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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

TO: All Interested Parties

FROM: Training Section, Assessment Division

RE: Level 1 and 2 Assessor-Appraiser Certification Course and Examination

The Department of Local Government Finance will be offering one Level 1 and Level 2 Assessor Appraiser Certification Course in Indianapolis prior to the filing deadline for the 2010 primary election.

In an effort to provide everyone with the opportunity to receive all information provided by the DLGF, please share all contents of this notification with others in your county, including staff members and members of the county PTABOA.

The classes will be held in different locations than we have previously used. The Level 1 class will be at the Indiana Government Center - Conference Center. The Level 2 class will be held at Fort Benjamin Harrison State Park. More details regarding these locations are listed in another part of this memo.

## Course Description

The classes will run for four consecutive days, followed by a 5-hour exam on the fifth day. During your first course of the classes, you must attend the entire four-day course to be eligible to take the exam. You will also be required to show a photo ID on the exam day. After you have completed one cycle of the course, you may retake the exam, if necessary, without having to retake the classes.

As always, the course and exam is open to all at no charge. However, **you must pre-register by sending in the attached form.** Attendance is limited to 25 people and will be filled on a first come first serve basis.

Classes will begin at 9:00 a.m. and end at 4:00 p.m. Monday – Thursday. On Friday the exam will run five (5) consecutive hours from the beginning of the exam, but will end no later than 4:00 p.m. on Friday, local time.

The Level 1 course will consist of the following:

- Cost Approach using Book 1 of the 2002 Real Property Assessment Guidelines
- Introduction to the Sales Comparison Approach
- Introduction to the Income Approach and Review

The Level 2 course will consist of the following:

- Cost Approach using Book 2 of the 2002 Real Property Assessment Guidelines
- Sales Comparison Approach
- Income Approach and Review

### Examinations

The objective of the Level 1 and Level 2 exams is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The exam will test practical applications used in the performance of the duties associated with the office.

The Level 1 and 2 examinations will consist of 50 multiple-choice questions. You may have to work a problem in order to answer the questions associated with the problem. The exams are open book, and are based on the course content and problems worked during class. You may use any notes, manuals or other relevant materials during the exam.

During the exam, there will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

**Passing grade is 70, and the exam contains 100 points.**

After you have completed one cycle of the classes, you may retake the exam, if necessary, without having to retake the classes. **If you desire to take the Exam on another date, please contact our office to schedule the exam.**

### Supplies to Bring With You

For Level I:

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 1, a calculator, highlighter, notepads, pencils, 12-inch ruler.

For Level II:

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 2, a calculator, highlighter, notepads, pencils, 12-inch ruler.

If you need a set of the 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2), please indicate so on the registration form. Copies will be available at the class site, but only for those who request them in advance. These are available free of charge to Indiana County officials and employees. All others must pay a \$25.00 fee to purchase the books on the first day of class.

### Special Accommodations

If you have a physical impairment that will require special accommodations, we ask that you give us advanced notification. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

### **Other Information**

Dress comfortably. You will be sitting for long periods, and I would suggest that you dress in layers. The rooms have varying temperatures, so you need to be prepared.

At Ft. Benjamin Harrison in The Garrison, where the class will be held, there is a restaurant available for lunch and dinner. However, you may leave the facility to eat wherever you desire.

### **Information and Directions to the Class Locations**

**Level 1 Course will be held at the Indiana Government Center South Conference Center.**

302 W Washington Street, Conference Room 19, Indianapolis.

Registrants must find their own lodging and/or parking. A list of area hotels is below and an area parking list is attached at the end of this memo.

