<ul style="list-style-type: none"> • New Board of Equalization members and clerks. • This course is not open to 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 et. al
Curriculum	This two-day Board of Equalization training seminar provides an overview of BOE duties and is designed for new clerks and board members. The course concentrates on basic board fundamentals, although experienced staff members are welcome to attend and share their experiences. Both PowerPoint presentations and group discussion will be utilized. The more complex issues will be addressed as time allows. This course satisfies the training requirements listed in RCW 84.48.042.
Agenda	Coming soon!
Prerequisites	<ul style="list-style-type: none"> • By May 9, email specific topics of interest to dorpropertytaxeducation@dor.wa.gov. • Review County Boards of Equalization manual. • Read and agree to our Student expectations. <p>Online only</p> <ul style="list-style-type: none"> • 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 for questions, registration cancellations, and GovDelivery training announcement subscription requests. Visit the Property Tax Resource Center Education program webpage for more information.