

Application for Continuing Education Review

Please use this application form to apply for continuing education credit approval for supplemental training (*see guidelines on the back page*).

First name	Middle initial	Last name	E-mail address
Street address			Fax number ()
City, town, or post office			State ZIP code
Name of course or seminar			Exam required? Yes <input type="checkbox"/> No <input type="checkbox"/>
Sponsoring organization		Instructor or presenter's name(s)	
Course location (<i>county, town</i>)			Course begin date Course end date ____/____/____ to ____/____/____
Schedule/hours per day	Total classroom hours _____ hours	Tuition amount \$ _____	

You **must** include a detailed course syllabus, or course outline along with this completed application.

Briefly explain what you hope to gain by attending this training session, and how it will relate to the duties associated with your position.

For ORPTS Use Only (*do not write in this space*)

Approved Number of continuing education credits: _____

Denied

Comments: _____

Reviewed by: _____ Date of review: _____

Continuing Education Guidelines

For Sole Assessors and County Directors

The purpose of the Continuing Education program is to ensure that assessors and county directors remain current in their profession by expanding on their knowledge base of assessment and valuation principles. Participation is expected to be regular and consistent over time. Sole assessors and county directors must complete an average of 12 continuing education credits each year.

- Continuing education credits will be awarded for courses, conferences, or seminars which are primarily devoted to **assessment administration or real property valuation.**
- Courses or seminars which are not directly related to assessment administration or real property valuation must be shown to enhance your ability to perform the duties of your position in order to be eligible for continuing education credits. This type of supplemental training will be reviewed and a determination made on an **individual** basis.
- The primary emphasis of your studies should be on topics related to assessment administration or real property valuation. If at least half of your education within any given continuing education year has been related to these topics, credit for supplemental training will be approved.
- Continuing education credits will be awarded for repeating a course within a three year period only if you are able to demonstrate that there have been significant changes in the subject matter.
- In order to be eligible for continuing education credit, a conference, course or seminar must be a minimum of two hours in length. Business meetings or user group sessions are typically not eligible for continuing education credits. Sessions must be educational rather than informational.
- We strongly recommend that you secure prior approval for continuing education courses by submitting this completed application, Form RP-3042, for review as much in advance as is possible. We will review your application, and respond to you within ten business days.
- In circumstances where it is impossible to obtain prior approval for continuing education credit, you may request a review following the completion of a course. In this case a completed application, Form RP-3042, including a detailed course outline, should be submitted to Educational Services no more than sixty days after completion of the course or seminar.
- You must submit proof that the attendance requirements of the sponsoring organization have been satisfied in order for our office to award continuing education credits for an approved session.
- You are eligible for reimbursement of actual and necessary expenses for courses that are credited toward your continuing education requirement. Reimbursement is based on the availability of funds. Tuition fees will be reimbursed at a rate that is usual and reasonable for that type of training. If a particular course has a tuition fee which is excessive, we reserve the right to approve the session for continuing education credit, and to make adjustments to the amount of tuition which is reimbursed. Courses which are not credited toward your requirement will not be reimbursed. You may request that you not receive continuing education credit for any course that you attend, but you will not be eligible to receive reimbursement if you choose to do so. We will keep a record of the course on your education transcript.

Please fax, e-mail, or mail your completed application and any attachments to:

- Fax: (518) 435-8628
- E-mail: **orpts.edservices@tax.ny.gov**
- Mail: NYS TAX DEPARTMENT
OFFICE OF REAL PROPERTY TAX SERVICES
EDUCATIONAL SERVICES
W A HARRIMAN CAMPUS
ALBANY NY 12227

We recommend that you plan your continuing education year in advance in order to make the most of your educational needs and reimbursement benefits. If you have any questions about your continuing education requirements, please feel free to contact our office for additional information at (518) 474-1764.