
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

December 2016

Dear Assessing Professional,

The Department of Local Government Finance (“Department”) will hold the first and second quarter 2017 continuing education courses from February 1 through May 17 at five locations. The course descriptions for the three available courses are as follows:

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.

Mass Appraisal Analysis & Benchmarks

IN Course Number: IN 509

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

This one-day workshop is designed to help refresh the mass appraisal techniques used in the valuation process, and also to help establish some processes and procedures for unusual or more challenging events. Topics discussed include: USPAP, Scope of Work, Mass Appraisal, Market Value, Highest and Best Use Analysis, Neighborhood Analysis, Benchmarks, Sales Validation, Sales Ratio Analysis, Sales Chasing, and Trending.

Valuation of Historic Properties

IN Course Number: IN 510

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 process of data collection and analysis of historic properties. Information from various sources and areas of the United States will be used to help establish some processes and procedures to determine if the market reacts differently to historic versus non-historic properties. Topics discussed are: USPAP, background information on National Register of Historic Places, definitions and designation as an historic place, Web sites and data sources, highest and best use analysis, review of economic principles, and the three approaches to value.

Each class is 7 1/2 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.

Locations

Classes are located in the following cities:

- Columbus
- Indianapolis
- Fort Wayne
- Evansville
- Merrillville

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 will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following 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. 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.

Registrations will be confirmed by e-mail only. **If you do not provide an e-mail address, you will not receive a confirmation of your class registration. You are encouraged to register on the Web site.**

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 Registrar for classes is Lisa Harris. You can contact her via e-mail at lharris@briljent.com. You can also contact Lynn Paquin at lpaquin@briljent.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 2017

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:

First Quarter 2017: Personal Property Tax (Course No. 462)

<input type="checkbox"/> IN 462	February 1 – Indianapolis Indiana Wesleyan University NORTH (Priority Way)	<input type="checkbox"/> IN 462	February 21 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 462	March 7 – Fort Wayne Indiana University- Purdue University (IPFW)
<input type="checkbox"/> IN 462	February 2 – Indianapolis Indiana Wesleyan University WEST (Digital Way)	<input type="checkbox"/> IN 462	February 22 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 462	March 8 – Fort Wayne Indiana University- Purdue University (IPFW)
<input type="checkbox"/> IN 462	February 14 – Evansville Ivy Tech Community College	<input type="checkbox"/> IN 462	February 28 – Columbus Holiday Inn Express & Suites Edinburgh		
<input type="checkbox"/> IN 462	February 15 – Evansville Ivy Tech Community College	<input type="checkbox"/> IN 462	March 1 – Columbus Holiday Inn Express & Suites Edinburgh		

Mail this registration form to Registrar Lisa Harris 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 2017

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:

**Second Quarter 2017: Mass Appraisal Analysis & Benchmarks (Course No. 509)
Valuation of Historic Properties (Course No. 510)**

<input type="checkbox"/> IN 509	April 5 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> IN 509	April 18 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> IN 509	May 16 – Evansville Ivy Tech Community College
<input type="checkbox"/> IN 510	April 6 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> IN 510	April 19 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> IN 510	May 17 – Evansville Ivy Tech Community College
<input type="checkbox"/> IN 509	April 12 – Indianapolis Indiana Wesleyan University NORTH (Priority Way)	<input type="checkbox"/> IN 509	April 25 – Merrillville Indiana Wesleyan University		
<input type="checkbox"/> IN 510	April 13 – Indianapolis Indiana Wesleyan University WEST (Digital Way)	<input type="checkbox"/> IN 510	April 26 – Merrillville Indiana Wesleyan University		

Mail this registration form to Registrar Lisa Harris 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.