
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
ASSESSMENT DIVISION, TRAINING SECTION



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

August 2017

Dear Assessing Professional,

The Department of Local Government Finance ("Department") will hold the third and fourth quarter 2017 continuing education courses from September 19 through December 6 at five locations. **Each class is 7.5 hours long, including 1 hour for lunch. Check-in is between 8 a.m. and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.**

Course Descriptions

Personal & Real Property Tax - Abatements

IN Course Number: IN 469

7.5 hours of continuing education credit by the Department of Local Government Finance

This course will provide students with an overview of the process for determining both real and personal property tax abatements. The rules and statutes that govern abatements will be discussed and abatement problems will be examined. Students will have the opportunity to work various exercises involving abatements of both real and personal property.

The Income Approach to Valuation I

IN Course Number: IN 121

7.5 hours of continuing education credit by the Department of Local Government Finance

This course has two objectives. First, it is intended to provide students with a basic overview of the income approach so that they are comfortable with the mechanics of the overall process. Second, the students will calculate value for an income producing property using a process called income capitalization and the IRV formula. Knowing two of the three components of the IRV formula, students will be able to algebraically manipulate the formula in order to calculate the unknown value.

The Income Approach to Valuation II

IN Course Number: IN 224

7.5 hours of continuing education credit by the Department of Local Government Finance

This course will look at the numerous techniques used to develop capitalization rates. The techniques are separated into two general categories: direct capitalization and yield capitalization. Direct capitalization will be presented as a brief review for purposes of comparing and contrasting to yield capitalization. Yield capitalization will address issues with which investors are concerned that are not treated in direct capitalization. Students will have an opportunity to calculate numerous capitalization problems.

Valuation of Barnominiums

IN Course Number: IN 511

7.5 hours of continuing education credit by the Department of Local Government Finance

The purpose of this workshop is to provide some guidance and suggestions on the process of analysis and valuation of metal buildings converted to living areas, or what we call Barnominiums. These are structures that appear to be metal-clad farm buildings, but part or all the structure has been finished on the interior and is now used as living area. Some are used as temporary living areas while the owners construct a new stick-built home, while others are built as a permanent residence. The framing can be pole or steel.

Locations

Classes are located in the following cities:

City	Address	City	Address
Columbus	Holiday Inn Express & Suites – Columbus/Edinburgh 12225 North Executive Drive Edinburgh, IN 46124	Indianapolis	<u>NORTH:</u> Indiana Wesleyan University Education and Conference Center 3777 Priority Way South Drive Indianapolis, IN 46240
			<u>WEST:</u> Indiana Wesleyan University Education and Conference Center 6325 Digital Way, Suite 222 Indianapolis, IN 46278
Evansville	Ivy Tech Community College – Southwest Bower-Suhrheinrich Conference Center, Room 107 3501 North First Avenue Evansville, IN 47710	Merrillville	Indiana Wesleyan University Education and Conference Center 8415 Georgia Street Merrillville, IN 46410
Fort Wayne	Indiana University-Purdue University Fort Wayne Walb Student Union Classic Ballroom 2101 East Coliseum Boulevard Fort Wayne, IN 46815		

Registration

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 site will allow you to register, get directions, check your registrations, and change or cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled, Brilljent, LLC (Brilljent) is not able to notify you if you have not registered for the class. 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 make copies and share the contents of this letter with your entire staff, as well as your county property tax assessment board of appeals members.

Registrations will be confirmed by e-mail only. **If you do not provide an e-mail address, you will not receive a confirmation of your class registration. You are encouraged to register on the website.**

Details

The Department's continuing education provider for these classes is Brilljent, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her via e-mail at lharris@briljent.com. You can also contact Lynn Paquin at lpquin@briljent.com. Course manuals will be available on-site at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended. **Reminder: Refreshments are not provided. Please remember to bring your own.**

**DLGF Continuing Education Registration Mail-In Form
Third Quarter 2017**

Name: _____ Title: _____

Address: _____

City, State, ZIP: _____ Date of Birth: _____

County: _____ Township: _____

Home Phone: _____ Work Phone: _____

Student ID Number: _____ E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

**Third Quarter 2017: Personal & Real Property Tax - Abatements (IN 469)
 The Income Approach to Valuation I (IN 121)**

IN 469 – Personal & Real Property Tax - Abatements		
	Date	Location
<input type="checkbox"/>	Tuesday, September 19, 2017	Merrillville
<input type="checkbox"/>	Tuesday, September 26, 2017	Edinburgh
<input type="checkbox"/>	Wednesday, September 27, 2017	Indianapolis – WEST (6325 Digital Way, Suite 222)
<input type="checkbox"/>	Tuesday, October 3, 2017	Fort Wayne
<input type="checkbox"/>	Tuesday, October 17, 2017	Evansville

IN 121 – The Income Approach to Valuation I		
	Date	Location
<input type="checkbox"/>	Tuesday, September 19, 2017	Fort Wayne
<input type="checkbox"/>	Wednesday, September 20, 2017	Merrillville
<input type="checkbox"/>	Tuesday, September 26, 2017	Indianapolis – NORTH (3777 Priority Way South Dr.)
<input type="checkbox"/>	Wednesday, September 27, 2017	Edinburgh
<input type="checkbox"/>	Wednesday, October 18, 2017	Evansville

Mail this registration form to Registrar Lisa Harris at
Briljent, LLC, 7615 West Jefferson Blvd., Fort Wayne, Indiana 46804; or fax to (260) 434-0991.

NOTE: The preferred method of registration is online at www.ind-pace.com m.

****See back side of this letter for Fourth Quarter class offerings**

**DLGF Continuing Education Registration Mail-In Form
Fourth Quarter 2017**

Name: _____ Title: _____

Address: _____

City, State, ZIP: _____ Date of Birth: _____

County: _____ Township: _____

Home Phone: _____ Work Phone: _____

Student ID Number: _____ E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

**Fourth Quarter 2017: The Income Approach to Valuation II (IN 224)
 Valuation of Barnominiums (IN 511)**

IN 224 – The Income Approach to Valuation II		
	Date	Location
<input type="checkbox"/>	Tuesday, November 14, 2017	Edinburgh
<input type="checkbox"/>	Wednesday, November 15, 2017	Indianapolis – NORTH (3777 Priority Way South Dr.)
<input type="checkbox"/>	Wednesday, November 29, 2017	Fort Wayne
<input type="checkbox"/>	Thursday, November 30, 2017	Merrillville
<input type="checkbox"/>	Wednesday, December 6, 2017	Evansville

IN 511 – Valuation of Barnominiums		
	Date	Location
<input type="checkbox"/>	Tuesday, November 14, 2017	Indianapolis – WEST (6325 Digital Way, Suite 222)
<input type="checkbox"/>	Wednesday, November 15, 2017	Edinburgh
<input type="checkbox"/>	Wednesday, November 29, 2017	Merrillville
<input type="checkbox"/>	Thursday, November 30, 2017	Fort Wayne
<input type="checkbox"/>	Tuesday, December 5, 2017	Evansville

Mail this registration form to Registrar Lisa Harris at
Briljent, LLC, 7615 West Jefferson Blvd., Fort Wayne, Indiana 46804; or fax to (260) 434-0991.

NOTE: The preferred method of registration is online at www.ind-pace.com .