
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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2024 Quarters 1 and 2 Indiana Chapter IAAO Course Memo and Registration

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

FROM: Barry Wood, Assessment Division Director

DATE: July 26, 2024

SUBJECT: 2024 Quarters 1 and 2 IAAO Level III Courses

The Department of Local Government Finance (“Department”), in association with Brilljent, LLC (“Brilljent”), will sponsor International Association of Assessing Officers (“IAAO”) courses as continuing education and Level III Certification opportunities.

For Indiana Residents/Individuals Who Work for an Indiana Assessor’s Office:

The Department will pay the registration fee for **two (2)** 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 deputies, elected township assessors and their deputies, county auditors and their deputies, and appointed members of the Property Tax Assessment Board of Appeals (“PTABOA”). For county and township employees, the Department uses the two-per county/township rule. If more than two (2) registrations per county or elected township assessor’s office are received for a course, employers will be contacted to decide which two (2) employees will attend at the Department’s expense. Additional employees may register at the county’s expense or at their own expense. In order for the Department to pay the registration fee, registrants must sign both the morning and afternoon sign-in sheets for in-person courses. An exam will be provided at the end of the course, and participants must obtain a passing grade to receive continuing education credit. (NOTE: The Department will pay the registration fees for those selected registrants regardless of whether they pass the exam; however, the Department will not pay for registrants to take the course a second time.) The following individuals will be responsible for payment of the registration fee:

- i. Individuals who have previously taken the course;
- ii. All vendors;
- iii. Individuals who do not attend the entire course; and
- iv. Individuals who do not take the exam.

For All Registrants:

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

to the person canceling. Non-Department -paid and out-of-state students will be billed before the course, and payment **must** be received before the first day of the course.

Priority registration will be given to no more than two (2) registrants from each county assessor's office and the thirteen (13) township assessors. All other registrants will be served on a first-come, first-served basis using the date and time stamp on the registration. Once a course is filled, 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 registration.

All course registrations must be pre-registered [online](#).

(NOTE: Courses offered at the January Conference will not be listed on this website. For those courses, see additional information on the last page of this memo.) This website will allow you to register for courses and check, change, and/or cancel your registrations. Please make sure you have your Department-issued Student ID Number (if applicable), as this is required for registering for courses and receiving continuing education credits. If you do not know your Department-issued Student ID Number, please contact the Department at Education@dlgf.in.gov.

You must provide up-to-date contact information when registering for classes. If there is a change to the schedule or if the course is canceled, Brilljent will be unable to notify individuals of these changes if they have not registered for the course and provided up-to-date contact information. **No on-site registration will be accepted.**

To provide all members of the assessing community with this information, please share the contents of this letter with your entire staff, as well as your county property tax assessment board of appeals members. (NOTE: Each individual participant must pre-register using their own email address.)

If you are unable to access the website or are experiencing technical difficulties, please contact Ginny Whipple by phone or email:

Phone: 812-593-5308

Email: gabbywhipple3152@gmail.com

Course communications such as registration confirmations, changes, and cancellations are automated by the Ind-Pace system and will arrive from "briljent @registration-email.com." (Please do not reply to these emails, as they are from an automated email address.) If you expect to receive one of the communications and do not, please always be sure to check your inbox, spam folders, and any other email tabs you may have to see if your course communications have ended up there. You may also need to contact your IT department to ensure emails from the system are not being blocked. If, after checking all the above, you still have not received an expected email, please contact Ginny Whipple at 812-593-5308 or gabbywhipple3152@gmail.com.

Continuing Education Credits

The Department will only give continuing education credits for each IAAO course one time. If you take the same course multiple times, you will not receive credit hours for subsequent courses. Continuing education credit hours for each course are noted within the course descriptions section below. Documentation from the IAAO will be provided during the course.

Registration Fee

As previously mentioned, those who have taken the course before, all vendors, those who do not attend the entire course, and those who do not take the exam will be responsible for payment of the registration fee. Payment is due before the first day of the course. Mailing instructions will be on the invoice.

