



STATE BOARD OF EQUALIZATION
PROPERTY AND SPECIAL TAXES DEPARTMENT
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April 15, 2003

JAMES E. SPEED
Executive Director
LTA 2003/030

TO COUNTY ASSESSORS AND INTERESTED PARTIES:

GUIDELINES FOR
APPRAISER CERTIFICATION AND TRAINING

Staff in the Assessment Policy and Standards Division are beginning the development of Guidelines for Appraiser Certification and Training. The purpose of this project is to develop standards for processing of applications for appraiser certification and approval of training requirements.

To assist us in developing these guidelines, we are seeking input from interested parties. Enclosed is a listing of topics that staff currently intends to address in the guidelines. Please submit any comments or suggestions for content by April 29, 2003.

After suggestions are received, it is anticipated that the project will proceed as follows:

- Staff will distribute a draft of the guidelines the first part of June 2003. Interested parties will have until July 11, 2003 to submit proposed changes to the draft.
- Staff will meet with interested parties on August 13, 2003, to discuss proposed changes to the draft. Staff will distribute an agenda matrix prior to the meeting.
- Staff will submit an issue paper and other required documents for the October 15, 2003 Property Tax Committee meeting. The committee will hear discussion of any unresolved issues regarding the guidelines.

This letter and all future letters regarding this project will be posted to the Board's website at www.boe.ca.gov/proptaxes/ptcwplan03.htm. If you have issues you would like included in the guidelines, please contact Ms. Nancy James at (916) 445-0208, nancy.james@boe.ca.gov or Mr. Mark Nisson at (916) 324-0295, mark.nisson@boe.ca.gov.

Sincerely,

/s/ David J. Gau

David J. Gau
Deputy Director
Property and Special Taxes Department

DJG:nj
Enclosure

TOPICS FOR INCLUSION IN GUIDELINES FOR APPRAISER CERTIFICATION AND TRAINING

Board staff has identified the following items to address in the guidelines:

- Administration of the appraiser certification program by the State Board of Equalization.
- Minimum requirements for temporary certification.
- Auditor-Appraiser qualifications.
- The certification examination.
- Appraiser Trainee-Appraiser Aide participation in the appraisal process.
- Participation of non-certified personnel in valuation activities.
- Advanced Appraiser Certification.
- Advanced Appraiser Certification Examination.
- Retention of appraiser certificate by a terminated or retired employee.
- Re-employment of a permanently certified appraiser.
- Appraiser training credit and course approval.
- Approval and determination of hours of credit.
- Appraiser certification revocation procedures.