

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)	TRAINING HOURS REQUESTED	SEMESTER UNITS REQUESTED	QUARTER UNITS REQUESTED	COURSE LOCATION
IF YES, WAS THE COURSE APPROVED BY THE BOE? YES NO				
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

EMPLOYER CODES

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