
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

January 2021

Dear Assessing Professional,

The Department of Local Government Finance (“Department”) will hold the first quarter of 2021 continuing education courses online from February 4 through March 18. One course will be held in an online, instructor-led webinar format and will be taught on five different dates throughout the quarter. The other will be held as a pre-recorded course available for viewing at any time before the end of the quarter. Each class will provide 7.5 hours of continuing education credit upon completion.

Course Information

Personal Property Tax

Course Number: IN 462

7.5 hours of continuing education credit

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.

This course will be available in an online-only, instructor-led webinar format. Each class will take place from 8:30 a.m. to 4 p.m. ET on the following dates:

- February 4, 2021
- February 17, 2021
- February 26, 2021
- March 9, 2021
- March 18, 2021

You must be logged into the webinar by 8:30 a.m. ET and be present the entire day to receive credit. If you register for a class date and find you are unable to attend, you may remove yourself from that class date and register for one of the other dates offered on the website.

Collection, Interpretation, and Model Building of Income and Expense Data

Course Number: IN 505

7.5 hours of continuing education credit

This workshop is designed for appraisers in the reconstruction and interpretation of income and expense statements. The workshop concentrates on the following areas: income approach

definition and formulas, forms and methods for data gathering and additional sources, templates for storing and using data, review of reconstructing income and expense statements, extraction and development of the capitalization rate, data analysis, interpretation, and model building, and testing the income models.

This course will be available in a pre-recorded, online format and will be accessible during the entirety of the quarter for you to view at your leisure. You will receive information regarding the course video and the accompanying assessment (used as a quality cross-check; final “grades” will not necessarily affect completion status) upon registering for the course.

Registration

The registration website for Department classes has changed. It is still accessible through the same address: <http://www.ind-pace.com>. However, everyone will need to register for a new account. In addition, the Help Desk email for the registrar is changing to registrations@briljent.com. Please update your address book with this new email address.

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

All registrations must be completed online at least two 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. Your Registrars for classes are Lynn Paquin and Hillary Evans. You can contact them via email at registrations@briljent.com.

Course manuals will be available online. Links for you to download the course manuals will be provided in the registration confirmation emails. Each student should have a calculator, pens/pencils, and a highlighter on hand during each class.