
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
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November 2019

Dear Assessing Professional,

The Department of Local Government Finance (“Department”) will hold the first and second quarter 2020 continuing education courses from February 5 through May 7 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 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.

Valuation of High-End and Difficult Homes

IN Course Number: IN 213

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 data collection and analysis of high-end and difficult residential properties. Information from various areas in the U.S. will be used to help establish some processes and procedures. Images and property characteristics of sales and listed properties will be used. Topics discussed include: USPAP review, general information, cost approach, sales comparison approach, income approach, non-value analysis, and articles of interest.

Valuation of Low-End Residential Properties

IN Course Number: IN 214

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

The purpose of this workshop is to provide assistance in the valuation of low-end and difficult residential properties that often create valuation issues. It is not unusual that these types of properties, when sold, have a sales ratio considerably higher than 1.00 and a very regressive Price-Related Differential (PRD).

Appraising After a Disaster or in Traumatic Events

IN Course Number: IN 502

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 processes of advance preparation or working during an actual disaster or traumatic event, using information from various areas of the U.S. Images and actual data will be used to show actions and reactions for each of the events.

Locations

Classes are located in the following cities:

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 website will allow you to register for classes; find directions to the class locations; and check, change, and/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. **NOTE: This is the last paper registration form that will be mailed out via USPS. Moving forward, all notifications of courses offered will be sent via email, and registration must be done via the www.ind-pace.com website. Please ensure you have a valid email address on file with the Department and on the www.ind-pace.com website.**

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 email 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 2020

NOTE: This is the last paper registration form that will be mailed out via USPS. Moving forward, all notifications of courses offered will be sent via email, and registration must be done via the www.ind-pace.com website. Please ensure you have a valid email address on file with the Department and on the www.ind-pace.com website.

Name:		Title:	
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		Email:	

I wish to register for the class(es) I have indicated below by checking the appropriate date(s) and location(s):
First Quarter 2020: Personal Property Tax (IN 462)
Valuation of High-End and Difficult Homes (IN 213)

IN 462 – Personal Property Tax		
	Date	Location
<input type="checkbox"/>	February 5, 2020	Fort Wayne
<input type="checkbox"/>	February 12, 2020	Columbus
<input type="checkbox"/>	February 20, 2020	Evansville
<input type="checkbox"/>	March 10, 2020	Merrillville
<input type="checkbox"/>	March 17, 2020	Indianapolis – NORTH (3777 Priority Way South Dr.)

IN 213 – Valuation of High-End and Difficult Homes		
	Date	Location
<input type="checkbox"/>	February 6, 2020	Fort Wayne
<input type="checkbox"/>	February 13, 2020	Columbus
<input type="checkbox"/>	February 19, 2020	Evansville
<input type="checkbox"/>	March 11, 2020	Merrillville
<input type="checkbox"/>	March 18, 2020	Indianapolis – WEST (6325 Digital Way, Suite 222)

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 2020

NOTE: This is the last paper registration form that will be mailed out via USPS. Moving forward, all notifications of courses offered will be sent via email, and registration must be done via the www.ind-pace.com website. Please ensure you have a valid email address on file with the Department and on the www.ind-pace.com website.

Name:		Title:	
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		Email:	

I wish to register for the class(es) I have indicated below by checking the appropriate date(s) and location(s):
Second Quarter 2020: Valuation of Low-End Residential Properties (IN 214)
Appraising After a Disaster or in Traumatic Events (IN 502)

IN 214 – Valuation of Low-End Residential Properties		
	Date	Location
<input type="checkbox"/>	April 7, 2020	Indianapolis – WEST (6325 Digital Way, Suite 222)
<input type="checkbox"/>	April 14, 2020	Merrillville
<input type="checkbox"/>	April 23, 2020	Evansville
<input type="checkbox"/>	April 30, 2020	Columbus
<input type="checkbox"/>	May 7, 2020	Fort Wayne

IN 502 – Appraising After a Disaster or in Traumatic Events
<p>This class will be offered online from April 7 to May 7, 2020.</p> <p>You must pre-register on the www.ind-pace.com website with a valid and unique email address. 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 email address assigned to it and the password reset. Please also contact the Registrar if you have an active account but need the email address updated.</p> <p>Please log into the www.ind-pace.com website and verify your account information is up-to-date. We will email registered participants a hyperlink to the recorded online course and manual, as well as an assessment and course evaluation. Both the assessment and evaluation MUST be completed and returned by the end of the quarter to receive credit.</p>

Mail this registration form to Registrar Lynn Paquin at
 Brilljont, 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.