

## ILLINOIS DEPARTMENT OF REVENUE 2012 Course Schedule

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 the Course Schedule that is available on the Department of Revenue's web at [www.tax.illinois.gov](http://www.tax.illinois.gov).

January 9                      **HOMESTUDY AND COURSE EXAMINATIONS**  
Springfield                      Illinois Department of Revenue

February 6                      **HOMESTUDY AND COURSE EXAMINATIONS**  
Springfield                      Illinois Department of Revenue

February 29                      **001-803 (I-E) INTRO. TO SALES RATIO STUDIES\* (S-1)**  
March 1-2                      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**

**Instructor:** Linda Williamson

March 5                              **HOMESTUDY AND COURSE EXAMINATIONS**  
Springfield                      Illinois Department of Revenue

March 14-15-16                      **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**

**Instructor:** Linda Williamson

April 3-4-5

**001-032 (II-E) INTRODUCTION 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**

**Instructor: Linda Williamson**

April 11-12-13

**001-807 I-B INTRO TO COMMERCIAL ASSESSMENT PRACTICES\* (C-1)**

**001-503 I-B INTRO TO COMMERCIAL ASSESSMENT PRACTICES\*\* (D)**

**\*\*Department house with no level/category. Available for credit only if received the maximum number of credit hours in Level 1 or Level 1– Commercial category.**

**Springfield Drury Inn, 3180 S Dirksen Parkway**

**FULL  
Waiting List Only**

For 2012, the revised I-B course is being offered replacing the former I-B Course #001-802 and #001-012 (also called Commercial and Industrial Workshop). Students will learn mass appraisal fundamentals using the updated Commercial and Industrial sections of the department's appraisal publications which include major revisions in methodology and assessment practices of commercial properties. 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 the new I-B course for continuing education exam credit. The I-B Course will also be available on a temporary basis through 2012 under Course #001-503 for 15 hours of continuing education exam credit in the department house to individuals who have received the maximum number of credit hours at Level 1 or Level 1 - Commercial category. Courses that are available within the department house are not subject to a level/category. Individuals who have successfully completed 001-807 as a CIAO elective or for continuing education credit may not receive continuing education credit for the 001-503 course.

**Prerequisite:** None.

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

**Level 1, Commercial or Department House – 15 hours exam credit**

**Instructor: Fred Spittler**

April 23

**HOMESTUDY AND COURSE EXAMINATIONS**

**Springfield****Illinois Department of Revenue****April 25-26-27****001-803 (I-E) INTRO. TO SALES RATIO STUDIES\* (S-1)****Libertyville****Libertyville Township Hall**

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****Instructor:** Linda Williamson**May 1-2-3****FULL****Waiting List Only****001-805 (I-M) INTRO. TO MAPPING FOR ASSESSORS\* (L-1)****Springfield****Drury Inn, 3180 S. Dirksen Parkway**

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. Individuals who have successfully completed this course or Course I-M (001-017), Introduction to Mapping for Assessors (also known as Mapping for Assessors), 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, Land – 15 hours exam credit****Instructor:** Mike Bishop**May 8****HOMESTUDY AND COURSE EXAMINATIONS****Wheaton****DuPage County Government Center****May 9-10-11****001-028 (I-I) INTRO. TO PROPERTY TAX (T-1)****Wheaton****DuPage County Government Center**

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**  
**Instructor:** Linda Williamson

May 16-17-18  
**FULL**  
**Waiting List Only**

**001-804 (I-F) INTRO TO FARMLAND ASSESSMENTS\* (L-1)**  
**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. 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**  
**Instructor:** Brenda Cawley

May 22-23-24  
**FULL**  
**Waiting List Only**

**001-808 (II-B) OVERVIEW OF COMMERCIAL COST APPROACH (C-2)**  
**Springfield**                      **Drury Inn, 3180 S Dirksen Parkway**  
**Note:** This class is **SEMINAR** credit only.

