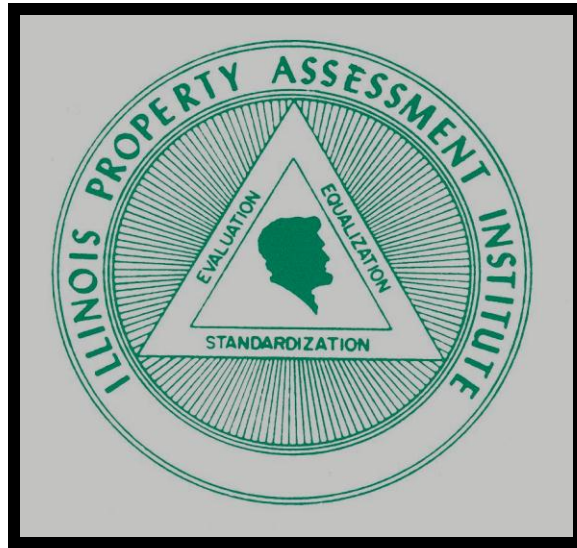


# Illinois Property Assessment Institute



## 2012 Course Schedule

706 Oglesby, Suite 120, Normal, IL 61761  
309-862-0300 Fax: 309-862-0400  
IPAIONLINE.com

## Contact Information

### Staff

Education Director:	Jim Jacobs, CIAO-A, CAE	E-mail: <a href="mailto:jacobsjw@aol.com">jacobsjw@aol.com</a>
Meeting Planner:	Erica Larkin	E-mail: <a href="mailto:planner@ipaionline.com">planner@ipaionline.com</a>
Registrar:	Brenda Corcoran	E-mail: <a href="mailto:registrar@ipaionline.com">registrar@ipaionline.com</a>

### Board of Directors

Chairperson:	Lindi Kernan, CCAO, Henry County
Vice Chairperson:	Sherry Meadows, Assessor, Mt. Vernon Township
Financial Secretary:	Deb Lane, Assessor, Meriden-Ophir-Troy Grove MTAD
Member:	David Hendrickx, Assessor, Moline Township
Member:	Grace Vetter, Assessor, Princeton Township
Member:	John Dabrowski, Assessor, Bloomingdale Township
Member:	Robert Yergler, CCAO, Iroquois County

## Enrollment Process

Students may register in one of three ways:

- Go to [IPAIONLINE.com](http://IPAIONLINE.com) and click the green “Course Schedule” tab to the left. Use the drop down boxes at the top to search for your desired course. Search by Location, Course Category and/or Course Level. Add your desired course(s) to your shopping cart, provide the required information, click submit. Clicking “Submit Form” does not guarantee a spot in the class. You will receive a confirmation via e-mail confirming your registration.
- Print the registration form found on the last page of this document and fax or mail it to the IPAI office.
- No registrations are accepted over the phone. Registrations are processed on a first-come, first served basis.

Confirmation of your enrollment will be sent via e-mail for on-line registrations or via U.S. mail for registrations sent via fax or mail. It is very important that you make sure you receive and review your confirmation letter. It will contain information specific to your class and location.

## Attending a Class

**To assist you in meeting your educational needs, we have listed some important tips below:**

- Register early. Registering early will allow you to choose the most convenient date and location.
- Determine which courses you want to take for the year and register for all of them at the same time to ensure class availability.
- Make your hotel reservations, if needed, when you register for the class. When IPAI schedules a conference, we negotiate a room rate for our block of rooms. The block expires approximately 30 days before the start of a conference. Students should make reservations as soon as possible to be eligible for the special rate. Due to limitations with the number of group block rooms and rates, IPAI cannot guarantee students will receive a room or the special rate at the conference hotel.
- To avoid transfer or cancellation fees, enroll only in the course in which you plan to attend.
- Read your confirmation letters carefully. They contain information specific to the course(s) that you have enrolled in, the meeting facilities and the location address.

**Registration at the facility** - Registration at all conference locations will be on the first morning of the conference from 7:30 a.m. – 8:30 a.m. Sunday registration at the Spring Conference is from 4:00 p.m. to 6:00 p.m. Registration for satellite locations will be in the classroom from 8:00 a.m. – 8:30 a.m.

**What to bring to class** - Check the confirmation letter to see if additional material must be brought to class. Each student should bring a calculator and a writing utensil. Temperatures may vary in classroom, so a light jacket or sweater is recommended.

