

Provider Request for Education Course Approval

Name of Provider			Name of Contact	
Street or Other Mailing Address			Instructor	
City	State	Zip Code	Telephone Number	Fax Number
			Email	
Course Title				
Course Objective				
Intended Dates of Course Offering			Location (City, State, and Facility)	
Total Number of Classroom Hours Allocated for Instruction			Total Number of Classroom Hours Allocated for Exam	

I certify that all information contained in this request is true and accurate to the best of my knowledge.

**sign
 here** ▶

 Signature Title Date

Instructions

This application must be filed with the Property Tax Administrator (PTA) by an education provider applying for approval of a continuing education course at least 90 days prior to the first scheduled course session. The PTA may waive the 90-day approval period. Courses offered by an approved provider that contribute to the maintenance and improvement of the quality of assessment and appraisal will be considered for approval.

Please include the following with the above request:

- a. Detailed course outline or syllabus;
- b. All texts, workbooks, handouts, or other course material;
- c. Course examination (if applicable);
- d. Description of the procedure used for measuring and validating attendance;
- e. Copy of proposed certificate of completion, including course hours, course name, name of applicant, instructor or proctor, and dates of the course; and
- f. Copy of student evaluation form for course and instructor.

For Internal Use Only

Date Received	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied If denied, reason: _____ _____	First Date Course May Be Offered Course ID Number

**sign
 here** ▶

 Education Coordinator Signature Date

 Property Tax Administrator Signature Date

Send completed form and attachments to:
Nebraska Department of Revenue, Property Assessment Division, PO Box 98919, Lincoln, Nebraska 68509-8919
 or email completed form and attachments to pat.edu@nebraska.gov.