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## 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 KCAA or 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. **NOTE:** Some registrations and payments need to be sent directly to Registration Processing, some to PVD. This will be noted.

When registering for **appraisal courses**, complete the registration form (see next page) and mail or fax to:

**Registration Processing  
PO Box 988  
Meade, Kansas 67864  
Phone: 316-873-7449  
Fax: 316-873-2237**

**Please make checks payable to: Appraisers Education Fund**

When registering for **exams, abstract classes, compliance or HOP courses**, complete the registration form (see next page) and mail or fax to:

**PVD Registration – Education Section  
915 SW Harrison, RM 400N  
Topeka, KS 66612  
Phone: 785-296-0651  
Fax: 785-296-2320**

**Please make checks payable to: PVD EDUCATION FUND**

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.

## PVD/KCAA CLASS & EXAM REGISTRATION FORM

<p style="text-align: center;"><b><u>APPRAISAL CLASSES</u></b></p> <p>Mail this form and the check to: KCAA Registration, P.O. Box 988, Meade, KS 67864</p> <p>This form may be faxed to: (316) 873 - 2237</p> <p>Make Check Payable to: APPRAISERS EDUCATION FUND For Questions Call KCAA at: (316) 873 - 7449</p>	<p style="text-align: center;"><b><u>EXAMS, ABSTRACT, COMPLIANCE &amp; HOP CLASSES</u></b></p> <p>Mail this form and the check to: PVD Registration, 915 SW Harrison, RM 400N, Topeka, KS 66612</p> <p>This form may be faxed to: (785) 296 - 2320</p> <p>Make Check Payable to: PVD EDUCATION FUND For Questions Call PVD at: (785) 296 - 0651</p>
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**Full Name:** \_\_\_\_\_ **Soc Sec #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(please print)

**Home Address:** \_\_\_\_\_  
(street) (city) (state) (zip)

**Home Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Has Home Info Changed Since Last Registration?** Yes\_\_ No\_\_

**Employed By:** KS County\_\_ KS State\_\_ Other Government \_\_ KS Government Contractor\_\_ Private\_\_ Other\_\_

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

**Work Address:** \_\_\_\_\_  
(street) (city) (state) (zip)

**Work Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Has Work Info Changed Since Last Registration?** Yes\_\_ No\_\_

**Fax:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**I Wish To Register For:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_  
(course name)

**Course Location:** \_\_\_\_\_ **Dates:** from \_\_\_\_\_ to \_\_\_\_\_ **Mail Preference:** Home\_\_ Work\_\_

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

**Management Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Cancellations for all PVD classes must be made at least 3 working days prior to the first day of class. Cancellations for all IAAO classes must be made at least 14 working days prior to the first day of class. PVD/KCAA 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 3 working days prior to the first day of class will be cancelled. All persons enrolled in a cancelled class will be notified by work phone 2 working days prior to the first day the class was scheduled to begin.

Courses sponsored by the Kansas Division of Property Valuation (PVD) and the Kansas County Appraisers Association (KCAA) are open to county, state and non-government personnel. For current schedules and other information visit our web site at [www.ink.org/public/kdor/pvd/education](http://www.ink.org/public/kdor/pvd/education).