ILLINOIS DEPARTMENT OF REVENUE (IDOR)
January – December 2026 Course Schedule (rev. 04/2026)

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 2026 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 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.

March 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.

April 7

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 15-16-17

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

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April 29-30-May 1 **001-803 (I-E) INTRO TO SALES RATIO STUDIES***
Springfield **IDOA John R. Block Admin. Bldg.**
801 E. Sangamon Ave., Gate 11

This course introduces students to sales ratio studies in various aspects of the assessment and appeal processes. Course material includes basic application of some measures of uniformity, trending, 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.

Format: Traditional classroom — 2½-days.
CIAO Qualifying course or 15 hours exam credit

May 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.

May 13-14-15 **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

May 27-28-29 **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

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June 2 **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 10-11-12 **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

June 24-25-26 **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 7 **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.

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July 22-23-24 **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

August 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.

August 6 **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 25 **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 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.

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September 17 **HOME STUDY EXAMINATIONS**

Madison County Administration Building **157 N. Main St., Room 309**
Edwardsville, IL 62025

1:00 p.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 23-24-25 **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

October 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.

October 21-22-23 **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

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November 4-5-6 **001-034 (I-T) TOWNSHIP ASSESSOR — INTRODUCTORY COURSE**
Springfield **IDOA John R. Block Admin. Bldg.**
801 E. Sangamon Ave., Gate 11

This course is designed for those assessors who are not required by statute to have a designation and applicable maintenance, but who are required to complete an introductory course to qualify for office. The course covers assessment practices, duties, and responsibilities of township assessors and the statutory authority to perform duties. Currently, it is the only course offered that can be used to meet this requirement. Individuals who have successfully completed this course or Course I-T (001-027), Township Assessor – Introductory Course (also known as Introductory Course for Township Assessors), do not need to repeat this course to qualify. This course may also be used for continuing education credit by students who have already received their CIAO designation. Individuals who need this course to qualify need to successfully complete this course one time during their assessing careers.

Format: Traditional classroom — 2½-days.
Qualifying course for Introductory Township Assessors or 15 hours exam credit

November 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.

December 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.

GENERAL INFORMATION

Illinois Department of Revenue's (IDOR) Property Tax Assessment Education Program provides instruction in areas where IDOR has a direct involvement in the assessment process. Most of these courses focus on using the information in IDOR's appraisal publications. Other courses deal with basic mapping for assessors, the complete property tax cycle, math calculations used in the assessing profession, IDOR's procedures for developing equalization factors, and conducting a sales ratio study and its use in reassessments.

Anyone may participate in these classes, all of which are **free**.

Most classes are two and one-half day courses with the exam being held on the morning of the third day in Springfield.

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CLASS POLICY

Registration Information

- Registration for all IDOR classes must be submitted at least 7 days in **advance** of each course. Registration forms can be found below**,** and may be emailed, mailed, or faxed to us.
- Please use a separate registration form to register for each class.
- Registration is on a "first-come" basis and registrations will be processed in the order received.
- Class size is limited. Register early to ensure a place in the class. Please notify us if you register and later determine that you cannot attend.
- You must keep us informed of any address change.
- A written confirmation of registration will be sent to each student upon receipt and processing of the registration form.
- IDOR reserves the right to cancel a class with an enrollment of less than 15 people.

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

Student Responsibilities

Each student should have a noiseless calculator with a large-digit capacity, note pad, and pencils. A 2 inch three- ring binder to organize course material and a highlighter are also helpful. Class participants must provide their own meals and lodging (if required). Class attendance is mandatory. A minimum passing score on examinations is 70 percent.

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.

CREDIT HOURS

Upon successful completion, 15 hours of exam credit will be awarded.

Assessing officials are allowed to take an approved class for IDOR credit provided that they have not taken the class, or an exception class, within the past 10 years. We recognize that over time, assessment techniques and methodologies may change. To provide assessing officials the opportunity to stay current with assessment practices, courses may now be repeated for IDOR credit one time every 10 years.

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Certified Illinois Assessing Officer (CIAO) designation elective courses

The following IDOR classes may be used to satisfy the elective requirements for obtaining the CIAO designation:

- I-A — Introduction to Residential Assessment Practices
- I-B — Introduction to Commercial Assessment Practices
- I-E — Introduction to Sales Ratio Studies
- I-F — Introduction to Farm Assessments
- I-M — Introduction to Mapping for Assessors
- I-I — Introduction to Property Tax

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

QUESTIONS OR ADDITIONAL INFORMATION

Contact the Property Tax Assessment Education Unit at rev.proptaxed@illinois.gov or call 217-785-6010

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