

Continuing Education Requirements for Registered Appraisers



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Continuing Education is a requirement for appraisers registered under ORS 308.010. To maintain registration, you must complete technical training in accordance with administrative rules established by the Department of Revenue [OAR 150-308.010-(A)]. You must meet the training requirements even if you do not work in an assessor's office or for the Department of Revenue. You must be recertified each year by the assessor in your county, by your manager at the Department of Revenue, or by certifying yourself.

Credit requirements

Appraisers are required to obtain 30 technical credit hours every two calendar years. If you have less than three years of appraisal experience, you must complete 60 credit hours within the first two calendar years after registration.

Assessors and appraisal supervisors are required to obtain 60 credit hours within the first two calendar years after appointment/election (20 hours management, 20 hours technical, and 20 hours in any combination of management or technical). You must then obtain 45 credit hours every two years thereafter (15 technical credits, 15 management credits, and 15 credit hours in any combination of technical or management credits).

Nonappraisal supervisors are required to receive 30 credit hours in the first two calendar years following appointment to management, of which 15 hours must be management credit. You must then obtain 30 credit hours every two years thereafter in any combination of technical or management.

How to obtain credit

Generally, you will obtain one hour of continuing education credit for each class hour in a course approved by the Department of Revenue.

Sources of continuing education training include:

- **Department of Revenue**—Training is provided by the department on an annual basis for county appraisers and Department of Revenue staff. These

classes will be open to enrollment for non-government appraisers on a space-available basis.

- **Appraisal Institute**

550 W Van Buren Street
Suite 1000
Chicago IL 60607
312-335-4100
312-335-4400 fax
www.appraisalinstitute.org

- **International Association of Assessing Officers (IAAO)**

314 W 10th Street
Kansas City MO 64105-1616
800-616-4226 toll-free
816-701-8149 fax
www.iaao.org

- Appraisal courses offered by institutions of higher education.
- Other courses directly related to assessment and appraisal.
- Courses in other related fields, such as real estate, forestry, and farm use.
- Computer courses on systems and software used to perform your appraisal duties.
- Notify the Department of Revenue of course completion by submitting a completed Request for Training Credit Form (150-338-002). Attach a copy of the course certificate indicating the number of course hours completed.

If you need to know whether or not credit will be allowed for a class **before** you attend, submit the Request for Training Credit Form before taking the class. Include a copy of the course outline with this request. If the Department of Revenue approves the course, you will still need to notify the department of course completion by providing a copy of the course completion certificate.

How to waive credit

Any registered appraiser may request a waiver of required credits. Waivers are granted when an event

outside your control prevents you from completing the continuing education credit requirements. Contact the Department of Revenue for more explanation of waivers. To request the waiver form, see "To order forms."

Address changes

Please notify both the Department of Administrative Services and the Department of Revenue of address changes.

Your registration is issued by the Department of Administrative Services. Therefore, you must notify them of name or address changes.

Write to:

Human Resources Services Division
Statewide Training and Recruitment
155 Cottage St NE, U40
Salem OR 97301-3968

Or call: 503-378-8344

Fax: 503-378-4596

To ensure that you receive your annual Certification Packet, you will need to notify the Department of Revenue of name and address changes as well. Send changes to the address or call the number listed under "To order forms."

Annual recertification of appraiser registration process

Registered appraisers will receive recertification information from the Department of Revenue at the latter part of each year. Complete the information and return it to the department by December 31. The department will notify the Department of Adminis-

trative Services by January 31 that you have met the continuing education requirements. The Department of Revenue will also inform you or the assessor in the county of your employment that you have been recertified. **Appraisers who do not certify to the Department of Revenue by December 31 will have their registration revoked.**

To order forms or request more information

You may download forms from our website: www.oregon.gov/DOR

Mail to:

Oregon Department of Revenue
Property Tax Division, Continuing Education
955 Center Street NE
Salem OR 97310

Or call: 503-945-8276

Fax: 503-945-8737

Taxpayer assistance

General tax informationwww.oregon.gov/DOR
Salem 503-378-4988
Toll-free from an Oregon prefix..... 1-800-356-4222

Asistencia en español:

Salem 503-378-4988
Gratis de prefijo de Oregon..... 1-800-356-4222

TTY (hearing or speech impaired; machine only):

Salem 503-945-8617
Toll-free from an Oregon prefix..... 1-800-886-7204

Americans with Disabilities Act (ADA): Call one of the help numbers for information in alternative formats.