**Course manuals** - Course manuals will be available at registration.

**Parking** - Certain locations may not have free parking; be prepared to pay to park.

**Class Schedule** - All classes begin at 8:30 a.m. and conclude by 4:30 p.m. Students will receive at least an hour for lunch. Fifteen (15) hour exam courses will have two days of instruction with the examination on the morning of the third day. Thirty (30) hour exam courses will have four days of instruction with the examination on the morning of the fifth day.

**Overnight accommodations** - It is the responsibility of the student to make their own overnight accommodations. IPAI will provide a recommended hotel and any special negotiated rate for each conference or satellite in your confirmation letter. Students should make reservations as soon as possible after registering to be eligible for any special rate.

**Students with disabilities** - All facilities used by IPAI for courses are accessible for students with disabilities. Students with special needs should contact the IPAI to make any necessary accommodations.

**Inclement Weather** - IPAI courses will be cancelled only in the event of very extreme conditions. If very extreme conditions exist, you may call the IPAI office to determine if your course has been cancelled. If you are calling before or after normal business hours, the recording will state if any class has been cancelled.

**Lunch** - Lunch is not provided at IPAI courses.

## Marshall Theroux Memorial Award

This honor has been established to annually recognize a member of the Illinois assessment profession who demonstrates high ethical standards, professional achievement, and dedication to the service of others. It was founded in the name of former Wheeling Township assessor Marshall Theroux, who was a leader in the development of assessment standards, practices and education. Mr. Theroux died in 1980. The recipient of this award receives a scholarship from the CIAO organization and a recognition plaque from the Institute. Candidates are nominated by their peers. Award recipients are selected by the IPAI Board of Directors. Current IPAI Board Members and former recipients are not eligible to receive this award. All nominations must be received by January 31, 2012. The recipient will be announced at the Recognition Luncheon at the Annual Spring Conference. To nominate an individual, go to [IPAIONLINE.com](http://IPAIONLINE.com) and click on the "Forms" tab; complete the form and send it to the IPAI office.

## Advanced Designations

Illinois Property Assessment Institute confers three advanced designations: CIAO-I, CIAO-S and CIAO-M. Only Illinois Department of Revenue approved course work may be used for meeting the hourly requirements. Individuals interested in obtaining an advanced designation should complete the application form located at [IPAIONLINE.com](http://IPAIONLINE.com) and send it to the IPAI office. An application must be approved by IPAI prior to sitting for an exam. There is no fee to apply or to sit for the examination. Candidates can only sit for the same examination once per year. Successful individuals will be recognized at the annual Spring Conference Recognition Luncheon.

## Scholarships

The institute offers several scholarships. To apply for a scholarship, go to [IPAIONLINE.com](http://IPAIONLINE.com) and click on the "Forms" tab; complete the form and send it to the IPAI office.

## Education 2000

January 1, 2000, marked the beginning of a continuing education program for members of the Illinois assessment community. Within the program, courses have been analyzed for content and assigned to six general categories by the Illinois Department of Revenue. In addition to the categories, courses have been slotted into three levels. To ensure that you will receive continuing education credit for any course that you plan to enroll in, please review your official Department of Revenue transcript. When reviewing your official transcript, you must determine if you have at least one hour remaining in the appropriate level and category. Once an assessing official has earned the maximum number of credit hours in a given category or level, he/she is ineligible to receive continuing education credit for a course in that given level or category. A review of the course numbers, rather than the course titles, is recommended since some course titles may have changed over the years. If you are unsure about course credit, you should contact the Department of Revenue.

### Six Categories

Administration  
Commercial  
Land  
Theory  
Residential  
Statistics

### Hours per Level & Category

Level 1: 180 hours maximum, with up to 45 hours per category

Level 2: 420 additional hours

You are no longer restricted to a maximum of 60 hours in any **one** category for Level 2. You may take any Level 2 course for which you have not received credit previously if you have completed either: (1) 120 hours in Level 3 coursework or (2) 600 hours of continuing education coursework.

Level 3: There are no restrictions on Level 3 courses except that you will not receive credit for a course that you have already successfully completed.

## Academic Policies

**Determining if you will get credit for a course** - If you are enrolling in a course for continuing education credit, it is your responsibility to determine if you are eligible to receive credit. IPAI does not confirm your eligibility for Department of Revenue continuing education maintenance hours for the Illinois Department of Revenue stipend or to become eligible for election.

**Cancellation penalty** - Students who cancel (all cancellations must be done in writing):

- More than 14 days from the starting date of the course will receive a credit voucher less a \$25 administrative fee
- More than 7 days from the starting date of the course will receive a credit voucher less \$50.00 and a \$25 administrative fee
- Less than 7 days from the starting date of the course will receive a 50% credit voucher less the \$25 administrative fee
- No shows forfeit all fees
- Student must complete a Cancellation/Transfer form

**Transfer Policy** – Students transferring from a class to another class must complete a Cancellation/Transfer form. Students transferring from a class prior to the day of class will be assessed a \$25.00 administrative fee.

