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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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## 2022 Indiana Chapter IAAO Course Memo and Registration

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**TO:** All County & Township Assessors, County Auditors, PTABOA Members, and Vendors  
**FROM:** Barry Wood, Assessment Division Director  
**DATE:** November 14, 2022  
**SUBJECT:** 2022 IAAO Level III Courses

The Department of Local Government Finance (“Department”), in association with Brilljent, LLC (“Brilljent”), will sponsor International Association of Assessing Officers (IAAO) courses as continuing education and Level III Certification opportunities.

The Department will pay the registration fee for **two** employees from each county and each elected township assessor’s office who have not taken the course previously through the Department. Eligible registrants are county assessors and/or deputies, elected township assessors and/or their deputies, county auditors and/or their deputies, and appointed members of the Property Tax Assessment Board of Appeals (“PTABOA”). For county and township employees, IAAO uses the two-per-county/township rule. If more than two registrations per county or elected township assessor’s office are received for a course, employers will be contacted to decide which employees are the two to attend at the Department’s expense. Additional employees may register at the county’s expense or their own expense. In order for the Department to pay the registration fee, registrants must sign both a morning and afternoon sign-in sheet for in-person classes or be active and in attendance for the entire day for online classes. An exam will be provided at the end of the course and require a passing grade to receive continuing education credit. (**Note:** The Department will pay the registration fees for those selected registrants regardless of whether they pass the exam; however, they will not pay for registrants to take the course a second time.)

Those who have taken the course previously, all vendors, those who do not attend the entire course, or those who do not take the exam will be responsible for payment of the registration fee. Anyone who registers for the course and cancels within 10 days of the course or who does not attend any part of the course, without specific approval from the Department or Brilljent, will also be responsible for payment of the registration fee. Emergencies will be taken into consideration. In addition, if there is a wait list and if the spot can be filled, no fee will be charged to the person cancelling. Non-Department-paid students will be billed before the class and payment **must** be received before the first day of class.

Priority registration will be given to no more than 2 registrants from each county assessor’s office and 13 township assessors. All other registrants will be served on a first-come, first-served basis using the date and time stamp on the registration. Once a course is filled, additional registrants will be placed on a wait list. The position on the wait list will also be determined by the date and time stamp on the registration.

**All class registrations must be pre-registered [online](#).** (Note: Classes offered at the January Conference will not be listed on this website. See additional information on the last page of this memo.) This website will allow you to register for classes and check, change, and/or cancel your registrations. Please make sure you have your Department of Local Government Finance (DLGF) Student ID Number (if applicable) 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](mailto:dbratcher@dlgf.in.gov) to obtain it.

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, Brilljent is not able to notify you if you have not registered for the class and provided up-to-date contact information. **No on-site registration will be accepted.**

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 pre-register.**

If you are unable to access the website or are experiencing technical difficulties, please contact Ginny Whipple at:

**Phone:** (812) 593-5308

**Email:** [ginnywhipple3152@gmail.com](mailto:ginnywhipple3152@gmail.com)

Course communications such as registration confirmations, changes, and/or cancellations are automated by the Ind-Pace system and will arrive from “briljent@registration-email.com.” (Please do not reply to these emails as they are from an automated system email address.) 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 e-mail tabs you may have to see if your course communications have ended up there. You may also need to contact your IT department to ensure emails from the system are not being blocked. If after checking all of the above, you still have not received an expected email, please contact Ginny Whipple at (812) 593-5308 or [ginnywhipple3152@gmail.com](mailto:ginnywhipple3152@gmail.com).

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### **Continuing Education Credits**

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The Department will only give continuing education credits for the IAAO courses one time. If you take a course multiple times, you will not receive the credit hours more than once for each course. Credit hours for each course are noted within the course descriptions section.

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### **Registration Fee**

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As previously mentioned, those who have taken the course before, all vendors, those who do not attend the entire course, or those who do not take the exam will be responsible for payment of the registration fee. Payment is due before the first day of class.

