

Request for Continuing Education and Re-Certification Credit

This form should be used by any holder of a Nebraska County Assessor/Deputy County Assessor Certificate to report continuing education credit hours to the Property Tax Administrator (PTA).

1. Complete this form in its entirety and **email this form and documentation to pat.edu@nebraska.gov** or mail to Nebraska Department of Revenue, Property Assessment Division, PO Box 98919, Lincoln NE 68509.
2. Please type or print legibly.
3. **Attach evidence of completing the course which is to include the name of the certificate holder (student), the provider of the course, the course name, the course hours, the dates of the course, and evidence that the test was completed.**
4. **If at the end of any course the Education Provider includes an exam the student MUST take the exam to receive continuing education credit hours.**

Certificate Holder Information

Name	Daytime Phone Number
Address	Fax Number (Optional)
City, State, Zip Code	County (Optional)
Certificate Number (located on ID card and certificate)	Email Address

Course Information

Title of Education Course		Dates of Course
Provider of Course	Location of Course	Number of Instructional Hours

Attendance Certification:

I certify that I attended all sessions of the course listed above. I further certify that I took the course exam, or that no exam was provided for the course for which I am applying, and that the statements made on this request are true to the best of my knowledge.

**sign
here** 

Signature of Certificate Holder or Type Full Name to Record Electronic Signature

Date

For Office Use Only

Approved

Denied

 PTA Signature

Date