
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

May 2019

Dear Assessing Professional,

The Department of Local Government Finance ("Department") will hold the third and fourth quarter 2019 continuing education courses from August 27 through November 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

Reconstructing Income and Expense Statements

IN Course Number: IN 501

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

The purpose of this course is to: provide some guidance and suggestions on the process of developing an effective income and expense form, review of the income approach, establish operating expense ratios as part of the review process, and analyze income and expense statements for allowable and non-allowable expenses.

Development of Capitalization Rates

IN Course Number: IN 504

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

When using the income approach to estimate the value of real estate, one of the components that will need to be determined by the assessor/appraiser is the capitalization rate. This workshop will explore the difference between capitalization rates used in direct capitalization and a yield rate used in yield capitalization. We will discuss the difference between an overall capitalization rate, a land capitalization rate, and a building capitalization rate along with some other common terms used in capitalization rates discussion such as unloaded versus loaded capitalization rates and terminal capitalization rates.

Contamination & Valuation Issues

IN Course Number: IN 516

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

This course will deal with unique appraisal problems resulting from contamination and other issues. The course will use case studies developed from actual market data and step participants through the appraisal process of measuring value and/or value loss. Topics will include mold, mercury, meth labs, asbestos, ground contamination, oil spills, fracking, sinkholes, Chinese drywall, laminate flooring, snake infestations, and stigma. The course will also discuss how to establish and use benchmarks from the market.

Valuation of Residential Land

IN Course Number: IN 150

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

The foundation of any successful assessment system lies in uniform and accurate land values. This course will provide assessment officials with the knowledge and tools to facilitate that process by analyzing market dynamics and studying market behavior. This course is designed to provide assessment officials with a variety of options, or techniques, to facilitate land valuation. The course examination or principles, definitions, supply and demand, and units of comparison. The main body of the course looks at the mass appraisal of land. Within this section, techniques for land valuation are presented that are both useful when sales are sufficient and when sales are scarce.

Locations

Classes are located in the following cities:

City	Address	City	Address
Columbus	Fairfield Inn & Suites 2820 Merchant Mile Columbus, IN 47201	Indianapolis	WEST: 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		
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, 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 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
Third 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:

Third Quarter 2019: **Reconstructing Income and Expense Statements (IN 501)**
 Development of Capitalization Rates (IN 504)

IN 501 – Reconstructing Income and Expense Statements		
	Date	Location
<input type="checkbox"/>	Tuesday, August 27, 2019	Indianapolis – WEST (6325 Digital Way, Suite 222)
<input type="checkbox"/>	Wednesday, September 11, 2019	Fort Wayne
<input type="checkbox"/>	Monday, September 18, 2019	Merrillville
<input type="checkbox"/>	Tuesday, September 24, 2019	Evansville
<input type="checkbox"/>	Thursday, September 26, 2019	Columbus

IN 504 – Development of Capitalization Rates		
	Date	Location
<p>This class will be offered online from August 27, 2019 to September 26, 2019.</p> <p>You must pre-register on the www.ind-pace.com web site with a valid and unique e-mail address.</p> <p>NOTE: If you have previously mailed/faxed your registrations, please contact the Registrar at registrar@ind-pace.com BEFORE registering for a new account. You may have an active online account that simply needs your e-mail address assigned to it and the password reset. Please also contact the Registrar if you have an active account but need the e-mail address updated.</p> <p>If you have an active www.ind-pace.com account, please log in and verify your account information is up-to-date. We will e-mail registered participants a hyperlink to the recorded online course. Once the class has been completed by a participant, an evaluation and an assessment will be emailed and must be completed and returned by the end of the quarter to receive credit.</p>		

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 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:

Fourth Quarter 2019: Contamination & Valuation Issues (IN 516)
Valuation of Residential Land (IN 150)

IN 516 – Contamination & Valuation Issues		
	Date	Location
<input type="checkbox"/>	Wednesday, October 2, 2019**	Indianapolis – WEST (6325 Digital Way, Suite 222)
<input type="checkbox"/>	Wednesday, October 9, 2019	Merrillville
<input type="checkbox"/>	Wednesday, October 23, 2019	Fort Wayne
<input type="checkbox"/>	Tuesday, October 29, 2019	Columbus
<input type="checkbox"/>	Tuesday, November 5, 2019	Evansville

IN 150 – Valuation of Residential Land		
	Date	Location
<input type="checkbox"/>	Thursday, October 3, 2019**	Indianapolis – WEST (6325 Digital Way, Suite 222)
<input type="checkbox"/>	Thursday, October 10, 2019	Merrillville
<input type="checkbox"/>	Thursday, October 24, 2019	Fort Wayne
<input type="checkbox"/>	Wednesday, October 30, 2019	Columbus
<input type="checkbox"/>	Wednesday, November 6, 2019	Evansville

**** Note: Both IN 516 and IN 150 will be held at the Indianapolis WEST Indiana Wesleyan locations for the fourth quarter.**

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.