

**ORION INTRODUCTION AND OVERVIEW
OF BASIC FUNCTIONALITY
110111
LIMIT 20 STUDENTS (When held in Topeka)
(Minimum number of students: 15)**

- 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 course credit, a final examination will be offered. Otherwise, seminar credit will be awarded.
- Prerequisites:** None
- Materials:** None
- Instructor(s):** Heidi DeVore
- PVD Eligibility Maintenance Points:** 18

DATE AND LOCATION

- Class Begins:** 9:00 a.m. each day **Class Ends:** 4:00 p.m. each day
- July 9-11, 2012** Topeka, KS – Room 482, Docking State Office Bldg., 915 SW Harrison
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:**
\$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
100012
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 any 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: 13

DATE AND LOCATION

- Class Begins:** 9:00 a.m. each day **Class Ends:** 4:30 p.m. each day
- April 4-5, 2012** Topeka, KS – Room 482, Docking State Office Bldg., 915 SW Harrison
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:**
\$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 INTRO FOR NON-APPRAISERS
AN INTRODUCTION AND OVERVIEW
OF BASIC FUNCTIONALITY
110112
LIMIT 20 STUDENTS (When held in Topeka)
(Minimum number of students: 15)**

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 a discussion of the data elements contained in each. Students will learn to maneuver their way through Orion and perform hands-on searches of both party and property records. This course is intended for employees in non-appraisal offices (Clerk, Treasurer, Register of Deeds, etc.) who must access the Orion system for data retrieval purposes.

Examination: None

Prerequisite: None

Materials: None

Instructor(s): Heidi DeVore

PVD Eligibility Maintenance Points: 6

DATE AND LOCATION

Class Begins: 9:00 a.m. **Class Ends:** 4:00 p.m.

None Scheduled at this time.

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:
\$60.00 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 GUIDELINES
110515
LIMIT 20 STUDENTS
(Minimum number of students 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 exam is not passed, seminar credit will be awarded.
- Prerequisite:** Orion Introduction and Overview of Basic Functionality
- Materials:** pencil, highlighter, noiseless calculator
- Instructor(s):** Susan Williams and Melissa Crane
- PVD Eligibility Maintenance Points:** 14

DATE AND LOCATION

- Class Begins:** 8:30 a.m. each day **Class Ends:** 4:30 p.m. each day
- July 12-13, 2012** Topeka, KS - Room 482, Docking State Office Bldg., 915 SW Harrison

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:
\$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 RESIDENTIAL/AGRICULTURAL IMPROVEMENT
DATA COLLECTION GUIDELINES
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 any 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 st day 8:30 a.m. each day	Class Ends:	10:00 a.m. last day 4:30 p.m. each day
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April 30-May 4, 2012 Topeka, KS – Shawnee Co. Annex, 1515 NW Saline - 785-233-2882

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:
\$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

**ORION COMMERCIAL/INDUSTRIAL IMPROVEMENT
DATA COLLECTION GUIDELINES
112200
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 any 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):** Kathy Kennedy
Shirley Soellner

PVD Eligibility Maintenance Points: 26

DATE AND LOCATION

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|------------------------|---|--------------------|---|
| Class Begins: | 10:00 a.m. 1 st day
8:30 a.m. each day | Class Ends: | 10:00 a.m. last day
4:00 p.m. each day |
| May 21-25, 2012 | Topeka, KS – Shawnee Co. Annex, 1515 NW Saline - 785-233-2882 | | |

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:**
\$140.00 for state of Kansas employees and Kansas county personnel
\$160.00 for all others
- For registrations submitted after early enrollment deadline: add \$15.00**

**ORION LAND VALUE ANALYSIS, MODEL
SPECIFICATION AND CALIBRATION
210213
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, 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. However, participants may bring their own county specific information. **Note: Space is limited. Pre-registration is required. Walk-ins will not be allowed.**
- Examination:** Completion of a final examination will be required to receive any credit for this course. If the final exam 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 desire. Contact one of the instructors for query formats.
- Instructor(s):** PVD Staff

PVD Eligibility Maintenance Points: 28

DATE AND LOCATION

Class Begins:	1:00 p.m. 1 st day 8:30 a.m. each day	Class Ends:	4:30 p.m. each day 12:00 p.m. last day
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July 16-20, 2012 Topeka, Ks –Docking State Office Building, 915 SW Harrison, Rm 482
NOTE: Park in Lot #4. (See map in index) Give car tag number to class instructor to avoid ticketing.

