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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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March 2021

Dear Assessing Professional,

The Department of Local Government Finance (“Department”) will hold the second quarter of 2021 continuing education courses online from April 14 through May 14. One course will be held in an online, instructor-led webinar format using Zoom 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 (CE) credit upon completion.

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## Course Information

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**IN 132: Math for Assessors**

**CE Credit: 7.5 hours**

This introductory course focuses on basic mathematical functions that assessors regularly use. Topics covered include decimals, mathematical symbols, addition, subtraction, multiplication, division, rounding of numbers, fractions, decimals and percentages, review of basic algebra, geometry, and ratios.

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

- April 14, 2021
- April 20, 2021
- April 23, 2021
- April 29, 2021
- May 4, 2021

**You must pre-register online at [www.ind-pace.com](http://www.ind-pace.com) to attend.** As space is limited, please only register for **one date** for this course, and please **do not** attend a class date for which you are not registered. 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. 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 person must sign in/attend the webinar separately for attendance tracking purposes. In addition, **please do not share course Zoom links and/or registration confirmation emails with others.**

**IN 510: Valuation of Historic Properties**

**CE Credit: 7.5 hours**

The purpose of this workshop is to provide some guidance and suggestions on the process of data collection and analysis of historic properties. Information from various sources and areas of the United States will be used to help establish some processes and procedures to determine if the market reacts differently to historic versus non-historic properties. Topics discussed include the

Uniform Standards of Professional Appraisal Practice (USPAP), background information on the National Register of Historic Places, definitions and designation as a historic place, websites and data sources, highest and best use analysis, review of economic principles, and the three approaches to value.

This course will be available in a pre-recorded, online format. Please note that due to system functionality, this course will be listed on the Ind-Pace website with the last date of the quarter; however, it will be accessible during the entirety of the quarter for you to view at your leisure. **You do not need to wait until May 14 to complete this course.** 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.

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## Registration

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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](http://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 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 Donna Bratcher at [dbratcher@dlgf.in.gov](mailto: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, Brilljent, LLC (“Brilljent”) will not be able to notify you if you have not registered for the class and provided up-to-date contact information. Also, Brilljent 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](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. Your Registrars for classes are 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](mailto:briljent@registration-email.com). (Please note this is an automated system email address and should not be used to contact the Registrar.) 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 email tabs you may have to see if your course communications have ended up there before contacting the Registrar. You may also need to contact your IT department to ensure emails from the system are not being blocked.

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.