

ILLINOIS DEPARTMENT OF REVENUE 2010 Course Schedule

January 11

HOMESTUDY AND COURSE EXAMINATIONS

Springfield Drury Inn, 3180 S. Dirksen Parkway

February 1

HOMESTUDY AND COURSE EXAMINATIONS

Springfield Drury Inn, 3180 S. Dirksen Parkway

March 1

HOMESTUDY AND COURSE EXAMINATIONS

Springfield Drury Inn, 3180 S. Dirksen Parkway

March 23-24-25

001-035 (I-BR) BOARD OF REVIEW – BASIC COURSE (Q) (A-1)

Springfield Drury Inn, 3180 S. Dirksen Parkway

This course is designed for board of review members who are required to complete the basic course to qualify for office. The course covers basic assessment practices, duties and responsibilities of board of review members, and the statutory authority to perform duties. This course may also be used for continuing education credit by students who have already received their CIAO designation. Those individuals who need this course to qualify only need to successfully complete the course one time during their assessing career.

Prerequisite: None.

Format: Traditional classroom — 2½-days, and homestudy.

Qualifying course or Level 1, Administration — 15 hours exam credit

April 6-7-8

001-033 (II-D) INTERM. MATH FOR ASSESSORS (S-2)

Springfield Drury Inn, 3180 S. Dirksen Parkway

Methods and procedures used to apply various computations (that were not included in Course I-D, Math for Assessing Officials) are presented in this course. A wide range of topics and situations, including partial and instant assessments and alternate methods of valuing land will be explained. Students will learn how to calculate various types of factors (e.g., cost, REL, trending, and slope and erosion). Irregular shape land values involving front foot, square foot, and acreage will also be discussed. This course may be used for continuing education credit. Individuals who have successfully completed this course or Course II-D (001-026), Intermediate Math for Assessors (also known as II-D, Mathematics for Assessors) may not repeat this course for continuing education credit.

Prerequisite: Course I-D, Math for Assessing Officials, or equivalent.

Format: Traditional classroom — 2½-days.

Level 2, Statistics – 15 hours exam credit

April 13-14-15

001-038 (II-G) COMMERCIAL DATA GATHERING (C-2)

Springfield Drury Inn, 3180 S. Dirksen Parkway

Fundamental to an accurate assessment or appraised valuation is the collection and gathering of good, quality data. Probably the most time-consuming task facing an assessor/appraiser is the job of securing and verifying data. This course has been designed to introduce the student to the types of data required to value specific commercial property types utilizing all three valuation approaches. Topics covered

include: influences in determining value, the collection of general, locational, and economic data, specific site and improvement data, and comparative sales, cost, and

income and expense data. Key to data collection is the identification of data sources. The course will utilize lecture, discussions, field trip (weather permitting), and a final project in which students will create and design data collection forms for several commercial property types to be used in the field and comparative data verification checklists. Exam/case study project.

Prerequisite: I-B Introduction to Commercial Assessment Practices, or equivalent. This is an intermediate level course, and a working knowledge of the sales comparison approach is required.

Format: Traditional classroom — 2½-days.

Level 2, Commercial – 15 hours exam credit

April 20

HOMESTUDY AND COURSE EXAMINATIONS

Joliet

Will County Office Building

April 21-22-23

001-805 (I-M) INTRO. TO MAPPING FOR ASSESSORS* (L-1)

Geneva

Kane County Government Center

Students receive a basic, working knowledge of mapping. Mapping terminology, math for mapping purposes, land measurements, legal descriptions, computerized mapping and geographic information systems, aerial photography, soil maps, and the property index number and its relationship to the rectangular survey system are also covered. This course may be used as an elective for CIAO qualification or for continuing education credit. Individuals who have successfully completed this course or Course I-M (001-017), Introduction to Mapping for Assessors (also known as Mapping for Assessors), may not repeat this course as an elective for CIAO qualification or for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days.

