
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
ASSESSMENT DIVISION, TRAINING SECTION



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE 317.232.3777
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December 2017

Dear Assessing Professional,

The Department of Local Government Finance ("Department") will hold the first and second quarter 2018 continuing education courses from January 30 through June 6 at five locations. **Each class is 7.5 hours long, including 1 hour for lunch. Check-in is between 8 a.m. and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.**

Course Descriptions

Personal Property Tax

IN Course Number: IN 462

7.5 hours of continuing education credit by the Department of Local Government Finance

This course will begin with a discussion of the differences between real and personal property for tax purposes. The course will also cover the appropriate forms to be used by taxpayers for reporting personal property and the basic assessment methodology. In addition, the student will understand the basics of the Indiana personal property valuation process and the concepts of possession and ownership.

Valuation of Lodging Properties

IN Course Number: IN 251

7.5 hours of continuing education credit by the Department of Local Government Finance

The purpose of this course is to provide guidance and suggestions on the valuation process of hotel/motel properties. This course will look at the different classifications of hotel/motel properties, lodging terminology, and how all three approaches to value can be used to value these types of properties. The course will also provide some websites where additional information on the hotel/motel industry can be discovered. Also included is some information on what authorities in the field say lies ahead for the industry in the upcoming year or two.

Valuation of Senior Housing

IN Course Number: IN 512

7.5 hours of continuing education credit by the Department of Local Government Finance

This course provides an overview of and valuation guidelines for the four main types of senior housing: Independent Living, Assisted Living, Skilled Nursing, and Continuum of Care Retirement Facilities. The course will also address Alzheimer/Dementia care units in the various property types.

Locations

Classes are located in the following cities:

City	Address	City	Address
Columbus/ Edinburgh	Holiday Inn Express & Suites – Columbus/Edinburgh 12225 North Executive Drive Edinburgh, IN 46124	Indianapolis	<u>NORTH:</u> Indiana Wesleyan University Education and Conference Center 3777 Priority Way South Drive Indianapolis, IN 46240
			<u>WEST:</u> Indiana Wesleyan University Education and Conference Center 6325 Digital Way, Suite 222 Indianapolis, IN 46278
Evansville	Ivy Tech Community College – Southwest Bower-Suhrheinrich Conference Center, Room 107 3501 North First Avenue Evansville, IN 47710	Merrillville	Indiana Wesleyan University Education and Conference Center 8415 Georgia Street Merrillville, IN 46410
Fort Wayne	Indiana University-Purdue University Fort Wayne Walb Student Union Classic Ballroom 2101 East Coliseum Boulevard Fort Wayne, IN 46815		

Registration

There is no registration fee for Department continuing education courses. Please register for the classes that you are interested in taking at www.ind-pace.com. **This site will allow you to register, get directions, check your registrations, and change or cancel your registrations. This is 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, Briljent, LLC (Briljent) is not able to notify you if you have not registered for the class and provided up-to-date contact information. Also, Briljent 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 e-mail address, you will not receive a confirmation of your class registration. You are encouraged to register at www.ind-pace.com.**

Details

The Department's continuing education provider for these classes is Briljent, an Indiana-based business with extensive experience in training design and facilitation. Your Registrars for classes are Kasia Forsyth and Lynn Paquin. You can contact them via e-mail at kforsyth@briljent.com and lpquin@briljent.com.

Course manuals will be available on-site 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. **Reminder: Refreshments are not provided. Please remember to bring your own.**

DLGF Continuing Education Registration Mail-In Form
First Quarter 2018

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:

First Quarter 2018: Personal Property Tax (IN 462)

IN 462 – Personal Property Tax		
	Date	Location
<input type="checkbox"/>	Tuesday, January 30, 2018	Evansville
<input type="checkbox"/>	Wednesday, January 31, 2018	Evansville
<input type="checkbox"/>	Tuesday, February 6, 2018	Indianapolis – NORTH (3777 Priority Way South Dr.)
<input type="checkbox"/>	Wednesday, February 7, 2018	Indianapolis – WEST (6325 Digital Way, Suite 222)
<input type="checkbox"/>	Wednesday, February 21, 2018	Columbus/Edinburgh
<input type="checkbox"/>	Thursday, February 22, 2018	Columbus/Edinburgh
<input type="checkbox"/>	Wednesday, February 28, 2018	Merrillville
<input type="checkbox"/>	Thursday, March 1, 2018	Merrillville
<input type="checkbox"/>	Tuesday, March 6, 2018	Fort Wayne
<input type="checkbox"/>	Wednesday, March 7, 2018	Fort Wayne

Mail this registration form to Registrar Lynn Paquin at
 Briljent, LLC, 7615 West Jefferson Blvd., Fort Wayne, Indiana 46804; or, fax to 260-434-0991.

NOTE: 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 Mail-In Form
Second Quarter 2018**

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:

Second Quarter 2018: **Valuation of Lodging Properties (IN 500)**
 Valuation of Senior Housing (IN 512)

IN 500 – Valuation of Lodging Properties		
	Date	Location
<input type="checkbox"/>	Wednesday, May 16, 2018	Columbus/Edinburgh
<input type="checkbox"/>	Thursday, May 17, 2018	Indianapolis – WEST (6325 Digital Way, Suite 222)
<input type="checkbox"/>	Tuesday, May 22, 2018	Evansville
<input type="checkbox"/>	Tuesday, June 5, 2018	Merrillville
<input type="checkbox"/>	Wednesday, June 6, 2018	Fort Wayne

IN 512 – Valuation of Senior Housing		
	Date	Location
<input type="checkbox"/>	Wednesday, May 16, 2018	Indianapolis – NORTH (3777 Priority Way South Dr.)
<input type="checkbox"/>	Thursday, May 17, 2018	Columbus/Edinburgh
<input type="checkbox"/>	Wednesday, May 23, 2018	Evansville
<input type="checkbox"/>	Tuesday, June 5, 2018	Fort Wayne
<input type="checkbox"/>	Wednesday, June 6, 2018	Merrillville

Mail this registration form to Registrar Lynn Paquin at
Briljent, LLC, 7615 West Jefferson Blvd., Fort Wayne, Indiana 46804; or, fax to 260-434-0991.

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