KANSAS DEPARTMENT OF REVENUE
PROPERTY VALUATION DIVISION



2026
APPRAISAL EDUCATION COURSE CATALOG

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DISCLAIMER STATEMENT

This catalog is for information on the education curriculum for the current year. The Kansas Department of Revenue, Division of Property Valuation reserves the right to add and/or delete any course offering, course information, and/or course fee schedule contained in this catalog without prior notice.

Courses sponsored by the Division of Property Valuation are open to county, state, and non-government personnel.

Appraisal Education Course Catalog for 2026

INFORMATION

19-430. County appraiser; appointment, term and qualifications; vacancies; registered mass appraiser designation. (a) (1) On July 1, 1993, and on July 1 of each fourth year thereafter, the board of county commissioners or governing body of any unified government of each county shall by resolution appoint a county appraiser for such county who shall serve for a term of four years expiring on June 30 of the fourth year thereafter. No person shall be appointed or reappointed to or serve as county appraiser in any county under the provisions of this act unless such person shall have at least three years of mass appraisal experience and be qualified by the director of property valuation as an eligible Kansas appraiser under the provisions of this act.

(2) Whenever a vacancy shall occur in the office of county appraiser the board of county commissioners or governing body of any unified government shall appoint an eligible Kansas appraiser to fill such vacancy for the unexpired term. The person holding the office of county or district appraiser or performing the duties thereof on the effective date of this act shall continue to hold such office and perform such duties until a county appraiser is appointed under the provisions of this act. No person shall be appointed to the office of county or district appraiser or to fill a vacancy therein unless such person is currently:

(A) A certified general real property appraiser pursuant to article 41 of chapter 58 of the Kansas Statutes Annotated, and amendments thereto; or

(B) a registered mass appraiser pursuant to rules and regulations adopted by the secretary of revenue.

(3) Notwithstanding the provisions of this subsection, the board of county commissioners or governing body of any unified government may appoint an interim county appraiser, subject to the approval of the director of property valuation, for a period not to exceed six months to fill a vacancy in the office of county appraiser pending the appointment of an eligible county appraiser under the provisions of this act.

(b) The secretary of revenue shall adopt rules and regulations necessary to establish qualifications for the designation of a registered mass appraiser.

(c) On and after July 1, 2023, all appraisal courses necessary to qualify for the designation of a registered mass appraiser and all continuing education appraisal courses necessary to retain such designation shall be courses:

(1) Developed by the director of property valuation specifically related to the administration of the assessment and tax laws of the state; or

(2) approved by the Kansas real estate appraisal board pursuant to K.S.A. 58-4105, and amendments thereto.

History: L. 1974, ch. 112, § 1; L. 1990, ch. 90, § 1; L. 1992, ch. 282, § 1; L. 1994, ch. 241, § 2; L. 1997, ch. 126, § 33; L. 2012, ch. 52, § 1; L. 2014, ch. 81, § 1; L. 2021, ch. 58, § 2; L. 2023, ch. 92, § 5; July 1.

REGISTERED MASS APPRAISER DESIGNATION PROGRAM

Permanent Administrative Regulations

Article 6. REGISTERED MASS APPRAISER **93-6-1. Prerequisites**. Each candidate for the registered mass appraisal (RMA) designation shall complete all requirements necessary to be eligible to hold the office of Kansas appraiser pursuant to K.S.A. 19-430 and 19-432, and amendments thereto, before the issuance of the RMA designation. (Authorized by implementing K.S.A. 19-430, as amended by L. 1997, Ch. 126, § 33; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended April 20, 2001.)

93-6-2. Education requirements. (a) Each candidate for the registered mass appraiser (RMA) designation shall complete 200 hours of courses, which shall include those courses specified in subsection (b). Each course shall require the successful completion of a comprehensive exam. "Hour," as used in this regulation, shall mean one clock-hour of at least 50 minutes. Successfully completed courses shall only count once towards a candidate's application for RMA designation.
(b) Mandatory course content shall focus on the following:

Basic appraisal principles and procedures with an emphasis on approaches to valuation (cost, sales comparison, and income) …… ……...60 hours
National uniform standards of professional appraisal practice (USPAP)…….15 hours
Mass appraisal fundamentals, statistics, modeling, and finance……...30 hours
Assessment administration……30 hours
Kansas property tax law……20 hours
Personal property……...20 hours
Land appraisal principles……...25 hours

(c) After July 1, 2023, all qualifying courses shall be approved by the Kansas real estate appraisal board or be developed by the director of property valuation specifically related to the administration of the assessment and tax laws of the state. The 15-hour USPAP and the 20-hour Kansas property tax law courses are mandatory. (Authorized by and implementing K.S.A. 19-430; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended April 20, 2001; amended Dec. 20, 2013; amended May 3, 2024.)

93-6-3. Continuing education requirements. (a) Each individual who has obtained the registered mass appraiser (RMA) designation shall successfully complete at least 120 hours of continuing education every four years in order to retain the designation. "Hour," as used in this regulation, shall mean one clock-hour of at least 50 minutes. The four-year period shall correspond with the four-year appointment period for county appraisers pursuant to K.S.A. 19-430, and amendments thereto. Each individual who first obtains the RMA designation during any of the six-month periods of the appointment period specified in this paragraph shall successfully complete course hours during the remainder of the appointment period as follows:

First six months……..…120 hours
Second six months…….……105 hours
Third six months……..90 hours
Fourth six months……75 hours
Fifth six months……...60 hours
Sixth six months……..45 hours
Seventh six months……..30 hours

An individual who obtains the RMA designation during the final six months of the appointment period shall not be required to complete any course hours.

(b) At least 60 hours of continuing education shall be accumulated through appraisal courses, each of which shall require the successful completion of a comprehensive exam.

The remaining 60 hours of continuing education may be seminar hours.

(c) If any individual has continuing education hours in excess of 120 hours during the four-year period, up to 30 hours may be carried forward from one four-year period to the next four-year period.

(d) All continuing education courses necessary to retain the RMA designation shall be appraisal courses approved by the Kansas real estate appraisal board or be courses developed by the director of property valuation specifically related to the administration of the assessment and tax laws of the state. Each individual with the RMA designation shall complete the following courses during each full four-year period:

(1) At least seven hours of uniform standards of professional appraisal practice courses approved by the Kansas real estate appraisal board;

(2) the Kansas property tax law course or the Kansas property tax law update course; and

(3) the review of Kansas exemptions course.

(Authorized by and implementing K.S.A. 19-430; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended April 20, 2001; amended Dec. 20, 2013; amended May 6, 2016; amended May 3, 2024.)

93-6-4. Experience requirements. (a) Each candidate for the RMA certification shall have 6,000 hours of mass appraisal experience. No more than 600 hours of mass appraisal experience shall come from appraising personal property. "Hour," as used in this regulation, shall mean 60 minutes.
(b) Of the required 6,000 hours of mass appraisal experience, the candidate shall document a minimum of 2,000 hours of experience in establishing values on property for ad valorem taxation purposes, of which no more than 600 hours may be obtained from establishing values on personal property.
(c) The candidate may petition the secretary of revenue to approve more than the 600 hours of experience in establishing values on personal property specified in subsection (a). The candidate shall demonstrate to the secretary that the experience entailed determining the fair market value of personal property in a manner comparable in complexity and documented market research and analysis to the valuation of real property. The candidate shall further demonstrate to the secretary that the personal property valued comprised a predominate portion of the tax base of the county in which the values were determined.
(d) The 6,000 hours of mass appraisal experience may include map maintenance, sales validation, income validation, and quality control. The 2,000 hours of experience in establishing values on property for ad valorem taxation purposes may include neighborhood analysis, land valuation, model building and testing, and final review. (Authorized by and implementing K.S.A. 1999 Supp. 19-430, effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended April 20, 2001.)

