



# REQUEST FOR TRAINING CREDIT

## PROPERTY TAX DIVISION

<b>Department of Revenue Use Only</b>
Date Received _____

**INSTRUCTIONS**

- Mail, fax, or email this form along with copies of your certificate(s) of completion to the Department of Revenue to request credit for training.
- The Department of Revenue will notify you by email of approval or disapproval of your request for training credits.

Requestor _____	Email _____	Employer _____
Date of request _____	Type of training <input type="checkbox"/> <b>Technical/Appraiser Certification</b> <input type="checkbox"/> <b>Management</b>	
Course date(s) _____	Length of time (hours) _____	Course location _____
Course title _____		Sponsor/Accreditation _____

Briefly describe the course: (or attach a copy of the course outline)

Explain how the course applies to continuing education requirements:

Training credit is requested for: (attach additional sheet if necessary)

Name	Position

Was course completed?    No    Yes   Date course was completed: \_\_\_\_\_

**DEPARTMENT OF REVENUE USE ONLY**

**Approved**

Management       Technical/Appraisal      Credit hours earned: \_\_\_\_\_

Course # \_\_\_\_\_

**Not Approved**

Reason: \_\_\_\_\_

\_\_\_\_\_

Authorized by: \_\_\_\_\_      Date: \_\_\_\_\_

MAIL TO:

**Continuing Education  
Property Tax Division  
Oregon Department of Revenue  
PO Box 14380  
Salem OR 97309-5075**

OR

EMAIL TO:

**continuing.education@oregon.gov**