

**Updated ILLINOIS DEPARTMENT OF REVENUE  
2018 Course Schedule (Rev. 06/27/2018)**

The department reserves the right to cancel a class with an enrollment of less than 25 people. Classes added or cancelled will be posted to the 2018 Course Schedule and the Property Tax Bulletin Board located on the Department's website at [tax.illinois.gov](http://tax.illinois.gov). **All in-person classes begin at 8:30 am and are scheduled to 5:00 pm. Class exams are given at 8:30 am on the third day of class.**

**February 6**

**HOME STUDY AND COURSE EXAMINATIONS**

**Springfield**

**Illinois Department of Revenue**

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.

**February 27-March 1**

**001-034 (I-T) TOWNSHIP ASSESSOR — INTRODUCTORY COURSE**

**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

**Qualifying course or 15 hours exam credit**

**March 6**

**HOME STUDY AND COURSE EXAMINATIONS**

**Springfield**

**Illinois Department of Revenue**

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 6-7-8**

**001-803 (I-E) INTRO TO SALES RATIO STUDIES\***

**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.

**Prerequisite:** None.

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

**15 hours exam credit**

**March 13-14-15**

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

**Springfield**

**Drury Inn, 3180 S Dirksen Parkway**

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.

**Prerequisite:** None.

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

**15 hours exam credit**

**March 27-28-29**

**001-805 (I-M) INTRO TO MAPPING FOR ASSESSORS\***

**Springfield**

**Drury Inn, 2180 S. Dirksen Pkwy**

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.

**Prerequisite:** None.

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

**15 hours exam credit**

**April 3**

**HOME STUDY AND COURSE EXAMINATIONS**

**Springfield**

**Illinois Department of Revenue**

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 3-4-5

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

**Qualifying course or 15 hours exam credit**

April 18

**HOME STUDY AND COURSE EXAMINATIONS**  
**Mount Vernon** **Jefferson County Courthouse**

**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 course date at the Department of Revenue

May 1

**HOME STUDY AND COURSE EXAMINATIONS**  
**Springfield** **Illinois Department of Revenue**

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 1-2-3

**001-036 (I-D) MATH FOR ASSESSING OFFICIALS**  
**Springfield** **Drury Inn, 3180 S Dirksen Parkway**

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

**Prerequisite:** None.

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

**15 hours exam credit**

**May 8-9-10**

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

**Prerequisite:** None.

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

**15 hours exam credit**

**May 15-16-17**

**001-807 (I-B) INTRO TO COMMERCIAL ASSESSMENT PRACTICES\***  
**Springfield Drury Inn, 3180 S Dirksen Parkway**

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 course 001-802 may take this course (001-807) for continuing education exam credit.

**Prerequisite:** None.

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

**15 hours exam credit**

**May 22**

**HOME STUDY AND COURSE EXAMINATIONS**  
**Dixon Lee County Courthouse**

**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 course date at the Department of Revenue.

**June 5**

**HOME STUDY AND COURSE EXAMINATIONS**  
**Springfield Illinois Department of Revenue**

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 26-27-28  
**FULL**

**001-032 (II-E) INTRO TO EQUALIZATION**  
**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

**Prerequisite:** Course I-E Introduction to Sales Ratio Studies, is recommended, but is not required.

**Format:** Traditional classroom — 2½-days.  
**15 hours exam credit**

July 3

**HOME STUDY AND COURSE EXAMINATIONS**  
**Springfield** **Illinois Department of Revenue**

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 18-19-20  
**(W-Th-F)**

**001-807 (I-B) INTRO TO COMMERCIAL ASSESSMENT PRACTICES\***  
**Libertyville** **Libertyville Township Hall**

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 course 001-802 may take this course (001-807) for continuing education exam credit.

**Prerequisite:** None.

**Format:** Traditional classroom — 2 ½ days  
**15 hours exam credit**

July 24-25-26  
**FULL**

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

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.

**Prerequisite:** None.

**Format:** Traditional classroom — 2½-days.  
**15 hours exam credit**

July 30

**HOME STUDY AND COURSE EXAMINATIONS**  
**Wheaton DuPage County Center**

**1:30 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 course date at the Department of Revenue.

July 31-Aug 2

**FULL**

**001-805 (I-M) INTRO TO MAPPING FOR ASSESSORS\***  
**Wheaton DuPage County Center**

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.

**Prerequisite:** None.

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

**15 hours exam credit**

August 7

**HOME STUDY AND COURSE EXAMINATIONS**  
**Springfield Illinois Department of Revenue**

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 20-21-22

**(M-T-W)**

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

**Qualifying course or 15 hours exam credit**

August 27

**HOME STUDY AND COURSE EXAMINATIONS**  
**Geneva Kane County Administrative Building**

**1:30 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 course date at the Department of Revenue.

**August 28-29-30**  
**FULL**

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

**Prerequisite:** None.

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

**15 hours exam credit**

**September 4**

**HOME STUDY AND COURSE EXAMINATIONS**  
**Springfield Illinois Department of Revenue**

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.

**September 17-18-19**  
**(M-T-W)**

**001-803 (I-E) INTRO TO SALES RATIO STUDIES\***  
**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.

**Prerequisite:** None.

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

**15 hours exam credit**

**September 25-26-27**

**001-034 (I-T) TOWNSHIP ASSESSOR — INTRODUCTORY COURSE**  
**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

**Qualifying course or 15 hours exam credit**

October 2

**HOME STUDY AND COURSE EXAMINATIONS**  
**Springfield Illinois Department of Revenue**

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 16-17-18

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

**Prerequisite:** None.

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

**15 hours exam credit**

Oct 30-31-Nov 1

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

**Prerequisite:** None.

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

**15 hours exam credit**

November 13

**HOME STUDY AND COURSE EXAMINATIONS**  
**Springfield Illinois Department of Revenue**

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.



Nov 13-14-15

**001-036 (I-D) MATH FOR ASSESSING OFFICIALS**

**Springfield**

**Drury Inn, 3180 S Dirksen Parkway**

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

**Prerequisite:** None.

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

**15 hours exam credit**

December 4

**HOME STUDY AND COURSE EXAMINATIONS**

**Springfield**

**Illinois Department of Revenue**

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.

**\* = 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 [tax.illinois.gov](http://tax.illinois.gov).

## **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 as long as 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.

## **CREDIT HOURS**

All 2018 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.