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
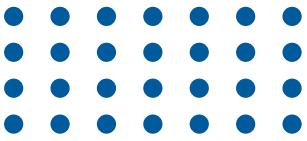
View Approved Courses

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

- Course with the box checked are for ethics

- Filter by typing the course name
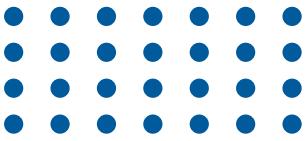
Submit a New Course Application

- 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
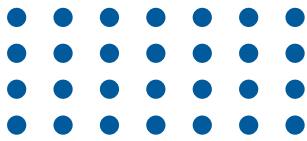
Request Continuing Education Addition

- Add course (can add multiple if needed)
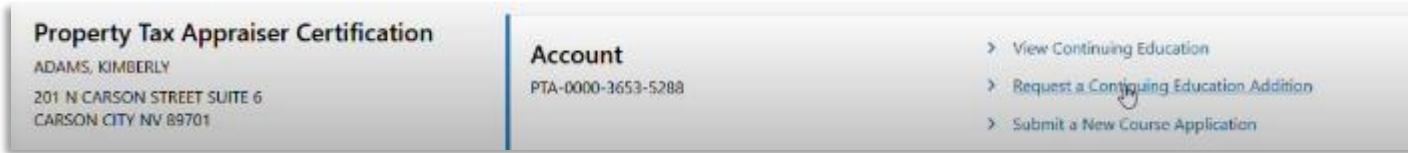
- Select a provider

- 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
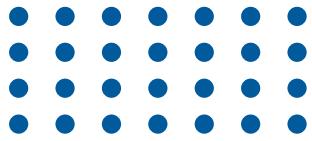
View Continuing Education

Overview:

- Milestone*, end of milestone, hours needed, when certificate(s) were issued and when ethics was first met

- View Transcript

  o Provider code, provider name, course title, date taken, hours

- All approved courses that have been submitted to the Department

MY NEVADA TAX
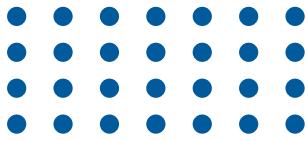
Temporary Appraiser Certificate Application

- Clink 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

MY NEVADA TAX

Thank you