

PROPERTY TAX BULLETIN BOARD

(Updated 11-12-09)

NOTICE OF STATE-WIDE EXAMINATION FOR THE SUPERVISOR OF ASSESSMENTS

Date: Thursday, December 3, 2009
Time: 10:30 am
County: Fulton
Location: Fulton County Courthouse
Room 313
100 North Main Street
Lewistown, IL 61542

County Coordinator: Ms. Renea Stackey
Contact Number: 309-547-3041 x 67

Individuals interested in taking this examination should contact the county coordinator by 10:00 a.m. of the day before the test to register and to obtain an application form. If no one has registered to take the exam by 10:00 a.m. of the day before the scheduled examination, the department reserves the right to cancel the exam. The coordinator will be able to provide specific details concerning the test site location. Knowing the number of applicants, and of any special needs, will enable the coordinator to insure the room is suitable.

NOTICE OF STATE-WIDE EXAMINATION FOR THE SUPERVISOR OF ASSESSMENTS

Date: Wednesday, January 27, 2010
Time: 9:00 am
County: McHenry
Location: McHenry County Administration Building
Conference Room C
667 Ware Road
Woodstock, IL 60098

County Coordinator: Ms. Crystal Schilling
Contact Number: 815 334-4216

Individuals interested in taking this examination should contact the county coordinator by 10:00 a.m. of the day before the test to register and to

obtain an application form. If no one has registered to take the exam by 10:00 a.m. of the day before the scheduled examination, the department reserves the right to cancel the exam. The coordinator will be able to provide specific details concerning the test site location. Knowing the number of applicants, and of any special needs, will enable the coordinator to insure the room is suitable.

NOTICE OF STATE-WIDE EXAMINATION FOR BOARD OF REVIEW MEMBERS

Date: Wednesday, December 2, 2009
Time: 9:00 am
County: Williamson
Location: Williamson County Annex
Board Room
201 W. Main Street
Marion, IL 62959

County Coordinator: Mr. Jeff Robinson, CCAO
Contact Number: 618 997-1301 x 180

Individuals interested in taking this examination should contact the county coordinator by 10:00 a.m. of the day before the test to register and to obtain an application form. If no one has registered to take the exam by 10:00 a.m. of the day before the scheduled examination, the department reserves the right to cancel the exam. The coordinator will be able to provide specific details concerning the test site location. Knowing the number of applicants, and of any special needs, will enable the coordinator to insure the room is suitable.

2010 COURSE SCHEDULE

The 2010 Course Schedule is now posted on the department's web site. It is posted in the "education" area of this site. A course registration form is also available on the education page.

TRANSCRIPTS AND COURSE SCHEDULES FOR 2010

The department **will not** be mailing individual transcripts and course schedules in 2010. Information will be available on the web. For those individuals who do not have internet access, transcripts and schedules will be mailed upon request. To request a copy of your transcript or a course schedule, please contact Brenda Cawley at 217 782-3627 or by email at BRENDA.CAWLEY@illinois.gov.

EDUCATION PROGRAM BOOKLET

The department's course schedule booklet has been replaced by an Education Program Booklet. The booklet provides information about the education program as well as descriptions of department classes. Student's should consult the program booklet before registering for a course. Also included in the booklet is information on obtaining a CIAO designation, and information on required qualifications for supervisor of assessments, board of review members, and township assessors. A copy of the education program booklet is also available on the education page.

INTERNET ACCESS TO TRANSCRIPTS

The department offers internet access for viewing transcripts on-line. To obtain access information and a password, please complete the application found in the "Education" area of this web site, and submit it to the department. Once a student has been assigned internet access, he or she can view his or her transcript anytime. The department encourages students to apply for internet access to view their transcripts.

An application for access can be found in the "Education" area of this web site. Anyone with questions concerning access should contact Rebecca Redenbo at 217 785-7311 or by email at REBECCA.REDENBO@illinois.gov.

PRE-APPOINTMENT/ELECTION CERTIFICATION

Candidates for the positions of township assessor or chief county assessment officer, **must** file a certificate of qualification at the time they participate as a candidate for election, appointment, or to contract to do the work. An application for certification can be found in the "Education" area of this web site. Anyone with questions concerning qualifications or certification should contact Rebecca Redenbo at 217 785-7311 or by email at REBECCA.REDENBO@illinois.gov.

REGISTRATION FOR HOMESTUDY EXAMINATIONS

Space is limited so registration for all homestudy examinations must be submitted in writing at least one week prior to the examination date. An examination application will be included with all homestudy material.

HOMESTUDY COURSE MATERIAL

Course material for the department's I-A Introduction to Residential Assessment Practices, I-B Introduction to Commercial Assessment Practices, I-T Township Assessor – Introductory Course, and I-BR Board of Review – Basic Course, is now available on the department's web site. The material is available in a PDF format in the "Education" section of this web site. The I-E Introduction to Sales Ratio class is also available as a homestudy course, but the material is not yet available on the web. Materials for all homestudy courses can be obtained by sending in a course registration form indicating that the homestudy format is requested.

