

**APPEALS PROCESS  
SELF-STUDY TRAINING SESSION**

***Instructions***

1. Contact Margie Wing at [margie.wing@boe.ca.gov](mailto:margie.wing@boe.ca.gov) or at 1-916-274-3368 if you have any questions while you are taking the self-study training session.
2. Required materials:  
*Assessment Appeals Manual, May 2003*
3. Complete the reading assignments and review questions.
4. Sign the certification document
5. Return the review questions and certification document to:

Margie Wing  
State Board of Equalization  
County-Assessed Properties Division, MIC: 64  
PO Box 942879  
Sacramento, CA. 94279-0064

or scan and email to (the originals do not need to be mailed)

[margie.wing@boe.ca.gov](mailto:margie.wing@boe.ca.gov)

6. Completed the reading assignment and correctly answering at least 80 percent of the review questions will qualify as the mandatory training required by Revenue and Taxation Code section 1624.01 for members of county assessment appeals boards.