



**Division of Property Valuation  
Appraisal Education Course Catalog  
2016**

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**DISCLAIMER STATEMENT**

**This catalog is for information on the education curriculum for the current year. The Kansas Department of Revenue, Division of Property Valuation reserves the right to add and/or delete any course offering, course information, and/or course fee schedule contained in this catalog without prior notice.**

# Appraisal Education Course Catalog for 2016

## INFORMATION

### COUNTY APPRAISER QUALIFICATIONS

**19-430. County appraiser; appointment, term and qualifications; vacancies.** (a) On July 1, 1993, and on July 1 of each fourth year thereafter, the board of county commissioners or governing body of any unified government of each county shall by resolution appoint a county appraiser for such county who shall serve for a term of four years expiring on June 30 of the fourth year thereafter. No person shall be appointed or reappointed to or serve as county appraiser in any county under the provisions of this act unless such person shall have at least three years of mass appraisal experience and be qualified by the director of property valuation as an eligible Kansas appraiser under the provisions of this act. Whenever a vacancy shall occur in the office of county appraiser the board of county commissioners or governing body of any unified government shall appoint an eligible Kansas appraiser to fill such vacancy for the unexpired term. The person holding the office of county or district appraiser or performing the duties thereof on the effective date of this act shall continue to hold such office and perform such duties until a county appraiser is appointed under the provisions of this act. No person shall be appointed to the office of county or district appraiser or to fill a vacancy therein unless such person is currently: (1) A certified general real property appraiser pursuant to article 41 of chapter 58 of the Kansas Statutes Annotated, and amendments thereto; (2) a registered mass appraiser pursuant to rules and regulations adopted by the secretary of revenue; or (3) holding a valid residential evaluation specialist or certified assessment evaluation designation from the international association of assessing officers. Notwithstanding the foregoing provision, the board of county commissioners or governing body of any unified government may appoint an interim county appraiser, subject to the approval of the director of property valuation, for a period not to exceed six months to fill a vacancy in the office of county appraiser pending the appointment of an eligible county appraiser under the provisions of this act.

(b) The secretary of revenue shall adopt rules and regulations prior to October 1, 1997, necessary to establish qualifications for the designation of a registered mass appraiser.

**History:** L. 1974, ch. 112, § 1; L. 1990, ch. 90, § 1; L. 1992, ch. 282, § 1; L. 1994, ch. 241, § 2; L. 1997, ch. 126, § 33; L. 2012, ch. 52, § 1; L. 2014, ch. 81, § 1; July 1.

**REGISTERED MASS APPRAISER DESIGNATION PROGRAM**

**Permanent Administrative Regulations**

Article 6.—REGISTERED MASS APPRAISER 93-6-1. Prerequisites. Each candidate for the registered mass appraisal (RMA) designation shall complete all requirements necessary to be eligible to hold the office of Kansas appraiser pursuant to K.S.A. 19-430 and 19-432, and amendments thereto, before the issuance of the RMA designation. (Authorized by implementing K.S.A. 19-430, as amended by L. 1997, Ch. 126, § 33; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended April 20, 2001.)

**93-6-2. Education requirements.** (a)Each candidate for the registered mass appraiser (RMA) designation shall complete 200 hours of courses, which shall include those courses specified in subsection (b). Each course shall require the successful completion of a written exam.

“Hour,” as used in this regulation, shall mean one clock hour of at least 50 minutes.

(b) Mandatory courses shall consist of the following:

International association of assessing officers (IAAO)

(IAAO) course 101 or equivalent course approved by the secretary of revenue ..... 30 hours

IAAO course 102 or equivalent course approved by the secretary of revenue ..... 30 hours

IAAO course 151 or equivalent course approved by the secretary of revenue ..... 15 hours

IAAO course 300, 311, 312, or 331 or equivalent course approved by the secretary of revenue ..... 30 hours

IAAO course 400 or equivalent course approved by the secretary of revenue ..... 30 hours

Kansas property tax law course approved by the secretary of revenue ..... 20 hours

Personal property course approved by the secretary of revenue ..... 15 hours

Total mandatory course hours ..... 170 hours

Any candidate may substitute successfully completed appraisal courses with an emphasis on mass appraisal approved by the real estate appraisal board appointed by the governor pursuant to K.S.A. 58-4104, and amendments thereto. However, no course substitution shall be permitted for the Kansas property tax law course and the personal property course. Course substitution shall be subject to the approval of the secretary of revenue upon finding that the course approved by the real estate appraisal board is substantially equivalent to the corresponding course required by this regulation.

(c) The remaining 30 course hours may be selected from courses offered or approved by the secretary of revenue. To obtain course approval, the candidate shall demonstrate that the content of the course is directly related to the appraisal of real or personal property for ad valorem taxation purposes. (Authorized by and implementing K.S.A. 2013 Supp. 19-430; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended April 20, 2001; amended Dec. 20, 2013.)

**93-6-3. Continuing education requirements.** (a)(1) Each individual who has obtained the registered mass appraiser (RMA) designation shall successfully complete at least 120 hours of continuing education every four years in order to retain the designation. "Hour," as used in this regulation, shall mean one clock-hour of at least 50 minutes. The four-year period shall correspond with the four-year appointment period for county appraisers pursuant to K.S.A. 19-430, and amendments thereto. Each individual who first obtains the RMA designation during any of the six-month periods of the appointment period specified in this paragraph shall successfully complete course hours during the remainder of the appointment period as follows:

First six months ..... 120 hours  
Second six months ..... 105 hours  
Third six months ..... 90 hours  
Fourth six months ..... 75 hours  
Fifth six months ..... 60 hours  
Sixth six months ..... 45 hours  
Seventh six months ..... 30 hours

An individual who obtains the RMA designation during the final six months of the appointment period shall not be required to complete any course hours.

No more than half of the course hours shall be obtained from workshops or seminars.

(2)(A)(i) At least 60 hours of continuing education shall be accumulated through appraisal courses, each of which shall require the successful completion of a written exam. No more than 21 of these 60 hours may be accumulated through online courses, each of which shall include a non-proctored exam.

(ii) The remaining 60 hours of continuing education may be seminar hours.

(B) At least 90 hours of continuing education shall be completed during each four-year period. No more than 30 hours may be carried forward from one four-year period to the next four-year period.

(b) The continuing education courses shall include those established by the director of property valuation for an eligible Kansas appraiser pursuant to K.S.A. 19-432, and amendments thereto. In addition, each individual with the RMA designation shall complete the following courses and workshop during each four-year period:

(1) IAAO (international association of assessing officers) course 151 or IAAO course 191 or equivalent course approved by the secretary of revenue;

(2) the Kansas property tax law course or the Kansas property tax law update course; and

(3) the Kansas standards of mass appraisal workshop. (Authorized by and implementing K.S.A. 2012 Supp. 19-430; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec.5, 1997; amended April 20, 2001; amended Dec. 20, 2013.)

**93-6-4. Experience requirements.** (a) Each candidate for the RMA certification shall have 6,000 hours of mass appraisal experience. No more than 600 hours of mass appraisal experience shall come from appraising personal property. "Hour," as used in this regulation, shall mean 60 minutes.

(b) Of the required 6,000 hours of mass appraisal experience, the candidate shall document a minimum of 2,000 hours of experience in establishing values on property for ad valorem taxation purposes, of which no more than 600 hours may be obtained from establishing values on personal property.

(c) The candidate may petition the secretary of revenue to approve more than the 600 hours of experience in establishing values on personal property specified in subsection (a). The candidate shall demonstrate to the secretary that the experience entailed determining the fair market value of personal property in a manner comparable in complexity and documented market research and analysis to the valuation of real property. The candidate shall further demonstrate to the secretary that the personal property valued comprised a predominate portion of the tax base of the county in which the values were determined.

