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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO: All Interested Parties**

**FROM: Barry Wood, Assessment Division Director**

**RE: Continuing Education Clarification**

**DATE: February 18, 2021**

As part of the update in 2020 of the Administrative Rules of the Department of Local Government Finance (“Department”), the number of continuing education hours required for Level II and Level III Assessor-Auditors was changed from forty-five (45) hours to thirty (30) hours. The rule change was effective January 1, 2021.

On July 8, 2020, the Department issued a memorandum suspending the continuing education requirements for Level I, Level II, and Level III certified assessor-appraisers for those individuals with a continuing education cycle ending on December 31, 2020. The next continuing education cycle for these assessor-appraisers will still commence on January 1, 2021; however, any continuing education hours obtained after January 1, 2021, will first be applied to the number of continuing education hours that remain outstanding for the January 1, 2019 – December 31, 2020 cycle. The suspension of the continuing education requirements will only be for one (1) year and individuals with a continuing education cycle that ends December 31, 2020, must complete the required continuing education hours by December 31, 2021.

Subsection (b) of 50 IAC 15-3-4 and 50 IAC 15-3-8 specifies that the continuing education requirements specified in this section must be obtained in twenty-four (24) month cycles, beginning January 1 of the first year following certification, with at least ten (10) hours per year. The new 30-hour requirement applies at the beginning of each individual’s continuing education cycle. Hence, for students who needed 45 credits by December 31, 2020, but were given until December 31, 2021, to meet that requirement, they still need to meet the 45-hour requirement (with the stipulation of how the hours are allocated stated above). Their two-year cycle requiring 30 hours of continuing education credit commences January 1, 2021.

For those students whose continuing education cycle ends on December 31, 2021, they will still be required to attain the requisite number of hours of continuing education (30 hours for Level I, and 45 hours for Level II and Level III). Their two-year cycle requiring 30 hours of continuing education credit will commence on January 1, 2022.

Questions about this memorandum may be directed to Barry Wood, Assessment Division Director, at [bwood@dlgf.in.gov](mailto:bwood@dlgf.in.gov) or (317) 232-3762.