The registration fee for each one-week (30-hour) course (101, 102, 300, and 400) is \$335.00. The cost of the 15-hour workshop (151 USPAP) is \$225.00. You will receive an invoice from Brilljent and must pay for the class in full before the first day of class.

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### **In-Person Class Attendance**

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Five-day courses will begin promptly at 8 a.m. and end at 5 p.m. local time (i.e., time zone in which they are located), Monday through Thursday. Testing will be held on Friday morning starting at 8 a.m. local time.

The three-day Course 151 USPAP workshop will start promptly at 8 a.m. local time and end at approximately 4 p.m. local time. Testing will be held on the third day for one hour starting at 8 a.m. local time.

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## IAAO Course and Workshop Descriptions

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### **Course 101: Fundamentals of Real Property Appraisal**

**CE Credit: 30 hours**

The Fundamentals of Real Property Appraisal is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach. The Fundamentals of Real Property Appraisal utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

*Recommended: Property Assessment Valuation (PAV) textbook, 3rd Edition*

**CE Credit: 30 hours**

### **Course 102: Income Approach to Valuation**

The Income Approach to Valuation is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant or improved properties by the income approach. The material covers real estate finance and investment, capitalization methods and techniques, analysis of income and expenses to estimate operating income, selection of capitalization rates, and application of the approach. The Income Approach to Valuation utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

*Recommended: Course 101, Property Assessment Valuation (PAV) textbook, 3rd Edition*

**CE Credit: 30 hours**

### **Course 300: Fundamentals of Mass Appraisal**

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

*Recommended: Course 101, 102, Fundamentals of Mass Appraisal, 1st Edition*

**CE Credit: 30 hours**

### **Course 400: Assessment Administration**

Course 400 provides fundamental management concepts for management and supervisory personnel in the assessor's office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions.

*Recommended: Course 101, The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP) and Assessment Administration textbook.*

**CE Credit: 15 hours**

### **Workshop 151: Uniform Standards of Professional Appraisal Practice (National)**

This workshop covers materials from The Appraisal Foundation, *Uniform Standards of Professional Appraisal Practice* which includes definitions, preamble, ethics rule, record keeping rule, competency rule, scope of work rule, jurisdictional exception rule and standards 1 through 3, and 6 through 10. Supplementary materials include The Appraisal Foundation *Uniform Standards of Professional Appraisal Practice (USPAP)*.

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## Course Dates and Locations

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The following are the course dates and locations:

Date	Course Title	Location
November 14 – 18, 2022	Course 101: Fund. of Real Property Appraisal	Merrillville, IN
December 5 – 9, 2022	Course 102: Income Approach to Valuation	Columbus, IN
January 16 – 18, 2023	Workshop 151: USPAP	January Conference*
January 16-18, 2023	Course 400: Assessment Administration	January Conference*
February 13 – 17, 2023	Course 300: Fundamentals of Mass Appraisal	Columbus, IN
March 6 – 10, 2023	Course 102: Income Approach to Valuation	Fort Wayne, IN

\* Registration for classes held at the January Conference will be handled by the Indiana County Assessor's Association on their website and will be available approximately one month before the class.

The following is the in-person location information:

City	Address	Additional Information
Columbus	Fairfield Inn & Suites, Room A & B 2820 Merchant Mile Columbus, IN 47201	Room rate of \$96.00/night plus tax if booked by November 4, 2022.  Reservation Link: <a href="#">Course 102 - Dec. 5</a>  Reservation Link: <a href="#">Course 300 - Feb. 13</a>
Merrillville	Indiana Wesleyan University 8415 Georgia Street Merrillville, IN 46410	Room rate of \$100.00/night plus tax if booked by October 28, 2022.  <a href="#">Reservation Link</a>
Ft. Wayne	Hilton Garden Inn, Ft. Wayne 8615 US 24 West Fort Wayne, IN 46804	<a href="#">Reservation Link</a>