
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT
FINANCE



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

July 2009

Dear Assessing Professional,

The Department of Local Government Finance (DLGF) will hold the Third and Fourth Quarter 2009 continuing education courses from September 15 through December 10 at five locations.

Fundamentals of Sales Ratio Analysis

Course Number: IN 130

(7-hours of continuing education credit by the Department of Local Government Finance)

Sales ratio analysis is the fundamental tool assessment officials use to measure if their work is complying with the statutes relative to the assessment of property. This course is designed to familiarize students with the basics of a sales ratio analysis. The course begins with an overview of mathematical concepts and procedures that are necessary to perform and understand a sales ratio analysis. Students will learn how to calculate the ratios and apply appropriate statistical procedures to determine the quality of the assessment and to make recommendations to improve the assessment quality. A case study will allow students to pull together all the formulas and techniques that have been discussed throughout the class.

Math for Assessors

Course Number: IN 132

(7-hours of continuing education credit by the Department of Local Government Finance)

This course focuses on basic mathematical functions that assessment official's use regularly. Topics covered in this course include: mathematical symbols, decimals, addition, subtraction, multiplication, division, round of numbers, fractions, decimals, percentages, review of basic algebra, review of basic geometry, and ratios. This is an introductory course.

Neighborhood Analysis

Course Number: IN 213

(7-hours of continuing education credit by the Department of Local Government Finance)

Students will learn the characteristics of neighborhoods and how boundaries are determined and influence value. Economic principles and their affect on neighborhoods will be addressed. The various neighborhood valuation techniques and the appropriate methods for analyzing a neighborhood will also be addressed.

Cadastral Mapping

Course Number: IN 251

(7-hours of continuing education credit by the Department of Local Government Finance)

This course gives students an overview of cadastral mapping techniques, which will prepare assessment officials to create a map to an aerial photo base. It is recommended that students have a basic understanding of land records, legal descriptions, and mapping, prior to attending class.

These sessions are for all assessing professionals, regardless of certification status. However, for those who have achieved Level 1 and/or Level 2 certification status, the class is worth seven (7) hours of continuing education credit.

*****If a student has received previous continuing education credit for one of the course titles during their continuing education cycle, they cannot receive credit again.***

Each class is seven hours long, including one hour for lunch. Check-in is between 8:30 a.m. and 9 a.m. local time, and classes run from 9 a.m. to 4 p.m.

Locations

- Columbus
- Evansville
- Fort Wayne
- Indianapolis
- Merrillville

Registration

There is no registration fee for DLGF continuing education courses. *The preferred method of registration is at www.ind-pace.com.* You can also register by mail or fax by following the instructions on the enclosed registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled we are not able to notify you if you have not registered for the class. Also, we cannot guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff as well as your county Property Tax Assessment Board of Appeals members.**

All registrations will be confirmed by mail or e-mail. Additional information on the class facility, directions, and parking will be included in the confirmation letter. Location directions are also available by clicking on the **Directions** button on the registration Web site, then clicking on the location link you desire.

Details

The DLGF's continuing education provider for these classes is Brilljent, LLC, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her at 260-247-9422 or via e-mail at lharris@briljent.com.

Course manuals will be available onsite at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended.

The preferred method of registration is online at www.ind-pace.com

**DLGF Continuing Education Registration Form
Third and Fourth Quarter 2009**

Name:			
Title			
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		E-Mail:	

Please register me for the class I have indicated below by checking its date and location:

**Third Quarter 2009: Fundamentals of Sales Ratio Analysis (Course No. IN 130)
Math for Assessors (Course No. IN 132)**

<input type="checkbox"/>	Sept. 15 – Columbus, Columbus Learning	<input type="checkbox"/>	Sept. 21 – Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/>	Sept. 23 – Indianapolis, Indiana Wesleyan University
<input type="checkbox"/>	Sept. 16 – Columbus, Columbus Learning	<input type="checkbox"/>	Sept. 22 – Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/>	Sept. 24 – Indianapolis, Indiana Wesleyan University
<input type="checkbox"/>	Sept. 16 – Evansville, Ivy Tech Community College	<input type="checkbox"/>	Sept. 22 – Merrillville, Indiana Wesleyan University		
<input type="checkbox"/>	Sept. 17 – Evansville, Ivy Tech Community College	<input type="checkbox"/>	Sept. 23 – Merrillville, Indiana Wesleyan University		

**See back side of this letter for Fourth Quarter class offerings

The preferred method of registration is online at www.ind-pace.com

**Fourth Quarter 2009: Neighborhood Analysis (Course No. IN 213)
Cadastral Mapping (Course No. 251)**

<input type="checkbox"/> IN 213	Dec. 1 – Evansville, Ivy Tech Community College	<input type="checkbox"/> IN 213	Dec. 7 – Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/> IN 251	Dec. 9 – Merrillville, Indiana Wesleyan University
<input type="checkbox"/> IN 213	Dec. 2 – Columbus, Columbus Learning	<input type="checkbox"/> IN 251	Dec. 8 – Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/> IN 251	Dec. 10 – Indianapolis, Indiana Wesleyan University
<input type="checkbox"/> IN 251	Dec. 2 – Evansville, Ivy Tech Community College	<input type="checkbox"/> IN 213	Dec. 8 – Merrillville, Indiana Wesleyan University		
<input type="checkbox"/> IN 251	Dec. 3 – Columbus, Columbus Learning	<input type="checkbox"/> IN 213	Dec. 9 – Indianapolis, Indiana Wesleyan University		

Mail this registration form to Registrar Lisa Harris at Briljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to 260-434-0991. Lisa can be reached by phone at 877-434-0990 or by e-mail at **lharris@briljent.com**.

The preferred method of registration is online at www.ind-pace.com