

2016 - 2017 DOR PROPERTY TAX DIVISION eLEARNING COURSES ON iLEARN OREGON

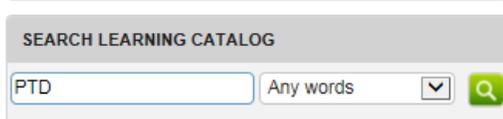
TITLE	CREDIT HOURS	COURSE DESCRIPTION
Residential Quality Classing Module A	2	Examples, specifications and techniques for identifying residential quality classes 1, 2 and 3.
Residential Quality Classing Module B	4	Examples, specifications and techniques for identifying residential quality classes 4 and 5.
Residential Quality Classing Module C	2	Examples, specifications and techniques for identifying residential quality classes 6, 7 and 8.
Measure 50 Exceptions, Sections 1 – 3	1.5	Calculation of Maximum Assessed Value & Assessed Value.
Measure 50 Exceptions, Section 4	.5	Changes to Property that will qualify as exceptions to the MAV limitation. Components that are and are not included in a "Change Property Ratio."
Measure 50 Exceptions, Section 5	1	New property that will qualify as an exception to the Maximum Assessed Value limitation.
Measure 50 Exceptions, Section 6	1	Exceptions to the Measure 50 Maximum Assessed Value general ongoing maintenance and repair (GOMAR).
Measure 50 Exceptions, Section 7	1.5	Exceptions to the Measure 50 Maximum Assessed Value limitation due to minor construction.
Measure 50 Exceptions, Section 8*	1	Measure 50 Exceptions: Zone Change and Consistent Use. *This class is currently unavailable pending revisions.
Measure 50 Exceptions, Section 9	1.5	Partitioned or subdivided property.
Measure 50 Exceptions, Section 10	1	Roll additions of omitted property.
Measure 50 Exceptions, Section 11	1	Maximum Assessed Value calculations associated with exemptions, partial exemptions, special assessment, disqualification and qualification.
Measure 50 Exceptions, Section 12	1	Demonstrates proper methodology to make corrections to the Maximum Assessed Value when a square footage error exists.
Measure 50 Exceptions, Section 13	1.5	Demonstrates proper procedure to calculate a reduction of Maximum Assessed Value (if any) for property destroyed, damaged, demolished or removed.
Measure 50 Exceptions, Section 14	1	Demonstrates proper methodology to make corrections to Maximum Assessed Value for Lot Line Adjustments
Highest and Best Use – A Property in Transition	1	Highest and best use for a property in transition.
Disclosure	1.5	Explains what information is confidential and what can be disclosed; how to identify who may receive and access confidential information and what to do if confidential information is disclosed.
Deeds and Title Transfers	2	Introduction to deed types and their elements. Emphasis given to understanding property rights conveyed by a deed, who can transfer property rights and correct deed terminology.

Appraisal Principles	1	Definitions and explanations of all the appraisal principles and a few important appraisal concepts.
BoPTA Member Training – Module 1	1.5	This module covers the levels of appeals; BoPTA’s role, training, jurisdiction, timelines, and petitions, which include types of petitions, petition requirements, standing to appeal, transfer of ownership, evidence of property value, evidence of property value, appealing multiple accounts, components of value, late-filed petitions, defective petitions, amended petitions, defective petitions, amended petitions, waiver of late filing penalty, and good and sufficient cause.
BoPTA Member Training – Module 2	1.5	This module covers roll changes; stipulations, meetings, hearings and witnesses; valuation of property, Measure 50 valuation, waiver of late filing penalty, good and sufficient cause, orders and appeal rights.
BoPTA Member Opt-out Test	N/A	This is an option for BoPTA Board members who require training. Members may elect to take this 50-question test in lieu of attending in-person training.
BoPTA Clerk’s Training (Modules 1 and 2)	N/A	These two modules review basic administrative processes and procedures of the BoPTA program. It is designed for new clerks, or for clerks who want a review.
Excel – Basic Math in Excel	.5	Excel basic math functions, formulas, operator order and use of complex formulas are emphasized. Examples are illustrated with Excel 2013 but concepts are applicable to all versions.
Excel – Advanced IF Functions in Excel	.5	The use of advanced “IF” functions in Excel for data analysis including “COUNTIFS”, “SUMIF”, “AVERAGEIF”, “OR”, “AND” and “TRIM” are covered.
Excel – Vlookup in Excel	.5	Learn to use the VLookup function in Excel, as well as common mistakes to avoid.
Excel – Pivot Tables	.5	Learn to create and use pivot tables in Excel. This course will cover slicers, filters, grouping and timelines.
Ethics, Conduct and Practical Guidelines	1.5	This course reviews making ethical decisions, defines conflict of interest and provides guidelines for public employees.

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Type in PTD in the search box to access the list of elearning courses listed above.



QUESTIONS?

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