Level 1, Land – 15 hours exam credit

May 3

HOMESTUDY AND COURSE EXAMINATIONS

Springfield

Drury Inn, 3180 S. Dirksen Parkway

May 4-5-6

001-803 (I-E) INTRO. TO SALES RATIO STUDIES* (S-1)

Springfield

Drury Inn, 3180 S. Dirksen Parkway

This course introduces students to sales ratio studies in various aspects of the assessment and appeal processes. Course material includes trending, basic application of some measures of uniformity and the practical use of Real Estate Transfer Declarations. This course may be used as an elective for CIAO qualification or for continuing education credit. Individuals who have successfully completed this course or Course I-E (001-015), Introduction to Sales Ratio Studies (also known as I-E, The Equalization Process), may not repeat this course as an elective for CIAO qualification or for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days and homestudy.

Level 1, Statistics – 15 hours exam credit

May 18-19-20

001-039 (III-S) ADVANCED SPECIAL STRUCTURES (C-3)

Edwardsville

Madison County Administration Building

Single use and unique properties can pose a serious valuation challenge to assessment officials and appraisers. This advanced level course will concentrate on

specific types of properties, such as self-storage warehouses, nursing homes, mega-discount and mixed retail stores, car washes, grain elevators, fast-food restaurants,

and other “limited market” properties. Through the use of lectures, drills, discussions, and case studies, students will become familiar with the three approaches to value for these special structures. Topics discussed will include highest and best use, market analysis and direct sales comparison, income and expense analysis, replacement cost and market extracted depreciation.

Prerequisite: I-B, Introduction to Commercial Assessment Practices, and III-B Intermediate Commercial Assessment Practices, or equivalent. This is a level three course and requires a working knowledge and understanding of the income and market approaches to value.

Format: Traditional classroom — 3-days.

Level 3, Commercial – 22.5 hours exam credit

May 19-20-21

001-030 (II-A) INTERM. RESIDENTIAL ASSESSMENT PRACTICES (R-2)
Pekin Tazewell County Justice Center

A brief review of Course I-A, Introduction to Residential Assessment Practices, is followed by a discussion of complex residential properties. Adjustments to the department’s appraisal publications for local material and labor costs, remaining economic life (REL), and neighborhood influences are also examined.

This course may be used for continuing education credit. Individuals who have successfully completed this course or Course (001-021), Intermediate Residential Assessment Practices (also known as II-A, Intermediate Rural and Residential Workshop), may not repeat this course for continuing education credit.

Prerequisite: Introduction to Residential Assessment Practices (I-A), or equivalent.

Format: Traditional classroom — 2½-days.

Level 2, Residential – 15 hours exam credit

June 8-9-10

001-804 (I-F) INTRO. TO FARM ASSESSMENTS* (L-1)
Springfield Drury Inn, 3180 S. Dirksen Parkway

Students will gain basic, practical knowledge of how to assess farmland and farm buildings for real estate purposes using exercises and cost schedules. Additional topics include components of the Farmland Assessment Law, important publications that have a role in the assessment process, and slope and erosion tables. This course may be used as an elective for CIAO qualification or for continuing education credit.

Individuals who have successfully completed this course or Course I-F (001-016), Introduction to Farm Assessments (also known as I-F, Farm Assessments), may not repeat this course as an elective for CIAO qualification or for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days.

Level 1, Land – 15 hours exam credit

June 14

HOMESTUDY AND COURSE EXAMINATIONS
Oglesby Illinois Valley Community College

June 15-16-17

001-032 (II-E) INTRO. TO EQUALIZATION (S-2)
Geneva Kane County Government Center

This course includes a brief review of the sales ratio study process and an in-depth look at both state and local equalization. Topics include the Property Tax Code, abstracts, adjustments for reassessment using the weighted-parcel method, and calculation of equalization factors. This course may be used for continuing education credit. Individuals who have successfully completed this course or Course II-E (001-

025), Introduction to Equalization (also known as II-E, Local and State Equalization), may not repeat this course for continuing education credit.

Prerequisite: Course I-E, Introduction to Sales Ratio Studies, is recommended, but is not required.

Format: Traditional classroom — 2½-days.

Level 2, Statistics – 15 hours exam credit

June 15-16-17

001-039 (III-S) ADVANCED SPECIAL STRUCTURES (C-3)

Effingham

Effingham County Office Building

Single use and unique properties can pose a serious valuation challenge to assessment officials and appraisers. This advanced level course will concentrate on specific types of properties, such as self-storage warehouses, nursing homes, mega-discount and mixed retail stores, car washes, grain elevators, fast-food restaurants, and other “limited market” properties. Through the use of lectures, drills, discussions, and case studies, students will become familiar with the three approaches to value for these special structures. Topics discussed will include highest and best use, market analysis and direct sales comparison, income and expense analysis, replacement cost and market extracted depreciation.

