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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO: All Interested Parties**

**FROM: Barry Wood, Assessment Division Director**

**RE: Continuing Education Clarifications**

**DATE: August 25, 2022**

Certified Level I, II, or III assessor-appraisers are required to obtain thirty (30) hours of approved continuing education credit every two (2) years per Ind. Code § 6-1.1-35.5-8.5 and the Department of Local Government Finance's ("Department") administrative rules in 50 IAC 15. Of the thirty (30) hours required, ten (10) hours must be completed each year of the certification cycle, and each cycle begins on January 1 of the year following the individual's certification. It has come to the Department's attention that individuals may not have been aware of the requirement under 50 IAC 15-3-2, 50 IAC 15-3-4, and 50 IAC 15-3-8 to obtain ten (10) hours per year for compliance purposes, especially with various challenges during the first years of the COVID-19 pandemic.

Thus, the Department is providing a **one-time grace period** through December 31, 2022, for all certified individuals. There will be no additional foreseeable and generally applicable grace periods, except in the case of serious illness or similar circumstances, on a case-by-case basis.

## **Eligible Education Credits**

As a reminder, eligible continuing education credits include:

- (a) Assessor conferences (Up to 15 hours of credit are usually offered, in addition to 15 hours of USPAP training and 30 hours of IAAO education);
- (b) Recorded webinars posted to the Department website; or
- (c) Other training as approved by the Department.

Please use the attached forms ([State Form 55809](#)) or ([State Form 57119](#)) to report your continuing education hours to the Department. All continuing education forms must be submitted to Donna Bratcher at [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov).

## **Pre-Revocation Letters**

For individuals who do not obtain the required **ten (10) hours** per year and **thirty (30) hours** for each certification cycle, the Department will send a pre-revocation letter in late Fall alerting each assessor-appraiser that has not reported the requisite number of hours. Those individuals notified

will have November and December to obtain the outstanding continuing education hours and to submit the necessary documentation to the Department.

While it is the responsibility of each assessor-appraiser to track and maintain his or her own hours to remain in compliance, the Department will take these additional steps to notify individuals that have not reported the requisite number of hours. Additionally, it is the responsibility of the certified assessor-appraiser to maintain a current mailing and email address on file with the Department.

### **Revocation Process**

If the individual fails to obtain the requisite ten (10) hours of continuing education per year or thirty (30) credits every two (2) years, the Department will send a certified Revocation Letter approximately ninety (90) days before a hearing is set. The Department will hold the hearing in person and/or via remote meeting.

For additional detail, please see the Department's attached administrative rules as promulgated in 2020. Please contact Donna Bratcher at 317-233-0166 or [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov) with any questions and to submit any forms for pre-approval, to report your attendance hours, or to relay any communication related to certification.