

# Property Tax Appraiser Training

e-Services

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Nevada Department of Taxation

# Agenda

- ❖ View Approved Courses
- ❖ Submit a New Course Application
- ❖ Request a Continuing Education Addition
- ❖ View Continuing Education
- ❖ Temporary Appraiser Certificate Application (Temporary Appraisers Only)
  - ❖ Schedule a Property Tax Appraiser Exam

# View Approved Courses

- ❖ Select drop down or type course provider
- ❖ All approved courses will appear for that provider
  - ❖ 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

Milestone you are currently on will always be on top, showing what your date range is:  
Ex: Milestone 3: July 01, 2025 to June 30, 2028

# ◆ 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

# Schedule a Property Tax Appraiser Exam

The Department will schedule an exam, an email will be sent out to all the sponsors to notify them to let staff know to register

- ❖ Appraiser will log into their e-Services account to select the date, time and which exam they would like to take