This II-B course is being offered to acquaint students with the new methodologies and cost schedules of the updated Commercial and Industrial sections of the department's appraisal publications 126 and 127. The course will concentrate on the cost approach to value only using the 2012 cost schedules. Topics covered include the cost approach to value based on both the square foot and component-in-place methods and the use of property record cards. This course will include some lecture and several valuation problems concerning varying property types found in all jurisdictions. Buildings covered in the case studies will be office building, general retail, convenience store with gas, downtown mixed use of retail and apartments, fast food restaurant, senior housing, self storage warehouse and a two-unit retail center consisting of a national chain grocery store and a general merchandise store such as a dollar store. At the completion of the course, the students will return to their jurisdictions with a workbook of suggested valuations of these buildings utilizing the IDOR cost schedules.

**Prerequisite:** None.  
**Format:** Traditional classroom — 2½-days.  
**Level 2, Commercial – 15 hours of SEMINAR credit**  
**Instructor:** Fred Spittler

June 5

**HOMESTUDY AND COURSE EXAMINATIONS**  
**Oglesby**                      **Illinois Valley Community College**

June 6-7-8

**001-028 (I-I) INTRO. TO PROPERTY TAX (T-1)**

**Oglesby**

**Illinois Valley Community College**

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**

**Instructor:** Linda Williamson

June 11-12-13

**001-032 (II-E) INTRODUCTION TO EQUALIZATION (S-2)**

**DeKalb**

**Community Outreach Building**

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**

**Instructor:** Linda Williamson

June 20-21-22

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

**Ina**

**Rend Lake College**

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**

**Instructor:** Brenda Cawley

July 9

**HOMESTUDY AND COURSE EXAMINATIONS**

July 11-12-13

**001-807 I-B INTRO TO COMMERCIAL ASSESSMENT PRACTICES\* (C-1)****001-503 I-B INTRO TO COMMERCIAL ASSESSMENT PRACTICES\*\* (D)**

**\*\*Department house with no level/category. Available for credit only if received the maximum number of credit hours in Level 1 or Level 1– Commercial category.**

**FULL  
Waiting List Only**

**DeKalb****Community Outreach Building**

For 2012, the revised I-B course is being offered replacing the former I-B Course #001-802 and #001-012 (also called Commercial and Industrial Workshop). Students will learn mass appraisal fundamentals using the updated Commercial and Industrial sections of the department's appraisal publications which include major revisions in methodology and assessment practices of commercial properties. 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 the new I-B course for continuing education exam credit. The I-B Course will also be available on a temporary basis through 2012 under Course #001-503 for 15 hours of continuing education exam credit in the department house to individuals who have received the maximum number of credit hours at Level 1 or Level 1 - Commercial category. Courses that are available within the department house are not subject to a level/category. Individuals who have successfully completed 001-807 as a CIAO elective or for continuing education credit may not receive continuing education credit for the 001-503 course.

**Prerequisite:** None.**Format:** Traditional classroom — 2½-days**Level 1, Commercial or Department House – 15 hours exam credit****Instructor:** Fred Spittler

July 18-19-20

**001-801 (I-A) INTRO. TO RESIDENTIAL ASSESSMENT PRACTICES\* (R-1)****Libertyville****Libertyville Township Hall**

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**  
**Instructor:** Brenda Cawley

July 24-25-26

**001-805 (I-M) INTRO. TO MAPPING FOR ASSESSORS\* (L-1)**  
**Effingham Effingham County Office Building**

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. Individuals who have successfully completed this course or Course I-M (001-017), Introduction to Mapping for Assessors (also known as Mapping for Assessors), 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, Land – 15 hours exam credit**  
**Instructor:** Mike Bishop

August 14-15-16

**001-808 (II-B) OVERVIEW OF COMMERCIAL COST APPROACH (C-2)**  
**Effingham Effingham County Office Building**

**FULL**  
**Waiting List Only**

Note: This class is **SEMINAR** credit only.

