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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE  
ASSESSMENT DIVISION, TRAINING SECTION



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July 2021

Dear Assessing Professional,

The Department of Local Government Finance (“Department”) will hold the third and fourth quarter of 2021 continuing education courses online from August 20 through November 12. Each class will provide 7.5 hours of continuing education (CE) credit upon completion. **Registration for classes will open on July 19, 2021.**

In the third quarter, which will run from August 18 through September 28, two courses will be held in online, instructor-led webinar formats using Zoom, and each class will be taught on five separate dates throughout the quarter. In the fourth quarter, which will run from October 12 through November 12, 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 course will be held as a pre-recorded course available for viewing at any time during the quarter.

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## Course Descriptions

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### **IN 240: Real Estate Law I**

**CE Credit: 7.5 hours**

This course is designed to familiarize assessing officials with the points of law regarding real property and real estate. An understanding of the basic legal principles involved with respect to real property is essential to the administration of the real property tax. Topics of discussion include Possessory Estates – Freehold Estates, Possessory Estates – Non-Freehold Estates, and Non-Possessory Interests. This course presents a summary of those basic legal principles through lecture and discussion problems.

**CE Credit: 7.5 hours**

### **IN 122: Condominiums**

This course will provide students with the necessary information for developing accurate and defensible assessments for residential condominiums. Students will discuss various valuation techniques concerning the mass appraisal of condominiums and will work on problems relating to land valuation, common elements, and unit value. In addition, the course distinguishes concepts and trends for additional, specialty forms of housing such as those found in Planned Unit Developments, rowhouses, and townhomes.

**CE Credit: 7.5 hours**

### **IN 241: Real Estate Law II**

This course is a continuation of Real Estate Law I. It is designed to familiarize assessing officials with the points of law regarding real property and real estate. An understanding of the basic legal principles involved with respect to real property is essential to the administration of the real property tax. Topics of discussion include Voluntary and Involuntary Transfers, Security Interests, and Restrictions on the Ownership of Land and Fixtures. This course presents a summary of those basic legal principles through lecture and discussion problems.

**CE Credit: 7.5 hours**

### **IN 350: Analyzing the Appraisal of Fuel Stations and Convenience Stores**

Students will become familiar with the market dynamics that shape the design and operation of retail fuel stations and attached convenience stores and carwash facilities. Key to understanding the contributory factors shaping market value is the students' familiarity with industry trends, property functionality, forces of competition, and the retail business operation of petroleum-dispensing stores.

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## Course Information

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### Third Quarter 2021

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

#### IN 240: Real Estate Law I

- August 18, 2021
- August 21, 2021
- September 9, 2021
- September 29, 2021
- September 17, 2021

#### IN 122: Condominiums

- August 20, 2021
- August 23, 2021
- August 31, 2021
- September 28, 2021
- September 15, 2021

For both third quarter classes, 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 each 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.**

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### Fourth Quarter 2021

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#### IN 241: Real Estate Law II

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:

- October 12, 2021
- October 27, 2021
- October 15, 2021
- November 4, 2021
- October 21, 2021

For this course, 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 350: Analyzing the Appraisal of Fuel Stations and Convenience Stores

This course will be available in a pre-recorded, online format from October 12 through November 12, 2021.

Please note that due to system functionality, this course will be listed on the Ind-Pace website with the last date of the fourth quarter; however, it will be **accessible during the entirety of the fourth quarter** for you to view at your leisure. **You do not need to wait until November 12 to complete this course.** You will receive information about accessing 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, Briljent, LLC (“Briljent”) is not 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](http://www.ind-pace.com).**

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## Details

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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](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 e-mail 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 e-mail 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 e-mails from the system are not being blocked.

Course materials such as manuals, exercises (if applicable), etc. will be available online. **Information about accessing the course materials will be provided in the registration confirmation e-mails.** Each student should have a calculator, pens/pencils, and a highlighter on hand during each class.