

REGISTRATION PROCESS

All early enrollments received **at least 30 days prior** to the class will be charged the stated cost in the education catalog. All enrollments received **within 30 days** of the class will be charged an additional fee of \$15.00. As an example, for a class scheduled for May 1 with a registration fee of \$50.00, the registration needs to be in to PVD by April 1 to take advantage of the \$50.00 early enrollment fee. For registrations received after April 1, the cost for the class would increase to \$65.00.

When registering for **courses**, complete the registration form. See next page for course registration, and e-mail or fax to:

E-mail: PVD.Registrations@kdor.ks.gov

or

Fax: 785-296-2320

For assistance, call: 785-296-1770

Kansas County Appraisers Association will be billing the courses and workshops for the appraisers. Please make checks payable to: Appraisers Education Fund. You may also pay on-line at <http://www.kscaa.net/>

Courses sponsored by the Division of Property Valuation are open to county, state, and non-government personnel.

In the event a class reaches its maximum number of students, a waiting list will be established for that class. If cancellations occur, the first person on the waiting list will be notified that there is an opening and will be given the opportunity to attend the class. If the waiting list reaches the minimum number of students required to sponsor the class, an additional class will be scheduled.

PVD CLASS REGISTRATION FORM

(Please print or go to [PVD Education Website](#) for the electronic form PV-ED 09)

Full Name: _____

E-Mail Address (required): _____

Employer: _____

Job Title: _____

Work Address: _____
(street) (city) (state) (zip)

Work Phone: ____ - ____ - ____ **Fax:** ____ - ____ - ____

I Wish To Register For Course Name: _____

Course Number: _____

Course Location: _____ **Dates:** from ____ - ____ - ____ to ____ - ____ - ____

Signature: _____ **Date:** _____

Management Approval: _____ **Date:** _____

This form may be faxed to: 785-296-2320 or e-mailed to: PVD.Registrations@kdor.ks.gov

For questions, call Property Valuation Education Section at 785-296-1770

Correspondences for all PVD classes will be emailed. If you do not have an email address please provide a work address where correspondence is to be mailed.

Cancellations for all PVD classes must be made **at least 3 working days prior to the first day of class. PVD will accept written cancellations only.** Phone calls will **NOT** be accepted. Written cancellations may be faxed. Failure to give the required notification will result in the county or person being billed for the total cost of the class.

If a class reaches its maximum number of students, a waiting list will be established. If cancellations occur, the first person on the waiting list will be given the opportunity to attend the class. Classes that do not have the minimum number of students enrolled 2 weeks prior to the first day of class will be cancelled. All persons enrolled in a cancelled class will be notified by work phone.

Courses sponsored by the Kansas Division of Property Valuation (PVD) are open to county, state and non-government personnel. For current schedules and other information visit our web site at <http://www.ksrevenue.org.pvd.html>

**KCAA will bill you for your registrations, or you may forward your check to:
KCAA, P.O. Box 988, Meade, Kansas 67864**