This II-B course is being offered to acquaint students with the new methodologies and cost schedules of the updated Commercial and Industrial sections of the department's appraisal publications 126 and 127. The course will concentrate on the cost approach to value only using the 2012 cost schedules. Topics covered include the cost approach to value based on both the square foot and component-in-place methods and the use of property record cards. This course will include some lecture and several valuation problems concerning varying property types found in all jurisdictions. Buildings covered in the case studies will be office building, general retail, convenience store with gas, downtown mixed use of retail and apartments, fast food restaurant, senior housing, self storage warehouse and a two-unit retail center consisting of a national chain grocery store and a general merchandise store such as a dollar store. At the completion of the course, the students will return to their jurisdictions with a workbook of suggested valuations of these buildings utilizing the IDOR cost schedules.

**Prerequisite:** None.

**Format:** Traditional classroom — 2½-days.  
**Level 2, Commercial – 15 hours of SEMINAR credit**  
**Instructor:** Fred Spittler

August 21

**HOMESTUDY AND COURSE EXAMINATIONS**  
**Geneva Kane County Government Center**

August 22-23-24

**001-033 (II-D) INTERMEDIATE MATH FOR ASSESSORS (S-2)**  
**Geneva Kane 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 will be explained. Students will learn how to calculate various types of factors (e.g., cost, REL, and trending). Values for irregularly shaped land 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.

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

**Level 2, Statistics – 15 hours exam credit**

**Instructor:** Linda Williamson

August 28-29-30

**001-808 (II-B) OVERVIEW OF COMMERCIAL COST APPROACH (C-2)**  
**Wheaton DuPage County Government Center**

**FULL**  
**Waiting List Only**

Note: This class is **SEMINAR** credit only.

This II-B course is being offered to acquaint students with the new methodologies and cost schedules of the updated Commercial and Industrial sections of the department's appraisal publications 126 and 127. The course will concentrate on the cost approach to value only using the 2012 cost schedules. Topics covered include the cost approach to value based on both the square foot and component-in-place methods and the use of property record cards. This course will include some lecture and several valuation problems concerning varying property types found in all jurisdictions. Buildings covered in the case studies will be office building, general retail, convenience store with gas, downtown mixed use of retail and apartments, fast food restaurant, senior housing, self storage warehouse and a two-unit retail center consisting of a national chain grocery store and a general merchandise store such as a dollar store. At the completion of the course, the students will return to their jurisdictions with a workbook of suggested valuations of these buildings utilizing the IDOR cost schedules.

**Prerequisite:** None.

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

**Level 2, Commercial – 15 hours of SEMINAR credit**

**Instructor:** Fred Spittler

August 28-29-30

**001-032 (II-E) INTRODUCTION TO EQUALIZATION (S-2)**  
**Edwardsville Madison County Administration Building**

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**

**Instructor:** Linda Williamson

September 12-13-14

**001-033 (II-D) INTERMEDIATE MATH FOR ASSESSORS (S-2)**  
**Pekin Tazewell County Justice 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 will be explained. Students will learn how to calculate various types of factors (e.g., cost, REL, and trending). Values for irregularly shaped land 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.

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

**Level 2, Statistics – 15 hours exam credit**

**Instructor:** Linda Williamson

September 18-19-20

**001-808 (II-B) OVERVIEW OF COMMERCIAL COST APPROACH (C-2)**  
**Springfield Illinois Department of Revenue**

**Added Class**

Note: This class is **SEMINAR** credit only.

