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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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September 2025

Dear Assessing Professional,

The Department of Local Government Finance (“Department”) will begin offering continuing education courses for the fiscal year in September 2025. All courses will be offered exclusively online, with one class topic available each quarter. Each class will provide 7.5 hours of continuing education credit upon completion.

Each course will be taught once in an instructor-led webinar format via Zoom. The webinar will begin at 8:30 a.m. ET. Each class runs until 4 p.m. ET, including a one-hour lunch break. The session will be recorded and made available online (within one week of the class date) for the remainder of the quarter. Students may choose to attend the webinar or register for and view the recorded version to receive credit.

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## Course Descriptions

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### **IN 420: Square Peg, Round Hole: Appraising Properties That Do Not Fit In the Model**      **CE Credit: 7.5 hours**

This course assists appraisers in finding solutions to value difficult commercial properties that may not fit in the traditional mass appraisal model. It includes suggestions on resources for obtaining information to support the analysis and provides a roadmap for establishing a reliable market value. The material includes real-world scenarios, with exercises that provide examples and solutions for valuing unique commercial properties. Three different case studies walk through valuation and cost information on a unique corporate headquarters, a semiconductor chip manufacturing facility, and a destination workplace development.

### **IN 114: Valuation of Mobile Home Parks**      **CE Credit: 7.5 hours**

This course provides historical and current data to assist in the evaluation of manufactured homes. Topics for this session include history; trends; how to distinguish between manufactured homes, modular homes, panelized homes, and pre-cut or kit homes; financing; and Internet sources for research and information. All three approaches to value will be discussed and examples given. Time will be spent on developing replacement cost new from the marketplace, comparing to cost manuals and calculating indexes. Depreciation and gross rent multipliers will be extracted from actual market data. Actual sales will be used to compare to cost manual value estimates, and the course will conclude with two sections on questions and answers from assessors/appraisers and potential owners of manufactured homes.

### **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 113: Valuation of Manufactured Homes**      **CE Credit: 7.5 hours**

This course provides historical and current data to assist in the valuation of manufactured home parks. The purpose is to provide guidance and suggestions on the process of data analysis and valuation of manufactured home parks or communities. Information from various sources and areas of the United States are used to help establish processes and procedures. Some of the sources include links to the FannieMae database to find properties in your jurisdiction that have FannieMae loans and some appraisal information associated with the loan. Additional updated expense ratios and forms for collecting property characteristics for valuation purposes will also be provided. All three approaches to value will be discussed and examples given.

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## Course Information

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Each of the following courses will be taught once in an online-only, instructor-led webinar format. Each session will be recorded and posted online within one week of the webinar date. The recorded format will then be available for the remainder of the quarter, allowing you to view it at your convenience.

Due to system functionality, the recorded version of each course may appear on the Ind-Pace website with the last date of the quarter. However, the recording will be accessible beginning within one week of the webinar. **You should not wait until the listed date to complete the course.**

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

Course	Date
<b>IN 420: Square Peg, Round Hole: Appraising Properties That Do Not Fit In the Model</b>	<b>9/9/2025</b>
<b>IN 114: Valuation of Mobile Home Parks</b>	<b>11/18/2025</b>
<b>IN 462: Personal Property Tax</b>	<b>2/11/2026</b>
<b>IN 113: Valuation of Manufactured Homes</b>	<b>TBD</b>

**You must pre-register online at [www.ind-pace.com](http://www.ind-pace.com) to attend.** As space is limited, please register for **either** the instructor-led class **or** the recorded class—not both. If you register for an instructor-led class and later find you are unable to attend, you may remove yourself from that session 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 participant must sign in and attend the webinar individually 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.

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## Registration

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The registration website for Department classes is [www.ind-pace.com](http://www.ind-pace.com). When logging in, you can access your student information page through the “My Account” button on the navigation bar at the top of the calendar. 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, and more.

There is no registration fee for Department continuing education courses. Please register for the classes you wish to take at [www.ind-pace.com](http://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 the DLGF at [education@dlgf.in.gov](mailto:education@dlgf.in.gov) or [support@dlgf.in.gov](mailto:support@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. If there is a change to the class or if the class is cancelled, Briljent, LLC (“Briljent”) will not be able to notify you if you have not registered and provided current contact information. Briljent also cannot guarantee availability for individuals who do not register by the deadline.

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 property tax assessment board of appeals members. **Note: Each individual participant must register separately at [www.ind-pace.com](http://www.ind-pace.com).**

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## Details

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The Department's continuing education provider for these classes is Brilljent, 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](mailto: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 be sure to check your inbox, spam folder, and any other email tabs you may have. You may also need to contact your IT department to ensure emails from both the system and the help desk are not being blocked.

Course materials, such as manuals and exercises (if applicable), will be available online. Information about accessing the course materials will be provided in the registration confirmation emails. Each student should have their own computer or mobile device to access the class, as well as a calculator, pens or pencils, and a highlighter on hand during each class.