



# **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

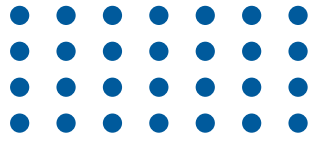
The screenshot shows a web interface for viewing approved courses. At the top, a blue header bar contains a help icon, the text 'Support View', and the user's name 'Hector Sepulveda - Viewing e-Services logon'. Below this, the section is titled 'Search for Approved Courses'. The first state shows a text input field labeled 'Course Provider' with a red asterisk indicating a required field. The second state shows the same input field as a dropdown menu with 'MCKISS - MCKISSOCK, INC.' selected. Below the dropdown is a blue button labeled 'View Approved Courses'.

- 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)

<b>Property Tax Appraiser Certification</b> ADAMS, KIMBERLY 201 N CARSON STREET SUITE 6 CARSON CITY NV 89701	<b>Account</b> PTA-0000-3653-5288	<a href="#">View Continuing Education</a> <a href="#">Request a Continuing Education Addition</a> <a href="#">Submit a New Course Application</a>
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- 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

