

ILLINOIS DEPARTMENT OF REVENUE
2015 Course Schedule

05/12/2015

The department reserves the right to cancel a class with an enrollment of less than 25 people. Cancellations will be posted to the Property Tax Bulletin Board and to the 2014 Course Schedule. Classes added or cancelled will be posted to the 2015 Course Schedule and the Property Tax Bulletin Board within the Department's web page.

February 2

HOMESTUDY AND COURSE EXAMINATIONS
Springfield Illinois Department of Revenue

Please be advised that registration for homestudy 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.

February 18-19-20

001-807 (I-B) Intro to Commercial Assessment Practices* (C-1)
Springfield Illinois Department of Revenue

Students are introduced to 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 the previous I-B courses 001-802 or 001-012 (offered prior to September 2010) may take this course (001-807) for continuing education exam credit. Individuals who have successfully completed this course may not repeat it as an elective for CIAO qualification or for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2 ½ days and home study.

Level 1, Commercial — 15 hours exam credit

March 3

HOMESTUDY AND COURSE EXAMINATIONS
Springfield Illinois Department of Revenue

Please be advised that registration for homestudy 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 10-11-12

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

March 17-18-19

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

April 1

CANCELLED

001-504 (II-AS) OVERVIEW OF RESIDENTIAL ASSESSMENT PRACTICES
Springfield Drury Inn, 3180 S Dirksen Parkway

Note: This course is a Department House course available to anyone for 7.50 hours of SEMINAR credit.

Students will learn mass appraisal fundamentals using the new Residential sections of the department's appraisal publications. A brief review of course I-A Introduction to Residential Assessment Practices is followed by a discussion of complex residential properties. This course may be used for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 1 day.

Department House — 7.50 hours SEMINAR credit

April 15-16-17

FULL

001-804 (I-F) INTRO TO FARMLAND ASSESSMENTS* (L-1)
Libertyville Libertyville Township Office

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

April 21

HOMESTUDY AND COURSE EXAMINATIONS
Wheaton DuPage County Government Center

Please be advised that registration for homestudy 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 22-23-24

001-033 (II-D) Intermediate Math for Assessors (S-2)
Wheaton DuPage County Government Center

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 are explained. Students will learn how to calculate various types of factors (e.g., cost, REL, trending) and values for slope and erosion. Irregular shaped 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 course.

Format: Traditional classroom — 2 ½ days.

Level 2, Statistics – 15 hours exam credit

May 4

HOMESTUDY AND COURSE EXAMINATIONS
Springfield Illinois Department of Revenue

Please be advised that registration for homestudy 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 5-6-7

001-028 (I-I) INTRODUCTION TO PROPERTY TAX (T-1)
Springfield Drury Inn, 3180 S Dirksen Parkway

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 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

May 19-20-21

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

FULL

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

May 27-28-29

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 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. 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

June 2-3-4

001-801 (I-A) INTRO TO RESIDENTIAL ASSESSMENT PRACTICES* (R-1)
Chicago **Cook County Building**

FULL

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

June 9

HOMESTUDY AND COURSE EXAMINATIONS

Springfield**Illinois Department of Revenue**

Please be advised that registration for homestudy 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 16-17-18**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

July 7-8-9**001-034 (I-T) TOWNSHIP ASSESSOR — INTRODUCTORY COURSE (A-1)****Springfield****Drury Inn, 3180 S Dirksen Parkway**

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.

Prerequisite: None.

Format: Traditional classroom — 2 ½ days, and homestudy.

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

July 14**HOMESTUDY AND COURSE EXAMINATIONS****Springfield****Illinois Department of Revenue**

Please be advised that registration for homestudy 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 21**HOMESTUDY AND COURSE EXAMINATIONS****Geneva****Kane County Administrative Building****ADDED**

Afternoon only. All exams on this date will begin at 1:30. Please be advised that registration for homestudy 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 22-23-24

001-028 (I-I) INTRODUCTION TO PROPERTY TAX (T-1)
Geneva Kane County Administrative Building

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 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

August 5-6-7

001-807 (I-B) Intro to Commercial Assessment Practices* (C-1)
Frankfort Frankfort Township Office

Students are introduced to 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 the previous I-B courses 001-802 or 001-012 (offered prior to September 2010) may take this course (001-807) for continuing education exam credit. Individuals who have successfully completed this course may not repeat it as an elective for CIAO qualification or for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2 ½ days and home study.