This II-B course is being offered to acquaint students with the new methodologies and cost schedules of the updated Commercial and Industrial sections of the department's appraisal publications 126 and 127. The course will concentrate on the cost approach to value only using the 2012 cost schedules. Topics covered include the cost approach to value based on both the square foot and component-in-place methods and the use of property record cards. This course will include some lecture and several valuation problems concerning varying property types found in all jurisdictions. Buildings covered in the case studies will be office building, general retail, convenience store with gas, downtown mixed use of retail and apartments, fast food restaurant, senior housing, self storage warehouse and a two-unit retail center consisting of a national chain grocery store and a general merchandise store such as a dollar store. At the completion of the course, the students will return to their jurisdictions with a workbook of suggested valuations of these buildings utilizing the IDOR cost schedules.

**Prerequisite:** None.

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

**Level 2, Commercial – 15 hours of SEMINAR credit**

**Instructor: Fred Spittler**

**September 19-20-21**

**001-804 (I-F) INTRO TO FARMLAND ASSESSMENTS\* (L-1)**  
**Galena Jo Daviess County Courthouse**

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**

**Instructor: Brenda Cawley**

**September 25**

**HOMESTUDY AND COURSE EXAMINATIONS**  
**Belleville St. Clair County Regional Office of Education**

**September 26-27-28**

**001-037 (I-C) LAND VALUATION (L-1)**  
**Belleville St. Clair County Regional Office of Education**

Students are introduced to land valuation in this course. The course time is spent on residential, commercial, and industrial land appraisals. This course provides a detailed discussion of the market or sales comparison method, units of comparison, and alternate methods of calculation. This course may be used for continuing education credit. Individuals who have successfully completed this course or Course I-C (001-013), Land Valuation, may not repeat this course for continuing education credit.

**Prerequisite:** None.

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

**Level 1, Land – 15 hours exam credit**

**Instructor: Linda Williamson**

**October 3-4-5**

**001-801 (I-A) INTRO. TO RESIDENTIAL ASSESSMENT PRACTICES\* (R-1)**  
**Springfield Illinois Department of Revenue**

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**

**Instructor:** Brenda Cawley

October 10-11-12

**001-028 (I-I) INTRODUCTION TO PROPERTY TAX (T-1)**

**Springfield**

**Illinois Department of Revenue**

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**

**Instructor:** Linda Williamson

October 16

**HOMESTUDY AND COURSE EXAMINATIONS**

**Joliet**

**Joliet Junior College**

October 17-18-19

**001-037 (I-C) LAND VALUATION (L-1)**

**Joliet**

**Joliet Junior College**

Students are introduced to land valuation in this course. The course time is spent on residential, commercial, and industrial land appraisals. This course provides a detailed discussion of the market or sales comparison method, units of comparison, and alternate methods of calculation. This course may be used for continuing education credit. Individuals who have successfully completed this course or Course I-C (001-013), Land Valuation, may not repeat this course for continuing education credit.

**Prerequisite:** None.

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

**Level 1, Land – 15 hours exam credit**

**Instructor:** Linda Williamson

October 29-30-31

**001-036 (I-D) MATH FOR ASSESSING OFFICIALS (S-1)**

**Springfield**

**Illinois Department of Revenue**

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  
Instructor: Linda Williamson

November 2	<b>HOMESTUDY AND COURSE EXAMINATIONS</b> Springfield	Illinois Department of Revenue
November 19	<b>HOMESTUDY AND COURSE EXAMINATIONS</b> Springfield	Illinois Department of Revenue
December 10	<b>HOMESTUDY AND COURSE EXAMINATIONS</b> Springfield	Illinois Department of Revenue

### **COURSE ABBREVIATION LEGEND**

1 = Level 1	A = Administration	L = Land	S = Statistics
2 = Level 2	C = Commercial	Q = Qualifying	T = Theory
3 = Level 3	D = Department	R = Residential	* = 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](http://www.tax.illinois.gov).

### **RE-TAKING EXAMINATIONS**

Any student who receives a 60% – 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. 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.

### **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. 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 001-808 (II-B) Overview of Commercial Cost Approach meets for two full days and the following half day (2 ½ days). Upon completion of the class, 15 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](mailto:LINDA.WILLIAMSON@illinois.gov).**