

---

# 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) 974-1629

**TO:** Assessing Officials, County Auditors, PTABOA Members, and Vendors  
**FROM:** Wesley R. Bennett, Commissioner  
**RE:** Assessor-Appraiser Continuing Education Hours  
**DATE:** July 8, 2020

Pursuant to Section 13(B) of Executive Order 20-05 authorizing agencies to waive, suspend, or modify an existing rule of their agency where the enforcement of which would be detrimental to the public welfare during the public health emergency, the Department of Local Government Finance (“Department”) will be suspending the continuing education requirements for Level 1, Level 2, and Level 3 certified assessor-appraisers under 50 IAC 15-3-2, 50 IAC 15-3-4, and 50 IAC 15-3-8 for those individuals with a continuing education cycle ending on December 31, 2020. The next continuing education cycle for these assessor-appraisers will still commence on January 1, 2021; however, any continuing education hours obtained after January 1, 2021, will first be applied to the number of continuing education hours that remain outstanding for the January 1, 2019 – December 31, 2020 cycle. The suspension of the continuing education requirements will only be for one (1) year and individuals with a continuing education cycle that ends December 31, 2020, must complete the required continuing education hours by December 31, 2021.

***Example 1 – CE Cycle Ending December 31, 2020***

*For example, Bill Jones is a Level 3 Assessor-Appraiser and his current continuing education cycle is January 1, 2019 – December 31, 2020.*

*As of December 31, 2020, Bill has only completed twenty (20) continuing education hours. Bill’s Level 3 Assessor-Appraiser certification will not be subject to a revocation hearing for failure to obtain the required forty-five (45) continuing education hours; however, the outstanding twenty-five (25) hours must be completed by December 31, 2021.*

*On February 14, 2021, Bill completes six (6) continuing education hours.*

*On December 1, 2021, Bill completes twenty-four (24) continuing education hours.*

*Twenty-five (25) of these hours will be applied to Bill's outstanding continuing education hours for the January 1, 2019 – December 31, 2020 cycle, and five (5) of these hours will be applied to January 1, 2021 – December 31, 2022 cycle.*

*Bill is still required to complete the outstanding forty (40) hours for the January 1, 2021 – December 31, 2022 cycle.*

***Example 2 – CE Cycle Ending December 31, 2020 – Not Completed by December 31, 2021***

*For example, Jane Adams is a Level 3 Assessor-Appraiser and her current continuing education cycle is January 1, 2019 – December 31, 2020.*

*As of December 31, 2020, Jane has only completed twenty-five (25) continuing education hours. Jane's Level 3 Assessor-Appraiser certification will not be subject to a revocation hearing for failure to obtain the required forty-five (45) continuing education hours.*

*On February 14, 2021, Jane completes six (6) continuing education hours.*

*On December 1, 2021, Jane completes twelve (12) continuing education hours.*

*As of December 31, 2021, Jane has only completed forty-three (43) continuing education hours for the January 1, 2019 – December 31, 2020 cycle. Jane's Level 3 Assessor-Appraiser certification will be subject to a revocation hearing for failure to obtain the required forty-five (45) continuing education hours.*

In addition to the suspension of the continuing education requirements for those individuals with a continuing education cycle ending on December 31, 2020, the Department will also be suspending its current practice of paying the registration fee for two employees from each county and each elected township assessor's office for the Level 3 – IAAO classes for the remainder of 2020. The Department's continuing education courses offered through Brilljent will be canceled for the remainder of 2020. Certified assessor-appraisers are still encouraged to attend continuing education courses that are available through the Department or other continuing education providers, and any approved continuing education hours obtained during the remainder of the year will still be counted towards the applicable continuing education cycle.

**Contact Information**

Questions may be directed to Barry Wood, Director of Assessment, at (317) 232-3762 or [bwood@dlgf.in.gov](mailto:bwood@dlgf.in.gov).