Any transfer made the day of the class from a seminar to exam or from an exam to seminar will be assessed a \$100.00 administrative fee. The day of class transfer must be made prior to class starting. Class start time is defined as after roll call. See IPAI staff or instructor at the conference or satellite location for the appropriate form.

**Cancellation of a course** – All courses have minimum enrollments. If a course does not have enough students, or needs to be cancelled for any other reason, each student will be contacted as soon as a decision to cancel the course has been made. Payments will be transferred to another course or refunded. There will be no transfer fee charged.

**Paying for a course** – Payment for IPAI courses is expected 2 weeks prior to the beginning of the course. Successful completion will not be reported to the Department of Revenue until payment is received.

**Receiving your grade** - IPAI will make every effort to grade exams as quickly as possible. The grades will be recorded in your IPAI record and certificates will be mailed to you. IPAI does not give exam scores over the phone. Please do not call the IPAI office to request your results. For most courses, you can expect to receive your results within two weeks of the test date. For courses taken at the Spring Conference, please allow four weeks to receive your results.

**Reporting results to the Illinois Department of Revenue** – Successful completion of a paid class will be reported to the Illinois Department of Revenue (IDOR).

**Re-taking an examination** - If you fail to receive a minimum score (70%) on an exam, you will be notified. You may retake the exam again. Students must wait at least 7 days from the original test date and no longer than December 21<sup>st</sup> of the calendar year. The fee for re-taking the exam is \$50.00. Students will be required to take the exam at one of the designated testing locations or the IPAI office. Call the IPAI to sign up for a testing time.

**Seminar credit vs. exam credit - Several courses are** presented as an examination course and a seminar course. For example, course #821, “The Income Approach: Assessing Real Property Investments” is an examination course. The course has also been approved as a seminar course and is course #829. The course is identical except for the examination. Students that have received credit for a course in the exam format will not be eligible to receive credit for the seminar format and vice versa. It is extremely important to read the course descriptions.

## Certified Illinois Assessing Officer (CIAO) Designation

To obtain a Certified Illinois Assessing Officer designation, a student must choose one of three educational paths, Option 1, Option 2 or Option 3. Once a student has completed the necessary courses, they must apply for the CIAO designation by completing the application form. The form can be found at [IPAIONLINE.com](http://IPAIONLINE.com). Illinois Property Assessment Institute will confirm that the student has successfully completed the necessary courses and award the designation. Designations are awarded and dated the year the applicant completed his/her last qualifying course for the designation. Students may take the required and elective courses in any order.

### OPTION 1

**Students choosing Option 1 must complete the following three required courses and two elective courses:**

Required Courses:

<i>Basic Assessment Practices, Option 1, #002-251</i>	IPAI course, 2-1/2 days
<i>Property Valuation, #002-252</i>	IPAI course, 4-1/2 days
<i>Introduction to Mass Appraisal Techniques, #002-253</i>	IPAI course, 2-1/2 days

Elective Courses:

<i>Office Management, #002-144</i>	IPAI course, 2-1/2 days
<i>Introduction to Residential Assessment Practices, #001-801</i>	IDOR course, 2-1/2 days
<i>Introduction to Commercial Assessment Practices, #001-807</i>	IDOR course, 2-1/2 days
<i>Introduction to Sales Ratio Studies, #001-803</i>	IDOR course, 2-1/2 days
<i>Introduction to Farmland Assessments, #001-804</i>	IDOR course, 2-1/2 days
<i>Introduction to Mapping for Assessors, #001-805</i>	IDOR course, 2-1/2 days

To register for an Illinois Department of Revenue (IDOR) course, please contact the IDOR at (217) 785-6636.

