
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
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December 2018

Dear Assessing Professional,

The Department of Local Government Finance (“Department”) will hold the first and second quarter 2019 continuing education courses from February 6 through June 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

Mass Appraisal Analysis & Benchmarks

IN Course Number: IN 509

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

This one-day workshop is designed to help refresh the mass appraisal techniques used in the valuation process, and also to help establish some processes and procedures for unusual or more challenging events. Topics discussed include: USPAP, Scope of Work, Mass Appraisal, Market Value, Highest and Best Use Analysis, Neighborhood Analysis, Benchmarks, Sales Validation, Sales Ratio Analysis, Sales Chasing, and Trending.

Personal Property Tax

IN Course Number: IN 462

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

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.

Unique and Challenging Homes

IN Course Number: IN 515

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

This class deals with unique and challenging home appraisal problems. By use of case studies and actual market data, the class steps the participants through the appraisal process of measuring value and/or value loss. Topics to be discussed are: USPAP, tiny homes, shipping container homes, straw bale homes, hemp homes, floating homes, yurts, tipis, cost and sales comparison approach, and other weird and unusual homes.

Preparation & Presenting a Valuation Appeal

IN Course Number: IN 508

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

The purpose of this class is to provide guidance and suggestions on the preparation and presentation of a valuation appeal from an assessor/appraiser perspective. The class will look at all levels of appeals, including informal level, secondary level (also referred to as formal level appeals, e.g., boards of equalization and state tax courts), and judicial appeals (e.g., district courts and court of appeals). Information from actual residential and commercial appeal documentation will be used to help illustrate some processes and procedures.

Locations

Classes are located in the following cities (**NOTE: Columbus & Fort Wayne venues have changed**):

City	Address	City	Address
Columbus	Fairfield Inn & Suites 2820 Merchant Mile Columbus, IN 47201	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 Wesleyan University Education and Conference Center 8211 West Jefferson Boulevard Fort Wayne, IN 46804	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, Brilljent,

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 Briljent, 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
First Quarter 2019**

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:

**First Quarter 2019: Mass Appraisal Analysis & Benchmarks (IN 509)
 Personal Property Tax (IN 462)**

IN 509 – Mass Appraisal Analysis & Benchmarks		
	Date	Location
<input type="checkbox"/>	Wednesday, February 6, 2019	Fort Wayne**
<input type="checkbox"/>	Thursday, February 14, 2019	Merrillville
<input type="checkbox"/>	Tuesday, February 26, 2019	Evansville
<input type="checkbox"/>	Thursday, March 7, 2019	Columbus**
<input type="checkbox"/>	Wednesday, March 13, 2019	Indianapolis – NORTH (3777 Priority Way South Dr.)

IN 462 – Personal Property Tax		
	Date	Location
<input type="checkbox"/>	Thursday, February 7, 2019	Fort Wayne**
<input type="checkbox"/>	Wednesday, February 13, 2019	Merrillville
<input type="checkbox"/>	Wednesday, February 27, 2019	Evansville
<input type="checkbox"/>	Wednesday, March 6, 2019	Columbus**
<input type="checkbox"/>	Thursday, March 14, 2019	Indianapolis – WEST (6325 Digital Way, Suite 222)

*** Note: The Columbus and Fort Wayne venue locations have changed. Please see page 2 of this letter.*

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 Second Quarter class offerings****

**DLGF Continuing Education Registration Mail-In Form
Second Quarter 2019**

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:

**Second Quarter 2019: Unique and Challenging Homes (IN 515)
 Preparation & Presenting a Valuation Appeal (IN 508)**

IN 515 – Unique and Challenging Homes		
	Date	Location
<input type="checkbox"/>	Tuesday, April 30, 2019	Indianapolis – NORTH (3777 Priority Way South Dr.)
<input type="checkbox"/>	Thursday, May 9, 2019	Merrillville
<input type="checkbox"/>	Thursday, May 16, 2019	Evansville
<input type="checkbox"/>	Thursday, May 23, 2019	Columbus**
<input type="checkbox"/>	Tuesday, June 4, 2019	Fort Wayne**

IN 508 – Preparation & Presenting a Valuation Appeal		
	Date	Location
<input type="checkbox"/>	Wednesday, May 1, 2019	Indianapolis – WEST (6325 Digital Way, Suite 222)
<input type="checkbox"/>	Wednesday, May 8, 2019	Merrillville
<input type="checkbox"/>	Wednesday, May 15, 2019	Evansville
<input type="checkbox"/>	Wednesday, May 22, 2019	Columbus**
<input type="checkbox"/>	Wednesday, June 5, 2019	Fort Wayne**

** Note: The Columbus and Fort Wayne venue locations have changed. Please see page 2 of this letter.

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