Kansas Mass Appraisal Certified Instructor Program

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The Kansas Property Valuation Division, (PVD), and the Kansas County Appraiser’s Association, (KCAA) have partnered to create the Certified Instructor Program, (CIP). CIP is designed to create additional educational opportunities for Kansas ad valorem property tax appraisers to supplement courses instructed by PVD staff and contractors.

All Kansas Registered Mass Appraisers (RMAs) are required to complete continuous appraisal education within a four-year cycle. The current educational cycle began on July 1, 2021 and completes on June 30, 2025. Every four years after the start of this requirement will commence on July 1 for the next education cycle going forward.

**Certified Instructor Qualifications**

1. The candidate must have a minimum of five years of Kansas-specific experience in the related field of instruction, (specific appraisal analysis, Kansas computer assisted mass appraisal (CAMA) system, data collection, legal/property tax, etc.).

**Requirements of an Approved Instructor**

1. The certified instructor candidate must submit the PVD-approved CIP application, a current professional resume and an applicable education transcript to the PVD Education Coordinator.
2. The instructor must have successfully completed the course as a student prior to instructing the course.
3. The approved certified instructor must co-teach with a PVD instructor prior to teaching the course independently.
4. The certified instructor will follow the PVD’s course instruction and testing guidelines, and the certified instructor candidate must sign an agreement form provided by PVD acknowledging they will abide by the division’s guidelines in administering the educational courses.
5. The certified instructor is not to alter course material. The instructor may recommend training course material and course presentation revisions by submitting recommendations to the PVD Education Coordinator.
6. The certified instructor must receive satisfactory instructor evaluations from students to remain eligible to participate in the CIP.
7. Failure to receive satisfactory student evaluations could result in being required to again instruct with PVD staff in the next provided course, and/or removal as a certified instructor.
8. CIP instructors will need to make the necessary arrangements with their administration for time to instruct. CIP instructors will not receive compensation from PVD or KCAA for instructing. CIP instructors will receive education credit equal to the students in the course.

**Requirements of the Property Valuation Division**

1. PVD will make available the CIP instructor application form and a list of courses qualified to be included in the CIP.
2. Upon receipt of an application, PVD will review and notify instructor candidates on the determination of their eligibility to participate in the CIP.
3. PVD will maintain a list of approved instructors.
4. PVD will provide results of student evaluations to instructors.
5. PVD will review recommended revisions from CIP instructors and work with the instructors to implement and approve changes.
6. PVD will collaborate with KCAA and CIP instructors for scheduling of all course offerings.
7. Courses through the CIP will not be included in the annual PVD Education Catalog, but registrations will be open to all PVD and county appraiser office employees and be done through PVD online registration system.

**Requirements of the Kansas County Appraisers Association**

1. Fee splits for students in CIP courses will be processed in the same manner as PVD-instructed courses.
2. PVD and KCAA will work jointly to schedule courses and assign CIP instructors.
3. PVD and KCAA will agree on travel reimbursements for instructors prior to the scheduling of a course.