



REQUEST FOR TRAINING CREDIT

PROPERTY TAX DIVISION

Department of Revenue Use Only
Date Received _____

INSTRUCTIONS

- Send the white and canary copies to the Department of Revenue to request credit for training.
- The Department of Revenue will return the canary copy notifying you of approval or disapproval of your request for training credits.
- After completing the course, send the canary copy (or a photocopy) of the approved request back to the Department of Revenue.*
- Keep the pink copy for your records.

Requestor _____		Employer _____	
Date of Request _____	Type of Training <input type="checkbox"/> Technical/Appraiser Certification <input type="checkbox"/> Management		
Course Date(s) _____	Length of Time (hours) _____	Course Location _____	
Course Title _____		Sponsor/Accreditation _____	

Briefly describe the course: (or attach a copy of the course outline)

Explain how the course applies to continuing education requirements:

Training credit is requested for: (attach additional sheet if necessary)

Name	Position

*This form is only for **approval** or **disapproval** of training credits. If you would like Revenue to update its records when the course has been completed, fill out this section and send the canary-colored copy (or a photocopy) of the approved request back with verification of course completion to the Department of Revenue.

Was course completed? No Yes Date course was completed: _____

DEPARTMENT OF REVENUE USE ONLY

Approved

Management Technical/Appraisal Credit hours earned: _____

Not Approved

Reason: _____

Authorized by: _____ Date: _____

MAIL TO:

**Appraisal Training
Property Tax Division
Oregon Department of Revenue
PO Box 14380
Salem OR 97309-5075**