
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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2025-2026 Indiana Chapter IAAO Course Memo and Registration

TO: All County & Township Assessors, County Auditors, PTABOA Members, and Vendors

FROM: Barry Wood, Assessment Division Director

DATE: September 2025

SUBJECT: 2025-2026 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.

For Indiana residents/those who work for an Indiana assessor’s office:

The Department will pay the registration fee for **two** (2) employees from each county and each elected township assessor’s office who have not taken the course previously through the Department. Eligible registrants include:

- County assessors and/or deputies.
- Elected township assessors and/or deputies.
- County auditors and/or deputies.
- Members of the Property Tax Assessment Board of Appeals (PTABOA).

For county and township employees, the Department applies the **two-per-county/township rule**. If more than two (2) registrations per county or elected township assessor’s office are received for a course, employers will be contacted to determine which employees will attend at the Department’s expense. Additional employees may register at the county’s expense or their own expense. To qualify for Department-paid registration, students must sign both the morning and afternoon attendance sheets for in-person classes.

An exam will be provided at the end of the course and requires 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 previously taken the course, all vendors, and individuals who do not attend the entire course or take the exam will be responsible for payment of the registration fee.

For all registrants:

Registered students who cancel within **two (2) weeks** of the course or do not attend any part of the course—without specific approval from the Department or Brilljent—will be responsible for the registration fee. Emergencies will be taken into consideration. If there is a waitlist and the spot can be filled, no fee will be charged to the person who cancels. Non-department paid and out-of-state students will be billed before the start of class, and payment **must** be received by the first day of class.

Priority registration will be given to no more than two (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 waitlist. The position on the waitlist will also be determined by the date and timestamp on the registration.

All class registrations must be preregistered online at https://reg.gosignmeup.com/view/view_month.aspx?as=91&wp=586&aid=BRILJENT. (Note: Classes offered at the conferences will not be listed on this website. See additional information at the end of this memo.) This site allows you to register for classes, check, change, or cancel your registrations. Please ensure you have your Department of Local Government Finance (Department) Student ID number (if applicable), as it is required for registering for classes and receiving continuing education credits. If you do not know your Department Student ID Number, please contact the Department at education@dlgf.in.gov.

All registrations must be completed online at least two (2) weeks before the date of each class for which you are registering. You must provide up-to-date contact information when registering. If there are changes to the class or if it is canceled, Briljent will use this information to notify you.

All registrations are processed on a first-come, first-served basis. To ensure all members of the assessing community have access to this information, please share the contents of this letter with your entire staff, as well as your county PTABOA members, if applicable. **Note: Each participant must preregister using their own email address.**

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

Phone: (812) 593-5308
Email: ginnywhipple3152@gmail.com

Course communications-including registration confirmations, changes, and cancellations-are automated by the Ind-Pace system and will arrive from briljent@registration-email.com. (Please do not reply to these messages, as they come from an automated system.) If you expect to receive a course-related email but do not, please check your inbox, spam/junk folder, and any categorized email tabs. If needed, contact your IT department or email provider to ensure emails from both the system and help desk are not being blocked. If, after checking all the above, you still have not received an expected email, please contact Ginny Whipple.

Continuing Education Credits

The Department will award continuing education credit for each IAAO course only once. If a course is taken more than once, credit hours will not be awarded again for subsequent enrollments. Continuing education credit hours for each course are noted within the course descriptions section. Documentation from IAAO will be distributed during the course.

Registration Fee

As noted earlier, all vendors, those who have taken the course before, and those who do not attend the entire course or take the exam, will still be responsible for payment of the registration fee. Payment is due before the first day of class. Mailing instructions will be on the invoice. **No on-site registration will be accepted. Those who do not preregister and pay for the class before attending will not receive credit.**

The registration fee for each one-week (30-hour) course (101, 300, and 400) is \$380.00 for residents of Indiana/those who work for an Indiana assessor's office and \$480 for out-of-state students. The cost of the 15-hour workshop (151) is \$260.00 for residents of Indiana/those who work for an Indiana assessor's office and \$360 for out-of-state students. You will receive an invoice from Briljent and must pay for the class in full before the first day of class.

If you cancel within two (2) weeks of the course without specific approval from DLGF or Briljent, you will still be responsible for payment of the registration fee.

In-Person Class Attendance

Five-day courses will run from Monday through Thursday, 8 a.m. to 5 p.m. local time (i.e., the time zone in which they are located). Testing will take place on Friday morning, beginning at 8 a.m. local time.

The three-day Course 151 USPAP workshop will begin at 8 a.m. and end at approximately 4 p.m. local time each day. Testing will be held on the third day, starting at 8 a.m. local time and lasting approximately one (1) hour.

IAAO Course and Workshop Descriptions

Course 101: Fundamentals of Real Property Appraisal

CE Credit: 30 hours

This course is designed to provide 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 required to estimate the market value of properties using two approaches to value: the cost approach and the sales comparison approach.

Course 102: Income Approach to Valuation

CE Credit: 30 hours

This course is designed to provide 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. This course 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.

Course 300: Fundamentals of Mass Appraisal

CE Credit: 30 hours

This course provides an introduction to mass appraisal and serves as 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.

Course 400: Assessment Administration

CE Credit: 30 hours

This course provides an overview of fundamental management concepts for management and supervisory personnel in an assessor's office. It focuses on the need for management and the responsibilities placed on the assessor and all supervisory personnel. The course introduces the four major management functions—planning, organizing, directing, and controlling—with a separate chapter devoted to each function for more in-depth learning and discussion.

Workshop 151: Uniform Standards of Professional Appraisal Practice (USPAP)

CE Credit: 15 hours

This workshop covers materials from The Appraisal Foundation's *Uniform Standards of Professional Appraisal Practice*, which includes definitions, the 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).

Course Dates and Locations

The following are the course dates and locations:

Date	Course Title	Location
September 29 - October 3, 2025	Course 101: Fundamentals of Real Property Appraisal	Fort Wayne, IN
December 8 - 10, 2025	Workshop 151: Uniform Standards of Professional Appraisal Practice (USPAP) Workshop	Columbus, IN
January 19 - 23, 2026	Course 102: Income Approach to Valuation	January Conference (Indianapolis, IN)*
February 9 - 13, 2026	Course 400: Assessment Administration	Fort Wayne, IN
April 6 - 10, 2026	Course 300: Fundamentals of Mass Appraisal	Columbus, IN

* Registration for classes held at the August and January Conferences will be handled by the Indiana County Assessor's Association on their website and will be available approximately one (1) month before the class.

Important Note: When you register for classes held at the conference, you will be responsible for two (2) separate fees:

- One (1) fee will be paid to the Indiana County Assessors' Association for the conference, facility, and refreshments.
- Brilljont will issue a separate invoice for the course registration fee.