
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

May 2012

Dear Assessing Professional,

The Department of Local Government Finance (DLGF) will hold the Third and Fourth Quarter 2012 continuing education courses from July 16th through October 18th at six locations.

Math for Assessors

Course Number: IN 132

(7 ½ -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.

Valuation of Residential Land

Course Number: IN 150

(7 ½ -hours of continuing education credit by the Department of Local Government Finance)

The foundation of any successful assessment system lies in uniform and accurate land values. This course will provide assessment officials with the knowledge and tools to facilitate that process by analyzing market dynamics and studying market behavior. The course is designed to provide assessment officials with a variety of options, or techniques, to facilitate land valuation. The course begins by briefly discussing the theory and economics of land and land valuation through an examination of principles, definitions, supply and demand, and units of comparison. The main body of the course looks at the mass appraisal of land. Within this section, techniques for land valuation are presented that are both useful when sales are sufficient and when sales are scarce.

Personal and Real Property Tax Abatements

Course Number: IN 469

(7 ½ -hours of continuing education credit by the Department of Local Government Finance)

This course will provide students with an overview of the process for determining both real and personal property tax abatements. The rules and statutes that govern abatements will be discussed and abatement problems will be examined. Students will have the opportunity to work various exercises involving abatements of both real and personal property.

Valuation of Low-End and Difficult Residential Properties

Course Number: IN 214

(7 ½ -hours of continuing education credit by the Department of Local Government Finance)

The purpose of this workshop is to provide assistance in the valuation of low end and difficult residential properties that often create valuation issues. It is not unusual that these types of properties when sold have a sales ratio considerably higher than 1.00 and a very regressive PRD (Price-Related Differential).

Property types to be discussed are: Older, economically challenged areas; Heavy mix of rental properties – do rentals sell for less; Extreme deferred maintenance – physical deterioration; Functional obsolescence; External obsolescence; Old manufactured homes; Manufactured homes connected with each other; Manufactured homes connected to stick-built homes and Other odd or unusual homes.

Each class is seven and a half hours long, including one hour for lunch. Check-in is between 8:00 a.m. and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.

Locations

- Columbus
- Indianapolis
- Fort Wayne
- Evansville
- Merrillville
- Terre Haute

Registration

There is no registration fee for DLGF continuing education courses. **PLEASE CHECK OUT OUR IMPROVED REGISTRATION SITE AT WWW.IND-PACE.COM. This site will allow you to register, get directions, check your registrations and change and cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following 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.**

Registrations will be confirmed by e-mail only. If you do not provide an email address you will not receive a confirmation of your class registration so you are encouraged to register on the website.

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. If you cannot get ahold of Lisa Harris, you may also contact Lindsay at 260-247-9269 or via e-mail at lharris2@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.

DLGF Continuing Education Registration Form
Third Quarter 2012

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 2012: Math for Assessors (Course No. 132)
 Valuation of Residential Land (Course No. 150)**

<input type="checkbox"/>	July 16 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/>	July 18 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/>	July 31 – Evansville, Ivy Tech Community College
<input type="checkbox"/>	July 17 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/>	July 19 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/>	August 1 – Terre Haute, Ivy Tech Community College
<input type="checkbox"/>	July 17 –Merrillville, Indiana Wesleyan University	<input type="checkbox"/>	July 30 – Columbus, Clarion Hotel Bartholomew		
<input type="checkbox"/>	July 18 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/>	July 31 – Columbus, Clarion Hotel Bartholomew		

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 260-247-9422 or by e-mail at lharris@briljent.com. ***The preferred method of registration is online at www.ind-pace.com***

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

DLGF Continuing Education Registration Form
Fourth 2012

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:

**Fourth Quarter 2012: Real & Personal Property Tax - Abatements (Course No. 469)
Valuation of Low-End and Difficult Residential Properties (Course No. 214)**

<input type="checkbox"/>	October 1 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/>	October 3 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/>	October 17 – Columbus, Clarion Hotel Bartholomew
<input type="checkbox"/>	October 2 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/>	October 4 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/>	October 18 – Columbus, Clarion Hotel Bartholomew
<input type="checkbox"/>	October 2 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/>	October 15 – Terre Haute, Ivy Tech Community College		
<input type="checkbox"/>	October 3 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/>	October 16 – Evansville, Ivy Tech Community College		

Mail this registration form to Registrar Lisa Harris at Brilljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to 260-434-0991. Lisa can be reached by phone at 260-247-9422 or by e-mail at lharris@briljent.com. ***The preferred method of registration is online at www.ind-pace.com***