Level 1, Commercial — 15 hours exam credit

August 26-27-28

001-033 (II-D) Intermediate Math for Assessors (S-2)
Springfield Drury Inn, 3180 S Dirksen Parkway

ADDED

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 are explained. Students will learn how to calculate various types of factors (e.g., cost, REL, trending) and values for slope and erosion. Irregular shaped 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 course.
Format: Traditional classroom — 2 ½ days.
Level 2, Statistics – 15 hours exam credit

September 1

HOMESTUDY AND COURSE EXAMINATIONS
Springfield Illinois Department of Revenue

Please be advised that registration for homestudy 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.

September 9

001-504 (II-AS) OVERVIEW OF RESIDENTIAL ASSESSMENT PRACTICES
Springfield Drury Inn, 3180 S Dirksen Parkway

ADDED

Note: This course is a Department House course available to anyone for 7.50 hours of SEMINAR credit.

Students will learn mass appraisal fundamentals using the new Residential sections of the department's appraisal publications. A brief review of course I-A Introduction to Residential Assessment Practices is followed by a discussion of complex residential properties. This course may be used for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 1 day.

Department House — 7.50 hours SEMINAR credit

September 29-30-Oct 1

001-036 (I D) Math for Assessing Officials (S-1)
Springfield Drury Inn, 3180 S Dirksen Parkway

ADDED

This course reviews the mathematics used in mass appraisal. Problems include calculations used to complete property record cards in the income and market approaches and in sales ratio studies. Students will calculate the coefficient of dispersion and other assessment-related property tax computations. Calculators may be used. This course may be used for continuing education credit. Individuals who have successfully completed this course or Course I-D (001-014), Math for Assessing Officials (also known as I-D, Mathematics for Assessors), may not repeat this course for continuing education credit.

Prerequisite: None.

Format: Traditional classroom — 2 ½ days.

Level 1, Statistics — 15 hours exam credit

October 6

HOMESTUDY AND COURSE EXAMINATIONS
Springfield Illinois Department of Revenue

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October 20-21-22

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

ADDED

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

November 10

HOMESTUDY AND COURSE EXAMINATIONS

Springfield

Illinois Department of Revenue

Please be advised that registration for homestudy 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.

November 17-18-19

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

Springfield

Drury Inn, 3180 S Dirksen Parkway

ADDED

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

December 8

HOMESTUDY AND COURSE EXAMINATIONS

Springfield

Illinois Department of Revenue

Please be advised that registration for homestudy 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.

COURSE ABBREVIATION LEGEND

**1 = Level 1
2 = Level 2
3 = Level 3**

**A = Administration
C = Commercial
D = Department**

**L = Land
Q = Qualifying
R = Residential**

**S = Statistics
T = Theory
* = 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 60% to 68% on 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 as long as the grade on the last retake was 60% to 68%. 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. Complete the registration form on the Education website for homestudy exams. Please be advised that registration for homestudy examinations will close one week prior to the examination date.

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. Please be advised that registration for homestudy examinations will close one week prior to the examination date. Several courses are currently available in both the traditional classroom format and the homestudy format. See course descriptions for more information. Several of the homestudy classes may be studied online in the education area of the property tax section, of the department's web site.

CREDIT HOURS

Course 001-504 (II-AS) OVERVIEW OF RESIDENTIAL ASSESSMENT PRACTICES meets for one full day. Upon completion of the class, 7.50 hours of SEMINAR credit will be awarded. Since this is a seminar class, no exam will be administered.

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.

ATTENDANCE

Attendance is mandatory for all IDOR classes.

FOR QUESTIONS OR ADDITIONAL INFORMATION

Contact Linda Williamson at 217-782-2818 or LINDA.WILLIAMSON@ILLINOIS.GOV