

Course announcement: BOE/BTA Training



**Registration form
due 10/15/2025**

Need assistance?

Email

dorpropertytaxeducation@dor.wa.gov
to:

- Ask a question.
- Cancel or swap a registration.
- Sign up to receive training announcements via [GovDelivery](#).
- Suggest training topic.
- Report an issue.

Want more information?

Visit the [Education Program webpage](#).

Important Change No printed materials will be provided due to budget constraints. Electronic materials will be available for download prior to class.

Sponsor Department of Revenue, Property Tax Division

Title BOE/BTA Training

When October 21, 2025
from 9:00am to 4:15pm

Location **HYBRID:**
Online via MS Teams and
In-person at the 6400 Linderson Conference
Center in Tumwater

**NOTE: You must indicate how you plan to
attend when you register** (Section 1 “Location”).

Spots 45 in person and 60 online

Credit 7.5 continuing education hours

Target audience

- County Assessors.
- County Assessor’s Office staff.

Curriculum This course will provide appraisers (or other assessment staff) an explanation of the requirements, methods, and techniques when appearing before the Board of Equalization and the Board of Tax Appeals. Instruction will focus on preparing supporting documentation as well as effectively presenting 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 Boards to operate and the standards of review used in making Board determinations.

Agenda	When	What	Who
	9:00am	Avenues of Appeal	Diana Burch
	9:30am	Appearing at the BOE	Diana Burch
	10:30am	Break	-
	10:45am	Appearing at the BTA	Ross Peterson
	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	Diana Burch
	4:15pm	Adjourn	-

Expectations **Prerequisites:** None

Ground rules: Hold questions for the panel. Use group chat and sticky notes for “Question Parking Lot” to be collected throughout the day to prepare panelists.