



## WEBINAR INSTRUCTIONS – CLASS I & II CERTIFICATION

State Prescribed Forms, Abstracts and Sales Ratio Webinars for Class I assessors:

- Contact Alisha with North Dakota Association of Counties (NDACo) to request and then review State Forms Administration parts 1, 2, 3 and three of the most recent “Got 15?!” webinars.
- Request the open book test from the Property Tax Division.
- Mail in completed test and documentation of requested required webinars.
- You will be notified of test results by mail.

Agricultural Land Valuation Webinars for Class II Assessors:

- Contact Alisha with NDACo to request and then review Agricultural Land Processes parts 1 and 2.
- Request the open book test from the Property Tax Division.
- Mail in completed test and documentation of requested required webinars.
- You will be notified of test results by mail.

Contact Alisha Adolf, Professional Development & Event Coordinator for NDACo, at: [alisha.adolf@ndaco.org](mailto:alisha.adolf@ndaco.org) to request the webinars. Once the webinars have been viewed, contact the Property Tax Division to request the corresponding test. When the test has been successfully completed and verification that the required webinars have been requested the appropriate credit will be added to your education record. The goal for the self-guided instruction is to familiarize assessment officials with the references and guidelines that are available and updated routinely.

The links below will also be helpful resources that will assist you while you work through the material:

- [www.nd.gov/tax](http://www.nd.gov/tax)
- [www.nd.gov/tax/property/guidelines](http://www.nd.gov/tax/property/guidelines)
- [www.nd.gov/tax/individuals/property/forms](http://www.nd.gov/tax/individuals/property/forms)
- [www.nd.gov/tax/taxpros/property/developers](http://www.nd.gov/tax/taxpros/property/developers)
- [www.legis.nd.gov/general-information/north-dakota-century-code](http://www.legis.nd.gov/general-information/north-dakota-century-code)
- [www.legis.nd.gov/legislative-bill-tracking-system](http://www.legis.nd.gov/legislative-bill-tracking-system)
- [www.nd.gov/tax/property/pubs](http://www.nd.gov/tax/property/pubs) (then click on “Guide to Assessing Agricultural Land in North Dakota”)
- [www.nd.gov/tax/localgovt/education](http://www.nd.gov/tax/localgovt/education)
- [www.iaao.org](http://www.iaao.org)

The Office of State Tax Commissioner and the NDACo have partnered to offer “Got 15?!” monthly webinars. The webinars are geared toward county and city officials involved with local governments. The webinar topics include current and upcoming month’s information to keep local officials up to date on deadlines and requirements associated with their position. Other available webinars focus on specific topics such as state prescribed forms or valuing agricultural land in North Dakota. These specific webinars are updated and hosted as legislative changes occur.