

# MINNESOTA ■ REVENUE

in cooperation with Minnesota Association of Assessment Personnel (MAAP)

## Registration Form

Course Title: **Office Administration Support/Assessment Personnel Workshop**

Intended Audience: Assessment Office Support Staff (open statewide, MAAP membership not required)

Dates: February 3 and 4, 2011

Course Time: 8:00 a.m. to 4:30 p.m. each day

Registration: 7:15 - 8:00 a.m. on Thursday, February 3, 2011

Workshop Location: Carver County Courthouse, 600 East 4<sup>th</sup> Street, Chaska, MN 55318.  
Driving directions and a map of the courthouse campus will be sent to confirmed registrants.

CEHs: This workshop has been approved by the Minnesota State Board of Assessors for Continuing Education Hours – attendance both days are required for CEHs.

Cost: \$75 for 2-day workshop (no single-day registrations). Cost includes 2-day workshop; morning and afternoon snacks and beverages. Also, lunches will be included in the registration fee.


**REGISTRATION DEADLINE: January 21, 2011 – But limited to first 50 registrants, so hurry.**

Instructors: Department of Revenue Staff

Course Description: The workshop provides practical and hands-on assessing information and will be a solid foundation for office administrative support staff to become more knowledgeable of property tax laws. This includes:

- The appraisal process
- Class 2a and 2b lands
- Special ag homesteads
- The assessment appeals process
- Special programs: disabled vets, class 1b, Green acres, etc.
- Sales ratio studies, CRVs, disqualifying sales, etc.
- Public relations and working with taxpayers
- Current and timely information related to property taxes

Name: First	MI	Last
Employer:	Title:	
Address:		
City:	State:	Zip Code:
Phone:	Fax:	
E-mail:		

<p><b>Hotel Reservations:</b> <i>Best Western Plus Chaska River Inn &amp; Suites</i> <i>1 River Bend Pl.</i> <i>Chaska, MN 55318</i> <i>Phone: 952-448-7877</i></p> <p>Limited number of 40 rooms blocked until January 21<sup>st</sup> at a rate of \$70 + tax per night – Double-Queen or King - Non-Smoking. Includes complimentary breakfast. Ask for the MAAP - Office Administration Support/Assessment Personnel Workshop Group Rate.</p>	<p>Make \$75 check payable to: <b>Minnesota Association of Assessment Personnel (or MAAP)</b></p> <p>Mail to: Barb Wendt, MAAP, Secretary/Treasurer City of St. Cloud 400 2<sup>nd</sup> Street South St. Cloud, MN 56301 Phone: 320-255-7203 Fax: 320-255-7205 E-mail: <a href="mailto:barbara.wendt@ci.stcloud.mn.us">barbara.wendt@ci.stcloud.mn.us</a></p>  <p><b>Registration forms need to be e-mailed or faxed in advance with check to follow with a copy of the registration form attached. For confirmation, payment must be received by January 21<sup>th</sup>, 2011.</b></p> <p><b>Checks Only Please - No credit card payments.</b></p>
<p>Any questions regarding the workshop can be directed to: Jennifer Becker, MAAP Conference Coordinator Phone: 320-864-1269 Email: <a href="mailto:jennifer.becker@co.mcleod.mn.us">jennifer.becker@co.mcleod.mn.us</a></p>	