(d) The 6,000 hours of mass appraisal experience may include map maintenance, sales validation, income validation, and quality control. The 2,000 hours of experience in establishing values on property for ad valorem taxation purposes may include neighborhood analysis, land valuation, model building and testing, and final review. (Authorized by and implementing K.S.A. 1999 Supp. 19-430, effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended April 20, 2001.)

**93-6-5. Case study requirements.** A candidate for the RMA designation shall successfully complete both a residential case study and a commercial case study, each of which shall have a four-hour time limit. A candidate may attempt to successfully complete each case study twice within a six-month time period. If a candidate fails in two attempts to complete either or both case studies, the candidate shall wait six months after the date of each failed retake before attempting to complete each failed case study again. (Authorized by and implementing K.S.A. 19-430, as amended by L. 1997, Ch. 126 § 33; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997.)

**93-6-6. Reciprocity.** Any candidate for the registered mass appraiser (RMA) designation who has completed one or more case studies as a prerequisite for obtaining a professional designation from the international association of assessing officers may file an application with the secretary of revenue to waive either or both of the case study requirements of K.A.R. 93-6-5. Either or both of the case study requirements of K.A.R. 93-6-5 may be waived by the secretary of revenue upon finding that the candidate has completed a case study that is comparable to the case study sought to be waived. (Authorized by and implementing K.S.A. 2012 Supp. 19-430; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended Dec. 20, 2013.)

### **93-6-7. Reinstatement**

Each applicant for reinstatement shall complete the continuing education requirements specified in K.A.R.93-6-3. No reinstatement shall be allowed after June 30 of the second year after the expiration of the four-year continuing education period specified in K.A.R. 93-6-3. (Authorized by and implementing K.S.A. 2001 Supp. 19-430; effective May 16, 2003)

Nick Jordan  
Secretary of Revenue

## **MAINTENANCE/ELIGIBILITY PROGRAM**

### **Current Maintenance Qualification Period July 1, 2013 through June 30, 2017 Rules Governing Eligibility Status**

To retain eligibility status, an individual is required to accumulate a minimum of 120 maintenance points in a four (4) year period. Each individual shall complete the IAAO standards and ethics course (or update) or equivalent course approved by the secretary of revenue, the Kansas property tax law course (or update) and the Kansas Standards of Mass Appraisal once every four (4) years.

Of the 120 total points required, not more than 60 points may be accumulated via workshops and/or seminars. Of the 60 points accumulated through tested courses, no more than 21 points may be accumulated through on-line courses.

Excessive course credit, up to a maximum of 30 points, may be carried over from one four (4) year period to the next. (Note: Kansas Property Tax Law, the Kansas Standards of Mass Appraisal and USPAP, required courses for each maintenance period, cannot be carried forward)

Any individual may voluntarily have their name removed from the eligibility list by submitting a written request to the Director of Property Valuation.

Individuals are responsible for informing PVD of any name, address or employment changes.

At the beginning of each calendar year, individuals whose names appear on the eligibility list will be notified by mail at their last known address or by e-mail as to their point requirement status.

If on July 1, 2017 an individual has not accumulated the necessary points required, their name will be removed from the eligibility list.

In order to receive full credit for courses where a written exam is administered, the individual must successfully complete the examination. In lieu of successful completion of the written examination, seminar credit will be awarded and will be applicable toward the 60 points of workshop and/or seminar credit.

An individual may repeat a course for credit for which maintenance credit has previously been given provided there has been a four (4) year time period since the course was last taken. However, if a course has changed substantially since it was last attended, it may be retaken for credit during the same four (4) year period.

Any course taken for credit after June 30<sup>th</sup> of the 4<sup>th</sup> year of the qualification period will apply to the next qualification period.

To receive credit for any non-PVD course, workshop or seminar, an individual must provide PVD a copy of the course material or detailed description, schedule and name of sponsoring and/or developing organization. If approved by the education committee, credit will be awarded upon receipt of a certificate or letter of successful completion.

Upon successful completion of an IAAO or Appraisal Institute class, students are required to mail or fax to PVD a copy of their certificate or letter of successful completion to receive course credit.



Those individuals whose names are added to the eligibility list after the effective date of the current maintenance period will be required to accumulate credit on a pro-rata basis as follows:

**Current Maintenance Qualification Period: July 1, 2013 through June 30, 2017**

If your name is added between:	Required Points	Max Points Allowed Via Wkshps/Seminars
July 1-Dec 30, 2013	120 points	60 points
Jan 1-June 30, 2014	105 points	55 points
July 1-Dec 30, 2014	90 points	45 points
Jan 1-June 30, 2015	75 points	40 points
July 1-Dec 30, 2015	60 points	30 points
Jan 1-June 30, 2016	45 points	25 points
July 1-Dec 30, 2016	30 points	15 points
Jan 1-June 30, 2017	0 points	0 points

## 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](mailto: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](mailto: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**

## **CANCELLATION POLICY**

Cancellations for **all PVD classes** must be made at least **3 WORKING DAYS PRIOR TO THE FIRST DAY OF CLASS**. The department will accept **written cancellations only**, (phone calls will **NOT** be accepted.) **Written cancellations may be faxed to: 785-296-2320. By following this policy students who may be on a waiting list for a class can be notified in a more timely manner.** Failure to give the required notification will result in the county or person who is responsible for giving the notification being billed for the total (100%) cost of the class.

**Cancellation notifications can be mailed to: PVD Registrations, DSOB 4<sup>th</sup> Floor North, 915 SW Harrison, Topeka, Kansas 66612 or faxed to: 785-296-2320.**

## **PVD EDUCATION POLICY**

### **EDUCATION POLICY DIRECTIVE 1**

Specified prerequisites must be met prior to course enrollment. A waiver will be granted if the enrollee contacts the education coordinator or course instructor at least one week (5 working days) prior to the course and can establish that they possess the background or experience necessary for understanding the material to be presented.

### **EDUCATION POLICY DIRECTIVE 2**

Class enrollments must be received at least 14 days prior to the first day of the class. A determination will be made at that time as to whether or not there is sufficient enrollment to hold a class. Cancellation notices will be sent only to those individuals who have already registered at the time the course is cancelled.

### **EDUCATION POLICY DIRECTIVE 3**

In order to receive PVD maintenance points for any appraisal educational course, students shall attend all classroom hours. Each day an attendance sheet will be distributed. Only individuals who have signed the sheet will be counted as present.

No student will be allowed to sit for an exam without having attended the entire course of instruction. An exception will be made for individuals who have applied to take a special re-examination through IAAO/Appraisal institute.

These provisions are consistent with Kansas Administrative Regulation 117-6-2 (f) which states that in order to receive continuing education credit from the Kansas Real Estate Appraisal Board a student shall attend all classroom hours.

## EDUCATION POLICY STATEMENT ON CHEATING

### **Examples of cheating include, but are not limited to:**

The use of a textbook, notes and/or cell phones during an examination without permission of the instructor.

Copying from another student when taking an examination.

Duplicating of examinations.

Altering another students' examination.

Talking with another student during the examination.

Lying about these or other academic matters.

Consequences: Students who are guilty of cheating can expect to be penalized. Any student who knowingly assists another student in dishonest behavior is equally responsible and is subject to the same penalty.

Action: The instructor/proctor shall have the authority and are expected to deal with suspected cheating. If an instructor/proctor suspects a student of cheating, the instructor/proctor will stop the examination and retrieve the examination (and scratch paper, if applicable). The student will be told they have violated policy and the examination is over. The student will be told of the instructor's/proctor's intent to file a report of suspected cheating with the PVD education committee.

