

State Tax Commission Policy on Virtual Board of Review Training Requirements

Beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years in order to meet the requirements of Public Act 660 of 2018. While this training will be offered by the State Tax Commission, the Commission has approved to allow sponsoring organizations to offer this training, either in person or virtually. Sponsoring organizations wishing to hold a virtual training course must complete and submit Form 5511, along with a detailed written explanation of how the course will meet the following requirements:

- For any Board of Review training conducted virtually, the sponsoring organization must ensure there is a moderator to assist the instructor during the training and to interact with attendees to ensure participation.
- The sponsoring organization, in conjunction with a local unit assessor or other local official, is permitted to host a group of Board of Review members for a virtual training so long as the assessor or local official maintains a sign-in sheet for all attendees. The assessor or local official will be responsible for attesting to attendance and participation by each board member.
- All attendees must sign into the virtual course using their name and all other required information and remain logged in for the duration of the training.
- All virtual courses must include a quiz or other interactive activity to be completed by all attendees within five business days of completion of the course.
- Virtual attendees must have video capability and remain on video throughout the training unless the members are part of a group training session hosted by assessor or local official.