

## Education Program Policies

### Qualified Attendees

Attendance in Property Tax Division courses is limited to state and county employees (including full-time, part-time and contract) who are seeking to achieve or maintain Property Tax appraisal designations or affiliates who work in Utah's property tax system.

### Fees

1. Pre-license students attend free of charge for courses leading to a Tax Commission designation. This applies only to the 100, 200, 300 and 500 series courses.
2. Students retaking a course must pay the course fee. This applies to all courses.
3. Licensed or Residentially Certified students seeking a Certified General license must pay the course fee. This applies to all 400 series courses.
4. Students seeking continuing education hours (CE) must pay the course fee. This applies to all courses.
5. All students employed by the Tax Commission fall within the agency's budget, and the agency will not bill itself for courses attended by its staff.
6. Students from agencies outside the Tax Commission that are not employed as county appraisers must pay course fees. Exceptions may be granted at the discretion of the Property Tax Division Director.

### Registration

1. Students must register for a course at least 2 weeks prior to the start date of that course. Registration deadlines are clearly posted on the division's training schedule. This allows the education administrator adequate time to order materials, create manuals, make venue arrangements and mail instructions to students. *Note: Late registrations may be allowed under special circumstances if student materials are available, but may incur additional fees.*
2. Registration for all 200, 300 and 400 series courses must be accompanied by payment, so that student manuals may be purchased prior to class.
3. Registration for all 2-digit courses, 100 and 500 series courses and Assessors' School need not be accompanied by payment, but may be billed later.

### Cancellations

Cancellations are allowed with full refund as long as all student materials are returned to the division.

### Special Accommodations

1. Requests for additional course dates and venues may be considered based upon the availability of the instructor.
2. One-on-one tutoring may be provided at the discretion of the instructor.
3. A student is allowed two retests for each course.

### Participation By Outside Instructors

Participation instructing by instructors from outside the Property Tax Division is encouraged. Any compensation, trading for attendance or other arrangements will be considered on a case-by-case basis by the division director.