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:
\$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

**ORION BUILT-IN REPORTS, LIST MANAGER,
CUSTOM QUERY REPORTING SYSTEM**

200003

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 basic, fundamental understanding of different reporting options available, including discussion of the built-in reports available in Orion, using the query tool to query information, and creating lists for mass updating, batch reports, batch calculations, etc. Exercises and examples will be provided for class participation during the course. Some of the sections to be covered are listed below:

- Reporting menu in Orion
- CRS Query Tool
- List Manager
- Mass Item Page Import

Examination: Completion of a final examination will be required to receive any 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

PVD Eligibility Maintenance Points: 17.5

DATE AND LOCATION

Class Schedule: 8:30 a.m. to 4:30 p.m. each day

8:30 a.m. to noon last day

July 10-12, 2012 Dodge City, KS – Rose Room, Ford County Courthouse, 100 Gunsmoke
620-227-4670

July 24-26, 2012 Topeka, KS – Room 482, Docking State Office Bldg., 915 SW Harrison
785-296-2365

Aug. 14-16, 2012 Wichita, KS – Comeonhome Room, Office This, 4031 E. Harry Street
316-660-9277

Aug. 21-23, 2012 Chanute, KS - Alliance Room, (3rd Floor), Memorial Building, 101 S. Lincoln
620-431-5229

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:

\$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 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 any 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: 18

DATE AND LOCATION

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|------------------------|--|--------------------|---|
| Class Begins: | 1:00 p.m. 1 st day
9:00 a.m. each day | Class Ends: | 12:00 p.m. last day
4:00 p.m. each day |
| Aug 27-30, 2012 | Topeka, KS – Room 482, Docking State Office Bldg., 915 SW Harrison
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:
\$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
212301
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 any 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: 18

DATE AND LOCATION

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|-------------------------|--|--------------------|---|
| Class Begins: | 1:00 p.m. 1 st day
9:00 a.m. each day | Class Ends: | 12:00 p.m. last day
4:00 p.m. each day |
| Sept 24-27, 2012 | Topeka, KS – Room 482, Docking State Office Bldg., 915 SW Harrison
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:
\$100.00.00 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 INCOME APPROACH TECHNIQUES
and MODEL BUILDING
212302
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 any 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: 18

DATE AND LOCATION

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|-------------------------|--|--------------------|---|
| Class Begins: | 1:00 p.m. 1 st day
9:00 a.m. each day | Class Ends: | 12:00 p.m. last day
4:00 p.m. each day |
| Oct. 22-25, 2012 | Topeka, KS – Room 482, Docking State Office Bldg., 915 SW Harrison
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:**
\$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 MARKET MODELING ANALYSIS
and AUTOMATED SALES COMPARISON APPROACH
210200
LIMIT 20 STUDENTS (When held in Topeka, minimum 15)
LIMIT 12 STUDENTS (When held outside Topeka, minimum 8)**

- 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 any 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

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|-------------------------|---|--------------------|---|
| Class Begins: | 1:00 p.m. 1 st day
9:00 a.m. each day | Class Ends: | 4:00 p.m. each day
12:00 p.m. last day |
| Aug 20-24, 2012 | Topeka, KS – Room 482, DSOB, 915 SW Harrison, 4 th Floor
785-296-2365 | | |
| Sept 17-21, 2012 | Hays, KS – Emergency Operations Center, Courthouse, 1204 Fort St.
785-628-9400 | | |

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:**
\$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**

ORION ADVANCED MARKET MODELING TECHNIQUES
310200
LIMIT 20 STUDENTS
(Minimum number of students 15)