Prerequisite: I-B, Introduction to Commercial Assessment Practices, and III-B Intermediate Commercial Assessment Practices, or equivalent. This is a level three course and requires a working knowledge and understanding of the income and market approaches to value.

Format: Traditional classroom — 3-days.

Level 3, Commercial – 22.5 hours exam credit

June 29-30

July 1

001-803 (I-E) INTRO. TO SALES RATIO STUDIES* (S-1)

Belleville

St. Clair County Government Center

This course introduces students to sales ratio studies in various aspects of the assessment and appeal processes. Course material includes trending, basic application of some measures of uniformity and the practical use of Real Estate Transfer Declarations. This course may be used as an elective for CIAO qualification or for continuing education credit. Individuals who have successfully completed this course or Course I-E (001-015), Introduction to Sales Ratio Studies (also known as I-E, The Equalization Process), may not repeat this course as an elective for CIAO qualification or for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days and homestudy.

Level 1, Statistics – 15 hours exam credit

July 7-8-9

001-028 (I-I) INTRO. TO PROPERTY TAX (T-1)

Springfield

Drury Inn, 3180 S. Dirksen Parkway

This course introduces the student to the key county offices that deal with property tax and covers the duties and responsibilities of their offices. Students will gain a basic understanding of the property tax process. The two-year tax cycle is examined, focusing on the assessment, budget and levy, and collection process, including judgment and sale of delinquent property taxes. This course may be used for continuing education credit. Individuals who have successfully completed this course or Course I-I, (001-018), Introduction to Property Tax, may not repeat this course for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days.

Level 1, Theory – 15 hours exam credit

July 20

HOMESTUDY AND COURSE EXAMINATIONS

Wheaton

DuPage County Government Center

July 20-21-22

**001-801(I-A) INTRO. TO RESIDENTIAL ASSESSMENT PRACTICES* (R-1)
Springfield Drury Inn, 3180 S. Dirksen Parkway**

Students are introduced to mass appraisal fundamentals using the Residential and Apartment sections of the department's appraisal publications. Topics include mass appraisal theory, market or sales comparison approach to value, cost approach to value, basic land valuation, and the use of property record cards. This course may be used as an elective for CIAO qualification or for continuing education credit. Individuals who have successfully completed this course or Course I-A (001-011), Introduction to Residential Assessment Practices (also known as I-A, Rural and Residential Workshop), may not repeat this course as an elective for CIAO qualification or for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days, and homestudy.

Level 1, Residential – 15 hours exam credit

July 21-22-23

**001-030 (II-A) INTERM. RESIDENTIAL ASSESSMENT PRACTICES (R-2)
Wheaton DuPage County Government Center**

A brief review of Course I-A, Introduction to Residential Assessment Practices, is followed by a discussion of complex residential properties. Adjustments to the department's appraisal publications for local material and labor costs, remaining economic life (REL), and neighborhood influences are also examined.

This course may be used for continuing education credit. Individuals who have successfully completed this course or Course (001-021), Intermediate Residential Assessment Practices (also known as II-A, Intermediate Rural and Residential Workshop), may not repeat this course for continuing education credit.

Prerequisite: Introduction to Residential Assessment Practices (I-A), or equivalent.

Format: Traditional classroom — 2½-days.

Level 2, Residential – 15 hours exam credit

August 3

**HOMESTUDY AND COURSE EXAMINATIONS
Ina Rend Lake College**

August 4-5-6

**001-805 (I-M) INTRO. TO MAPPING FOR ASSESSORS* (L-1)
Belleville St. Clair County Government Center**

Students receive a basic, working knowledge of mapping. Mapping terminology, math for mapping purposes, land measurements, legal descriptions, computerized mapping and geographic information systems, aerial photography, soil maps, and the property index number and its relationship to the rectangular survey system are also covered. This course may be used as an elective for CIAO qualification or for continuing education credit. Individuals who have successfully completed this course or Course I-M (001-017), Introduction to Mapping for Assessors (also known as Mapping for Assessors), may not repeat this course as an elective for CIAO qualification or for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days.