93-6-5. Case study requirements. A candidate for the RMA designation shall successfully complete both a residential case study and a commercial case study, each of which shall have a six-hour time limit. A candidate may attempt to successfully complete each case study twice within a six-month time period. If a candidate fails in two attempts to complete either or both case studies, the candidate shall wait 90 days after the date of each failed retake before attempting to complete each failed case study again. (Authorized by and implementing K.S.A. 19-430; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended May 3, 2024.)

93-6-6. Reciprocity. Any candidate for the registered mass appraiser (RMA) designation who has completed one or more case studies as a prerequisite for obtaining a professional designation from the international association of assessing officers may file an application with the secretary of revenue to waive either or both of the case study requirements of K.A.R. 93-6-5. Either or both of the case study requirements of K.A.R. 93-6-5 may be waived by the secretary of revenue upon finding that the candidate has completed a case study that is comparable to the case study sought to be waived. (Authorized by and implementing K.S.A. 2012 Supp. 19-430; effective, T-93-8-29-97, Aug. 29, 1997; effective Dec. 5, 1997; amended Dec. 20, 2013.)

93-6-7. Reinstatement

Each applicant for reinstatement shall complete the continuing education requirements specified in K.A.R.93-6-3. No reinstatement shall be allowed after June 30 of the second year after the expiration of the four-year continuing education period specified in K.A.R. 93-6-3. (Authorized by and implementing K.S.A. 2001 Supp. 19-430; effective May 16, 2003)

Mark Burghart
Secretary of Revenue

MAINTENANCE/ELIGIBILITY PROGRAM

Current Maintenance Qualification Period
July 1, 2025 through June 30, 2029
Rules Governing Eligibility Status

Individuals whose names appear on the eligibility list will be responsible for monitoring their transcripts and points required. Individuals are responsible for updating their contact information on their student account in the Kansas Customer Service Center (www.ksrevenue.gov).

To retain eligibility status, each individual is required to successfully complete at least 120 hours of continuing education during the maintenance qualification period. "Hour" shall mean one clock hour of at least 50 minutes. No more than half of the course hours shall be obtained from workshops or seminars.

All continuing education courses necessary to retain the RMA designation shall be appraisal courses approved by the Kansas real estate appraisal board or be courses developed by the director of property valuation specifically related to the administration of the assessment and tax laws of the state.

Each individual is required to complete the following during each four-year period: At least seven hours of uniform standards of professional appraisal practice courses approved by the Kansas real estate appraisal board; the Kansas property tax law course or the Kansas property tax law update course; and the Review of Kansas exemptions course. Exceptions: Those eligible candidates added during the cycle are not required to complete the Kansas Property Tax Law (Update) or USPAP (Update) until the following cycle.

Of the required 120 hours of continuing education, at least 60 hours shall be accumulated through appraisal courses, each of which shall require the successful completion of a comprehensive exam. The remaining 60 hours of continuing education may be seminar hours.

Excessive course credit, up to a maximum of 30 hours, may be carried forward from one four-year period to the next four-year period.(Note: Kansas Property Tax Law or update and the Uniform Standards of Professional Appraisal Practice (National) or update and Review of Exemptions, required courses for each maintenance period, cannot be carried forward).

In order to receive full credit for courses where a comprehensive exam is administered, the individual must successfully complete the examination. In lieu of successful completion of the written examination, seminar credit will be awarded and will be applicable toward the 60 points of workshop and/or seminar credit.

An individual may repeat a course for credit for which maintenance credit has previously been given provided there has been a four (4) year time period since the course was last taken. However, if a course has changed substantially since it was last attended, it may be retaken for credit during the same four (4) year period.

Any course taken for credit after June 30th of the 4th year of the qualification period will apply to the next qualification period.

To receive credit for any non-PVD course: Upon successful completion of a KREAB approved course, students are required to email or mail to PVD a copy of their certificate or letter of successful completion to receive course credit.

If on July 1, 2029, an individual has not accumulated the necessary points required, their name will be removed from the eligibility list.

Those individuals whose names are added to the eligibility list after the effective date of the current maintenance period will be required to accumulate credit on a pro-rata basis as follows:

Current Maintenance Qualification Period: July 1, 2025 through June 30, 2029

If your name is added between:	Required Points	Max Points Allowed Via Wkshps/Seminars
July 1-Dec 30, 2025	120 points	60 points
Jan 1-June 30, 2026	105 points	55 points
July 1-Dec 30, 2026	90 points	45 points
Jan 1-June 30, 2027	75 points	40 points
July 1-Dec 30, 2027	60 points	30 points
Jan 1-June 30, 2028	45 points	25 points
July 1-Dec 30, 2028	30 points	15 points
Jan 1-June 30, 2029	0 points	0 points

PVD EDUCATION ACCOUNT/CLASS REGISTRATION

PVD class registration, cancellations and viewing your student transcript are now done online with a PVD Education Account through the Kansas Customer Service Center (KCSC) at www.ksrevenue.gov

ONLINE PVD EDUCATION ACCOUNT SET UP

Go to www.ksrevenue.gov to the Kansas Customer Service Center (KCSC) and click on the Customer Service Center "Register Now" link in the upper right-hand corner. You will need to supply a name, a valid email address, a password and set up a security question and answer for this login. You will be sent a verification code to the email address that you provide.

After you create your login for the KCSC, go to www.ksrevenue.gov and click on the Customer Service Center "Log In" link in the upper right-hand corner. You will log in with the email address you provided and the password that you created. There is a password reset link if you have forgotten you password.

Once you are logged in, you can click on the "Accounts" link in the gold menu bar near the top of the screen. Below Account Listing, click on the button that says "Add an Existing or Register a new Account to this login".

When you are on that page please follow instructions listed below according to the one that applies to you:

For students that HAVE previously taken PVD classes: please contact PVD for your identification number and access code before you set up an online account**.** You will need the identification number and access code to enter into the boxes on this page. Press continue. The next page is the Account Information page. If the account ID is correct press save. This will link your previous PVD student profile to your online PVD education account. Click on the Manage Account link.

For students that HAVE NOT previously taken PVD classes: you will NOT need an identification number or access code. On this page there is a listing of different type of accounts. Find PVD Education Account. At the end of the sentence, click on the link in blue that says "click here for more information". The screen Educational Account Profile will appear. Press edit. Complete the Student information and the employer information. Press Submit.

You should now be on the Account Information/Account Management screen. Please refer to page 3 in the education catalog for the account features.

PVD EDUCATION ACCOUNT FEATURES

Under **Account Management**, you will see the following

View Student Information
View Course Listings
Manage Access to this account

VIEW STUDENT INFORMATION

Under this section, you can View personal information including your address and transcripts. There is a Student Information Tab, Employer Information Tab and Schedule and Transcript tab.

Student Information Tab: View and update any info by clicking the edit button on the right.

Employer Information Tab: View and update any info by clicking the edit button on the right.

Schedule and Transcript Tab:

Schedule: Shows a list of all classes you are registered in and on a wait list for. If you need to cancel a class, see "click here to cancel this registration" button on the right. You may also remove yourself from the wait list here.

Printable Transcript: Shows all the classes you have taken with PVD and others that have been added to your transcript. This is also where you will view your scores.

VIEW COURSE LISTINGS

This is where you will go to register. The upcoming PVD classes are listed here. If you click on the class, it will open an area showing the dates and location of the class. Click on details and class information is provided such as: starting and ending times, location, seats available, class costs and when to register to avoid late fees. At the bottom there is a "register now" button. Once registered, a registration confirmation page will appear. This confirmation will also be automatically sent to your email address, so you do not need to print this screen. The confirmation lists the confirmation number, the student name, course number and name, date and time, location, payment options and notes. When a class has no more seats available, a "wait list" button appears. Click this to be placed on the wait list. If a spot becomes available the first person on the wait list will be placed in the class, and a registration confirmation will be emailed to you.