Report of Suspected Cheating: The instructor/proctor will then complete a report of suspected cheating with an explanation of the specific offenses. The explanation will included the date, instructor's/proctor's name, student's name, case study or course name and examination location, along with a complete report of the suspected offense and all actions taken by the instructor/proctor. The report will be attached to the examination. A copy of the report will be sent to the student and the education committee.

Preliminary Decision: A preliminary decision will be made by the education committee and provided to the student. The student will have 15 days to respond to the preliminary decision. If no response is received by the education committee within 15 days, the decision will become final.

Response to Preliminary Decision: Upon response, the education committee shall review the response and provide the student with its final decision. The student will have the opportunity to appeal the final decision of the education committee to the director of property valuation pursuant to the Kansas Administrative Procedure Act, K.S.A. 77-501 et seq.

Appeals process: The appeal to the Director of Property Valuation shall be filed within 30 days after receipt of the findings of the education committee. The director's ruling is final.

Repeat incidents: If a second documented report of a suspected cheating incident has been upheld by the PVD education committee in a case study examination, the person will be ineligible for participation in the Registered Mass Appraiser designation program. Any person found to be cheating as defined in this policy has the right to appeal to the director of property valuation within 30 days. (see Appeals process)

The effective date of this policy is August 31, 2012.

Implementation: A copy of this policy will be included on the PVD web site. A copy of this policy also will be provided to each instructor before the course, as well as to proctors and candidates before the case study examinations.

# EXAMINATIONS

## EXAMINATION RULES

### THESE INSTRUCTIONS ARE PROVIDED BEFORE EACH EXAM

Duplication of an exam is prohibited. Anyone caught duplicating an exam will be disqualified from taking the exam without refund.

Nothing is allowed on the tabletop but the examination, pencils or pens, a highlighter, scratch paper provided by PVD and a noiseless calculator (electronic devices such as programmable calculators, cell phones, tablet computers and personal data assistants **cannot** be used in place of a noiseless calculator).

Reference materials, notes, books or electronic devices may not be on the desk during examination. Any use of books or other study materials will result in disqualification without refund.

Students may not have bags, purses, books, or briefcases on or around their desks during an examination. Any student bringing bags, purses, books, or briefcases into the examination session must leave them in the front of the class, in clear view of the proctor before being issued an examination.

All calculations of problems should be done on the examination pages or on the two pieces of scratch paper provided by PVD.

Please turn off your cell phone. Students **may not** use cell phones or have them out during the exam.

Conversation between students during the examination is prohibited and will result in disqualification without refund.

There are no scheduled breaks. Students leaving the room during an examination for any reason must turn the examination face down. **ONLY ONE PERSON MAY BE GONE FROM THE ROOM AT ANY TIME.** Discussing the examination outside the room with anyone while you are still taking the exam is prohibited and will result in disqualification without refund.

If you do not complete an examination, it still must be turned in to the proctor, along with all of your scratch paper.

When you have completed the examination, hand it and both pieces of scratch paper to the proctor. **If all scratch paper is not submitted, examination will be disqualified without refund.**

**500010 and 500020 COUNTY APPRAISER ELIGIBILITY EXAM**

**K.S.A. 19-432**

**Review and Exam (500010) and-Exam Only (500020)**

**(Limit 20 Students)**

**Description:** Anyone interested in taking the Division of Property Valuation eligibility examination may do so. There are no class prerequisites or pre-examination requirements. It is recommended that all applicants have a complete knowledge of the Kansas ad valorem tax statutes and a working knowledge of the basic appraisal theory and assessment practices.

There are two sessions available, session 500010 (review and examination) or session 500020 (examination only). After registering for the desired session (see registration form – page 17) a study guide will be mailed to each student.

**Prerequisite:** None

**Materials:** Noiseless calculator.

**Instructor(s):** Various PVD Staff (for review)

**DATE AND LOCATION**

**May 4, 2016 EXAM ONLY** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

**Exam Begins:** 8:30 a.m.

**Exam Ends:** 12:30 p.m.

**Oct. 18-20, 2016 EXAM WITH REVIEW** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

**Review Begins:** 9:00 each day, except last day

**Exam Begins:** 8:30 a.m.(last day of review is exam)

**Review Ends:** 4:00 p.m. each day, except last day

**Exam Ends:** 12:30 p.m. ( this is last day of review)

**Registration:** Complete a registration form (see page 17) and mail registration form and exam fee to:

**PVD Education Section  
915 SW Harrison, 4<sup>th</sup> Floor N.  
Topeka, Kansas 66612**

**Exam Fee: Exam only: \$100.00**

**Exam w/review: \$150.00**

(Make payable to PVD Education Fund)



## REGISTERED MASS APPRAISER CASE STUDY EXAM—*Residential & Commercial*

**(Limit 20 Students)**

A candidate for the registered mass appraiser designation shall successfully complete both the residential case study examination and a commercial case study examination, each of which shall have a four-hour time limit.

There is one examination scheduled for the residential case study and one examination scheduled for the commercial case study. The dates below are coordinated with the Kansas County Appraisers' Association schedule for the case study reviews. If you wish to sit for the RMA Case Study exams on a different date, please contact the education section at 785-296-4218.

**Materials:** Noiseless calculator **NOTE:** electronic devices such as programmable calculators, cell phones, tablet computers and personal data assistants **cannot** be used in place of a noiseless calculator.

### DATE AND LOCATION

**Exam Location:** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room  
785-296-2365

<b>Exam</b>	<b>Date</b>	<b>Room Number</b>
<b>Residential Exam (510010)</b>	??????????	<b>Flint Hills Room</b>
<b>Commercial Exam (520010)</b>	??????????	<b>Flint Hills Room</b>

**Exam Begins: 8:30 a.m.**

**Exam Ends: 12:30 p.m.**

**Registration:** Complete a registration form (see page 17) and mail registration form and exam fee to:

**PVD Education Section  
915 SW Harrison 4<sup>th</sup> Floor N.  
Topeka, Kansas 66612**

**Exam Fee: \$100.00** (Make payable to PVD Education Fund)

**PVD REGISTRATION FORM FOR EXAMS  
FOR ELIGIBILITY OR RMA EXAM**

*(Please print or go to [PVD Education Website](#) for the electronic form PV-ED 10)*

**Full Name** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Work Phone:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Work Address:** \_\_\_\_\_

( street ) ( city ) ( state ) ( zip )

Exam you wish to sit for:

Date:

Eligibility Exam (\$100.00)                      \_\_ - \_\_ - \_\_

Eligibility Exam with Review (\$150.00)                      \_\_ - \_\_ - \_\_

RMA Residential (\$100.00)                      \_\_ - \_\_ - \_\_

RMA Commercial (\$100.00)                      \_\_ - \_\_ - \_\_

Make Payment to: PVD Education Fund

**Mail Registration and Payment to:**

**Division of Property Valuation  
Attn: Education Section  
DSOB – 4<sup>th</sup> Floor North  
915 SW Harrison  
Topeka, Kansas 66612**

**Signature:** \_\_\_\_\_ **Date:** \_\_ - \_\_ - \_\_\_\_

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 [www.ksrevenue.org](http://www.ksrevenue.org)

# **CARTOGRAPHY**

## **READING LEGAL DESCRIPTIONS AND UNDERSTANDING DEEDS**

**812424**

**LIMIT 15 STUDENTS**

**(Minimum number of students 10)**

**Description:** This course is designed as an introductory workshop for persons desiring to read and locate property according to a deed or other legal conveyance. The workshop will include both lecture and exercises. Students will learn to plot land descriptions described by Rectangular Survey and Metes & Bounds. There will be instruction on the use of the engineers scale and the use of a land compass. Also included will be a discussion on different types of conveyances and identifying elements of a valid conveyance. Course Objective: Provide a historic review of our Kansas Rectangular Survey, or sometimes referred to as the Public Land Survey System(PLSS), understand basic characteristics of the Kansas Rectangular Survey, ability to locate property described by this system, understand basic characteristics of a metes and bounds description, ability to sketch a metes and bounds description using the Land Measure Compass, become familiar with map scales, identify types of conveyances, identify the elements of a valid conveyance.