Level 1, Land – 15 hours exam credit

August 10-11-12

**001-038 (II-G) COMMERCIAL DATA GATHERING (C-2)
Freeport Freeport Public Library**

Students learn mass appraisal fundamentals using the Commercial and Industrial

sections of the department's appraisal publications. Topics include mass appraisal theory, market or sales comparison approach to value, cost approach to value, income approach to value, and the use of property record cards. This course may be used as an elective for CIAO qualification or for continuing education credit. Individuals who have successfully completed this course or Course I-B (001-012), Introduction to Commercial Assessment Practices (also known as I-B, Commercial and Industrial Workshop), may not repeat this course as an elective for CIAO qualification or for continuing education credit. **Prerequisite:** None.

Format: Traditional classroom — 2½-days, and homestudy.

Level 1, Commercial – 15 hours exam credit

October 4

HOMESTUDY AND COURSE EXAMINATIONS

Springfield

Drury Inn, 3180 S. Dirksen Parkway

October 5-6-7

001-039 (III-S) ADVANCED SPECIAL STRUCTURES (C-3)

Geneva

Kane County Government Center

Single use and unique properties can pose a serious valuation challenge to assessment officials and appraisers. This advanced level course will concentrate on specific types of properties, such as self-storage warehouses, nursing homes, mega-discount and mixed retail stores, car washes, grain elevators, fast-food restaurants, and other "limited market" properties. Through the use of lectures, drills, discussions, and case studies, students will become familiar with the three approaches to value for these special structures. Topics discussed will include highest and best use, market analysis and direct sales comparison, income and expense analysis, replacement cost and market extracted depreciation.

Prerequisite: I-B, Introduction to Commercial Assessment Practices, and III-B Intermediate Commercial Assessment Practices, or equivalent. This is a level three course and requires a working knowledge and understanding of the income and market approaches to value.

Format: Traditional classroom — 3-days.

Level 3, Commercial – 22.5 hours exam credit

October 6-7-8

001-032 (II-E) INTRO. TO EQUALIZATION (S-2)

Springfield

Drury Inn, 3180 S. Dirksen Parkway

This course includes a brief review of the sales ratio study process and an in-depth look at both state and local equalization. Topics include the Property Tax Code, abstracts, adjustments for reassessment using the weighted-parcel method, and calculation of equalization factors. This course may be used for continuing education credit. Individuals who have successfully completed this course or Course II-E (001-025), Introduction to Equalization (also known as II-E, Local and State Equalization), may not repeat this course for continuing education credit.

Prerequisite: Course I-E, Introduction to Sales Ratio Studies, is recommended, but is not required.

Format: Traditional classroom — 2½-days.

Level 2, Statistics – 15 hours exam credit

October 13-14-15

001-028 (I-I) INTRO. TO PROPERTY TAX (T-1)

Galena

JoDaviess County Courthouse

This course introduces the student to the key county offices that deal with property tax and covers the duties and responsibilities of their offices. Students will gain a basic

understanding of the property tax process. The two-year tax cycle is examined, focusing on the assessment, budget and levy, and collection process, including judgment and sale of delinquent property taxes. This course may be used for

continuing education credit. Individuals who have successfully completed this course or Course I-I, (001-018), Introduction to Property Tax, may not repeat this course for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days.

Level 1, Theory – 15 hours exam credit

October 20-21-22

001-805 (I-M) INTRO. TO MAPPING FOR ASSESSORS* (L-1)

Springfield Drury Inn, 3180 S. Dirksen Parkway

Students receive a basic, working knowledge of mapping. Mapping terminology, math for mapping purposes, land measurements, legal descriptions, computerized mapping and geographic information systems, aerial photography, soil maps, and the property index number and its relationship to the rectangular survey system are also covered. This course may be used as an elective for CIAO qualification or for continuing education credit. Individuals who have successfully completed this course or Course I-M (001-017), Introduction to Mapping for Assessors (also known as Mapping for Assessors), may not repeat this course as an elective for CIAO qualification or for continuing education credit. **Prerequisite:** None.

Format: Traditional classroom — 2½-days.