### OPTION 2

Required Courses:

<i>Basic Assessment Practices, Option 2, #002-250</i>	IPAI course, 2-1/2 days
<i>Fundamentals of Real Property Appraisal, #003-117</i>	IAAO course, 4-1/2 days
<i>Income Approach to Value, #003-127</i>	IAAO course, 4-1/2 days
<i>Uniform Standards of Professional Appraisal Practice, #117-100</i>	AF course, 2-1/2 days

### OPTION 3

Required Courses:

<i>Basis Assessment Practices, Option 1, #002-251</i>	IPAI course, 2-1/2 days
<i>CIAO, Option 3 Home Study, #002-249</i>	IPAI course, Home-study

Additional Requirement:

Posses an Illinois Certified Real Estate Appraiser License in "good standing"

# Certified Illinois Assessing Officer (CIAO) Designation

## Continuing Education Requirements

- Overview: Effective January 1, 2011, all recipients of the Certified Illinois Assessing Officer (CIAO) designation will be required to complete continuing education (CE) to maintain the designation.
- Requirements: 60-hours of continuing education every continuing education cycle (every 4 years).
- Continuing Education Cycle:
- |           |                        |
|-----------|------------------------|
| Cycle # 1 | 2011, 2012, 2013, 2014 |
| Cycle # 2 | 2015, 2016, 2017, 2018 |
| Cycle # 3 | 2019, 2020, 2021, 2022 |
| Cycle # 4 | 2023, 2024, 2025, 2026 |
- Approved Classes: Illinois Property Assessment Institute (IPAI), Illinois Department of Revenue (IDOR), courses approved by the Illinois Department of Revenue or International Association of Assessing Officers (IAAO) courses may be used to maintain the designation.
- Suspension of Designation: Recipients that do not complete the required continuing education by the end of the cycle will have their CIAO designation suspended. A notice of suspension will be sent. To remove the suspension, recipients must complete the continuing education requirements of the previous cycle by the end of the first year of the new cycle. (i.e. individuals who do not complete the requirements by the end of Cycle # 1 (2014) must complete the requirements for Cycle # 1 by the end of 2015.
- Inactive Designation: Recipients that do not complete the required continuing education by the end of the suspension year will have their CIAO designation inactivated. A notice of inactive status will be sent. Notice will also be sent to the Illinois Department of Revenue indicating inactive status.
- Reinstatement Procedures: Individuals that have an inactive designation may reinstate the designation by completing the CIAO Option 1 or Option 2 or by completing the CIAO Option 3 home-study portion.
- Special Notes: **Continuing education hours for CIAO maintenance are not subject to IDOR Level & Category restrictions.**
- Hours may consist of examination or seminar hours.**
- Students may not take the same class during the same cycle.**

## Testing Locations

Testing locations are set-up for students who are taking a home-study examination, an advanced designation examination or re-taking an examination. To sign-up for a location, call the IPAI office. Pre-registration is required and must be made at least 10 days prior to the examination date.

Date	City	Location	Address	Time
	Normal	IPAI Office	706 Oglesby, Suite 120 Normal, IL 61761	9:00 a.m.
March 28	Bloomington	Double Tree Hotel	#10 Brickyard Drive, Bloomington, IL 61701	8:30 a.m.
March 30	Bloomington	Double Tree Hotel	#10 Brickyard Drive, Bloomington, IL 61701	8:30 a.m.
August 8	Lisle	Lisle Hilton	3003 Corporate West Drive, Lisle, IL 60532	8:30 a.m.
August 10	Lisle	Lisle Hilton	3003 Corporate West Drive, Lisle, IL 60532	8:30 a.m.
October 3	Moline	Stoney Creek	101 18 <sup>th</sup> Street, Moline, IL 61265	8:30 a.m.
October 24	Fairview Heights	Four Points Sheraton	319 Fountain Pkwy., Fairview Hgts, IL 62208	8:30 a.m.
October 26	Fairview Heights	Four Points Sheraton	319 Fountain Pkwy., Fairview Hgts, IL 62208	8:30 a.m.

## Home-Study Courses

Course Number	Course Title	Type	Level/Category	Hrs	Course Fee
002-201	Budgeting for the Assessment Office	Exam	1/Administration	7.5	\$215
002-703	Real Estate Transfer Declarations	Exam	1/Administration	7.5	\$215
002-614	Condominiums	Exam	1/Commercial	15	\$340
002-657	Valuation of Residential Land	Exam	1/Land	15	\$340
002-604	Fundamentals of Sales Ratio Analysis	Exam	1/Statistics	15	\$340
002-255	Practical Math for Assessing Officials	Exam	2/Statistics	15	\$340
002-125	Introduction to Income-Producing Properties	Exam	2/Commercial	15	\$340
002-994	Real Estate Law	Exam	2/Theory	15	\$340
002-128	Market Factors in Residential Valuation	Exam	2/Residential	15	\$340
002-259	Neighborhood Analysis	Exam	2/Residential	15	\$340
002-821	The Income Approach: Assessing Real Property Investments	Exam	3/Commercial	15	\$340
002-873	Real Estate Applications Using the HP-12C Calculator	Exam	3/Statistics	15	\$340
002-140	Valuation of Low-End Residential Properties	Exam	1/Residential	7.5	\$245
002-138	Unique Appraisal Problems	Exam	2/Theory	7.5	\$245
002-110	Introduction to the Sales Comparison Approach to Market Value	Exam	1/Theory	7.5	\$215

To register for a home-study course, complete a registration form and mail it, along with the course fee, to the IPAI office. Students may also register for a home-study course on the website. Material will not be mailed until payment has been received. Students enrolling in any home-study course will be required to take their examination at one of the examination locations or the IPAI office. All home-study courses must be completed by December 21<sup>st</sup> of the calendar year.