**Examination:** Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

**Prerequisite:** None

**Materials:** Noiseless calculator, 3-sided engineer scale, eversharp pencil, highlighter, triangle, land measure compass (similar to a Pronto Land Compass).

**Instructor(s):** PVD Staff

**PVD Eligibility Maintenance Points: 10.5**

### **DATE AND LOCATION**

**Class Begins:** 8:30 a.m. each day

**Class Ends:** 4:30 p.m. 1<sup>st</sup> day

**Class Ends:** Noon last day

**July 26-27, 2016** Topeka KS, Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

### **REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$60.00 for state of Kansas employees and Kansas county personnel

\$70.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**BASIC MAPPING**  
**110509**  
**LIMIT 20 STUDENTS**  
**(Minimum number of students 10)**

**Description:** This course is designed primarily for new mapping personnel who wish to gain a basic understanding of cadastral mapping. Fundamental property ownership documentation and techniques used in the production of cadastral maps will be reviewed. The course will consist of lecture and practical exercises. Topics: Map scales, rectangular survey, metes & bounds, map maintenance, map & parcel numbering, source documents, types of maps & basic compilation.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

**Prerequisite:** None

**Materials:** Noiseless calculator, 3-sided engineer scale, ever-sharp pencil, highlighter, Pronto land compass, 30°/60° triangle, 45°/90° triangle.

**Instructor(s):** PVD Staff

**PVD Eligibility Maintenance Points:** 21

**DATE AND LOCATION**

**Class Begins:** 8:30 a.m. each day

**Class Ends:** 4:30 p.m. each day

**August 9-11, 2016** Topeka KS, Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Early enrollment fee:**

\$115.00 for state of Kansas employees and Kansas county personnel

\$135.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

# **PERSONAL PROPERTY**

## **PERSONAL PROPERTY WORKSHOP**

**820001**

**LIMIT 25 STUDENTS**

**(Minimum number of students 12)**

**Description:** This workshop is designed primarily for personal property staff **new** to the job. The objective of this workshop is to provide participants with a working knowledge of the personal property valuation and assessment process through discussion and practical exercises. Topics covered in the workshop include an overview of the laws, deadlines and procedures applicable to personal property assessment, the personal property exemption and appeal process and the valuation and assessment of personal property for property tax purposes. Group discussion and participation is expected.

**Examination:** None. Seminar points will be awarded.

**Prerequisite:** None

**Materials:** Noiseless calculator. **Each student is responsible for bringing a copy of the current year Personal Property Valuation Guide and the current year Personal Property Summary to the class.** (available on the PVD web site)

**Instructor(s):** Sarah Goeckler

**PVD Eligibility Maintenance Points: 21**

### **DATE AND LOCATION**

**Class Begins:** 8:30 each day

**Class Ends:** 4:30 p.m. each day

**July 26-28, 2016** Salina, KS; Sheriff's Dept. Training Room, 251 N. 10<sup>th</sup> 785-826-6500

### **REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$115.00 for state of Kansas employees and Kansas county personnel

\$135.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**PERSONAL PROPERTY VALUATION AND ASSESSMENT**  
**220004**  
**LIMIT 25 STUDENTS**  
**(Minimum number of students 12)**

*(This course meets the requirement for the RMA Designation Program)*

**Description:** This course is primarily for RMA candidates. The objective of this course is to provide participants with a working knowledge of personal property valuation and assessment through discussion and practical exercises. The course focuses on discovering, listing, classifying and valuing personal property for purposes of property taxation in Kansas. Group discussion and participation is expected.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

**Prerequisite:** None

**Materials:** Noiseless calculator. **Each student is responsible for bringing a copy of the current year Personal Property Valuation Guide and the current year Personal Property Summary to class.** (available on the PVD web site)

**Instructor(s):** Sarah Goeckler

**PVD Eligibility Maintenance Points: 24**

**DATE AND LOCATION**

**Class Begins:** 8:30 a.m.

**Class Ends:** 4:30 p.m. each day

**Class Ends:** 11:30 last day

**April 19-22, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room  
785-296-2365

**June 14-17, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room  
785-296-2365

**July 12-15, 2016** Hays, KS; Ellis County Administrative Center, Basement Meeting Room, 718 Main  
785-628-9410

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$130.00 for state of Kansas employees and Kansas county personnel

\$150.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**MOTOR VEHICLE VALUATION WORKSHOP**  
**820132**  
**LIMIT 25 STUDENTS**  
**(Minimum number of students 12)**

**Description:** This workshop addresses the valuation and assessment of motor vehicles. The objective is to provide participants with a working knowledge of motor vehicle valuation and assessment through discussion and practical exercises. Participants will learn to classify and value vehicles for assessment and taxation purposes; to identify vehicles by analyzing VIN numbers; and to pro-rate vehicles through problem solving exercises. Group discussion and participation is expected.

**Examination:** None. Seminar points will be awarded

**Prerequisite:** None

**Materials:** Noiseless calculator, current year Truck Blue Book and Truck Identification Book and descriptions with VIN numbers of problem trucks within your county. **Each student is responsible for bringing a copy of the current year Personal Property Valuation Guide and the current year Personal Property Summary** (available on the PVD web site)

**Instructor(s):** Sarah Goeckler

**PVD Eligibility Maintenance Points: 6.5**

**DATE AND LOCATION**

**Class Begins:** 9:00 each day

**Class Ends:** 4:30 p.m. each day

**Oct. 13, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$60.00 for state of Kansas employees and Kansas county personnel

\$70.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**OIL AND GAS INTRODUCTORY LEVEL COURSE**  
**123000**  
**LIMIT 25 STUDENTS**  
**(Minimum number of students 12)**

**Description:** This two and one-half day course will encompass the Kansas Department of Revenue's Oil and Gas Appraisal Guide. The course's main focus will be the valuation of oil and gas leases in Kansas as prescribed by the appraisal guide. Beginning level rendition examples will be provided for student analysis and valuation calculation. Discussion is encouraged, and individual county concerns or problems are welcomed.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

**Prerequisite:** None

**Materials:** Noiseless calculator, straight edge, current oil and gas guide.

**Instructor(s):** Lynn Kent

**PVD Eligibility Maintenance Points:** 18.5

**DATE AND LOCATION**

**Class Begins:** 8:30 a.m. each day

**Class Ends:** 5:00 p.m. each day except last day

**Class Ends:** Noon last day

**Feb. 1-3, 2016** Norton, KS Prairie Land Electric, 14935 US Highway 36, Basement Meeting Room  
785-877-3323

**Feb. 15-17, 2016** Liberal, KS Seward County Activity Center, 810 Stadium Avenue 620-624-3743

**Feb. 29-Mar 2, 2016** Chanute, KS Alliance Room, Memorial Building, 101 S. Lincoln 620-431-5220

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$150.00 for state of Kansas employees and Kansas county personnel

