
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
ASSESSMENT DIVISION, TRAINING SECTION



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
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July 2018

Dear Assessing Professional,

The Department of Local Government Finance (“Department”) will hold the third and fourth quarter 2018 continuing education courses from August 14 through December 5 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

Valuation of Green Commercial Buildings

IN Course Number: IN 503

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 data collection and analysis of green buildings from various areas of the U.S. Images and property characteristics of sales and listed properties, plus data relating to income and expenses and the related market value, will be used.

Valuation of Big Box Properties

IN Course Number: IN 513

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

The purpose of this course is to provide guidance and suggestions on the valuation process of big box properties. Information from actual appraisals of big box properties will be utilized to help illustrate some processes and procedures.

The Sales Comparison Approach to Market Value

IN Course Number: IN 110

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

Students will understand the underlying concepts that pertain to determining the value of real estate using market-extracted data. Key areas of study include: the mechanics of markets, the foundational economic principles that drive purchasing habits and value, the concept of neighborhoods, and the factors that influence value and determine comparability, as well as, the computational aspects of the sales comparison approach.

Introduction to GIS

IN Course Number: IN 514

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

This course will provide students with an introduction to GIS (i.e., the geographic information system). Topics for this session include GIS hardware and software, GIS data, maps as data, representing the world with GIS, cadastral GIS, and using and managing GIS.

Locations

Classes are located in the following cities:

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

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 is the preferred method of registration.** You can also register by mail or fax by following the instructions on the subsequent 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, 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 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. **You are encouraged to register at www.ind-pace.com.**

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 Registrars for classes are Lynn Paquin and Kasia Forsyth. You can contact them via e-mail at Registrar@ind-pace.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 2018**

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 2018: Valuation of Green Commercial Buildings (IN 503)
Valuation of Big Box Properties (IN 513)**

IN 503 – Valuation of Green Commercial Buildings		
	Date	Location
<input type="checkbox"/>	Wednesday, August 15, 2018	Indianapolis – WEST <i>(6325 Digital Way, Suite 222)</i>
<input type="checkbox"/>	Thursday, September 6, 2018	Columbus/Edinburgh
<input type="checkbox"/>	Thursday, September 12, 2018	Fort Wayne
<input type="checkbox"/>	Wednesday, September 19, 2018	Merrillville
<input type="checkbox"/>	Wednesday, September 26, 2018	Evansville

IN 513 – Valuation of Big Box Properties		
	Date	Location
<input type="checkbox"/>	Tuesday, August 14, 2018	Indianapolis – NORTH <i>(3777 Priority Way South Dr.)</i>
<input type="checkbox"/>	Wednesday, September 5, 2018	Columbus/Edinburgh
<input type="checkbox"/>	Tuesday, September 11, 2018	Fort Wayne
<input type="checkbox"/>	Tuesday, September 18, 2018	Merrillville
<input type="checkbox"/>	Tuesday, September 25, 2018	Evansville

Mail this registration form to Registrar Lynn Paquin 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.

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

**DLGF Continuing Education Registration Mail-In Form
Fourth Quarter 2018**

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 2018: The Sales Comparison Approach to Market Value (IN 110)
Introduction to GIS (IN 514)**

IN 110 – The Sales Comparison Approach to Market Value		
	Date	Location
<input type="checkbox"/>	Wednesday, October 17, 2018	Merrillville
<input type="checkbox"/>	Wednesday, October 24, 2018	Indianapolis – NORTH <i>(3777 Priority Way South Dr.)</i>
<input type="checkbox"/>	Tuesday, October 30, 2018	Columbus/Edinburgh
<input type="checkbox"/>	Wednesday, November 14, 2018	Fort Wayne
<input type="checkbox"/>	Tuesday, December 4, 2018	Evansville

IN 514 – Introduction to GIS		
	Date	Location
<input type="checkbox"/>	Thursday, October 18, 2018	Merrillville
<input type="checkbox"/>	Thursday, October 25, 2018	Indianapolis – WEST <i>(6325 Digital Way, Suite 222)</i>
<input type="checkbox"/>	Wednesday, October 31, 2018	Columbus/Edinburgh
<input type="checkbox"/>	Thursday, November 15, 2018	Fort Wayne
<input type="checkbox"/>	Wednesday, December 5, 2018	Evansville

Mail this registration form to Registrar Lynn Paquin 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.