



# **Property Tax Appraiser Training**

**e-Services**



# Hello and Welcome!

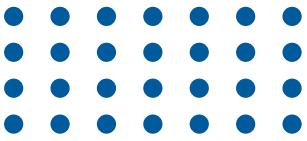
**This training will review the following\*:**

- How to View Approved Courses
- How to Submit a New Course Application
- How to Request a Continuing Education Addition
- How to View Continuing Education
- Temporary Appraiser Certificate Application (*temporary appraisers only*)
  - Schedule a Property Tax Appraiser Exam

**\*Note:** Please see [My Nevada Tax](#) for more information.

This training is created and provided by  
**The Department of Taxation**



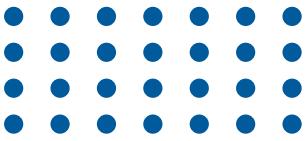


# View Approved Courses

- Select drop down or type course provider
  - All approved courses will appear for that provider when named typed in

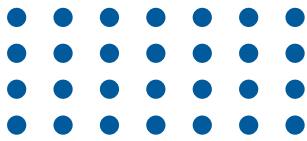
The image displays two screenshots of a web application interface. The top screenshot shows a header with a user icon, 'Support View', and the name 'Hector Sepulveda - Viewing e-Services logon'. Below this is a search form titled 'Search for Approved Courses' with a 'Course Provider' field containing a placeholder 'Course Provider \*'. The bottom screenshot shows a similar search form with a dropdown menu for 'Course Provider' containing the option 'MCKISS - MCKISSOCK, INC.' and a blue 'View Approved Courses' button below it.

- Course with the box checked are for ethics
- Filter by typing the course name



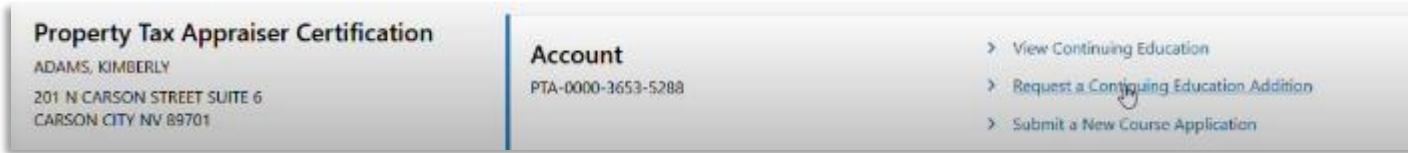
# Submit a New Course Application

- Enter the title of the course
- Choose provider
  - If provider is not listed, enter new course provider
- Enter hours of instruction
- Most college courses are 36 hours of credit



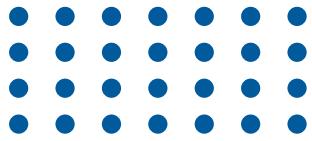
# Request Continuing Education Addition

- Add course (can add multiple if needed)



- Select a provider
- Select the course title
- Select the date the course was taken
- If instructor of course, select yes, if not, select no
- Attach certificate or transcript

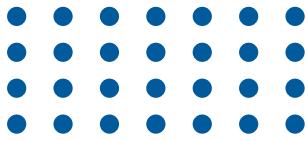




# View Continuing Education

## Overview:

- Milestone\*, end of milestone, hours needed, when certificate(s) were issued and when ethics was first met
- View Transcript
  - Provider code, provider name, course title, date taken, hours
- All approved courses that have been submitted to the Department



# Temporary Appraiser Certificate Application

- Click on the link sent to your email provided by your sponsor
- Check yes or no to designation
  - If yes, select designation and attach proof
- Check 1 of the 3 options for the child support statement
- Provide social security number (NRS 361.2224)
- Provide your business license (if you have one)
- Check both boxes



Thank you