MANAGE ACCESS TO MY ACCOUNT

If you wish to have someone register you for classes, you may enter their email address and your access code. This will grant them restricted access to your account. That person must have an account with the Kansas Customer Service Center also. You may delete them at any time. This person will not be able to update your personal information or view your transcript. If you set up a new student account without an access code contact PVD to provide one.

PVD EDUCATION POLICY

EDUCATION POLICY DIRECTIVE 1

Specified prerequisites must be met prior to course enrollment. A waiver will be granted if the enrollee contacts the education coordinator or course instructor at least one week (5 working days) prior to the course and can establish that they possess the background or experience necessary for understanding the material to be presented.

EDUCATION POLICY DIRECTIVE 2

Class enrollments must be received at least 14 days prior to the first day of the class. A determination will be made at that time as to whether or not there is sufficient enrollment to hold a class. Cancellation notices will be sent only to those individuals who have already registered at the time the course is cancelled.

EDUCATION POLICY DIRECTIVE 3

In order to receive PVD maintenance points for any appraisal educational course, students shall attend all classroom hours. Each day an attendance sheet will be distributed. Only individuals who have signed the sheet will be counted as present.

No student will be allowed to sit for an exam without having attended the entire course of instruction. An exception will be made for individuals who have applied to take a special re-examination through IAAO/Appraisal institute.

These provisions are consistent with Kansas Administrative Regulation 117-6-2 (f) which states that in order to receive continuing education credit from the Kansas Real Estate Appraisal Board a student shall attend all classroom hours.

CANCELLATION POLICY

Cancellations for **all PVD classes** must be made at least **3 WORKING DAYS PRIOR TO THE FIRST DAY OF CLASS.** Failure to give the required notification will result in the county or person who is responsible for giving the notification being billed for the total (100%) cost of the class.

TO CANCEL A CLASS: Log in to your PVD education account. Under Account Management, click on View Student Information. Click on Schedule & Transcript. The class/classes you are registered in will appear. Click the cancellation button to cancel. A cancellation confirmation will be sent to your e-mail address.

REGISTRATION FEES

All early enrollments received **at least 30 days prior** to the class will be charged the early enrollment fee in the education catalog. All enrollments received **within 30 days** of the class will be charged an additional fee of $15.00. As an example, for a class scheduled for May 1 with a registration fee of $50.00, the registration needs to be in to PVD by April 1 to take advantage of the $50.00 early enrollment fee. For registrations received after April 1, the cost for the class would increase to $65.00.

EDUCATION POLICY STATEMENT ON CHEATING

Examples of cheating include, but are not limited to:

The use of a textbook, notes and/or cell phones during an examination without permission of the instructor.
Copying from another student when taking an examination.
Duplicating examinations.
Altering another students' examination.
Talking with another student during the examination.
Lying about these or other academic matters.

Consequences: Students who are guilty of cheating can expect to be penalized. Any student who knowingly assists another student in dishonest behavior is equally responsible and is subject to the same penalty.

Action: The instructor/proctor shall have the authority and are expected to deal with suspected cheating. If an instructor/proctor suspects a student of cheating, the instructor/proctor will stop the examination and retrieve the examination (and scratch paper, if applicable). The student will be told they have violated policy and the examination is over. The student will be told of the instructor's/proctor's intent to file a report of suspected cheating with the PVD education committee.

Report of Suspected Cheating: The instructor/proctor will then complete a report of suspected cheating with an explanation of the specific offenses. The explanation will included the date, instructor's/proctor's name, student's name, case study or course name and examination location, along with a complete report of the suspected offense and all actions taken by the instructor/proctor. The report will be attached to the examination. A copy of the report will be sent to the student and the education committee.

Preliminary Decision: A preliminary decision will be made by the education committee and provided to the student. The student will have 15 days to respond to the preliminary decision. If no response is received by the education committee within 15 days, the decision will become final.

Response to Preliminary Decision: Upon response, the education committee shall review the response and provide the student with its final decision. The student will have the opportunity to appeal the final decision of the education committee to the director of property valuation pursuant to the Kansas Administrative Procedure Act, K.S.A. 77-501 et seq.

Appeals process: The appeal to the Director of Property Valuation shall be filed within 30 days after receipt of the findings of the education committee. The director's ruling is final.

Repeat incidents: If a second documented report of a suspected cheating incident has been upheld by the PVD education committee in a case study examination, the person will be ineligible for participation in the Registered Mass Appraiser designation program. Any person found to be cheating as defined in this policy has the right to appeal to the director of property valuation within 30 days. (see Appeals process)

The effective date of this policy is August 31, 2012.

Implementation: A copy of this policy will be included on the PVD web site. A copy of this policy also will be provided to each instructor before the course, as well as to proctors and candidates before the case study examinations.

EXAMINATIONS

EXAMINATION RULES

THESE INSTRUCTIONS ARE PROVIDED BEFORE EACH EXAM

Duplication of an exam is prohibited. Anyone caught duplicating an exam will be disqualified from taking the exam without refund.

Nothing is allowed on the tabletop but the examination, pencils or pens, a highlighter, scratch paper provided by PVD and a noiseless calculator (electronic devices such as programmable calculators, cell phones, tablet computers and personal data assistants **cannot** be used in place of a noiseless calculator).

Reference materials, notes, books or electronic devices may not be on the desk during examination. Any use of books or other study materials will result in disqualification without refund.

Students may not have bags, purses, books, or briefcases on or around their desks during an examination. Any student bringing bags, purses, books, or briefcases into the examination session must leave them in the front of the class, in clear view of the proctor before being issued an examination.

All calculations of problems should be done on the examination pages or on the two pieces of scratch paper provided by PVD.

Please turn off your cell phone. Students **may not** use cell phones or have them out during the exam.

Conversation between students during the examination is prohibited and will result in disqualification without refund.

There are no scheduled breaks. Students leaving the room during an examination for any reason must turn the examination face down. **ONLY ONE PERSON MAY BE GONE FROM THE ROOM AT ANY TIME**. Discussing the examination outside the room with anyone while you are still taking the exam is prohibited and will result in disqualification without refund.

If you do not complete an examination, it still must be turned into the proctor, along with all of your scratch paper.

When you have completed the examination, hand it and both pieces of scratch paper to the proctor. **If all scratch paper is not submitted, examination will be disqualified without refund.**

500020 COUNTY APPRAISER ELIGIBILITY EXAM

K.S.A. 19-432

Exam Only (500020)

(Limit 15 Students)

Description: Anyone interested in taking the Division of Property Valuation eligibility examination may do so. There are no class prerequisites or pre-examination requirements. It is recommended that all applicants have a complete knowledge of the Kansas ad valorem tax statutes and a working knowledge of the basic appraisal theory and assessment practices.

After registering for the desired session a study guide will be emailed to each student.

Prerequisite: None

Materials: Noiseless calculator.

DATE AND LOCATION

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Mar 6, 2026, EXAM ONLY Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room 785-296-2365

Dec 4, 2026, EXAM ONLY Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room 785-296-2365

Exam Begins: 8:30 a.m.
Exam Ends: 2:30 p.m.

Registration: Register online at www.ksrevenue.gov (see page 7 for registration instructions.)

Mail exam fee to:

PVD Education Section
300 SW 29th St.
PO Box 3506
Topeka, KS 66601-3506

Exam Fee: Exam only: $100.00
(Make payable to PVD Education Fund)

REGISTERED MASS APPRAISER CASE STUDY EXAM—*Residential & Commercial*

(Limit 15 Students)

A candidate for the registered mass appraiser designation shall successfully complete both the residential case study examination and a commercial case study examination, each of which shall have a six-hour time limit.

There is one examination scheduled for the residential case study and one examination scheduled for the commercial case study. The dates below are coordinated with the Kansas County Appraisers' Association schedule for the case study reviews**.**

If you wish to sit for the RMA Case Study exams on a different date, please contact the education section at 785-296-1770.

Materials: Noiseless calculator **NOTE**: electronic devices such as programmable calculators, cell phones, tablet computers and personal data assistants **cannot** be used in place of a noiseless calculator.

