
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
ASSESSMENT DIVISION, TRAINING SECTION



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August 2022

Dear Assessing Professional,

The Department of Local Government Finance (“Department”) will begin offering continuing education courses for the fiscal year in September 2022 through a mix of in-person and online class offerings, with one class topic available each quarter. Each class will provide 7.5 hours of continuing education credit upon completion.

For in-person classes, 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. local time (i.e., time zone in which they are located). Each class is 7.5 hours long, including 1 hour for lunch.

Online classes will allow you to choose how you wish to attend and receive credit. Each class topic will be taught once in an instructor-led webinar format. It will also be recorded and made accessible (within one week of the class date) online during the entirety of the quarter for you to view at your leisure. You may either register for and attend the instructor-led class or register for and choose to watch the recorded version to receive credit.

Course Descriptions

IN 517: Valuation of Commercial Properties in a Declining Market

CE Credit: 7.5 hours

This course will concentrate on recognizing the state of the market and changes that have occurred, with an emphasis on data analysis and interpretation. How to properly address these market condition changes in the cost, sales comparison, and income approach will be discussed. When real estate markets are making dramatic shifts up or down, it is important to continue monitoring the conditions and appropriately adjust in real-time. The course will include data on the changing economic conditions and current trends that are impacting different commercial real estate uses, such as retail, office, industrial, apartments, hotels, mini-storage, mobile home parks, and senior housing. In addition, the course will offer suggestions on proper documentation and handling of public relations during turbulent times.

IN 450: Valuation of Fast-Food Restaurants

CE Credit: 7.5 hours

This course will look at Fast Food properties, also known as Quick Service Restaurants (QSRs), in the restaurant industry. Current trends in QSRs will be reviewed, as well as real-world case studies that address first-generation versus second-generation users, build-to-suit, credit tenant/long-term lease, and property rights valuation issues. The course will also address USPAP; highest and best use; and the cost, sales comparison, and income approaches.

IN 462: Personal Property Tax

CE Credit: 7.5 hours

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.

IN 512: Valuation of Senior Housing

CE Credit: 7.5 hours

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.

Course Information

In-Person/On-Site

The following course will be taught in-person at four on-site locations.

IN 517: Valuation of Commercial Properties in a Declining Market

Date	City	Address
September 15, 2022	Merrillville	Indiana Wesleyan University 8415 Georgia Street Merrillville, IN 46410
September 20, 2022	Fort Wayne	Indiana Wesleyan University 8211 West Jefferson Boulevard Fort Wayne, IN 46804
September 22, 2022	Columbus	Fairfield Inn & Suites 2820 Merchant Mile Columbus, IN 47201
September 27, 2022	Evansville	Ivy Tech Community College – Southwest Bower-Suhrheinrich Conference Center, Room 107 3501 North First Avenue Evansville, IN 47710

You must pre-register online at www.ind-pace.com to attend. As space is limited, please only register for **one date** for each course, and please **do not** attend a class date for which you are not registered. If you register for a class date and find you are unable to attend, we ask that you remove yourself from that class date and register for one of the other dates offered on the website. 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. local time (i.e., time zone in which they are located). You must be present by 8:30 a.m. and attend the entire day to receive credit. **Those who do not pre-register for a class before attending will not receive credit.**

Online

Each of the following courses will be taught once in online-only, instructor-led webinar formats. Each class will be recorded and posted online within one week. The recorded format for each class will then be accessible during the entirety of the quarter for you to view at your leisure. Please note that due to system functionality, the recorded version of each course will be listed on the Ind-Pace website with the last date of the quarter; however, it will be accessible during the entirety of the quarter for you to view at your leisure. **You should not wait until the listed date to complete the course.**

To receive credit, you may choose to register for and attend the online, instructor-led session or register to watch the recorded format when it is available. You will receive additional information upon registering for the class type of your choice. (**Note:** If you register for the recorded video version, you will receive a separate email within one week of the instructor-led class date with a link to the video.)

IN 450: Valuation of Fast-Food Restaurants

Date: October 12, 2022

IN 462: Personal Property Tax

Date: January 11, 2023

IN 512: Valuation of Senior Housing

Date: April 13, 2023

You must pre-register online at www.ind-pace.com to attend. As space is limited, please only register for **either** the instructor-led class **or** the recorded class. If you register for an instructor-led class date and find you are unable to attend, you may remove yourself from that class date and register for the recorded version instead. You must be logged into the webinar by 8:30 a.m. ET and present the entire day to receive credit. Please note that each person must sign in/attend the webinar separately for attendance-tracking purposes. If you share your confirmation email with others, please inform them that they **must** pre-register for the class on the Ind-Pace website.

Registration

The registration website for Department classes is www.ind-pace.com. As of August 2022, when logging in, you will now have access to your student information page. This will give you access to your registrations, Ind-Pace continuing education credits (since January 1, 2021), completion certificates, the ability to easily update your account information, a link to the course calendar, and more. (**Note:** If you are taken directly to the calendar upon logging in, you may need to clear your cookies/cache on your browser. However, you can also click the “My Account” button on the navigation bar at the top of the calendar to be taken to your student information page.)

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. **You must pre-register for all classes online. Please make sure you have your DLGF Student ID Number as this is required for registering for classes and receiving continuing education credits.** If you do not know your DLGF Student ID Number, please contact Donna Bratcher at dbratcher@dlgf.in.gov to obtain it.

All registrations must be completed online at least five days before the date of each class for which you are registering. You must provide up-to-date contact information when registering for classes. If there is a change to the class or if the class is canceled, Briljent, LLC (“Briljent”) will not be 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 share the contents of this letter with your entire staff, as well as your county property tax assessment board of appeals members. **Note: Each individual participant must 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. The help desk consists of Lynn Paquin and Hillary Evans. You can contact them via email at registrations@briljent.com.

Course communications, including registration confirmations/changes/cancellations, course evaluations, and completion certificates, are automated by the Ind-Pace system and will arrive from “briljent@registration-email.com.” (Please note this is an automated system email address and should not be used to contact the help desk.) If you expect to receive one of the aforementioned communications and do not, please always be sure to check your inbox, spam folders, and any other email tabs you may have to see if your course communications have ended up there before contacting the help desk. You may also need to contact your IT department to ensure emails from the system are not being blocked.

For in-person courses, course materials, such as manuals, exercises (if applicable), etc. will be provided at check-in before class begins. Each student should bring a calculator, pens/pencil, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended. Refreshments are not provided, so please remember to bring your own.

For online courses, course materials such as manuals, exercises (if applicable), etc. will be available online. Information about accessing the course materials will be provided in the registration confirmation emails. Each student should have a calculator, pens/pencils, and a highlighter on hand during each class.