\$170.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**



**OIL AND GAS ADVANCED LEVEL COURSE**  
**323000**  
**LIMIT 25 STUDENTS**  
**(Minimum number of students 12)**

**Description:** This two day course will encompass the Kansas Department of Revenue's Oil and Gas Appraisal Guide. The course's main focus will be the valuation of oil and gas leases in Kansas as prescribed by the appraisal guide. Items such as production data, decline, present worth factors, operating expenses and equipment values will be covered for the experienced appraiser. Advanced problems will be provided for student analysis and valuation calculation. Sessions will cover current year guide changes. Discussion is encouraged, and individual county concerns or problems are welcomed.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

**Prerequisite:** Introductory Level Oil and Gas Course 123000.

**Materials:** Noiseless calculator, straight edge, current oil and gas guide

**Instructor(s):** Lynn Kent

**PVD Eligibility Maintenance Points: 15**

**DATE AND LOCATION**

**Class Begins:** 1:00 p.m. 1<sup>st</sup> day

**Class Begins:** 8:30 a.m. all other days

**Class Ends:** 5:00 p.m. each day except last day

**Class Ends:** Noon last day

**Feb. 3-5, 2016** Norton, KS Prairie Land Electric, 14935 US Highway 36, Basement Meeting Room  
785-877-3323

**Feb. 17-19, 2016** Liberal, KS Seward County Activity Center, 810 Stadium Avenue 620-624-3743

**Mar 2-4, 2016** Chanute, KS Alliance Room, Memorial Building, 101 S. Lincoln 620-431-5220

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$120.00 for state of Kansas employees and Kansas county personnel

\$140.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**OIL AND GAS SEMINAR**  
**832300**  
**LIMIT 30 STUDENTS**

**Description:** This two day seminar will encompass the Kansas Department of Revenue's Oil and Gas Appraisal Guide. The seminar's main focus will be the valuation of oil and gas leases in Kansas as prescribed by the appraisal guide. The Kansas Statutes governing and methodology used in constructing the guide will be discussed. Other items such as production data, decline, present worth factors, operating expenses and equipment values will be covered for the experienced appraiser. Sessions will cover current year guide changes. Discussion is encouraged, and individual county concerns or problems are welcomed.

**Examination:** Optional. For course credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

**Prerequisite:** Introductory level course (123000) and advanced level course (323000)

**Materials:** Noiseless calculator, straight edge, current oil and gas guide

**Instructor(s):** Lynn Kent

**PVD Eligibility Maintenance Points: 13**

**DATE AND LOCATION**

**Class Begins:** 9:00 a.m. each day

**Class Ends:** 5:00 1st day

**Class Ends:** 4:00 last day

**June 20-21, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room  
785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$105.00 for state of Kansas employees and Kansas county personnel

\$125.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**OIL AND GAS HORIZONTAL LEASE COURSE**  
**323002**  
**LIMIT 25 STUDENTS**

**Description:** This two day course will encompass the Kansas Department of Revenue's Oil and Gas Appraisal Guide. The course's main focus will be the valuation of oil and gas horizontal leases in Kansas as prescribed by the appraisal guide. Items such as production data, decline, present worth factors, operating expenses and equipment values will be covered for the experienced appraiser. Advanced problems will be provided for student analysis and valuation calculation. Sessions will cover current year guide changes. Discussion is encouraged, and individual county concerns or problems are welcomed.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

**Prerequisite:** Introductory level course (123000) and advanced level course (323000)

**Materials:** Noiseless calculator, straight edge, current oil and gas guide

**Instructor(s):** Lynn Kent

**PVD Eligibility Maintenance Points: 15**

**DATE AND LOCATION**

**Class Begins:** 1:00 p.m. 1<sup>st</sup> day

**Class Begins:** 8:30 a.m. all other days

**Class Ends:** 5:00 p.m. each day except last day

**Class Ends:** Noon last day

**Mar 8-10, 2016** Anthony, KS. Harper County Health Department, 123 N. Jennings 620-842-5132  
Basement meeting room

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$120.00 for state of Kansas employees and Kansas county personnel

\$140.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

# ORION

## ORION INTRODUCTION AND OVERVIEW OF BASIC FUNCTIONALITY

110111

**LIMIT 20 STUDENTS (When held in Topeka, minimum 15)**

**LIMIT 12 STUDENTS (When held outside Topeka, minimum 10)**

**Description:** Students will be introduced to basic aspects of the Orion Computer Assisted Mass Appraisal System. Topics covered include searching for party and property records and the data elements contained in each, including a brief discussion of each property tab. Students will learn to maneuver their way through Orion and perform hands-on data entry of all types of land and improvements, process a basic transfer, and attach documents. Basic concepts of the Marshall and Swift valuation system and the differences in the types of Orion calculations (CAMA and Assessment) will also be discussed. This course is intended for everyone working with the Orion system and is a prerequisite for all other Orion courses.

**Examination:** Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

**Prerequisites:** None

**Materials:** None

**Instructor(s):** PVD Staff

**PVD Eligibility Maintenance Points: 18**

### DATE AND LOCATION

**Class Begins:** 9:00 each day

**Class Ends:** 4:00 p.m. each day

**April 11-13, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**June 20-22, 2016** Dodge City; Ford County Jail and Sheriff's Office, 11311 E. Comanche, Training Room 620-227-4503

**October 24-26, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

### REGISTRATION

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$100.00 for state of Kansas employees and Kansas county personnel

\$120.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

## **BASIC MICROSOFT EXCEL AND APPRAISAL FUNCTIONS**

**100014**

**LIMIT 20 STUDENTS**

**(Minimum number of students 15)**

**Description:** Students will learn to create spreadsheets, tables, and charts using Microsoft Excel 2010. They will also learn to sort and filter and use the appraisal related formulas and functions. This course is designed for students who have little or no experience with Excel.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality

**Materials:** Students should bring the following items: calculator

**Instructor(s):** Anna Porter

**PVD Eligibility Maintenance Points: 12**

### **DATE AND LOCATION**

**Class Begins:** 9:00 each day

**Class Ends:** 4:00 p.m. each day

**August 9-10, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

### **REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$70.00 for state of Kansas employees and Kansas county personnel

\$80.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**INTERMEDIATE MICROSOFT EXCEL AND APPRAISAL FUNCTIONS**  
**100013**  
**LIMIT 20 STUDENTS**  
**(Minimum number of students 15)**

**Description:** Students will learn some of the more advanced features of Microsoft Excel 2010. Some of the topics included are linking worksheets, creating pivot tables, using functions and writing formulas that can be used in the analysis of appraisal related data. This course is designed for students who have a basic knowledge of Excel and has worked with spreadsheets.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality; Basic Microsoft Excel and Appraisal Functions

**Materials:** Students should bring the following items: calculator

**Instructor(s):** Anna Porter

**PVD Eligibility Maintenance Points: 12**

**DATE AND LOCATION**

**Class Begins:** 9:00 each day

**Class Ends:** 4:00 p.m. each day

**Sept 7-8, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$70.00 for state of Kansas employees and Kansas county personnel

\$80.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION OWNERSHIP TRANSFERS, PARCEL SPLITS and COMBINATION  
110516**

**LIMIT 20 STUDENTS (When held in Topeka, minimum 15)  
LIMIT 12 STUDENTS (When held outside Topeka, minimum 10)**

**Description:** This course is for those who maintain property ownership records in Orion and also for those who work the splits and combinations. There are examples and exercises to step the students through the process of working ownership transfers, property splits (including multiple splits for a new subdivision plat) and combinations.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality

**Materials:** Pencil, highlighter, noiseless calculator

**Instructor(s):** PVD STAFF

**PVD Eligibility Maintenance Points: 13**

**DATE AND LOCATION**

**Class Begins:** 8:30 a.m. each day

**Class Ends:** 4:30 p.m. 1<sup>st</sup> day

**Class Ends:** 3:30 p.m. 2<sup>nd</sup> day

**April 14-15, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**June 23-24, 2016** Dodge City; Ford County Jail and Sheriff's Office, 11311 E. Comanche, Training Room 620-227-4503

**October 27-28, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$75.00 for state of Kansas employees and Kansas county personnel

\$85.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION RESIDENTIAL/AGRICULTURAL IMPROVEMENT DATA COLLECTION**  
**111200**  
**LIMIT 25 STUDENTS**  
**(Minimum number of students 15)**

**Description:** Students will be introduced to the residential, manufactured housing and agricultural Marshall & Swift (M&S) data collection procedures. An emphasis will be placed on objective data fields. Topics will include basic M&S listing procedures, measuring and sketching, construction quality, basic depreciation fundamentals and how these elements are incorporated into the Orion Computer Assisted Mass Appraisal system. Field exercises will be conducted. This course is intended for new or entry level personnel who gather M&S residential and agricultural data for use in the Orion.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality

**Materials:** Students should bring the following items: a 100 ft. measuring tape, clipboard, calculator and pencil with eraser.