DATE AND LOCATION

Exam Location: Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room 785-296-2365

Exam	Date	Room Name
Residential Exam (510010)	**Oct 9, 2026**	**Flint Hills Room**
Commercial Exam (520010)	**Nov 6, 2026**	**Flint Hills Room**

Exam Begins: 8:30 a.m.
Exam Ends: 2:30 p.m.

Registration: Register online at www.ksrevenue.gov (see page 7 for registration instructions.)

NOTE: If you wish to take the case study reviews you will need to register separately through the Kansas County Appraisers' Association.

Exam Fee: $100.00 (Make payable to PVD Education Fund)

Mail check to: PVD Education Section
300 SW 29th St.
PO Box 3506
Topeka, KS 66601-3506

CARTOGRAPHY

READING LEGAL DESCRIPTIONS AND UNDERSTANDING CONVEYANCE BASICS 812426

LIMIT 20 STUDENTS

Description: This course is designed as an introductory workshop for people desiring to read and locate property according to a deed or other legal conveyance. The workshop will include both lectures and exercises. Students will learn to plot land descriptions described by the Rectangular Survey System and Metes & Bounds. There will be instructions on the use of the engineer's scale and the use of a land compass. Also included will be a discussion on different types of conveyances. Course Objective: Provide a historic review of our Kansas Rectangular Survey, sometimes referred to as the Public Land Survey System (PLSS), understand basic characteristics of the Kansas Rectangular Survey, ability to locate property described by this system, understand basic characteristics of a metes and bounds description, ability to sketch a metes and bounds description using the Land Measure Compass, become familiar with map scales, identify types of conveyances.

Examination: Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

Prerequisite: None

Materials: Noiseless calculator, 3-sided engineer scale, pencil, highlighter, triangle, land measure compass (like a Pronto Land Compass).

Instructor(s): Mark Parcaro, Shea McMillan

PVD Eligibility Maintenance Points: 14

DATE AND LOCATION

Class Begins: 9:00 a.m. each day
Class Ends: 4:00 p.m.

Jul 7-8, 2026 Topeka, KS, Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

Sep 22-23, 2026 Topeka, KS, Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$85.00 for state of Kansas employees and Kansas county personnel
$95.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

PERSONAL PROPERTY

INTRODUCTION TO PERSONAL PROPERTY
220011

LIMIT 25 STUDENTS (Microsoft Teams)
(Minimum number of students 12)

LIMIT 20 STUDENTS (In-Person)

Description: This "hands on" course is designed primarily for appraisal or administrative staff newly involved in, or wanting to reinforce, the detailed valuation of personal property. The main objective of this course is to provide participants with a working knowledge of the personal property valuation and assessment process through discussion and numerous practical written exercises. Additional topics covered in this course will include an overview of the laws, deadlines, exemptions, and appeals process pertaining to personal property. Group discussion and participation is encouraged, and individual county concerns or problems are welcomed.

Examination: Completion of the final examination will be required to receive tested credit for this course. If final exam is not passed, seminar credit will be awarded.

Prerequisite: None

Materials: Noiseless calculator. **Each student is responsible for bringing a copy of the current year Personal Property Valuation Guide and the current year Personal Property Summary to the class.** (Available on the PVD web site)

Instructor(s): Sabetha Shreve, Jessie Ireland

PVD Eligibility Maintenance Points: 30

DATE AND LOCATION

Class Begins: 8:30 a.m.
Class Ends: 4:30 p.m. each day except last day
Class Ends: 10:30 a.m. last day

Jan 26-30, 2026 Virtual; Microsoft Teams, 785-296-2365

July 13-17, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$270.00 for state of Kansas employees and Kansas county personnel
$290.00 for all others
For registrations submitted after early enrollment deadline: add $15.00

PERSONAL PROPERTY VALUATION AND ASSESSMENT
220007

LIMIT 25 STUDENTS (Microsoft Teams)
(Minimum number of students 12)

LIMIT 20 STUDENTS (In-Person)

Description: The main objective of this course is to provide participants with an overall understanding of the valuation and assessment of personal property in Kansas. The course focuses on the discovery, listing, classifying, and the methods for valuing personal property. The laws, deadlines, exemptions, and the appeals process pertaining to personal property will also be discussed. There will be various examples and exercises provided throughout the course to demonstrate the general concepts and processes discussed.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

Prerequisite: None

Materials: Noiseless calculator. **Each student is responsible for bringing a copy of the current year Personal Property Valuation Guide and the current year Personal Property Summary to class.** (Available on the PVD web site)

Instructor(s): Jessie Ireland, Sabetha Shreve

PVD Eligibility Maintenance Points: 20

DATE AND LOCATION

Class Begins: 1:00 p.m.
Class Ends: 4:30 p.m. each day except last day
Class Ends: 10:30 a.m. last day

June 15-18, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$180.00 for state of Kansas employees and Kansas county personnel
$200.00 for all others
For registrations submitted after early enrollment deadline: add $15.00

PERSONAL PROPERTY/MOTOR VEHICLE VALUATION WORKSHOP
820136

LIMIT 25 STUDENTS (Microsoft Teams)
(Minimum number of students 12)

LIMIT 18 STUDENTS (In-Person)

Description: This computer-based workshop is specifically designed for appraisal or administrative staff who have completed the Introduction to Personal Property Course (formally known as the Personal Property Workshop), Motor Vehicle Workshop, or have proven experience with the detailed valuation of personal property. The main course objective is to provide participants with a "hands on" experience utilizing on-line valuation tools to value personal property such as watercraft, motor vehicles, RV's, and aircraft. Students will have access to and will practice using on-line software such as Price Digest's ABOS Marine Blue Book, Truck Blue Book, Auto Red Book, RV Blue Book, and the VREF Aircraft Guide. Group discussion and participation is encouraged, and individual county concerns or problems are welcomed. **Participants will sign into their county specific accounts for on-line software use. Be certain to bring login and password**. PVD access will be provided to on-line sources for those counties that do not have accounts.

Examination: None. Seminar points will be awarded.

Prerequisite: Either Introduction to Personal Property (formerly Personal Property Workshop), Personal Property Valuation and Assessment, Motor Vehicle Valuation Workshop, or Instructor Approval

Materials: Noiseless calculator. **Each student is responsible for bringing a copy of the current year Personal Property Valuation Guide and the current year Personal Property Summary** (available on the PVD website.)

Instructor(s): Jessie Ireland, Sabetha Shreve

PVD Eligibility Maintenance Points: 13

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: 4:30 p.m.

Aug 12-13, 2026 Virtual; Microsoft Teams, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$120.00 for state of Kansas employees and Kansas county personnel
$140.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

PERSONAL PROPERTY/MOTOR VEHICLE MSRP-CLASS CODE BASICS WORKSHOP
830136

LIMIT 25 STUDENTS (Microsoft Teams)
(Minimum number of students 12)

LIMIT 18 STUDENTS (In-Person)

Description: This computer-based workshop is specifically designed for county appraiser and/or treasurer vehicle staff. The first objective for this "hands on" training will be to provide participants with working knowledge of MSRP determination from a vehicle's VIN and/or make, model, and year. Once MSRP is established, the course's second objective will be to establish the correct class code assignment for taxation. The workshop is designed to cover new, used, 16M-20M, and special use vehicles such as ambulances, buses, and hearses.

Examination: No exam. Seminar credit will be awarded.

Prerequisite: None

Materials: Noiseless calculator with scientific functions (could be laptop/tablet or cell phone calculator)

Instructor(s): Jessie Ireland, Sabetha Shreve

PVD Eligibility Maintenance Points: 6

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: 4:00 p.m.

