REQUEST FOR TRAINING HOURS

INSTRUCTIONS:
When complete, retain a copy and submit the form in fillable format to the BOE by:
Email: Appraiser.Training@boe.ca.gov ***OR***
Mail: *State Board of Equalization, County-Assessed Properties Division,*
ATTN: Training and Certification Unit,
P.O. Box 942879, Sacramento, CA 94279-0064

Once the course, conference, or webinar has concluded, complete and submit this form with any supporting documentation as instructed below:

1. Request for Training Hours for a course that has not been offered in the past, must be submitted with a copy of an agenda, lesson plan, course objectives, or any additional information that will assist in the approval of this course.

2. Complete the Course Information section.

3. For any *Request for Training Hours*, complete the Course Attendees section below or attach a list of attendees that includes their BOE certification numbers.

4. For conferences or webinars with multiple sessions, complete the Conference/Webinar Sessions section on Page 2 with a breakdown of each session name and corresponding hours.

If approval is required prior to the course, conference or webinar:

Complete and submit the Course Information section 30 days prior to the event. For a course not offered in the past, include a copy of an agenda, lesson plan, course objectives, or any additional information. If approved, at the conclusion of the course, this form must be resubmitted with the completed Course Attendees section or a list of attendees that includes their BOE certification numbers.

Course Information **REQUIRED**

COUNTY REQUESTING TRAINING HOURS				DATE REQUEST SUBMITTED
COURSE TITLE				COURSE DATES
HAS THIS COURSE BEEN OFFERED IN THE PAST? YES ☐ NO (see instructions #1) ☐ IF YES, WAS THE COURSE APPROVED BY THE BOE? YES ☐ NO ☐	TRAINING HOURS REQUESTED	SEMESTER UNITS REQUESTED	QUARTER UNITS REQUESTED	COURSE LOCATION
COURSE SPONSOR				
INSTRUCTOR NAME(S) AND QUALIFICATIONS				
NAME AND TITLE OF PERSON REQUESTING APPROVAL				EMAIL ADDRESS

Course Attendees (attach additional sheets if necessary)

COUNTY OR BOE CODE (see page 3)	ATTENDEE NAME (last, first)	BOE CERTIFICATION NUMBER

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION

Conference/Webinar Sessions

DATE AND TIME OF SESSION	NAME OF SESSION	TRAINING HOURS REQUESTED FOR SESSION

Completed by BOE

PRE-APPROVAL REQUESTED	HOURS APPROVED	REVIEWED BY	DATE
☐ YES ☐ NO ☐ N/A			

REMARKS

EMPLOYER CODES

1 ALAMEDA	33 RIVERSIDE
2 ALPINE	34 SACRAMENTO
3 AMADOR	35 SAN BENITO
4 BUTTE	36 SAN BERNARDINO
5 CALAVERAS	37 SAN DIEGO
6 COLUSA	38 SAN FRANCISCO
7 CONTRA COSTA	39 SAN JOAQUIN
8 DEL NORTE	40 SAN LUIS OBISPO
9 EL DORADO	41 SAN MATEO
10 FRESNO	42 SANTA BARBARA
11 GLENN	43 SANTA CLARA
12 HUMBOLDT	44 SANTA CRUZ
13 IMPERIAL	45 SHASTA
14 INYO	46 SIERRA
15 KERN	47 SISKIYOU
16 KINGS	48 SOLANO
17 LAKE	49 SONOMA
18 LASSEN	50 STANISLAUS
19 LOS ANGELES	51 SUTTER
20 MADERA	52 TEHAMA
21 MARIN	53 TRINITY
22 MARIPOSA	54 TULARE
23 MENDOCINO	55 TUOLOMNE
24 MERCED	56 VENTURA
25 MODOC	57 YOLO
26 MONO	58 YUBA
27 MONTEREY	59 CONTRACT APPRAISERS
28 NAPA	60 BOE – STATE-ASSESSED PROPERTIES DIVISION
29 NEVADA	61 BOE – COUNTY-ASSESSED PROPERTIES DIVISION
30 ORANGE	62 BOE – ASSESSMENT PRACTICES SURVEY DIVISION
31 PLACER	63 BOE – OTHER
32 PLUMAS	64 CDTFA – TAX AND FEE