**Instructor(s):** PVD Staff

**PVD Eligibility Maintenance Points:28**

**DATE AND LOCATION**

**Class Begins:** 10:00 a.m. 1<sup>st</sup> day

**Class Begins:** 8:30a.m. all other days

**Class Ends:** 4:30 p.m. each day except on last day

**Class Ends:** 10 a.m. last day

**April 25-29, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room  
785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$155.00 for state of Kansas employees and Kansas county personnel

\$175.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**



**ORION COMMERCIAL/INDUSTRIAL IMPROVEMENT DATA COLLECTION**  
**112201**  
**LIMIT 25 STUDENTS**  
**(Minimum number of students 15)**

**Description:** Students will be introduced to the commercial Marshall & Swift (M&S) data collection procedures. An emphasis will be placed on objective data fields. Topics will include basic M&S listing procedures, measuring and sketching, construction rank, basic depreciation fundamentals and how these elements are incorporated into the Orion Computer Assisted Mass Appraisal system. Field exercises will be conducted. This course is intended for new or entry level personnel who gather M&S commercial data for use in the Orion system.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality

**Materials:** Students should bring the following items: a 100 ft. measuring tape, clipboard, calculator and pencil with eraser.

**Instructor(s):** Anna Porter

**PVD Eligibility Maintenance Points: 24**

**DATE AND LOCATION**

**Class Begins:** 1:00 p.m. 1<sup>st</sup> day

**Class Begins:** 9:00a.m. all other days

**Class Ends:** 4:00 p.m. each day

**Class Ends:** Noon last day

**May 16-20, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room  
785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$135.00 for state of Kansas employees and Kansas county personnel

\$155.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

## ORION SALES FILE DEVELOPMENT

210214

**LIMIT 20 STUDENTS TOPEKA CLASS (minimum 15 students)**

**LIMIT 12 STUDENTS HAYS CLASS (minimum 10 students)**

**Description:** The objective of this course is to provide the county appraiser staff with a tool to develop systematic processing methods, validate sales and maintain a reliable sales data base. The SVQ processing steps will be reviewed and different scenarios will be discussed for each question on the SVQ as part of the sales validation process. The course will cover the Orion processing steps, how a credible sales file is essential to the appraiser, and the differences between the counties validation processes and the official ratio study.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

**Prerequisite:** Introduction to Orion

**Materials:** Noiseless Calculator

**Instructor(s):** Beth Shaw, Patty Herren

**PVD Eligibility Maintenance Points: 18**

### DATE AND LOCATION

**Class Begins:** 9:00 each day

**Class Ends:** 4:00 p.m. each day

**June 14-16, 2016** Hays, KS; Ellis County Administrative Center, 718 Main, Basement Meeting Room  
785-628-9410

**June 21-23, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

### REGISTRATION

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$145.00 for state of Kansas employees and Kansas county personnel

\$165.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION LAND VALUE ANALYSIS, MODEL SPECIFICATION AND CALIBRATION  
210215**

**LIMIT 20 STUDENTS  
(Minimum number of students 12)**

**Description:** This course will focus on the valuation of land in ORION. Topics will include a review of lot sizing procedures, NBHD analysis, CALP model parameters, updating CALP models, the use of Excel spreadsheets in developing CALP models and evaluation of CALP model performance. Land sales information will be provided as the basis for model development in the classroom.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality

**Materials:** Noiseless calculator; may bring county land sales information, if desired. Contact instructor for query formats.

**Instructor(s):** PVD STAFF

**PVD Eligibility Maintenance Points: 23**

**DATE AND LOCATION**

**Class Begins:** 1:00 p.m. 1<sup>st</sup> day

**Class Begins:** 8:30 a.m. all other days

**Class Ends:** 4:30 p.m. each day except last day

**Class Ends:** 3:00 p.m. last day

**May 9-12, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$125.00 for state of Kansas employees and Kansas county personnel

\$145.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

## **ORION BUILT-IN REPORTS and CUSTOM QUERY REPORTING SYSTEM**

**200006**

**LIMIT 20 STUDENTS (When held in Topeka, minimum 15)**

**LIMIT 12 STUDENTS (When held outside Topeka, minimum 8)**

**Description:** This course is designed for those individuals seeking a fundamental understanding of the different Orion reporting options available. Discussion includes the built-in Orion reports and using the CRS Query Tool to query information from the CRS database. Multiple examples and exercises will be provided for class participation during the course.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisites:** Orion Introduction and Overview of Basic Functionality

**Materials:** Pen, pencil, paper

**Instructor(s):** Mike Hauptman , Jim Shontz

**PVD Eligibility Maintenance Points: 10**

### **DATE AND LOCATION**

**Class Begins:** 1:00 p.m. 1<sup>st</sup> day

**Class Begins:** 8:30a.m. 2<sup>nd</sup> day

**Class Ends:** 4:30 p.m. 1<sup>st</sup> day

**Class Ends:** 4:00 p.m. 2<sup>nd</sup> day

**July 19-20, 2016** Hays, KS; Ellis County Administrative Center, 718 Main, Basement Meeting Room  
785-628-9410

**Aug. 2-3, 2016** Hutchinson, KS; KDOT Conference Room, 1220 West 4<sup>th</sup> 620-663-3361

**Aug. 15-16, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

### **REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$80.00 for state of Kansas employees and Kansas county personnel

\$100.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION LIST MANAGER, MASS ITEM PAGE IMPORT and CRS EXTRACTS  
200008**

**LIMIT 20 STUDENTS (When held in Topeka, minimum 15)  
LIMIT 12 STUDENTS (When held outside Topeka, minimum 8)**

**Description:** This course is designed for those individuals seeking an understanding of some of the advanced uses of the Query Tool in creating different types of lists for batch reports, batch calculations, mass updating of individual data entry fields and mass creation of item pages in Orion. Discussion includes using the Query Tool to create CRS extracts and the procedure for producing queries and reports in Microsoft Access based on the extracts. Multiple examples and exercises will be provided for class participation during the course.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisites:** Orion Introduction and Overview of Basic Functionality and Orion Built-In Reports and Custom Query Reporting System

**Materials:** Pen, pencil, paper

**Instructor(s):** Mike Hauptman , Jim Shontz

**PVD Eligibility Maintenance Points: 13**

**DATE AND LOCATION**

**Class Begins:** 8:30 each day

**Class Ends:** 4:00 p.m. each day

**July 21-22, 2016** Hays, KS; Ellis County Administrative Center, 718 Main, Basement Meeting Room  
785-628-9410

**Aug. 4-5, 2016** Hutchinson, KS; KDOT Conference Room, 1220 West 4<sup>th</sup> 620-663-3361

**Aug. 17-18, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$105.00 for state of Kansas employees and Kansas county personnel

