

Johnson, Amy W.

From: Harris, Scott T.
Sent: Tuesday, May 5, 2020 3:45 PM
To: Harris, Scott T.
Cc: Beth Bennett; Johnson, Amy W.
Subject: Update on CORVA online classes

Good afternoon friends

This email is intended to follow up on the message CDP Chairman Scott Mayausky sent out last Friday. I may as well tell you now that this is likely to be a long email, but I think it is important that the information provided be very specific. In his email, Scott outlined some changes regarding our CDP classes, continuing education and service to the association for the remainder of the certification/re-certification year. Specifically, the CDP committee has cancelled all in-person classes for the remainder of the year. In place of in person instruction we are moving our classes on-line for the remainder of 2020. The details of Scott's email were:

Education/Continuing Education

- Migrate classes on-line beginning with the Code of Virginia and Roles and Responsibilities both to be taught in May.
- Cancel the existing course schedule and reschedule once the courses have been converted to an online format.
- The cost of your first class will be \$50. Any additional classes will be \$100 per class.
 - We were able to reduce the cost of classes from \$150 to \$100 due to a reduction in food and travel expenses.
 - The CDP Committee is offering a one-time Education Grant of \$50 to help defray education costs. This Education Grant is applied to one class and expires Nov. 1, 2020.
- IAAO Seminars that are free or open to nonmembers must meet the following requirements:
 - Proof of registration
 - Certification by Commissioner of course completion

Service to the Association

- Created a new opportunity for service points for a "Chat Room Monitor" for approved on-line meetings and classes. 1 point/ 2 maximum

A CDP subcommittee comprised of Jean Shrewsbury, Lois Jacob, Scott Mayausky, myself and Ann Burkholder were tasked with developing an online class format and schedule for the remainder of the year. The subcommittee has met via Zoom conferencing several times and have developed the following class schedule. Please note that the dates may be slightly modified if necessary but you will be made aware of any needed changes. There may be a few additional classes added but that is not guaranteed. Each of our classes will follow a four day format as follows:

1. **Audio/Video check in** – For each class there will be a technical check in period on the day before instruction begins. This check in period will be scheduled for a 30 minute period on the afternoon prior to Day 1 of the class. All students will receive a Zoom conference invitation to attend the check in period. Participation is strongly encouraged as there will be no planned technical check period on the day of the class. During the check in period, the instructors and students will meet so each person can check to ensure their equipment and online presence is working. This will allow an opportunity to minimize disruption to the instruction period in case anyone is having technical difficulties. All of the classes are being presented in conjunction with the Weldon Cooper Center and we will be using Zoom conferencing services through the Cooper Center's COLLAB online platform.

2. **Instruction** – There will be 2 consecutive days of class instruction. Each student will receive an email from Beth Bennett instructing them how to log onto COLLAB for the check in period, class instruction and to take the class final exam. Each instruction day will consist of 3 hours of instruction and discussion and there will be time allotted for breaks. There will be 2 instructors for each class and they will rotate instructing. Course materials and instructor presentations will be uploaded to the COLLAB site and will be accessible by all students. As no paper copies of the text will be provided, it is recommended that the student either
3. **Final Review and Exam** – On the 4th day the instructors will provide 1.5 hours of class review prior to students taking the exam. At the conclusion of the review students will be given a 2 hour period in which they can log onto the exam site to take the exam. Once they have logged on, students will have 2 hours to complete the exam. Please note that the exams must be completed in one sitting. That means once you log onto the exam you must finish it. You will not be able to leave the exam site and come back. It may be helpful to provide the following example. “ On the last day the instructors and students reviewed course material from 9am to 10:30am. The students were then instructed that the exam would be available to begin from 12 noon to 2pm. Students would be allowed to log onto the test site at any time during those two hours and once they had logged in they would have two hours to complete the exam. No one would be allowed to begin the exam after 2pm and the exam site would be closed at 4pm.” Also, before I forget, as before all final exams will be open book.

Following is the course schedule for the remainder of 2020

Code of Virginia (May 18-21) (Instructors – Jean Shrewsbury/Scott Harris)

Check in period date – May 18 (3:00pm to 3:30pm)

Day 1 instruction – May 19 (9am to 12pm)

Day 2 instruction – May 20 (9am to 12pm)

Review/Exam day – May 21 (Review 9am to 10:30am) – Exam Log in window (12:00pm to 2pm) – Time allowed to complete exam – 2 hours – Exam close time (4:00pm)

Roles & Responsibilities of the COR (May 26-29) (Instructors Ann Burkholder/Scott Mayausky)

Check in period date – May 26 (3:00pm to 3:30pm)

Day 1 instruction – May 27 (9am to 12pm)

Day 2 instruction – May 28 (9am to 12pm)

Review/Exam day – May 29 (Review 9am to 10:30am) – Exam Log in window (12:00pm to 2pm) – Time allowed to complete exam – 2 hours – Exam close time (4:00pm)

Land Use Taxation (June16-19) (Instructors – Jean Shrewsbury/Scott Harris)

Check in period date – June16 (3:00pm to 3:30pm)

