

ILLINOIS DEPARTMENT OF REVENUE (IDOR)
January – August 2025 Course Schedule (rev. 03/2025)

Instructions for registration are on the last page of this schedule.

The department reserves the right to cancel a class with an enrollment of less than 15 people. Classes added or cancelled will be posted to the 2025 Course Schedule and the Property Tax Bulletin Board located on the Department’s website at tax.illinois.gov. **All in-person classes begin at 8:30 am and are scheduled to end at 5:00 pm. Class exams are given at 8:30 am on the third day of class.** Additional classes may be added throughout the year; classes will be added to this course schedule as additional dates and locations are confirmed.

*** = Elective Course for CIAO Designation**

February 4

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.

March 4

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.

April 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.

April 23-24-25

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

CIAO Qualifying course or 15 hours exam credit

May 6

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.

May 7-8-9

001-028 (I-I) INTRODUCTION TO PROPERTY TAX*

Springfield

IDOA John R. Block Admin. Bldg.

801 E. Sangamon Ave., Gate 11

This course introduces the student to the key county officials 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 as an elective for CIAO qualification or for continuing education credit.

Format: Traditional classroom — 2½-days.

CIAO Qualifying course or 15 hours exam credit

May 28-29-30

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

June 3

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.

June 25-26-27

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

July 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.

July 9-10-11

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

July 23-24-25

001-032 (II-E) INTRODUCTION TO EQUALIZATION

Springfield

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

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.

Prerequisite: Course I-E, Introduction to Sales Ratio Studies, is recommended.

Format: Traditional classroom — 2½-days

15 hours exam credit

August 5

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 14

HOME STUDY EXAMINATIONS

Effingham County Office Bldg.

**101 North 4th Street, 1st FL Classroom
Effingham, IL 62401**

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 20

HOME STUDY EXAMINATIONS

Kane County Government Center

**719 Batavia Ave., Bldg. Auditorium
Geneva, IL 60134**

9:00 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.

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 without having to repeat the class. 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 2025 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 or call 217 524-1274.