The registration fee for each one-week- (30-hour) course (101, 102, 300, and 400) is \$345.00 for residents of Indiana/those who work for an Indiana assessor's office and \$445 for out-of-state students. The cost of the three-day (15-hour) workshop (151 USPAP) is \$225.00 for residents of Indiana/those who work for an Indiana assessor's office and \$325 for out-of-state students. You will receive an invoice from Brilljent and must pay for the course in full before the first day.

In-Person Course Attendance

Five-day courses will begin promptly at 8 a.m. and end at 5 p.m. local time (i.e., time zones are based on the course location), Monday through Thursday. Testing for each course will be held on Friday morning starting at 8 a.m. local time.

The three-day (15-hour) workshop (151 USPAP) will start promptly at 8 a.m. local time and end at approximately 4 p.m. local time. Testing will be held on the third day for one hour starting at 8 a.m. local time.

IAAO Course and Workshop Descriptions

Course 101: Fundamentals of Real Property Appraisal

CE Credit: 30 hours

The Fundamentals of Real Property Appraisal is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach. The Fundamentals of Real Property Appraisal utilizes lectures, classroom discussions, and homework problems to emphasize the main concepts and procedures taught in the course.

Recommended: Property Assessment Valuation (PAV) textbook, 3rd Edition

Course 102: Income Approach to Valuation

CE Credit: 30 hours

The Income Approach to Valuation is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant or improved properties by the income approach. The material covers real estate finance and investment, capitalization methods and techniques, analysis of income and expenses to

estimate operating income, selection of capitalization rates, and application of the approach. The Income Approach to Valuation utilizes lectures, classroom discussions, and homework problems to emphasize the main concepts and procedures taught in the course.

Recommended: Course 101, Property Assessment Valuation (PAV) textbook, 3rd Edition

Course 300: Fundamentals of Mass Appraisal

CE Credit: 30 hours

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

Recommended: Course 101, 102, Fundamentals of Mass Appraisal, 1st Edition

Course 400: Assessment Administration

CE Credit: 30 hours

Course 400 provides fundamental management concepts for management and supervisory personnel in the assessor’s office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions.

Recommended: Course 101, The Appraisal Foundation’s Uniform Standards of Professional Appraisal Practice (USPAP) and Assessment Administration textbook.

Workshop 151: Uniform Standards of Professional Appraisal Practice (National)

CE Credit: 15 hours

This workshop covers materials from The Appraisal Foundation, *Uniform Standards of Professional Appraisal Practice* which includes definitions, preamble, ethics rule, record keeping rule, competency rule, scope of work rule, jurisdictional exception rule, and standards 1 through 3, and 6 through 10. Supplementary materials include The Appraisal Foundation *Uniform Standards of Professional Appraisal Practice (USPAP)*.

Course Dates and Locations

The following are the course dates and locations:

Date	Course Title	Location
August 12 – August 15, 2024	Course 101: Fund. of Real Property Appraisal	South Bend, IN
August 27 – August 30, 2024	TBD	August Conference*, Fort Wayne, IN
September 23 – September 27, 2024	Course 102: Income Approach to Valuation	South Bend, IN

October 14 – October 18, 2024	Course 300: Fundamentals of Mass Appraisal	South Bend, IN
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* Registration for courses held at the August and January Conferences will be managed by the Indiana County Assessor’s Association through their website, and registration will be available approximately one (1) month before the scheduled course date.

Important Note: When registering for courses at the conference, individuals will pay two (2) separate fees:

You will pay one fee to the Indiana County Assessors’ Association for the conference, including the facility and refreshments.

You will also receive an invoice from Briljent to pay for the individual course fee.

The following is the location information for the non-conference courses:

City	Address	Additional Information
South Bend	Courtyard by Marriott, Downtown South Bend 121 S Dr. Martin Luther King Jr. Blvd South Bend, IN 46601	Oak Room 574-237-7777