STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

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2020 INDIANA CHAPTER IAAO COURSE MEMO AND REGISTRATION UPDATE

TO: All County & Township Assessors, County Auditors, PTABOA Members, and Vendors

FROM: Barry Wood, Assessment Division Director

DATE: May 1, 2020

SUBJECT: 2020 Indiana Chapter IAAO Courses and Registration Update

On March 11, 2020, the Department of Local Government Finance ("Department") disseminated a memo regarding the 2020 Indiana Chapter of the IAAO Courses and Registration. In response to the COVID-19 pandemic, the Indiana Chapter of the IAAO is planning to hold Course #151, scheduled for May 12-14, 2020, and Course #102, scheduled for May 18-24, 2020, remotely.

The IAAO will allow instructors to teach using Zoom. Students will need to have audio and video capabilities on their computers. It is preferable, but not a requirement, that participants have video capability for the classroom portion of the course; however, video capability is a requirement for the testing. Testing will be done through IAAO's ProctorFree program. Students would have three (3) days to test after the classwork.

Additionally, the Department will pay for the online training similar to the in-person training. The cost of the course is $545 for Course #102 and $400 for Course #151 (USPAP).

The Department will pay the registration fee for two employees from each county and each elected township assessor's office who have not taken the course previously through the Department. Eligible registrants are county assessors and/or deputies, elected township assessors and/or their deputies, county auditors and/or their deputies and appointed members of the PTABOA. For county and township employees, the IAAO uses the two per county or township rule. If more than two registrations per county or elected township assessor's office are received for a course, employers will be contacted to decide which two employees will attend at the Department's expense. Additional employees may register either at the county or township's expense or their own expense.

All of the following will be responsible for payment of the registration fee:
   (1) Vendors;
   (2) Individuals who have taken the course previously;
   (3) Individuals who do not attend the entire course; and
   (4) Individuals who do not take the final exam.

Anyone who registers for the course and cancels within ten (10) days of the course or who does not attend any part of the course - without specific approval from the Department or ICIAAO -

will also be responsible for payment of the registration fee. Emergencies will be taken into consideration, and if there is a waitlist and the spot can be filled, no fee will be charged to the person canceling.

The courses will be filled on a first-come, first-serve basis without regard to the employer, using the received date and time from the email, postmark, or fax. Once a course is filled (50 people maximum) additional registrants will be placed on a waitlist. The position on the waitlist will also be determined by the date and time stamp on the email, postmark, or fax.

All class registrations will be handled online by the Indiana Chapter of IAAO through their website:

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www.iaao-indiana.com

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The link to the registration is at the top of the page under the CLASSES section. If you are unable to access the website or are experiencing technical difficulties, please contact Ginny Whipple by phone or email.

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Phone: (812) 593-5308
Email: ginnywhipple3152@gmail.com

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Confirmation that you are registered for a course will come via email from our registration site immediately after you complete your online registration. If you do not receive a confirmation, please check your spam email and then contact Ginny Whipple at (812) 593-5308 or email ginnywhipple3152@gmail.com.