\$125.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION RESIDENTIAL DEPRECIATION ANALYSIS and TABLE CALIBRATION**  
**211300**  
**LIMIT 20 STUDENTS**  
**(Minimum number of students 15)**

**Description:** Students will be using the CRS Query tool and Microsoft Excel to perform the basic analytical functions to properly identify a county multiplier, time trend and calibrate the residential depreciation tables. The application of CDU codes will be reviewed. The annual maintenance of the Orion single and double wide manufactured homes tables will also be discussed. Students should be familiar with the Orion data collection procedures and Microsoft Excel.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality

**Materials:** Students should bring the following items: Noiseless calculator

**Instructor(s):** Anna Porter

**PVD Eligibility Maintenance Points: 18**

**DATE AND LOCATION**

**Class Begins:** 1:00 p.m. 1<sup>st</sup> day

**Class Begins:** 9:00 a.m. all other days

**Class Ends:** 4:00 p.m. each day except on last day

**Class Ends:** Noon last day

**August 22-25, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$100.00 for state of Kansas employees and Kansas county personnel

\$120.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION COMMERCIAL DEPRECIATION ANALYSIS and TABLE CALIBRATION**  
**212300**  
**LIMIT 20 STUDENTS**  
**(Minimum number of students 15)**

**Description:** Students will be using the CRS Query tool and Microsoft Excel to perform the basic analytical functions to properly identify a county multiplier, time trend and calibrate the commercial depreciation tables. The application of economic condition factor as well as the physical condition and the functional depreciation fields will be discussed. Students should be familiar with the Orion data collection procedures and Microsoft Excel.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality

**Materials:** Students should bring the following items: Noiseless calculator

**Instructor(s):** Anna Porter

**PVD Eligibility Maintenance Points: 15**

**DATE AND LOCATION**

**Class Begins:** 9:00a.m. each day

**Class Ends:** 4:00 p.m. each day except on last day

**Class Ends:** Noon last day

**Sept 27-29, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$85.00 for state of Kansas employees and Kansas county personnel

\$95.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION INCOME APPROACH TECHNIQUES and MODEL BUILDING**  
**212303**  
**LIMIT 20 STUDENTS**  
**(Minimum number of students 15)**

**Description:** The analysis of income and expense information using Microsoft Excel will be used to develop the appropriate tables in Orion. Topics covered will include; interpreting survey information, investment classes, capitalization methods, effective tax rates, and gross rent multipliers. Students should be familiar with the Orion data collection procedures and Microsoft Excel.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality

**Materials:** Students should bring the following items: calculator

**Instructor(s):** Anna Porter

**PVD Eligibility Maintenance Points: 21**

**DATE AND LOCATION**

**Class Begins:** 9:00a.m. each day

**Class Ends:** 4:00 p.m. each day except on last day

**Class Ends:** Noon last day

**Nov 15-18, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$115.00 for state of Kansas employees and Kansas county personnel

\$135.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**



**ORION MARKET MODELING ANALYSIS and AUTOMATED SALES COMPARISON**  
**210200**  
**LIMIT 20 STUDENTS**  
**(minimum number of students 15)**

**Description:** Students will be introduced to system activities necessary to apply the comparable sales approach to value in the Orion system. Topics will include using the multiple regression analysis to determine coefficient values, creating selection rules and adjustments, and defining the comparable sales report. This course also includes calculating the MRA, Weight Estimate and Distance Points.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisites:** Orion Introduction and Overview of Basic Functionality

**Materials:** Student should bring the following items: a calculator and pencil with eraser

**Instructor(s):** Rae Schnacker

**PVD Eligibility Maintenance Points: 24**

**DATE AND LOCATION**

**Class Begins:** 1:00 p.m. 1<sup>st</sup> day

**Class Begins:** 9:00 a.m. all other days

**Class Ends:** 4:00 p.m. each day except on last day

**Class Ends:** Noon last day

**Sept. 12-16, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$135.00 for state of Kansas employees and Kansas county personnel

\$155.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION INTERMEDIATE MARKET MODELING ANALYSIS**  
**210206**  
**LIMIT 20 STUDENTS (When held in Topeka, minimum 15)**

**Description:** Intended for students that want to learn more about multiple regression analysis and comparable sales selection. Topics include creating and refining variables used in market models, using MRA to calibrate CDU and physical condition relationships, and using CRS extracts from the Query Tool for time trend analysis and identifying outliers in the market extract. Students are encouraged to share their experience with model building techniques and comparable sales reporting in their jurisdiction.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

**Prerequisites:** Orion Introduction and Overview of Basic Functionality; Orion Market Modeling Analysis and Automated Sales Comparison Approach

**Materials:** Student should bring the following items: a calculator and pencil with eraser

**Instructor(s):** Rae Schnacker and Jim Shontz

**PVD Eligibility Maintenance Points: 21**

**DATE AND LOCATION**

**Class Begins:** 9:00a.m. each day

**Class Ends:** 4:00 p.m. each day except on last day

**Class Ends:** Noon last day

**Sept. 20-23, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$170.00 for state of Kansas employees and Kansas county personnel

\$190.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION COUNTY MARKET MODELING WORKSHOP**  
**210202**  
**LIMIT 20 STUDENTS (When held in Topeka, minimum 15)**  
**LIMIT 12 STUDENTS (When held outside Topeka, minimum 8)**

**Description:** A hands-on workshop designed to assist central host site counties in the set up for Market Modeling. Each county will work with their data as the class steps through the process of market modeling, setting selection rules and adjustments, and modifying the comparable sales report for the new tax year.

**Examination:** None. Seminar points will be awarded.

**Prerequisites:** Orion Introduction and Overview of Basic Functionality; Orion Market Modeling Analysis & Automated Sales Comparison Approach

**Materials:** Students should bring the following items: Noiseless calculator

**Instructor(s):** Rae Schnacker and Anna Porter

**PVD Eligibility Maintenance Points: 13**

**DATE AND LOCATION**

**Class Begins:** 9:00 each day

**Class Ends:** 4:30 p.m. each day

**Oct 4-5, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café 785-296-2365

**Oct 18-19, 2016** Dodge City, KS; Ford County Jail and Sheriff's Office Training Room, 11311 E. Comanche; Telephone 620-227-4503

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$105.00 for state of Kansas employees and Kansas county personnel

\$125.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION VALUATION RECONCILIATION and FINAL REVIEW PROCESS**  
**200002**  
**LIMIT 20 STUDENTS**  
**(Minimum number of students 15)**

**Description:** A detailed discussion of the Final Value Tab and Assessment Tab calculations. The Final Review Program, both commercial and residential applications will be demonstrated. A review of the Final Review checklist, as well as the CRS queries that are used by the county to determine that their data is ready for the Final Review process to begin.

**Examination:** None. Seminar points will be awarded.

**Prerequisite:** Orion Introduction and Overview of Basic Functionality

**Materials:** Students should bring the following items: Noiseless calculator

**Instructor(s):** Anna Porter and Rae Schnacker

**PVD Eligibility Maintenance Points: 6**

**DATE AND LOCATION**

**Class Begins:** 9:00 a.m.

**Class Ends:** 4:00 p.m.

**Nov. 1, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

**Nov. 3, 2016** El Dorado, KS; Butler County Medical Emergency Facility, 701 N. Haverhill Road 316-321-9260

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$80.00 for state of Kansas employees and Kansas county personnel

\$100.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**ORION APPEAL PROCESSING GUIDELINES**  
**200009**  
**LIMIT 20 STUDENTS**  
**(Minimum number of students 15)**

**Description:** This course is intended for anyone involved in processing appeals of any type. Topics covered include setting up appeal calendars, adding appeal records, scheduling hearings, processing hearing results, and producing appeal-related forms and documents. Both individual and batch processing (group appeals) procedures will be presented. This is a computer lab course, so students should expect hands-on exercises and experience.

