



**PERSONAL PROPERTY WORKSHOP
820000**

**LIMIT 16 STUDENTS
(Minimum number of students 10)**

- 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 current year copy of the Personal Property Valuation Guide and the Personal Property Summary to the class.** (available on the PVD web site)
- Instructor(s):** Roger Hamm
- PVD Eligibility Maintenance Points:** 28

DATE AND LOCATION

- Class Begins:** 8:30 a.m. each day **Class Ends:** 4:30 p.m. each day
- June 22-25, 2009** Topeka, Ks – Shawnee County 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
\$165.00 for all others
- For registrations submitted after early enrollment deadline: add \$15.00**



**PERSONAL PROPERTY VALUATION AND ASSESSMENT
220000
LIMIT 16 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 workshop 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. **NOTE: Please enroll new personal property staff in the Personal Property Workshop #820000.**
- 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:** Experienced Staff Only!
- Materials:** Noiseless calculator. **Each student is responsible for bringing a copy of the current year Personal Property Valuation Guide** (available on the PVD web site)
- Instructor(s):** Roger Hamm
- PVD Eligibility Maintenance Points:** 24.5

DATE AND LOCATION

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|-------------------------|---|--------------------|---|
| Class Begins: | 8:30 a.m. each day | Class Ends: | 4:30 p.m. each day
12:00 p.m. last day |
| July 14-17, 2009 | Topeka, Ks – Shawnee Co. Annex, 1515 NW Saline (785) 233-2882 | | |
| Aug 11-14, 2009 | 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:**
\$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



MOTOR VEHICLE VALUATION WORKSHOP
820130
LIMIT 16 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 current year copy of the Personal Property Valuation Guide to the class** (available on the PVD web site).
- Instructor(s):** Patty MacCausland
- PVD Eligibility Maintenance Points:** 13 Seminar Points

DATE AND LOCATION

- Class Begins:** 8:30 a.m. **Class Ends:** 4:00 p.m.
- Sept. 22-23, 2009** 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:**
\$65.00 for state of Kansas employees and Kansas county personnel
\$75.00 for all others
- For registrations submitted after early enrollment deadline: add \$15.00**



**OIL AND GAS ENTRY LEVEL COURSE
123000
LIMIT 25 STUDENTS**

- 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. Entry 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 any 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 **KREAB Continuing Education Credit: 14**

DATE AND LOCATION

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|------------------------|--|--------------------|---|
| Class Begins: | 8:30 a.m. each day | Class Ends: | 5:00 p.m. each day
12:00 p.m. last day |
| Feb 9-11, 2009 | Dodge City, KS – Government Center – 100 Gun Smoke – Rose Room
(Basement) | | |
| March 2-4, 2009 | Independence, KS – Montgomery Co. Judicial Center, 300 E. Main | | |

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:**
\$95.00 for state of Kansas employees and Kansas county personnel
\$115.00 for all others
- For registrations submitted after early enrollment deadline: add \$15.00**



**OIL AND GAS ADVANCED LEVEL COURSE
323000
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 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. The 2009 sessions will cover guide changes for that tax year. Discussion is encouraged, and individual county concerns or problems are welcomed.
- 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:** **Entry level course and/or oil and gas appraisal experience upon instructor's approval**
- Materials:** Noiseless calculator, straight edge, current oil and gas guide
- Instructor(s):** Lynn Kent

PVD Eligibility Maintenance Points: 15

KREAB Continuing Education Credit: 14

DATE AND LOCATION

- Class Hours:** 1:00 p.m. – 5:00 p.m. 1st day
8:30 a.m. – 5:00 p.m. 2nd day
8:30 a.m. – 12:00 p.m. last day
- Feb 11-13, 2009** Dodge City, KS – Government Center – 100 Gun Smoke – Rose Room
(Basement)
- March 4-6, 2009** Independence, KS – Montgomery Co. Judicial Center, 300 E. Main

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
\$90.00 for all others
- For registrations submitted after early enrollment deadline: add \$15.00**



**OIL AND GAS SEMINAR
832300
LIMIT 50 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. The 2009 sessions will cover guide changes for that tax year. 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:** **Entry level and advanced level courses and/or oil and gas appraisal experience upon instructor's approval (minimum of two years oil & gas)**
- Materials:** Noiseless calculator, straight edge, current oil and gas guide
- Instructor(s):** Lynn Kent
- PVD Eligibility Maintenance Points: 13**

DATE AND LOCATION

- Class Hours:** 9:00 a.m. – 5:00 p.m. 1st day
9:00 a.m. – 4:00 p.m. 2nd day
- Mar 11-12, 2009** El Dorado, KS. - EMS Building, 701 N. Haverhill Road 620-321-9260

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.
- Early enrollment deadline:**
\$65.00 for state of Kansas employees and Kansas county personnel
\$80.00 for all others
- For registrations submitted after early enrollment deadline: add \$15.00**