Level 1, Land – 15 hours exam credit

October 26-27-28

001-801(I-A) INTRO. TO RESIDENTIAL ASSESSMENT PRACTICES* (R-1)

Springfield Drury Inn, 3180 S. Dirksen Pkw. Springfield

Students are introduced to mass appraisal fundamentals using the Residential and Apartment sections of the department's appraisal publications. Topics include mass appraisal theory, market or sales comparison approach to value, cost approach to value, basic land valuation, and the use of property record cards. This course may be used as an elective for CIAO qualification or for continuing education credit. Individuals who have successfully completed this course or Course I-A (001-011), Introduction to Residential Assessment Practices (also known as I-A, Rural and Residential Workshop), may not repeat this course as an elective for CIAO qualification or for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days, and homestudy.

Level 1, Residential – 15 hours exam credit

November 3-4-5

001-030 (II-A) INTERM. RESIDENTIAL ASSESSMENT PRACTICES (R-2)

Springfield Drury Inn, 3180 S. Dirksen Parkway

A brief review of Course I-A, Introduction to Residential Assessment Practices, is followed by a discussion of complex residential properties. Adjustments to the department's appraisal publications for local material and labor costs, remaining economic life (REL), and neighborhood influences are also examined.

This course may be used for continuing education credit. Individuals who have successfully completed this course or Course (001-021), Intermediate Residential Assessment Practices (also known as II-A, Intermediate Rural and Residential Workshop), may not repeat this course for continuing education credit.

Prerequisite: Introduction to Residential Assessment Practices (I-A), or equivalent.

Format: Traditional classroom — 2½-days.

Level 2, Residential – 15 hours exam credit

November 15 **HOMESTUDY AND COURSE EXAMINATIONS**
Springfield Drury Inn, 3180 S. Dirksen Parkway

November 17-18-19 **001-037 (I-C) LAND VALUATION (L-1)**
Springfield Drury Inn, 3180 S. Dirksen Parkway

Students are introduced to land valuation in this course. The course time is spent on residential, commercial, and industrial land appraisals. This course provides a detailed discussion of the market or sales comparison method, units of comparison, and alternate methods of calculation. This course may be used for continuing education credit. Individuals who have successfully completed this course or Course I-C (001-013), Land Valuation, may not repeat this course for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2½-days.

Level 1, Land – 15 hours exam credit

December 6 **HOMESTUDY AND COURSE EXAMINATIONS**
Springfield Drury Inn, 3180 S. Dirksen Parkway

COURSE ABBREVIATION LEGEND

1 = Level 1	A = Administration	L = Land	S = Statistics
2 = Level 2	C = Commercial	Q = Qualifying	T = Theory
3 = Level 3	D = Department	R = Residential	* = Elective For CIAO

REGISTRATION FORM

To register for a class, please complete the registration form located on the department's web site at www.tax.illinois.gov.

RE-TAKING EXAMINATIONS

Any student who receives a 66% or 68% on their class examination, may re-take the examination one time without having to repeat the class. For courses offered in the homestudy format, there is no limit on scores or the number of times the examination may be repeated. Examinations may be taken on any scheduled examination date at either 9:30 am or 1:00 pm.

HOMESTUDY EXAMINATIONS AND MATERIAL

Homestudy examinations will be offered at 9:30 am and 1:00 pm on various dates and at various locations throughout the year. Several courses are currently available in both the traditional classroom format and the homestudy format. See course descriptions for more information. Material for the homestudy classes may be viewed in the education area, of the property tax section, of the department's web site. To register for a homestudy course and obtain a copy of the course material, please complete the course registration form found on the department's web site.

CREDIT HOURS

Course 001-038 (III-S) Advanced Special Structures meets for three full days with the exam on the afternoon of the third day. Upon successful completion, 22.5 hours of exam credit will be awarded. All other department classes meet for two full days with the exam on the morning of the third day. Upon successful completion, 15 hours of exam credit will be awarded.

FOR QUESTIONS OR ADDITIONAL INFORMATION

Please feel free to contact Linda Williamson at 217 782-2818, or email her at LINDA.WILLIAMSON@illinois.gov, or contact Rebecca Redenbo at 217 785-7311, or email her at REBECCA.REDENBO@illinois.gov.