#### **Downtown Indianapolis Hotels**

The Westin Indianapolis  
50 S Capitol Ave  
317-262-8100  
Starwoodhotels.com

Marriott Residence Inn on the Canal  
350 W New York St  
Indianapolis, IN  
317-882-0840  
Marriott.com

Indianapolis Marriott Downtown  
350 W Maryland St  
317-882-3500  
Indymarriott.com

Courtyard by Marriott at the Capitol  
320 N Senate Ave  
317-684-7733  
Marriott.com

Hyatt Regency Indy  
1 S Capitol Ave  
317-632-1234  
Hyatt.com

Hilton Indianapolis  
120 W Market St  
317-972-0600  
Hilton.com

Embassy Suites Indianapolis Downtown  
110 W Washington St  
317-236-1800  
Hilton.com

PLEASE NOTE: Prepare and allow extra time for entering the Indiana Government Center South Building through the West Washington Street Entrance. Please be aware that to facilitate weapons restrictions at Indiana Government Center (IGC) North and South, as of July 21, 2008, the public must enter IGC buildings through a designated public entrance. The entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.

After entering the building turn left and follow the signs to the Information Desk and ask for directions to Conference Center Room 19.

No food is allowed in the Indiana Government Center Conference Room. However, snacks and drinks are allowed. There is a snack bar on the same level and there is a cafeteria in the lower level of the Government Center. There is also a coffee shop, *CoffeeZon* in the cafeteria seating area. A Subway and various other restaurants are nearby. Feel free to bring your lunch and sit in the Cafeteria seating area to eat. A microwave is available for everyone's use.

**Level 2 Course will be held at Ft. Benjamin Harrison State Park and Conference Center.**

5830 N Post Rd, Indianapolis. <https://garrison.dnr.state.in.us/reservations.html>

The classroom will be at The Garrison Conference Center in the Roosevelt Ballroom.

Lodging has been arranged holding a block of rooms for \$69.00 per night for King rooms and \$89.00 for King suites. Reservations should be made using group code DLGF2 to get the discounted rate by calling 877-563-4371.

Follow 465 North to the 56th Street Exit (Exit 40) and turn right (East) onto 56th Street. Turn left (North) on Post Road and follow until the road ends at 59th Street, turn right (East) onto 59th Street. The entrance drive to the golf course, conference center, and lodging is on the North (left-hand) side of the road about one and a half blocks East of Post Road.

### Registration

There is no fee associated with registration for the course/exam. However, **a registration form must be completed and returned to the address/fax number indicated below no later than January 13.** This will ensure that there is enough time to prepare adequate materials for the class. If you do not pre-register, we cannot guarantee that materials will be available, even though space may be.

**You may register for both classes on this same registration form.** Exams will be graded promptly and your score will be available on Monday afternoon of the week following the exam by contacting Donna Bratcher either by phone or email listed below.

Donna Bratcher  
Administrative Assistant  
Department of Local Government Finance  
IGC-North, Rm N1058  
100 N Senate Ave  
Indianapolis, IN 46204  
Phone 317) 233-0166  
Email [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov)

**LEVEL 1 AND 2 COURSE/EXAM REGISTRATION FORM**

**Please fax this form to 317-232-8779**

Name: \_\_\_\_\_ Maiden: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone: (Daytime) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(Confirmations will only be sent via email, two weeks prior to class start date)

Title: \_\_\_\_\_ (If vendor, please list company)

*Please list title, such as County Deputy Assessor or County Employee, if not a deputy. If you are a township employee in a township that is still operational, please either list yourself as a township deputy or a township employee.*

Please register me for the following courses/exams

**Level 1**

- January 25-29, 2010 - Indiana Government Center South Conference Center, 302 W Washington Street, Conference Room 19, Indianapolis.  
Registrants must find their own parking. An area-parking list is attached.  
Please be prepared and allow extra time for entering the Government Center Building through the West Washington Street Entrance. Please be aware that to facilitate weapons restrictions at Indiana Government Center (IGC) North and South, as of July 21, 2008, the public must enter IGC buildings through a designated public entrance. These entrances will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.

**Level 2**

- February 8-12, 2010 – Ft. Benjamin Harrison State Park Inn and Conference Center, 5830 N Post Rd, Indianapolis, IN 46216

**Books and Manuals:**

Please reserve a 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2) for me: \_\_\_\_  
*(These will be available the first day of class, if reserved. There is no charge for county officials and employees, but others must pay a \$25 fee each.)*



**Indianapolis**  
Downtown Inc.

Amazingly.....  
.....Always New

November 13, 2009 4:09  
p.m.