Day 1 instruction – June 17 (9am to 12pm)

Day 2 instruction – June 18 (9am to 12pm)

Review/Exam day – June 19 (Review 9am to 10:30am) – Exam Log in window (12:00pm to 2pm) – Time allowed to complete exam – 2 hours – Exam close time (4:00pm)

Tax Exemptions in Virginia (July 14-17) (Instructors – Lori Stevens/Scott Harris)

Check in period date – July 14 (3:00pm to 3:30pm)

Day 1 instruction – July 15 (9am to 12pm)

Day 2 instruction – July 16 (9am to 12pm)

Review/Exam day – July 19 (Review 9am to 10:30am) – Exam Log in window (12:00pm to 2pm) – Time allowed to complete exam – 2 hours – Exam close time (4:00pm)

Real Estate Taxation (July 21-24) (Instructors – Scott Mayausky/To be determined)

Check in period date – July 21 (3:00pm to 3:30pm)

Day 1 instruction – July 22 (9am to 12pm)

Day 2 instruction – July 23 (9am to 12pm)

Review/Exam day – July 24 (Review 9am to 10:30am) – Exam Log in window (12:00pm to 2pm) – Time allowed to complete exam – 2 hours – Exam close time (4:00pm)

Roles & Responsibilities of the COR (August 4-7) (Instructors – Ann Burkholder/To be determined)

Check in period date – August 4 (3:00pm to 3:30pm)

Day 1 instruction – August 5 (9am to 12pm)

Day 2 instruction – August 6 (9am to 12pm)

Review/Exam day – August 7 (Review 9am to 10:30am) – Exam Log in window (12:00pm to 2pm) – Time allowed to complete exam – 2 hours – Exam close time (4:00pm)

Business Tangible Personal Property (August 18-21) (Instructors – Jean Shrewsbury/Scott Harris)

Check in period date – August 18 (3:00pm to 3:30pm)

Day 1 instruction – August 19 (9am to 12pm)

Day 2 instruction – August 20 (9am to 12pm)

Review/Exam day – August 21 (Review 9am to 10:30am) – Exam Log in window (12:00pm to 2pm) – Time allowed to complete exam – 2 hours – Exam close time (4:00pm)

Anticipated Frequently Asked Questions

Question : I have already registered and paid for an in person class, Can I just move my registration to an online class or do I have to take a refund and start over?

Answer: If you have already registered for an in person class you have several options. You can request a refund and we will send it to you. You can also elect to have your registration moved to an online class. In order to move your registration you will need to email Amy Johnson at awjohnson@hanovercounty.gov and she will move your registration. If you elect to move your registration to an online class we will deduct the cost of the online class from the amount you already paid. We can then credit the remaining funds for future classes or send you a refund of the remaining funds.

Question: How will the registration process go? Is it going to be different or the same?

Answer: You will access the registration site in the same way you had previously. You will go to the Association web site and click on “Getting Involved”. You will then select class registrations. At some point you will be asked for the password. The password is dnomhcir. Once you are on the registration site you will select “Online Registration”. All of the classes outlined above will be available for registration. You will select one of the available classes and you will have 2 options for payment amount. As described in the CDP chairman’s email you may elect to take one class at a cost of \$50. If you register for additional classes you will need to select the \$100 cost option for the additional classes. You will then be given the option of paying for the registration right then by credit card or you may elect to mail a check to the address provided prior to the class date.

Question: Where am I supposed to go to take the classes? Can I take the classes from work? Can I do it from home on my own computer?

Answer: You will be able to access the COLLAB site on the internet from any computer that has internet capability. You do not have to be in any particular place to access the class as long as you have an adequate internet signal. We do encourage COR’s to provide space and the time in the office necessary to take the classes.

Question: I know this is off subject but I’m wondering, do I even need to take a class this year?

That’s a reasonable question and you are correct. It is off the subject. However, our association president Tommy Blackwell is making a formal request to the Compensation Board to have the class requirements and continuing education requirements waived or partially waived for the year. After much discussion it appears unlikely that the Comp Board will waive all of the requirements. It is always possible they may waive some and not others. Your career development committee believes it would be unwise to count on a waiver and has developed a process that will provide you with the educational opportunities we need and we encourage you assume that the requirements will be what they have been in the past, and act accordingly. Additionally, We anticipate using this model to host continuing education

opportunities as well. Though no plans are definite, the training will likely include opportunities for district and similar meetings. More information on this aspect of training will be provided in the coming weeks.

Thank you for your attention folks. We are just getting started on moving classes and training opportunities online. At the moment we are preparing a guide of sorts to provide information regarding "Zoom Etiquette" and expectations for how we all participate in the online classes. We plan to have it completed and uploaded to COLLAB in the coming week. Once you've been provided login credentials for a class, you will be able to access that information. I'm sure there will be hiccups along the way. We are working very hard to get everything right but I'm sure there will be some missteps. I'm also confident though that we will figure it out. If you have difficulties registering for the classes please contact Amy Johnson at the email provided above and she will help you. Please also feel free to let me know if you questions.
scott

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