



Board of Assessment Appeal Training

as required by Act 155 of 2018

required for:

- All County Board of Assessment Appeal/Revision Members
 - All County Auxiliary Appeal Board Members
 - All County Exemption Board Members

2024 Live Virtual Training Dates*

February 21 - Module 2
Legal and Constitutional Issues
9 a.m. to noon.

February 21 - Module 1
Assessment Valuations Process
1 to 4 p.m.

February 22 - Module 3
Real Estate Tax Exemptions
9 a.m. to noon

* *Additional registration information for these classes and our online on demand option can be found inside this brochure.*

Deadline to complete all three modules is six months after appointment to any board.

This training program for all board of assessment appeal/revision, auxiliary appeal and exemption board members will satisfy the requirements of Act 155 of 2018.

The training is sponsored by the County Commissioners Association of Pennsylvania (CCAP) in partnership with the Assessors' Association of Pennsylvania (AAP), an affiliate of CCAP.

REGISTRATION INFORMATION

Board of Assessment Appeal Training

Act 155 of 2018 Training Requirements for Each Board

Board of Assessment Appeal/Revision Members and Exemption Board Members - All board of assessment appeal/revision and exemption board members are required to take all three training modules. *Modules do not need to be taken in order.*

Auxiliary Appeal Board Members - All auxiliary board members are required to take only Modules 1 and 2. *Modules do not need to be taken in order.*

Important Information

- All members have six months from the time of their appointment to complete the training. During that six months, the members may hear appeals without the training. *We recommend completing the training as soon as possible after appointment.*
- Any members not completing the training by that six month deadline will not be allowed to hear any assessment appeals for their county.
- Failure of the board member to complete the required training within six months of appointment shall result in disqualification of the member and shall create a vacancy.
- A member of an auxiliary appeal board shall be authorized to hear appeals only upon completion of the required training.
- Any board member who currently holds an active Certified Pennsylvania Evaluator (CPE) license is exempt from this training. Please supply your AV number to your county's chief assessor.
- Any board member who holds an inactive CPE license is exempt from completing Module 1. The county chief assessor will need to verify the license with the PA State Board of Certified Real Estate Appraisers.
- Board of assessment appeal/revision, exemptions and auxiliary board members do not need to take the modules in order or using the same platform. For example, Modules 1 and 2 could be taken in February 2024 over Zoom and Module 3 through the online, on demand learning platform at another time during the six month required timeframe.
- Having multiple board members view the classes as a group along with a member of the county assessment office via a Zoom class is a valid way to take the classes. The chief assessor will then verify that all members of the group have successfully watched the entire class. Completion certificates will be issued by CCAP to the county assessment office.
- CCAP will contact each county chief assessor with a list of members who have completed training modules. The county assessment office will be responsible for making sure that each board of assessment appeal/revision, exemption and auxiliary board member completes the necessary training before the six month deadline.
- In February 2024, all three modules will be offered online on demand. Information on those classes will be shared when available. Each board member completing the online on demand modules will receive a completion certificate for each module.
- **If you have previously taken this training (2020 or after), you do not need to retake the training. Please make sure your chief assessor has your module completion certificates on file.**

Registration Details

Training Modules

All three modules will be offered via Zoom in February 2024 for commissioners/council members, commissioners/appeals board members who would like a refresher, or newly appointed board of appeal members who are in their six month window to complete the training.

- **Module 1** - Assessment Valuations Process
- **Module 2** - Legal and Constitutional Issues Relating to the Assessment Process
- **Module 3** - Real Estate Tax Exemptions

Please visit the CCAP website, <https://www.pacounties.org/education/board-of-assessment-appeal-training>, for class registration information.

Training Registration

Each training module is \$20 per module. You can register online by credit card or send a copy of your class confirmation along with your check made payable to CCAP to "BOAA Training", PO Box 60769, Harrisburg, PA 17106.

All registrants will receive the Zoom links for the modules by email closer to the February class dates; the email will also include links to all training reference materials.

We encourage all board members to watch the training modules along with your chief assessor or someone from the county assessment office. If your county is planning to have multiple board members take the modules together, please have your chief assessor register everyone online. *Each board member will need to be registered individually.* After the training modules have been completed and verified by the county assessment office, certificates of completion will be sent to your county's assessment office.

Questions

Please contact CCAP staff at PACountiesTraining@pacounties.org.

MODULE INSTRUCTORS

- **Ryan Kammerer**, Esquire, Senior Attorney, Siegel Jennings LPA
- **Charles Hardester, Jr.**, CPE, Director of Assessment, Lawrence County
- **Thomas Hill**, CPE, Board of Appeal Member, Monroe County
- **Mark Kellerman**, CPE, Chief Assessor, Centre County
- **Michelle Mack**, CPE, Staff Appraiser, Vision Government Solutions
- **Kristin Montgomery**, CPE, Director of Assessment, Luzerne County
- **Pamela Van Blunk**, Esquire, Begley, Carlin & Mandio, LLP
- **Randy Waggoner**, CPE, Chief Assessor, Perry County
- **Barbara Walter**, Board of Appeal Member, Adams County

All of the instructors are members of the Assessors' Association of Pennsylvania and have developed the module content along with CCAP staff, AAP members and Local Government Commission personnel.

Questions?

For questions about registration or the classes, please email PACountiesTraining@pacounties.org.
For online registration, please visit the CCAP website - www.pacounties.org

2024 CCAP Conferences

CCAP Spring Conference

March 3 to 5 - Hilton Harrisburg

County Administrators Conference

May 15 to 16 - Penn Stater Hotel & Conference Center

CCAP Annual Conference and Trade Show

August 4 to 7- Gateway Gettysburg Complex, Adams County

CCAP Fall Conference

November 24 to 26 - The Hotel Hershey