May 27, 2026 Virtual; Microsoft Teams, 785-296-2365

Aug 26, 2026 Virtual; Microsoft Teams, 785-296-2365

REGISTRATION

Tuition:
Enrollment fee:
$50.00 for state of Kansas employees and Kansas county personnel
$60.00 for all others

OIL AND GAS INTRODUCTORY LEVEL COURSE
123000

LIMIT 20 STUDENTS

Description: This two- and one-half-day course will encompass the Kansas Department of Revenue's Oil and Gas Appraisal Guide. The course's main focus will be the valuation of oil and gas leases in Kansas as prescribed by the appraisal guide. Beginning level rendition examples will be provided for student analysis and valuation calculation. Discussion is encouraged, and individual county concerns or problems are welcomed.

Examination: Completion of a final examination will be required to receive tested credit for this course. Final examination will be given online through Microsoft Teams on date listed below. If the final exam is not passed, seminar credit will be awarded.

Prerequisite: None

Materials: Noiseless calculator, straight edge, current oil and gas guide.

Instructor(s): Dustin Barnes

PVD Eligibility Maintenance Points: **18.5**

DATE AND LOCATION

Class Begins: 8:30 a.m. each day
Class Ends: 5:00 p.m. each day except last day
Exam Ends: Noon exam day

Feb 23-24; 27, 2026 Hays, KS; Ellis County Administrative Center, 718 Main, Basement Meeting Room 785-628-9410
Note: Feb 27, Exam Only, Microsoft Teams

Sept 14-15; 18 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365
Note: Sept 18, Exam Only, Microsoft Teams

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$170.00 for state of Kansas employees and Kansas county personnel
$190.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

OIL AND GAS ADVANCED LEVEL COURSE
323000

LIMIT 20 STUDENTS

Description: This two-day course will encompass the Kansas Department of Revenue's Oil and Gas Appraisal Guide. The course's main focus will be the valuation of oil and gas leases in Kansas as prescribed by the appraisal guide. Items such as production data, decline, present worth factors, operating expenses and equipment values will be covered for the experienced appraiser. Advanced problems will be provided for student analysis and valuation calculation. Sessions will cover current year guide changes. Discussion is encouraged, and individual county concerns or problems are welcomed.

Examination: Completion of a final examination will be required to receive tested credit for this course. Final examination will be given online through Microsoft Teams on date listed below. If the final exam is not passed, seminar credit will be awarded.

Prerequisite: Introductory Level Oil and Gas Course (123000)

Materials: Noiseless calculator, straight edge, current oil and gas guide

Instructor(s): Dustin Barnes

PVD Eligibility Maintenance Points: **15**

DATE AND LOCATION

Class Begins: 8:30 a.m. everyday
Class Ends: 5:00 p.m. each day except last day
Class Ends: Noon last day
Exam Ends: Noon exam day

Feb 25-26; 27, 2026 Hays, KS; Ellis County Administrative Center, 718 Main, Basement Meeting Room 785-628-9410
Note: Feb 27, Exam Only, Microsoft Teams

Sept 16-17; 18 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365
Note: Sept 18, Exam Only, Microsoft Teams

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$155.00 for state of Kansas employees and Kansas county personnel
$175.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION

ORION INTRODUCTION AND OVERVIEW OF BASIC FUNCTIONALITY
110111
LIMIT 18 STUDENTS (When held in Topeka and Wichita)
LIMIT 15 STUDENTS (When held in other locations)

Description: Students will be introduced to basic aspects of the Orion Computer Assisted Mass Appraisal System. Topics covered include searching for party and property records and the data elements contained in each, including a brief discussion of each property tab. Students will learn to maneuver their way through Orion and perform hands-on data entry of all types of land and improvements, process a basic transfer, and attach documents. Basic concepts of the Marshall and Swift valuation system and the differences in the types of Orion calculations (CAMA and Assessment) will also be discussed. This course is intended for everyone working with the Orion system and is a prerequisite for all other Orion courses.

Examination: Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

Prerequisites: None

Materials: None

Instructor(s): Rae Schnacker, Heidi DeVore

PVD Eligibility Maintenance Points: 18

DATE AND LOCATION

Class Begins: 9:00 a.m. each day
Class Ends: 4:00 p.m. each day

Mar 10-12, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

Mar 24-26, 2026 Wichita, KS; Kellogg Crossing, 610 S Tyler, Kanza Training Room

Mar 31 -Apr 2, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

Oct 6-8, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

Oct 13-15, 2026 Dodge City, KS; Western State Bank Expo Center, 11333 Highway 283, Conference Room, 620-371-3966

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$110.00 for state of Kansas employees and Kansas county personnel
$130.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

BASIC MICROSOFT EXCEL AND APPRAISAL FUNCTIONS
100014

LIMIT 18 STUDENTS

Description: Students will learn to create spreadsheets, tables, and charts using Microsoft Excel. They will also learn to sort and filter and use the appraisal related formulas and functions. This course is designed for students who have little or no experience with Excel.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction and Overview of Basic Functionality

Materials: Students should bring the following items: pencil and highlighter

Instructor(s): Beth Shaw, Dustin Barnes

PVD Eligibility Maintenance Points: 12

DATE AND LOCATION

Class Begins: 9:00 a.m. each day
Class Ends: 4:00 p.m. each day

Sept 22-23, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$110.00 for state of Kansas employees and Kansas county personnel
$130.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

INTERMEDIATE MICROSOFT EXCEL AND APPRAISAL FUNCTIONS
100013

LIMIT 18 STUDENTS

Description: Students will learn some of the more advanced features of Microsoft Excel. Some of the topics included are linking worksheets, creating pivot tables, using functions and writing formulas that can be used in the analysis of appraisal related data. This course is designed for students who have a basic knowledge of Excel and have worked with spreadsheets.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction and Overview of Basic Functionality; Basic Microsoft Excel and Appraisal Functions

Materials: Students should bring the following items: pencil and highlighter

Instructor(s): Dustin Barnes, Beth Shaw

PVD Eligibility Maintenance Points: 12

DATE AND LOCATION

Class Begins: 9:00 a.m. each day
Class Ends: 4:00 p.m. each day

Sept 24-25, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$110.00 for state of Kansas employees and Kansas county personnel
$130.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION OWNERSHIP TRANSFERS, PARCEL SPLITS and COMBINATION
110516

LIMIT 18 STUDENTS

Description: This course is for those who maintain property ownership records in Orion and also for those who work the splits and combinations. There are examples and exercises to step the students though the process of working ownership transfers, property splits (including multiple splits for a new subdivision plat) and combinations.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction and Overview of Basic Functionality

Materials: Pencil, highlighter, noiseless calculator

Instructor(s): Shea McMillian, Heidi DeVore

PVD Eligibility Maintenance Points: 13

DATE AND LOCATION

Class Begins: 8:30 a.m. each day
Class Ends: 4:30 p.m. 1st day
Class Ends: 3:30 p.m. 2nd day

Jul 14-15, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$80.00 for state of Kansas employees and Kansas county personnel
$90.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION RESIDENTIAL/AGRICULTURAL IMPROVEMENT DATA COLLECTION 111200

LIMIT 25 STUDENTS

Description: Students will be introduced to the residential, manufactured housing and agricultural Marshall & Swift (M&S) data collection procedures. An emphasis will be placed on objective data fields. Topics will include basic M&S listing procedures, measuring and sketching, construction quality, basic depreciation fundamentals and how these elements are incorporated into the Orion Computer Assisted Mass Appraisal system. Field exercises will be conducted. This course is intended for new or entry level personnel who gather M&S residential and agricultural data for use in the Orion.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction and Overview of Basic Functionality

Materials: Students should bring the following items: a 100 ft. measuring tape, clipboard, calculator and pencil with eraser.