# Selected List



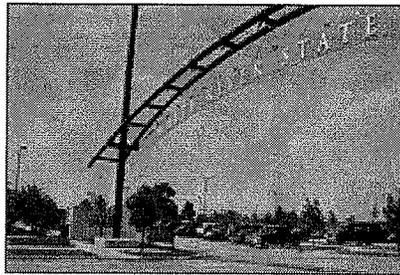
**Parking Count:** 12 items

## White River State Park- South Lot

650 W. Washington St.  
234-0231  
Lot  
SW Quad

**Rates:**

Event \$5.00



## Sun Garage

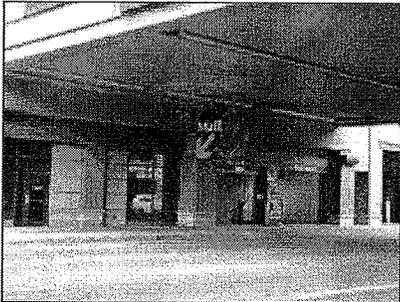
48 W. Maryland St.  
681-5670  
Garage  
SW Quad  
Clearance Height: 8' 2"

**Rates:**

1 Hour	\$1.50
Daily Maximum	\$20.00
Event	\$20.00

**Hours:**

Weekdays	8am-2am
Saturday	8am-2am
Sunday	10am-12:30am



## Moon Garage

26 W. Georgia St.  
681-5670  
Garage  
SW Quad  
Clearance Height: 6' 8"

**Rates:**

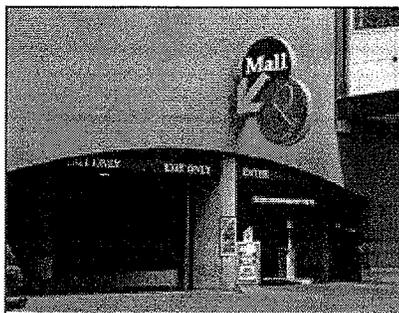
1 Hour	\$1.50
Daily Maximum	\$20.00
Event	\$20.00

**Hours:**



# Indianapolis Downtown, Inc.

Weekdays 8am-Midnight  
Saturday 8am-Midnight  
Sunday 10am-9pm



## World Wonders Garage

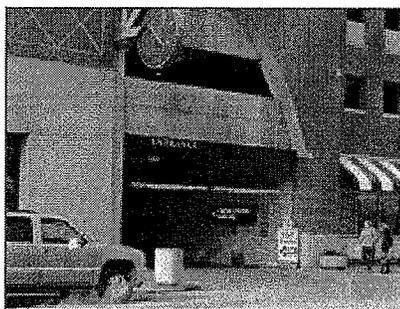
100 S. Illinois St.  
681-5670  
Garage  
SW Quad  
Clearance Height: 8' 2"

### Rates:

1 Hour \$1.50  
Daily Maximum \$20.00  
Monthly \$125.00  
Event \$20.00

### Hours:

Weekdays 24 hours  
Saturday 24 hours  
Sunday 24 hours



## White River State Park Garage

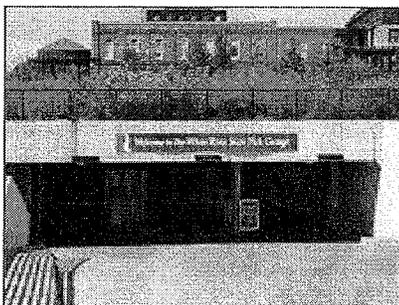
650 W. Washington St.  
234-0231  
Garage  
SW Quad  
Clearance Height: 8' 0"

