

**APPEALS PROCESS
SELF-STUDY TRAINING SESSION**

Instructions

1. Contact Sherrie Kinkle at sherrie.kinkle@boe.ca.gov or at 1-916-274-3350 if you have any questions while you are taking the self-study training session.
2. Required materials:
Assessment Appeals Manual, May 2003
3. Complete the reading assignments and review questions.
4. Sign the certification document
5. Return the review questions and certification document to:

Sherrie Kinkle
State Board of Equalization
County-Assessed Properties Division, MIC: 64
PO Box 942879
Sacramento, CA. 94279-0064

or scan and email to (the originals do not need to be mailed)

sherrie.kinkle@boe.ca.gov

6. Completed the reading assignment and correctly answering at least 80 percent of the review questions will qualify as the mandatory training required by Revenue and Taxation Code section 1624.01 for members of county assessment appeals boards.