Instructor(s): Lynn Kent

PVD Eligibility Maintenance Points: **28**

DATE AND LOCATION

Class Begins: 10:00 a.m. 1st day
Class Begins: 8:30 a.m. all other days
Class Ends: 4:30 p.m. each day except on last day
Class Ends: 10 a.m. last day

May 18-22, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$255.00 for state of Kansas employees and Kansas county personnel
$275.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION COMMERCIAL/INDUSTRIAL IMPROVEMENT DATA COLLECTION 112201

LIMIT 25 STUDENTS

Description: Students will be introduced to the commercial Marshall & Swift (M&S) data collection procedures. An emphasis will be placed on objective data fields. Topics will include basic M&S listing procedures, measuring and sketching, construction rank, basic depreciation fundamentals and how these elements are incorporated into the Orion Computer Assisted Mass Appraisal system. Field exercises will be conducted. This course is intended for new or entry level personnel who gather M&S commercial data for use in the Orion system.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction and Overview of Basic Functionality

Materials: Students should bring the following items: a 100 ft. measuring tape, clipboard, calculator and pencil with eraser.

Instructor(s): Lynn Kent, Mitchell Slocum

PVD Eligibility Maintenance Points: **24**

DATE AND LOCATION

Class Begins: 1:00 p.m. 1st day
Class Begins: 9:00 a.m. all other days
Class Ends: 4:00 p.m. each day
Class Ends: Noon last day

June 1-5, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$215.00 for state of Kansas employees and Kansas county personnel
$235.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION SALES FILE DEVELOPMENT
860010

LIMIT 25 STUDENTS

Description: The objective of this course is to provide the county appraiser's staff with guidance to develop systematic processing methods, validate sales and maintain a credible sales data base. The Sales Validation Questionnaire processing steps will be reviewed and various scenarios will be discussed for each question on the SVQ as part of the sales validation process. The course will cover the Orion processing steps, why a credible sales file is essential to the mass appraisal process, and the differences between the county validation guidelines and standards used for the official sales ratio study

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction & Overview of Basic Functionality

Materials: Noiseless Calculator

Instructor(s): Beth Shaw

PVD Eligibility Maintenance Points: 12

DATE AND LOCATION

Class Begins: 9:00 a.m. each day
Class Ends: 4:00 p.m. each day

May 12-13, 2026 Dodge City, KS; Western State Bank Expo Center, 11333 Highway 283, Conference Room, 620-371-3966

Aug 11-12, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$110.00 for state of Kansas employees and Kansas county personnel
$130.00 for all others
For registrations submitted after early enrollment deadline: add $15.00

ORION LAND VALUE ANALYSIS, MODEL SPECIFICATION AND CALIBRATION 211216

LIMIT 18 STUDENTS

Description: This course will focus on the valuation of land in ORION. Topics will include a review of lot sizing procedures, NBHD analysis, CALP model parameters, updating CALP models, the use of Excel spreadsheets in developing CALP models and evaluation of CALP model performance. Land sales information will be provided as the basis for model development in the classroom.

Examination: Completion of a final examination will be required to receive tested credit for this course. Final examination will be given online through Microsoft Teams on date listed below. If the final exam is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction and Overview of Basic Functionality

Materials: Noiseless calculator; may bring county land sales information, if desired. Contact instructor for query formats.

Instructor(s): Mike Dallman

PVD Eligibility Maintenance Points: 18

DATE AND LOCATION

Class Begins: 1:00 p.m. first day
Class Begins: 9:00 a.m. each day
Class Ends: 4:00 p.m. each day except last day
Exam Ends: 12:00 p.m. last day

June 23-25; 26 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365
Note: June 26, Exam Only, Microsoft Teams

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$220.00 for state of Kansas employees and Kansas county personnel
$240.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION BUILT-IN REPORTS and CUSTOM QUERY REPORTING SYSTEM
200007

LIMIT 18 STUDENTS (When held in Topeka)
LIMIT 15 STUDENTS (When held outside Topeka)

Description: This course is designed for those individuals seeking a fundamental understanding of the different Orion reporting options available. Discussion includes the built-in Orion reports and using the CRS Query Tool to query information from the CRS database. Use of Query Tool for querying sale history will be presented. Multiple examples and exercises will be provided for class participation during the course.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisites: Orion Introduction and Overview of Basic Functionality

Materials: Pen, pencil, paper

Instructor(s): Beth Shaw

PVD Eligibility Maintenance Points: 14

DATE AND LOCATION

Class Begins: 8:30 a.m. each day
Class Ends: 4:30 p.m. each day

April 28-29, 2026 Dodge City, KS; Ford County Jail and Sheriff's Office, 11311 E. Comanche, Training Room, 620-227-4503

Jul 21-22, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$130.00 for state of Kansas employees and Kansas county personnel
$150.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION LIST MANAGER, MASS ITEM PAGE IMPORT and CRS EXTRACTS 200008

LIMIT 18 STUDENTS (When held in Topeka)
LIMIT 15 STUDENTS (When held outside Topeka)

Description: This course is designed for those individuals seeking an understanding of some of the advanced uses of the Query Tool in creating different types of lists for batch reports, batch calculations, mass updating of individual data entry fields and mass creation of item pages in Orion. Discussion includes using the Query Tool to create CRS extracts and the procedure for producing queries and reports in Microsoft Access based on the extracts. Multiple examples and exercises will be provided for class participation during the course.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisites: Orion Introduction and Overview of Basic Functionality and Orion Built-In Reports and Custom Query Reporting System

Materials: Pen, pencil, paper

Instructor(s): Beth Shaw

PVD Eligibility Maintenance Points: 13

DATE AND LOCATION

Class Begins: 8:30 a.m. each day
Class Ends: 4:00 p.m. each day

Apr 30 – May 1, 2026 Dodge City, KS; Ford County Jail and Sheriff's Office, 11311 E. Comanche, Training Room, 620-227-4503

Jul 23-24, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$120.00 for state of Kansas employees and Kansas county personnel
$140.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION RESIDENTIAL DEPRECIATION ANALYSIS and TABLE CALIBRATION 211300

LIMIT 18 STUDENTS

Description: Students will be using the CRS Query tool and Microsoft Excel to perform the basic analytical functions to properly identify a county multiplier, time trend and calibrate the residential depreciation tables. The application of CDU codes will be reviewed. The annual maintenance of the Orion single and double wide manufactured homes tables will also be discussed. Students should be familiar with the Orion data collection procedures and Microsoft Excel.

Examination: Completion of a final examination will be required to receive tested credit for this course. Final examination will be given online through Microsoft Teams on date listed below. If the final exam is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction and Overview of Basic Functionality

Materials: Students should bring the following items: Noiseless calculator

Instructor(s): Mike Dallman

PVD Eligibility Maintenance Points: 18

DATE AND LOCATION

Class Begins: 1:00 p.m. 1st day
Class Begins: 9:00 a.m. all other days
Class Ends: 4:00 p.m. each day except on last day
Exam Ends: Noon last day

July 28-30; 31 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365
Note: July 31, Exam Only, Microsoft Teams

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$110.00 for state of Kansas employees and Kansas county personnel
$130.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION COMMERCIAL DEPRECIATION ANALYSIS and TABLE CALIBRATION 212305

LIMIT 18 STUDENTS

Description: Students will be using the CRS Query tool and Microsoft Excel to perform the basic analytical functions to properly identify a county multiplier, time trend and calibrate the commercial depreciation tables. The application of economic condition factor as well as the physical condition and the functional depreciation fields will be discussed. Students should be familiar with the Orion data collection procedures and Microsoft Excel.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction and Overview of Basic Functionality

Materials: Students should bring the following items: Noiseless calculator

Instructor(s): Lynn Kent, Mitchell Slocum

PVD Eligibility Maintenance Points: 15.5

DATE AND LOCATION

Class Begins: 9:00 a.m. each day
Class Ends: 4:00 p.m. each day except last day
Class Ends: 12:30 p.m. last day

Sept 1-3, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$140.00 for state of Kansas employees and Kansas county personnel
$160.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION INCOME APPROACH TECHNIQUES and MODEL BUILDING
212303

LIMIT 18 STUDENTS

Description: The analysis of income and expense information using Microsoft Excel will be used to develop the appropriate tables in Orion. Topics covered will include; interpreting survey information, investment classes, capitalization methods, effective tax rates, and gross rent multipliers. Students should be familiar with the Orion data collection procedures and Microsoft Excel.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisite: Orion Introduction and Overview of Basic Functionality

Materials: Students should bring the following items: calculator

Instructor(s): PVD Staff

PVD Eligibility Maintenance Points: 21

DATE AND LOCATION

Class Begins: 9:00 a.m. each day
Class Ends: 4:00 p.m. each day except on last day
Class Ends: Noon last day

Sept 8-11, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$190.00 for state of Kansas employees and Kansas county personnel
$210.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION MARKET MODELING ANALYSIS and AUTOMATED SALES COMPARISON 210200

LIMIT 18 STUDENTS

Description: Students will be introduced to system activities necessary to apply the comparable sales approach to value in the Orion system. Topics will include using the multiple regression analysis to determine coefficient values, creating selection rules and adjustments, and defining the comparable sales report. This course also includes calculating the MRA, Weight Estimate and Distance Points.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final examination is not passed, seminar credit will be awarded.