### Rates:

1 Hour \$3.00  
Daily Maximum \$10.00  
Event \$20.00

### Hours:

Weekdays 7am-11pm  
Saturday 7am-11pm  
Sunday 9am-9pm



## Circle Block Garage

25 N. Illinois St.  
974-0590  
Garage  
SW Quad  
Clearance Height: 6' 9"

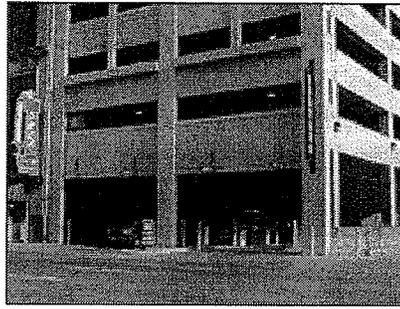
### Rates:

1 Hour \$3.00  
Daily Maximum \$12.00  
Monthly \$125.00  
Event \$10.00

### Hours:



Weekdays 6am-12:30am  
Saturday 12:00pm-2:30am  
Sunday 12:00pm-12:30am



**CIB Lot 3**

350 W. South St.  
916-1760  
Lot  
SW Quad  
Credit Cards Accepted

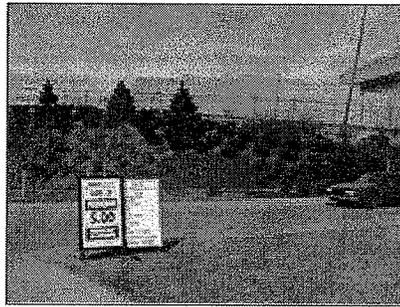


**Rates:**

1 Hour \$5.00  
Daily Maximum \$5.00  
Event \$20.00

**Hours:**

Weekdays 24 hrs  
Saturday 24 hrs  
Sunday 24 hrs



**Claypool Court Garage**

33 N. Capitol Ave.  
632-9805  
Garage  
SW Quad  
Clearance Height: 6' 8"



**Rates:**

1 Hour \$5.00  
Daily Maximum \$20.00  
Monthly \$125.00  
Event \$20.00

**Hours:**

Weekdays 24 hrs  
Saturday 24 hrs  
Sunday 24 hrs



**NatCity Centre/Hyatt  
Garage**

5 S. Capitol Ave.  
632-2893  
Garage  
SW Quad  
Clearance Height: 6' 2"  
Credit Cards Accepted



**Rates:**

1 Hour \$5.00  
Daily Maximum \$20.00

Monthly \$125.00  
Event \$20.00

**Hours:**

Weekdays 24 hrs  
Saturday 24 hrs  
Sunday 24 hrs

**Plaza Park Garage**

109 S. Capitol Ave.  
638-2171  
Garage  
SW Quad  
Clearance Height: 6' 8"  
Credit Cards Accepted

**Rates:**

1 Hour \$5.50  
Daily Maximum \$20.00  
Monthly \$110.00  
Event \$20.00

**Hours:**

Weekdays 6am-12:30am  
Saturday 24 hrs  
Sunday 6am-12:30am



**Capitol Commons Garage**

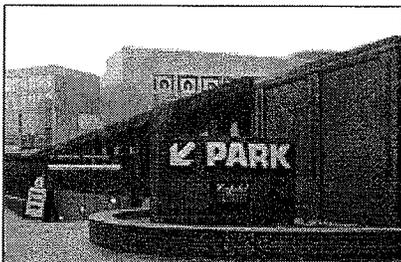
10 S. Capitol Ave.  
951-0866  
Garage  
SW Quad  
Clearance Height: 6' 8"  
Credit Cards Accepted

**Rates:**

1 Hour \$15.00  
Daily Maximum \$25.00  
Monthly \$130.00  
Event \$25.00

**Hours:**

Weekdays 24 hrs  
Saturday 24 hrs  
Sunday 24 hrs



**Marriott Downtown Garage**

350 W. Maryland St.  
822-3500  
Garage  
SW Quad

**Rates:**

1 Hour \$15.00  
Daily Maximum \$30.00

**Hours:**

Weekdays 24 hrs  
Saturday 24 hrs  
Sunday 24 hrs

\* Information is maintained by IDI and subject to change.