**Examination:** Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

**Prerequisites:** Orion Introduction and Overview of Basic Functionality

**Materials:** None

**Instructor(s):** Rae Schnacker

**PVD Eligibility Maintenance Points: 12**

**DATE AND LOCATION**

**Class Begins:** 9:00 each day

**Class Ends:** 4:00 p.m. each day

**January 26-27, 2016** Topeka, KS; Division of Property Valuation, Docking State Office Building, 915 SW Harrison, Room 482 - Note: Park in lot 4-bring tag number to instructor to avoid ticketing.

**November 29-30, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orion Café  
785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$70.00 for state of Kansas employees and Kansas county personnel

\$80.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

## **SPECIAL COURSES and WORKSHOPS**

### **AGRICULTURAL USE VALUATION**

**214450**

**LIMIT 22 STUDENTS**

**(Maximum number of students 15)**

**Description:** Procedures and methodology used to implement use value will be discussed in detail. Topics covered will include data needed for the valuation of all land classes and how this information is processed into value. Proper identification of agricultural land will also be addressed. Irrigation practices and specific procedures and methodology to implement that information will also be discussed.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

**Prerequisite:** None

**Materials:** Noiseless calculator

**Instructor(s):** Zoe Gehr

**PVD Eligibility Maintenance Points: 26**

### **DATE AND LOCATION**

**Class Begins:** 1:00 p.m. 1<sup>st</sup> day

**Class Begins:** 8:30 a.m. all other days

**Class Ends:** 4:30 p.m. each day except on last day

**Class Ends:** 10:00 a.m. last day

**Aug 1-5, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

### **REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$145.00 for state of Kansas employees and Kansas county personnel

\$165.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**KANSAS PROPERTY TAX LAW**  
**698000**  
**LIMIT 30 STUDENTS**  
**(Minimum number of students 15)**  
*(This course is required for the RMA Designation Program)*

**Description:** This course is designed for all appraisal staff. While most statutes concerning ad valorem valuation and taxation have been included, this course is not inclusive of all statutes. Upon completion of this course, the student will have a better understanding of property tax laws as they affect their job. Group discussion and questions are encouraged.

**Examination:** Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

**Prerequisite:** None

**Materials:** None

**Instructor(s):** Amelia Kovar Donohue

**PVD Eligibility Maintenance Points: 21**

**DATE AND LOCATION**

**Class Begins:** 8:30a.m. each day

**Class Ends:** 4:00 p.m. each day except on last day

**Class Ends:** 10 am. last day

**June 27-30, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room  
785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$115.00 for state of Kansas employees and Kansas county personnel

\$135.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**KANSAS PROPERTY TAX LAW UPDATE**  
**698001**  
**LIMIT 30 STUDENTS**  
**(Minimum number of students 15)**

*This course meets the requirement for continuing education credit  
per Permanent Administrative Regulation 93-6-3b*

**NOTE: NOT RECOMMENDED FOR NEW STAFF**

**Description:** This course is an overview of the statutes concerning ad valorem valuation and taxation. This course is not inclusive of all statutes. Group discussion and questions are encouraged. (course 698000, Kansas Property Tax Law, is the course required for the RMA Designation Program) Note: Not recommended for new staff.

**Examination:** Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

**Prerequisite:** None

**Materials:** None

**Instructor(s):** Amelia Kovar Donohue

**PVD Eligibility Maintenance Points:** 7

**DATE AND LOCATION**

**Class Begins:** 8:30a.m. each day

**Class Ends:** 4:30 p.m. each day

**July 19, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$60.00 for state of Kansas employees and Kansas county personnel

\$70.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**



**REVIEW OF KANSAS EXEMPTIONS**  
**220022**  
**LIMIT 30 STUDENTS**  
**(Minimum number of students 15)**

**Description:** This workshop will cover Kansas property tax exemptions, including a review of the history of property taxation and exemptions, what is the result when property is exempted, the county appraiser's and state's roles regarding exemptions and the exemption process and procedure. There will be a review and discussion of exemption statutes, Court of Tax Appeals' decisions and judicial decisions. Other topics will include economic development and industrial revenue bond exemptions, as well as the annual claim for exemption form these entities are required to file with the county appraiser.

**Examination:** Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

**Prerequisite:** None

**Materials:** Handouts provided. Students are encouraged to bring sample board orders for discussion and/or a list of exemption problems in their county.

**Instructor(s):** Amelia Kovar-Donohue

**PVD Eligibility Maintenance Points: 6.5**

**DATE AND LOCATION**

**Class Begins:** 9:00a.m.

**Class Ends:** 4:30 p.m.

**August 24, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$60.00 for state of Kansas employees and Kansas county personnel

\$70.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**KANSAS PUBLIC UTILITY VALUATION & ASSESSED VALUE DISTRIBUTION  
COURSE  
800103  
LIMIT 20 STUDENTS  
(Minimum number of students 12)**

**Description:** This course is designed for all appraisal staff. This course will provide an overview on public utility valuation using the unit value method and will include how the assessed values are calculated for each county. Upon completion of this course, the student will have a basic understanding of how public utility property is valued and how the assessed values are calculated. Group discussion and questions are encouraged.

**Examination:** None. Seminar credit will be awarded.

**Prerequisite:** None

**Materials:** None

**Instructor(s):** Public Utility Staff

**PVD Eligibility Maintenance Points:** 2.5

**DATE AND LOCATION**

**Class Begins:** 9:00 a.m.

**Class Ends:** 11:30 a.m.

**July 12, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Flint Hills Room 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$60.00 for state of Kansas employees and Kansas county personnel

\$70.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**

**PRICE RELATED BIAS WORKSHOP**  
**220005**  
**LIMIT 20 STUDENTS**  
**(Minimum number of students 15)**

**Description:** This new IAAO performance statistic is expected to soon replace the PRD (Price Related Differential) as the best measure of vertical equity in the ratio study. It is already recognized in the Standard on Ratio Studies and heavily promoted by some mass appraisal industry consultants. This workshop will show county appraisers how the measure is calculated and what the numbers mean. Simple Excel templates and customized functions will be provided to perform the routine calculation steps. Students will be shown how to develop scatter graphs to explore vertical equity in their mass appraisal models and how to perform a simple regression analysis to objectively evaluate the usefulness of the PRB results. Exercises will cover various ways to identify defects common to this type of performance measure and how to employ appropriate diagnostic testing.

**Examination:** Optional. For course credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

**Prerequisite:** Basic Microsoft Excel workshop #100014 and/or experience working with functions and creating charts in Excel is necessary. A basic understanding of linear regression fundamentals (material available in the IAAO textbooks).

**Materials:** None

**Instructor(s):** Pete Davis

**PVD Eligibility Maintenance Points:** 7

**DATE AND LOCATION**

**Class Begins:** 8:30 a.m.

**Class Ends:** 4:30 p.m.

**October 11, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orin Café 785-296-2365

**October 31, 2016** Topeka, KS; Division of Property Valuation, 300 SW 29<sup>th</sup> Street, Orin Café 785-296-2365

**REGISTRATION**

**Tuition:**

**Early enrollment deadline:**

To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.

**Enrollment fee:**

\$60.00 for state of Kansas employees and Kansas county personnel

\$70.00 for all others

**For registrations submitted after early enrollment deadline: add \$15.00**