**Spring Conference – March 26-30 2012**  
**Double Tree Hotel, # 10 Brickyard Drive, Bloomington, IL 61701**

<b>Start Date</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Type</b>	<b>Level Category</b>	<b>Hrs</b>	<b>Course Fee</b>
March 26	002-139	Valuation of Low-End Residential Properties	Seminar	1/Residential	7.5	\$245
March 26	002-852	Legal Implications of Employment Practices	Seminar	1/Administration	15	\$340
March 26	002-127	Case Studies in the Appeal Process	Seminar	3/Theory	15	\$340
March 26	002-954	Residential Construction	Seminar	2/Residential	15	\$340
March 26	002-314	Developing Winning Arguments for Residential Appeals	Seminar	3/Statistics	15	\$340
March 26	002-602	Appeal Practice & Procedure	Seminar	2/Theory	15	\$340
March 26	002-777	Fundamentals of Sales Ratio Analysis	Seminar	1/Statistics	15	\$340
March 26	002-251	Basic Assessment Practices, Option 1	Exam	Qualifying	15	\$300
March 26	002-850	Legal Implications of Employment Practices	Exam	1/Administration	15	\$340
March 26	002-140	Valuation of Low-End Residential Properties	Exam	1/Residential	7.5	\$245
March 26	002-315	Developing Winning Arguments for Residential Appeals	Exam	3/Statistics	15	\$340
March 26	002-604	Fundamentals of Sales Ratio Analysis	Exam	1/Statistics	15	\$340
March 27	002-137	Unique Appraisal Problems	Seminar	2/Theory	7.5	\$245
March 27	002-138	Unique Appraisal Problems	Exam	2/Theory	7.5	\$245
March 28	002-135	Valuation of Lodging Properties	Seminar	2/Commercial	7.5	\$245
March 28	002-126	Commercial Construction	Seminar	2/Commercial	15	\$340
March 28	002-922	Gas Stations & Convenience Stores	Seminar	3/Commercial	15	\$340
March 28	002-143	Office Management	Seminar	1/Administration	15	\$340
March 28	002-819	Public Relations for the Assessment Office	Seminar	1/Administration	15	\$340
March 28	002-430	Evaluating Real Estate Appraisals	Seminar	2/Residential	15	\$340
March 28	002-779	Sales Comparison Approach to Market Value	Seminar	1/Theory	7.5	\$215
March 28	002-775	Legal Descriptions	Seminar	2/Land	15	\$340
March 28	002-136	Valuation of Lodging Properties	Exam	2/Commercial	7.5	\$245
March 28	002-144	Office Management	Exam	1/Administration	15	\$340
March 28	002-427	Evaluating Real Estate Appraisals	Exam	2/Residential	15	\$340
March 28	002-110	Sales Comparison Approach to Market Value	Exam	1/Theory	7.5	\$215
March 28	002-613	Legal Descriptions	Exam	2/Land	15	\$340
March 29	002-141	Valuation of Self Storage Properties	Seminar	2/Commercial	7.5	\$245
March 29	002-142	Valuation of Self Storage Properties	Exam	2/Commercial	7.5	\$245
March 29	002-201	Budgeting for the Assessment Office	<u>Exam</u>	1/Administration	7.5	\$215

**Course descriptions can be found at [IPAIONLINE.com](http://IPAIONLINE.com)**

**Madison County – April 16-19, 2012****Madison County Building, 157 N. Main Street, Edwardsville, IL 62025**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
April 16	002-139	Valuation of Low-End Residential Properties	Seminar	1/Residential	7.5	\$245
April 16	002-140	Valuation of Low-End Residential Properties	Exam	1/Residential	7.5	\$245
April 17	002-137	Unique Appraisal Problems	Seminar	2/Theory	7.5	\$245
April 17	002-138	Unique Appraisal Problems	Exam	2/Theory	7.5	\$245
April 18	002-135	Valuation of Lodging Properties	Seminar	2/Commercial	7.5	\$245
April 18	002-136	Valuation of Lodging Properties	Exam	2/Commercial	7.5	\$245
April 19	002-141	Valuation of Self Storage Properties	Seminar	2/Commercial	7.5	\$245
April 19	002-142	Valuation of Self Storage Properties	Exam	2/Commercial	7.5	\$245

