



Appeals & Adjustments AND Sales Study Verification & Reconciliation

4 Hour Continuing Education Course

Two Course Offerings in ONE session!

Understanding Assessment Appeals and Roll Adjustments: This course equips assessors with essential knowledge of appeal processes across various assessment administration scenarios. Participants will learn basic appeal procedures and best practices for accurately processing adjustments to the assessment roll following Final Equalization.

Sales Studies in Assessment Administration: This course provides a review of the crucial role of sales studies in the assessment and equalization process. Participants gain insights related to deed and document processing, verification of sales information, and reconciliation of their findings with the equalization department.

DATE: Thursday, July 24, 2025
TIME: 9:00 a.m. – 1:00 p.m.
INSTRUCTOR: Shila Kiander
LOCATION: Museum at Van Hoosen Farm
1005 Van Hoosen Rd.
Rochester Hills, MI 48306
COST: **\$25 for Members**
\$30 for Non-Members

OCAAO will send all course materials via email prior to class. Please bring a copy to the course.

Registration must be received by **Friday, July 18, 2025**

Name	
Unit of Government	
Position/Title	
Phone #	
Email Address	
Assessor Certificate Level	
Assessor Certificate Number	

RETURN REGISTRATION:

Mail registration forms and make checks payable to OCAAO:

OCAAO
C/O Christina Parrish
West Bloomfield Township – Assessing Department
4550 Walnut Lake Rd.
West Bloomfield, MI 48323

Registration and payment can also be made online at <https://ocaaao.com/events>

Questions? Contact Faith Martin at MartinF@oakgov.com or Travis Johnson at JohnsonTW@oakgov.com

An association of public officials engaged in the assessment of property for taxation, organized for the purpose of improving standards and developing better techniques in assessment administration