



June 21-22-23

**001-035 (I-BR) BOARD OF REVIEW – BASIC COURSE**

**Springfield**

**IDOA John R. Block Admin. Bldg.**

**801 E. Sangamon Ave., Gate 11**

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.

**Format:** Traditional classroom — 2½-days

**Qualifying course for Board of Review members or 15 hours exam credit**

July 11

**HOME STUDY AND COURSE EXAMINATIONS**

**Springfield**

**IDOR, 101 W. Jefferson St.**

**9:00 a.m. and 1:00 p.m.** testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

July 19-20-21

**001-805 (1-M) INTRODUCTION TO MAPPING\***

**Springfield**

**IDOA John R. Block Admin. Bldg.**

**801 E. Sangamon Ave., Gate 11**

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.

**Format:** Traditional classroom — 2 ½ days

**15 hours exam credit**

**CIAO Qualifying course or 15 hours exam credit**

August 1

**HOME STUDY AND COURSE EXAMINATIONS**

**Springfield**

**IDOR, 101 W. Jefferson St.**

**9:00 a.m. and 1:00 p.m.** testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

August 17

**HOME STUDY EXAMINATIONS**

**Madison County Admin Bldg.**

**157 North Main Street, Room #203**

**Edwardsville, IL 62025**

**11:00 a.m.** testing session only.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available date at the Department of Revenue.

August 23

**HOME STUDY EXAMINATIONS**

**Kane County Government Center**      **719 Batavia Ave., Bldg. Auditorium**  
**Geneva, IL 60134**

**11:30 a.m.** testing session only.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available date at the Department of Revenue.

September 12

**HOME STUDY AND COURSE EXAMINATIONS**

**Springfield**      **IDOR, 101 W. Jefferson St.**

**9:00 a.m. and 1:00 p.m.** testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

**NEW**

September 27-28-29

**001-804 (I-F) INTRO TO FARMLAND ASSESSMENTS\***

**Springfield**      **IDOA John R. Block Admin. Bldg.**  
**801 E. Sangamon Ave., Gate 11**

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.

**Format:** Traditional classroom — 2½-days.

**CIAO Qualifying course or 15 hours exam credit**

October 10

**HOME STUDY AND COURSE EXAMINATIONS**

**Springfield**      **IDOR, 101 W. Jefferson St.**

**9:00 a.m. and 1:00 p.m.** testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

**NEW**

October 25-26-27

**001-801 (I-A) INTRO TO RESIDENTIAL ASSESSMENT PRACTICES\***

**Springfield**      **IDOA John R. Block Admin. Bldg.**  
**801 E. Sangamon Ave., Gate 11**

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.

**Format:** Traditional classroom — 2½-days

**CIAO Qualifying course or 15 hours exam credit**

<b>November 7</b>	<p><b>HOME STUDY AND COURSE EXAMINATIONS</b>  <b>Springfield</b> <span style="float: right;"><b>IDOR, 101 W. Jefferson St.</b></span></p> <p><b>9:00 a.m. and 1:00 p.m.</b> testing sessions available.  Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.</p>
<b>December 5</b>	<p><b>HOME STUDY AND COURSE EXAMINATIONS</b>  <b>Springfield</b> <span style="float: right;"><b>IDOR, 101 W. Jefferson St.</b></span></p> <p><b>9:00 a.m. and 1:00 p.m.</b> testing sessions available.  Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.</p>

\* = Elective Course for CIAO Designation

## REGISTRATION FORM

To register for a class, please complete the registration form located on the department's web site at <https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/courseregistration.pdf>

## RE-TAKING EXAMINATIONS

Any student who does not pass his or her class examination may retake the examination one time within 6 months of the original test date without having to repeat the class. If the student is unsuccessful on the retake, the student may continue to retake the exam if the grade on the last retake was 60% to 68%. For courses offered in the home study 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 **9:00 a.m. or 1:00 p.m., unless otherwise specified**. Complete the registration form on the website for home study exams. Please be advised that registration for home study examinations will close one week prior to the examination date.

## HOME STUDY EXAMINATIONS AND MATERIAL

Home study examinations will be offered at **9:00 a.m. and 1:00 p.m., unless otherwise specified**, on various dates and at various locations throughout the year. Please be advised that registration for home study examinations will close one week prior to the examination date. Several courses are currently available in both the traditional classroom format and the home study format. See course descriptions for more information. Several of the home study classes may be studied online in the education area of the property tax section of the department's web site.

1-A Intro to Residential:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-a.pdf>

1-B Intro to Commercial:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-b.pdf>

1-BR Board of Review:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-br.pdf>

1-E Intro to Sales Ratio:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-e.pdf>

1-M Intro to Mapping:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-m.pdf>

1-T Township Assessor Intro:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-t.pdf>

## **CREDIT HOURS**

All 2023 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.

## **ATTENDANCE**

Attendance is mandatory for all IDOR traditional classroom classes to receive credit.

## **QUESTIONS OR ADDITIONAL INFORMATION**

Contact the Property Tax Assessment Education Unit at [rev.proptaxed@illinois.gov](mailto:rev.proptaxed@illinois.gov) or call 217 524-1274.