**Effingham Satellite I – April 23-27, 2012****Effingham County Building, 101 Fourth Street, Suite 302, Effingham, IL 62401**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
April 23	002-252	Property Valuation	Exam	Qualifying	30	\$375

**Normal Satellite I – April 23-27, 2012****Normal Township Hall, 304 E. Mulberry, Normal, IL 61761**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
April 23	002-252	Property Valuation	Exam	Qualifying	30	\$375

**Normal Satellite II – April 30-May 2, 2012****Normal Township Hall, 304 E. Mulberry, Normal, IL 61761**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
April 30	002-253	Introduction to Mass Appraisal Techniques	Exam	Qualifying	15	\$300

**Libertyville Satellite I – May 9-11, 2012****Libertyville Township Offices, 359 Merrill Ct., Libertyville, IL 60048**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
May 9	002-314	Developing Winning Arguments for Residential Appeals	Seminar	3/Statistics	15	\$340
May 9	002-315	Developing Winning Arguments for Residential Appeals	Exam	3/Statistics	15	\$340

**Macomb Satellite I – June 11-13, 2012****Macomb City Hall, 232 East Jackson Street, Macomb, IL 61455**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
June 11	002-620	Analysis of Commercial Appraisal Reports	Seminar	2/Commercial	15	\$340
June 11	002-625	Analysis of Commercial Appraisal Reports	Exam	2/Commercial	15	\$340

**Libertyville Satellite II – June 13-15, 2012****Libertyville Township Offices, 359 Merrill Ct., Libertyville, IL 60048**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
June 13	002-611	The Economics of Markets	Seminar	1/Administration	15	\$340
June 13	002-612	The Economics of Markets	Exam	1/Administration	15	\$340

**Effingham Satellite II – June 25-27, 2012****Effingham County Building, 101 Fourth Street, Suite 302, Effingham, IL 62401**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
June 25	002-253	Introduction to Mass Appraisal Techniques	Exam	Qualifying	15	\$300

**Champaign County Satellite I – July 23-26, 2012****Champaign County Administrative Center, 1776 E. Washington Street, Lyle Shields Meeting Room #1, Urbana, IL 61802**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
July 23	002-137	Unique Appraisal Problems	Seminar	2/Theory	7.5	\$245
July 23	002-138	Unique Appraisal Problems	Exam	2/Theory	7.5	\$245
July 24	002-141	Valuation of Self Storage Properties	Seminar	2/Commercial	7.5	\$245
July 24	002-142	Valuation of Self Storage Properties	Exam	2/Commercial	7.5	\$245
July 25	002-208	Valuation of High-end or Difficult Residential Properties	Seminar	2/Residential	7.5	\$245
July 26	002-132	Illinois Freedom of Information Act	Seminar	1/Administration	7.5	\$215
July 26	002-131	Illinois Freedom of Information Act	Exam	1/Administration	7.5	\$215

**CIAO Qualifying School – July 22-August 1, 2012****Normal Township Hall, 304 E. Mulberry, Normal, IL 61761**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
July 23	002-251	Basic Assessment Practices, Option 1	Exam	Qualifying	15	\$300
July 25	002-252	Property Valuation	Exam	Qualifying	30	\$375
July 30	002-253	Introduction to Mass Appraisal Techniques	Exam	Qualifying	15	\$300

**Northeast Conference – August 6-9, 2012**  
**Lisle Hilton, 3003 Corporate West Drive, Lisle, IL 60532**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
August 6	002-657	Valuation of Residential Land	Exam	1/Land	15	\$340
August 6	002-849	Valuation of Residential Land	Seminar	1/Land	15	\$340
August 6	002-308	Defending Assessments Before Appeals Agencies	Seminar	3/Statistics	15	\$340
August 6	002-307	Defending Assessments Before Appeals Agencies	Exam	3/Statistics	15	\$340
August 6	002-920	Marshall & Swift Commercial Cost Approach	Seminar	1/Commercial	15	\$340
August 6	002-425	Precision Data Collection	Seminar	1/Residential	15	\$340
August 8	002-776	Beyond Mapping: GIS in Local Government	Seminar	2/Land	15	\$340
August 8	002-822	Beyond Mapping: GIS in Local Government	Exam	2/Land	15	\$340
August 8	002-143	Office Management	Seminar	1/Administration	15	\$340
August 8	002-144	Office Management	Exam	1/Administration	15	\$340
August 8	002-621	Condominiums	Seminar	1/Commercial	15	\$340
August 8	002-614	Condominiums	Exam	1/Commercial	15	\$340
August 9	002-208	Valuation of High-End or Difficult Properties	Seminar	2/Residential	7.5	\$245