Prerequisites: Orion Introduction and Overview of Basic Functionality

Materials: Student should bring the following items: a calculator and pencil with eraser

Instructor(s): Rae Schnacker

PVD Eligibility Maintenance Points: 24

DATE AND LOCATION

Class Begins: 1:00 p.m. 1st day
Class Begins: 9:00 a.m. all other days
Class Ends: 4:00 p.m. each day except on last day
Class Ends: Noon last day

Aug 24-28, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$145.00 for state of Kansas employees and Kansas county personnel
$165.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION COUNTY MARKET MODELING WORKSHOP
210203

LIMIT 18 STUDENTS (When held in Topeka)
LIMIT 15 STUDENTS (When held outside Topeka)

Description: A hands-on workshop designed to assist central host site counties in the set up for Market Modeling. Each county will work with their data as the class steps through the process of market modeling, setting selection rules and adjustments, and modifying the comparable sales report for the new tax year.

Examination: None. Seminar points will be awarded.

Prerequisites: Orion Introduction and Overview of Basic Functionality; Orion Market Modeling Analysis & Automated Sales Comparison Approach

Materials: Students should bring the following items: Noiseless calculator

Instructor(s): Rae Schnacker

PVD Eligibility Maintenance Points: 19.5

DATE AND LOCATION

Class Begins: 9:00 a.m. each day
Class Ends: 4:30 p.m. each day

Sept 15-17, 2026 Dodge City, KS; Western State Bank Expo Center, 11333 Highway 283, Conference Room, 620-371-3966

Sept 29-Oct 1, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$165.00 for state of Kansas employees and Kansas county personnel
$185.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

ORION APPEAL PROCESSING GUIDELINES
200009

LIMIT 18 STUDENTS

Description: This course is intended for anyone involved in processing appeals of any type. Topics covered include setting up appeal calendars, adding appeal records, scheduling hearings, processing hearing results, and producing appeal-related forms and documents. Both individual and batch processing (group appeals) procedures will be presented. This is a computer lab course, so students should expect hands-on exercises and experience.

Examination: Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

Prerequisites: Orion Introduction and Overview of Basic Functionality

Materials: None

Instructor(s): Heidi DeVore, Rae Schnacker

PVD Eligibility Maintenance Points: 12

DATE AND LOCATION

Class Begins: 9:00 a.m. each day
Class Ends: 4:00 p.m. each day

Feb 25-26, 2026 Wichita, KS; Kellogg Crossing, 610 S Tyler, Kanza Training Room

Dec 1-2, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Orion Café, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$75.00 for state of Kansas employees and Kansas county personnel
$85.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

SPECIAL COURSES and WORKSHOPS

AGRICULTURAL USE VALUATION
214450

LIMIT 25 STUDENTS

Description: Procedures and methodologies used to implement and calculate use values will be discussed in detail. Topics covered will include data needed for the valuation of all land classes and how this information is processed into value. Proper identification of agricultural land will also be addressed. Irrigation practices and specific procedures and methodology to implement that information will also be discussed.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

Prerequisite: None

Materials: Noiseless calculator

Instructor(s): Zoe Gehr

PVD Eligibility Maintenance Points: 26

DATE AND LOCATION

Class Begins: 1:00 p.m. 1st day
Class Begins: 8:30 a.m. all other days
Class Ends: 4:30 p.m. each day except on last day
Class Ends: 10:00 a.m. last day

Sept 28 – Oct 2, 2026 Virtual; Microsoft Teams, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$160.00 for state of Kansas employees and Kansas county personnel
$180.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

KANSAS PROPERTY TAX LAW
698000

LIMIT 25 STUDENTS

Description: This course is designed for all appraisal staff. While most statutes concerning ad valorem valuation and taxation have been included, this course is not inclusive of all statutes. Upon completion of this course, the student will have a better understanding of property tax laws as they affect their job. Group discussion and questions are encouraged.

Examination: Completion of a final examination will be required to receive tested credit for this course. If the final exam is not passed, seminar credit will be awarded.

Prerequisite: None

Materials: None

Instructor(s): Ted Smith

PVD Eligibility Maintenance Points: 21

DATE AND LOCATION

Class Begins: 8:30 a.m. each day
Class Ends: 4:00 p.m. each day except on last day
Class Ends: 10 a.m. last day

Sept 22 – 25, 2026 Wichita, KS, TBD

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$130.00 for state of Kansas employees and Kansas county personnel
$150.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

KANSAS PROPERTY TAX LAW UPDATE
698001

LIMIT 25 STUDENTS

This course meets the requirement for continuing education credit per Permanent Administrative Regulation 93-6-3b

NOTE: NOT RECOMMENDED FOR NEW STAFF

Description: This course is an overview of the statutes concerning ad valorem valuation and taxation. This course is not inclusive of all statutes. Group discussion and questions are encouraged. Note: Not recommended for new staff.

Examination: Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

Prerequisite: Kansas Property Tax Law

Materials: None

Instructor(s): Ted Smith

PVD Eligibility Maintenance Points: 7

DATE AND LOCATION

Class Begins: 8:30 a.m.
Class Ends: 4:30 p.m.

April 30, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$70.00 for state of Kansas employees and Kansas county personnel
$80.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

REVIEW OF KANSAS EXEMPTIONS
220022

LIMIT 25 STUDENTS

LIMIT 30 STUDENTS (When held in Olathe)

This course meets the requirement for continuing education credit per Permanent Administrative Regulation 93-6-3b

Description: This workshop will cover Kansas property tax exemptions, including a review of the history of property taxation and exemptions, what is the result when property is exempted, the county appraiser's and state's roles regarding exemptions and the exemption process and procedure. There will be a review and discussion of exemption statutes, Board of Tax Appeals' decisions and judicial decisions. Other topics will include economic development and industrial revenue bond exemptions, as well as the annual claim for exemption form these entities are required to file with the county appraiser.

Examination: Optional. For tested credit, a final examination will be offered. Otherwise, seminar credit will be awarded.

Prerequisite: None

Materials: Handouts provided

Instructor(s): Ted Smith

PVD Eligibility Maintenance Points: 6.5

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: 4:30 p.m.

Feb 20, 2026 Olathe, KS; Johnson County Appraiser's Office, 11811 S. Sunset Drive, Suite 2010, 913-715-9000

May 14, 2026 Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$70.00 for state of Kansas employees and Kansas county personnel
$80.00 for all others

For registrations submitted after early enrollment deadline: add $15.00

AFFORDABLE HOUSING APPRAISAL GUIDE WORKSHOP
814429

LIMIT 25 STUDENTS

Description: This workshop will provide an overview of the various affordable housing, programs, affordable housing resources, income approach basics, capitalization rate and effective gross income analysis, rent loss calculator and the recommended valuation methodology for affordable properties in Kansas. PVD has developed an income valuation template which serves as the primary valuation tool. Students will engage in hands-on training using the affordable housing template and will have the opportunity to use county specific data. **It is highly recommended attendees bring a laptop loaded with valuation template and local project operating data if available.**

Examination: None.

