

## **Training for County Board of Equalization**

Although it is the responsibility of the secretary to the Board of Equalization to arrange for the training needs of the members of the board, this training booklet includes the training requirements and schedule for both 40 and 8-hour courses as a convenience to the counties.

**Purpose:** Courses for the training of members of county boards of equalization have been established pursuant to O.C.G.A. Section 48-5-311, which requires each member and alternate member of the county Boards of Equalization to satisfactorily complete no less than 40 hours of instruction in appraisal and equalization process and procedures, as prepared and required by the Commissioner. For any member appointed on or after January 1, 1995, the 40-hour training must be completed prior to hearing an appeal. Additionally, every member must complete annually a continuing education requirement of at least 8 hours of instruction in appraisal and equalization procedures. The failure of any member to fulfill these requirements renders the member ineligible to serve on the board.

### **Content:**

Courses cover Georgia laws that set the rules and regulations under which Board of Equalization must operate, appraisal and equalization process and procedures, and mock hearing which demonstrate how the board should conduct hearings.

### **Objectives:**

- To satisfy the requirements that new Board of Equalization members satisfactorily complete 40 hours of training prior to hearing appeals
- To provide current Board of Equalization members, who have complete the 40-hour course, with 8 hours of training each calendar year

**Prerequisites:** None. Limited to: Members and alternate members of county Boards of Equalization or the secretary to the Board of Equalization.

**Registration Fee:** 40 Hour Courses: \$100.00  
8 Hour Courses: \$25.00

### **Instructor:**

**Successful Completion:** 40-hour course participants must be present and participate in class. A participant will be allowed to miss up to two hours of training, provided the absence is approved by the instructor. No absences will be approved for Friday afternoon. In addition to the attendance requirements, each participant will be required to score a 70 or better on the examination.