**Macomb Satellite II – August 13-15, 2012**  
**Macomb City Hall, 232 East Jackson Street, Macomb, IL 61455**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
August 13	002-505	Real Estate Law	Seminar	2/Theory	15	\$340
August 13	002-994	Real Estate Law	Exam	2/Theory	15	\$340

**East Peoria Conference – September 24-26, 2012**  
**Stoney Creek Inn, 101 Mariners Way, East Peoria, IL 61611**

Start Date	Course Number	Course Title	Type	Level Category	Hrs	Course Fee
September 24	002-132	Illinois Freedom of Information Act	Seminar	1/Administration	7.5	\$215
September 24	002-131	Illinois Freedom of Information Act	Exam	1/Administration	7.5	\$215
September 24	002-134	Valuation of Green Buildings	Seminar	2/Residential	7.5	\$245
September 25	002-705	Real Estate Transfer Declarations	Seminar	1/Administration	7.5	\$215
September 25	002-703	Real Estate Transfer Declarations	Exam	1/Administration	7.5	\$215
September 25	002-139	Valuation of Low-End Residential Properties	Seminar	1/Residential	7.5	\$245
September 25	002-140	Valuation of Low-End Residential Properties	Exam	1/Residential	7.5	\$245
September 26	002-779	Sales Comparison Approach to Market Value	Seminar	1/Theory	7.5	\$215
September 26	002-110	Sales Comparison Approach to Market Value	Exam	1/Theory	7.5	\$215
September 26	002-135	Valuation of Lodging Properties	Seminar	2/Commercial	7.5	\$245
September 26	002-136	Valuation of Lodging Properties	Exam	2/Commercial	7.5	\$245

**Moline Conference – October 1-3, 2012****Stoney Creek Inn, 101 18<sup>th</sup> Street, Moline, IL 61265**

<b>Start Date</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Type</b>	<b>Level Category</b>	<b>Hrs</b>	<b>Course Fee</b>
October 1	002-251	Basic Assessment Practices, Option 1	Exam	Qualifying	15	\$300
October 1	002-143	Office Management	Seminar	1/Administration	15	\$340
October 1	002-144	Office Management	Exam	1/Administration	15	\$340

**Southwest Conference – October 22-26, 2012****Four Points Sheraton, 319 Fountain Parkway, Fairview Heights, IL 62208**

<b>Start Date</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Type</b>	<b>Level Category</b>	<b>Hrs</b>	<b>Course Fee</b>
October 22	002-252	Property Valuation	Exam	Qualifying	15	\$375
October 22	002-996	Cadastral Mapping	Seminar	2/Land	15	\$340
October 22	002-997	Cadastral Mapping	Exam	2/Land	15	\$340
October 22	002-314	Developing Winning Arguments for Residential Appeals	Seminar	3/Statistics	15	\$340
October 22	002-315	Developing Winning Arguments for Residential Appeals	Exam	3/Statistics	15	\$340
October 24	002-134	Valuation of Green Buildings	Seminar	2/Residential	7.5	\$245
October 25	002-135	Valuation of Lodging Properties	Seminar	2/Commercial	7.5	\$245
October 25	002-136	Valuation of Lodging Properties	Exam	2/Commercial	7.5	\$245
October 25	002-139	Valuation of Low-End Residential Properties	Seminar	1/Residential	7.5	\$245
October 25	002-140	Valuation of Low-End Residential Properties	Exam	1/Residential	7.5	\$245