RE-TAKING OF EXAMINATIONS WITHOUT REPEATING CLASSES

Students who receive a score of 66% or 68% on a department course examination may re-take the examination one time without repeating the class. Students who score lower than the required 66% must repeat the course. Re-take examinations will only be offered at the homestudy examination sites. Courses available in the homestudy format are not limited to a score or the number of times the examination may be repeated. Space is limited so registration for all re-take examinations must be submitted in writing at least one week prior to the examination date. An examination application will be included with the grade letter for all eligible participants.

EDUCATION 2000 PROGRAM CHANGES BEGINNING 2010

**Level 2 maximum hours will increase from 300 to 420 hours
The restriction of 120 hours per category within Level 2 is
eliminated (i.e., students may take more than 120 hours in any
category – Administration, Commercial, Land, Residential,
Statistics, Theory in Level 2)**

**New topic, assessment methodology, or technology exception is
eliminated.**

When the Education 2000 Program was implemented, all parties recognized the need to review the program periodically to ensure that the Education Program goals were being met. Of particular importance is

providing a well-rounded quality program that allows assessing officials to customize their continuing education. A customized program means that assessing officials can take courses in areas where additional expertise is needed and that can be applied when assessing property in their respective jurisdictions. The ultimate goal of the Education Program is improved property assessment practices.

The first program review was in 2004 by the Joint Committee on Reviewing Education 2000 Program and several changes were made in response to the criticism that the program was too restrictive.

In January 2009, the Illinois Department of Revenue convened another committee comprised of members affiliated with the associations from the assessment community to review the program. One of the issues presented is that the Education 2000 Program levels and categories are too restrictive once a student has taken the maximum number of hours. First, the committee recognizes a need for additional courses in Level 3. Second, the maximum 120 hours per category in Level 2 causes problems for some assessing officials who have taken the maximum number of hours within a category and want to take another class in that same category but encounter resistance from board members if the class will not be considered for the \$500 education stipend. While an assessment official may be able to find a Level 2 class to take for continuing education credit to receive the \$500 stipend, the committee felt that just “finding a class to take for \$500 stipend credit” was not in keeping with the spirit of the Education Program. Some assessing officials can take any courses that are pertinent to their work regardless of receiving credits for the \$500 stipend, while others do not have this ability due to budgetary constraints or other pressures.

As part of the 2004 changes, the Joint Review Committee created a “new topic, assessment methodology, or technology exception”. The department was charged with administering this exception and it has proven to be an unwieldy process with few exceptions granted given the constraints imposed and the lack of new courses. The approval process is not transparent and is entirely too difficult to understand or administer programmatically.

In response to these criticisms, the committee reached unanimous consent on three changes. Stated rationale for each of the changes is below.

- **Increase the maximum hours in Level 2 (from 300 to 420 hours)** — Increasing the maximum number of hours in Level 2 to 420 will allow an assessing official with 300 hours in Level 2 to take eight additional Level

2 classes, if needed (two classes each year for four years).

- **Eliminate the 120-hour per-category restriction in Level 2** — Removing the restriction on the number of hours per category allows an individual to take the courses most appropriate for personal and professional development and still qualify for the continuing education stipend.
- **Eliminate the “new topic, assessment methodology, or technology exception”** — Eliminating the “new topic, assessment methodology, or technology exception” solves the administrative and transparency issues raised by the review committee. In addition, the exception is no longer needed because once individual reaches maximum hours in Level 1 (180) and Level 2 (420), he or she may take, under the “refresher” coursework option, any Level 2 class for which he or she has not received credit previously. To take a “refresher course,” a student must have 600 hours of continuing education credit or 120 hours in Level 3.

Removing the maximum hours and category limits for Level 2 will

- 1) enable assessing officials to choose classes that assist them in their work and still allow them to qualify for stipend credits, and
- 2) help improve property assessment practices within their jurisdiction, which is the ultimate goal of the Education Program.

The committee agreed that no changes should be made to Level 1. Level 1 coursework is introductory and designed to encourage assessing officials to have a broad working knowledge in each subject area. By restricting the hours in Level 1 and per category, students are encouraged to take higher-level coursework and to become more proficient in particular areas. The current maximum hours at Level 1 remains unchanged at 180, with a maximum number of 45 hours per category.

The committee has identified other issues and will continue to work toward resolution of those issues identified. Any subsequent changes will be announced by separate communication.

The 2009 Assessor Education Review Committee members and the organizations that they represent are listed below. The department extends its sincere thanks to committee members for their participation and sincere desire to design and maintain a meaningful education program related to property valuation.

Kara Moretto — Illinois Department of Revenue, Chair

Jo Ellen Mahr — Illinois Department of Revenue
Dean Michal — Illinois Property Assessment Institute
Jeff Robinson — Illinois Property Assessment Institute
John Horbas — Cook County Assessment Office
Marty Paulson — Illinois County Assessment Officers Association
Wendy Ryerson — Illinois Association of County Officials
Carol Perschke — Illinois Assessors Association
Jim M. Young — Illinois Assessors Association
Kerry Miller — Illinois Board of Review Association

QUESTIONS CONCERNING INFORMATION POSTED ON BULLETIN BOARD

Anyone with questions concerning information posted on the Bulletin Board should contact Rebecca Redenbo at 217 785-7311 or by email at REBECCA.REDENBO@illinois.gov