Prerequisites: None

Materials: Copy of Affordable Housing Appraisal Guide. Laptop with valuation template and local project operating data if available.

Instructor(s): PVD Staff

PVD Eligibility Maintenance Points: 6

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: 4:00 p.m.

Nov 5, 2026 Virtual; Microsoft Teams, 785-296-2365

REGISTRATION

Tuition:

Enrollment fee:
$55.00 for state of Kansas employees and Kansas county personnel
$75.00 for all others

GRAIN ELEVATOR TEMPLATE DEMONSTRATION
813430

LIMIT 30 STUDENTS

Description: This workshop is designed primarily for county appraisal personnel responsible for listing and valuing commercial grain elevators and will provide instruction focused on valuing grain storage facilities. This course acts as a demonstration of the Grain Elevator Template and how to properly input county data for valuation use. Upon completion of this workshop, the appraiser will have the necessary understanding to value grain storage facilities using the cost and sales comparison approaches.

Examination: None. Seminar points will be awarded.

Prerequisite: None

Materials: Laptop, PVD Grain Elevator Guide and worksheet, PRCs, bin charts, photos, license information, etc.... (see description above)

Instructor(s): Mitchell Slocum, Seth Dodd

PVD Eligibility Maintenance Points: 2

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: 11:00 a.m.

Jan 14, 2026, Virtual; Microsoft Teams, 785-296-2365

REGISTRATION

Tuition:

Enrollment fee:
$50.00 for state of Kansas employees and Kansas county personnel
$70.00 for all other

GRAIN ELEVATOR APPRAISAL GUIDE WORKSHOP
813428

LIMIT 30 STUDENTS

Description: This workshop is designed primarily for county appraisal personnel responsible for listing and valuing commercial grain elevators and will provide instruction focused on valuing grain storage facilities. Morning discussion will include guide revisions and how market value for grain storage facilities is determined using the PVD Grain Elevator Appraisal Guide. The afternoon session will be hands-on assistance for those participants who bring county and property specific elevator data such as property record cards, bin charts, photos, license type, capacity, and any other relevant elevator data. **It is highly recommended attendees bring a laptop loaded with grain elevator data and PVD Excel worksheets.** Upon completion of this workshop, the appraiser will have the necessary understanding to value grain storage facilities using the cost and sales comparison approaches.

Examination: None. Seminar points will be awarded.

Prerequisite: None

Materials: Laptop, PVD Grain Elevator Guide and worksheet, PRCs, bin charts, photos, license information, etc.... (see description above)

Instructor(s): PVD Staff

PVD Eligibility Maintenance Points: 6

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: 4:00 p.m.

Nov 12, 2026, Virtual; Microsoft Teams, 785-296-2365

REGISTRATION

Tuition:

Enrollment fee:
$60.00 for state of Kansas employees and Kansas county personnel
$80.00 for all other

FEEDLOT TEMPLATE DEMONSTRATION
770075

LIMIT 30 STUDENTS

Description: This workshop is designed primarily for county appraisal personnel responsible for listing and valuing commercial feedlot facilities. This course acts as a demonstration of the Feedlot Template and how to properly input county data for valuation use. Upon completion of this workshop, the appraiser will have the necessary understanding to value commercial feedlot facilities using the cost and sales comparison approaches.

Examination: None. Seminar points will be awarded.

Prerequisite: None

Materials: Materials: Laptop, PVD Feedlot Appraisal Guide and worksheet, PRCs, site maps, photos, license information, etc.... (see description above)

Instructor(s): Mitchell Slocum, Seth Dodd

PVD Eligibility Maintenance Points: 2

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: 11:00 a.m.

Jan 15, 2026, Virtual; Microsoft Teams, 785-296-2365

REGISTRATION

Tuition:

Enrollment fee:
$50.00 for state of Kansas employees and Kansas county personnel
$70.00 for all other

FEEDLOT APPRAISAL GUIDE WORKSHOP
770072

LIMIT 30 STUDENTS

Description: This workshop is designed primarily for county appraisal personnel responsible for listing and valuing commercial feedlot facilities. Morning discussion will include guide revisions and how market value for feedlot facilities is determined using the PVD Feedlot Appraisal Guide. The afternoon session will be hands-on assistance for those participants who bring county and property specific commercial feedlot data such as property record cards, feedlot type, quality, license type, capacity, pen types, structural improvement details, site maps, photos, and any other relevant feedlot data. **It is highly recommended attendees bring a laptop loaded with feedlot data and PVD Excel worksheets.** Upon completion of this workshop, the appraiser will have the necessary understanding to value commercial feedlot facilities using the cost and sales comparison approaches.

Examination: None. Seminar points will be awarded.

Prerequisite: None

Materials: Laptop, PVD Feedlot Appraisal Guide and worksheet, PRCs, site maps, photos, license information, etc.... (see description above)

Instructor(s): PVD Staff

PVD Eligibility Maintenance Points: 6

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: 4:00 p.m.

Nov 19, 2026, Virtual; Microsoft Teams, 785-296-2365

REGISTRATION

Tuition:

Enrollment fee:
$60.00 for state of Kansas employees and Kansas county personnel
$80.00 for all others

PROCEDURAL COMPLIANCE WORKSHOP
890002
LIMIT 40 STUDENTS
(Minimum number of students 15)

Description: This 4-hour workshop addresses the requirements of the procedural portion of the compliance process as outlined in Directive #14-046. The objective is to provide participants with an overview of the tasks required of the county appraiser to meet the procedural compliance standards as well as the review process PVD staff works through to determine if the criteria has been satisfied. Kansas statutes, Uniform Standards of Professional Appraisal Practice (USPAP), Revaluation Maintenance Specifications, PVD directives and applicable PVD memos will be discussed.

Examination: None. Seminar credit awarded.

Prerequisite: None

Materials: Noiseless calculator, a copy of the PVD Procedural Compliance guide

Instructor(s): Mike Dallman

PVD Eligibility Maintenance Points: 3

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: Noon

May 21, 2026 Virtual; Microsoft Teams, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$50.00 for state of Kansas employees and Kansas county personnel
$70.00 for all others

INTRODUCTION TO KANSAS MASS APPRAISAL
341000
LIMIT 25 STUDENTS
(Minimum number of students 15)

Description: This course is designed to provide a general overview of property valuation and the property taxation system in Kansas. It begins with the reasons for property taxation and the responsibilities and functions of local county government offices. Discussion includes Kansas statutes, county budgets, levies, and taxes. The course continues its focus on the county appraiser and provides an overview of property classification, general mapping, data collection, and the three approaches to value as applied using the Kansas CAMA system for the mass appraisal of property. Additionally, the class incorporates a summary of the appeals process and property exemptions, as well as the oversight duties and functions of the Division of Property Valuation for the appraisal process. The class is primarily for new appraisal staff members, other local government office staff members, and/or those interested in gaining more information about the property valuation and taxation process. The main objective of this course is to provide participants with a working knowledge of the property appraisal system in Kansas through discussion and practical written exercises. Group discussion and participation is encouraged, and individual county concerns or problems are welcomed.

Examination: Completion of final examination will be required to receive tested credit for this course. If final exam is not passed, seminar credit will be awarded.

Prerequisite: None

Materials: Noiseless calculator

Instructor(s): Lynn Kent

PVD Eligibility Maintenance Points: 19.5

DATE AND LOCATION

Class Begins: 9:00 a.m.
Class Ends: 4:30 p.m. each day

April 21-23, 2026, Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

October 27-29, 2026, Topeka, KS; Division of Property Valuation, 300 SW 29th Street, Flint Hills Room, 785-296-2365

REGISTRATION

Tuition:
Early enrollment deadline:
To take advantage of the early enrollment fee, registrations must be received at least 30 days prior to the class.
Enrollment fee:
$120.00 for state of Kansas employees and Kansas county personnel
$140.00 for all others
For registrations submitted after early enrollment deadline: add $15.00