Description: Intended for students who might want to utilize techniques that refine variables used in multiple regression analysis and comparable sales selection. Topics include an overview of MRA, time trending, sale trimming and how/when to construct quantitative, discrete, weighted and nonlinear variables. This course will not emphasize statistics but will allow the appraiser to construct models based on analysis, appraisal judgment and explainability. 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 any 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 & Automated Sales Comparison Approach

Materials: None

Instructor(s): James Shontz

PVD Eligibility Maintenance Points: 15

DATE AND LOCATION

Class Schedule: 9 a.m. to 4 p.m. each day
9 a.m. to noon last day

Oct 2-4, 2012 Topeka, KS – DSOB, 915 SW Harrison, Room 482

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:
\$85.00 for state of Kansas employees and Kansas county personnel
\$105.00 for all others

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

ORION COUNTY MARKET MODELING WORKSHOP
210201
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

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

Materials: Students should bring the following items: Calculator

Instructor(s): Rae Schnacker

PVD Eligibility Maintenance Points: 14

DATE AND LOCATION

Class Begins:	8:30 a.m. each day	Class Ends:	4:30 p.m. each day
Oct 9-10, 2012	Topeka, KS – Room 482, DSOB, 915 SW Harrison, 4 th Floor 785-296-2365		
Oct 16-17, 2012	Wichita, KS – Come on home Rm, Office This, 4031 E. Harry Street 316-660-9277		
Oct 29-30, 2012	Hays, KS – Emergency Operations Center, Courthouse, 1204 Fort St. 785-628-9400		

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:
\$50.00 for state of Kansas employees and Kansas county personnel
\$70.00 for all others

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

**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

Prerequisite: Orion Introduction and Overview of Basic Functionality

Materials: Students should bring the following items: calculator

Instructor(s): Anna Porter, Rae Schnacker

PVD Eligibility Maintenance Points: 6

DATE AND LOCATION

Class Begins: 9:00 a.m. **Class Ends:** 4:00 p.m.

Nov. 7, 2012 Topeka, KS - Room 482, Docking State Office Bldg., 915 SW Harrison
785-296-2365

Nov. 28, 2012 Garden City, KS – Conference Rm, Administrative Bldg., 311 N. 9th, 2nd FL.
620-272-3542

Nov. 29, 2012 Hays, KS – Emergency Operations Center, Courthouse, 1204 Fort Street
785-628-9400

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:
\$60.00 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 APPEAL PROCESSING GUIDELINES
200000
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 course 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):** Heidi DeVore
- PVD Eligibility Maintenance Points:** 7

DATE AND LOCATION

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|----------------------|--|--------------------|-----------|
| Class Begins: | 8:30 a.m. | Class Ends: | 4:30 p.m. |
| Nov. 8, 2012 | Topeka, KS – Room 482, Docking State Office Bldg., 915 SW Harrison
785-296-2365 | | |
| Dec. 4, 2012 | Topeka, KS – Room 482, Docking State Office Bldg., 915 SW Harrison
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:**
\$60.00 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 END-OF-YEAR PROCESSING
and CERTIFICATION GUIDELINES
200001**

**LIMIT 20 STUDENTS (When held in Topeka)
LIMIT 12 STUDENTS (When held outside Topeka)
(Minimum number of students in Topeka: 15)**

Description: This course will walk attendees through the End of Year Checklist, allowing time for discussion of each step. It is intended for managers who will be responsible for closing out work in one tax year, certifying values, and rolling forward into the next year.

Examination: None

Prerequisites: Orion Introduction and Overview of Basic Functionality

Materials: None

Instructor(s): Heidi DeVore

PVD Eligibility Maintenance Points: 6

DATE AND LOCATION

Class Begins: 9:00 a.m. **Class Ends:** 4:00 p.m.

NONE SCHEDULED IN 2012

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:
\$60.00 for state of Kansas employees and Kansas county personnel
\$80.00 for all others

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

RESERVED FOR
ORION FORM TEMPLATE OVERVIEW