**Course descriptions can be found at [IPAIONLINE.com](http://IPAIONLINE.com)**

## Course Offerings by Level – Level 1

Course Title	Start Date	Location	Number	Version	Category
Budgeting for the Assessment Office (7.5-hours)	Home-study	Normal	002-201	Exam	Administration
Real Estate Transfer Declarations (7.5-hours)	Home-study	Normal	002-703	Exam	Administration
Condominiums	Home-study	Normal	002-614	Exam	Commercial
Valuation of Residential Land	Home-study	Normal	002-657	Exam	Land
Fundamentals of Sales Ratio Analysis	Home-study	Normal	002-604	Exam	Statistics
Valuation of Low-End Residential Properties (7.5-hours)	Home-study	Normal	002-140	Exam	Residential
Valuation of Low-End Residential Properties (7.5-hours)	March 26	Bloomington	002-139	Seminar	Residential
Valuation of Low-End Residential Properties (7.5-hours)	March 26	Bloomington	002-140	Exam	Residential
Fundamentals of Sales Ratio Analysis	March 26	Bloomington	002-604	Exam	Statistics
Fundamentals of Sales Ratio Analysis	March 26	Bloomington	002-777	Seminar	Statistics
Legal Implications of Employment Practices	March 26	Bloomington	002-850	Exam	Administration
Legal Implications of Employment Practices	March 26	Bloomington	002-852	Seminar	Administration
Office Management	March 28	Bloomington	002-143	Seminar	Administration
Office Management	March 28	Bloomington	002-144	Exam	Administration
Sales Comparison Approach to Market Value (7.5-hours)	March 28	Bloomington	002-779	Seminar	Theory
Sales Comparison Approach to Market Value (7.5-hours)	March 28	Bloomington	002-110	Exam	Theory
Public Relations for the Assessment Office	March 28	Bloomington	002-819	Seminar	Administration
Budgeting for the Assessment Office (7.5-hours)	March 29	Bloomington	002-201	Exam	Administration
Valuation of Low-End Residential Properties (7.5-hours)	April 16	Edwardsville	002-139	Seminar	Residential
Valuation of Low-End Residential Properties (7.5-hours)	April 16	Edwardsville	002-140	Exam	Residential
The Economics of Markets	June 13	Libertyville	002-612	Exam	Administration
The Economics of Markets	June 13	Libertyville	002-611	Seminar	Administration
Illinois Freedom of Information Act (7.5-hours)	July 26	Urbana	002-132	Seminar	Administration
Illinois Freedom of Information Act (7.5-hours)	July 26	Urbana	002-131	Exam	Administration
Valuation of Residential Land	August 6	Lisle	002-657	Exam	Land
Valuation of Residential Land	August 6	Lisle	002-849	Seminar	Land
Marshall & Swift Commercial Cost Approach	August 6	Lisle	002-920	Seminar	Commercial
Precision Data Collection	August 6	Lisle	002-425	Seminar	Land
Condominiums	August 8	Lisle	002-614	Exam	Commercial
Condominiums	August 8	Lisle	002-621	Seminar	Commercial

Office Management	August 8	Lisle	002-143	Seminar	Administration
Office Management	August 8	Lisle	002-144	Exam	Administration
Illinois Freedom of Information Act (7.5-hours)	September 24	East Peoria	002-132	Seminar	Administration
Illinois Freedom of Information Act (7.5-hours)	September 24	East Peoria	002-131	Exam	Administration
Real Estate Transfer Declarations (7.5-hours)	September 25	East Peoria	002-705	Seminar	Administration
Real Estate Transfer Declarations (7.5-hours)	September 25	East Peoria	002-703	Exam	Administration
Valuation of Low-End Residential Properties (7.5-hours)	September 25	East Peoria	002-139	Seminar	Residential
Valuation of Low-End Residential Properties (7.5-hours)	September 25	East Peoria	002-140	Exam	Residential
Sales Comparison Approach to Market Value (7.5-hours)	September 26	East Peoria	002-779	Seminar	Theory
Sales Comparison Approach to Market Value (7.5-hours)	September 26	East Peoria	002-110	Exam	Theory
Office Management	October 1	Moline	002-143	Seminar	Administration
Office Management	October 1	Moline	002-144	Exam	Administration
Valuation of Low-End Residential Properties (7.5-hours)	October 25	Fairview Heights	002-139	Seminar	Residential
Valuation of Low-End Residential Properties (7.5-hours)	October 25	Fairview Heights	002-140	Exam	Residential

## Course Offerings by Level – Level 2

<b>Course Title</b>	<b>Start Date</b>	<b>Location</b>	<b>Number</b>	<b>Version</b>	<b>Category</b>
Practical Math for Assessing Officials	Home-study	Normal	002-255	Exam	Statistics
Introduction to Income-Producing Properties	Home-study	Normal	002-125	Exam	Commercial
Real Estate Law	Home-study	Normal	002-994	Exam	Theory
Market Factors in Residential Valuation	Home-study	Normal	002-128	Exam	Residential
Neighborhood Analysis	Home-study	Normal	002-259	Exam	Residential
Unique Appraisal Problems (7.5-hours)	Home-study	Normal	002-138	Exam	Theory
Residential Construction	March 26	Bloomington	002-954	Seminar	Residential
Appeal Practice & Procedure	March 26	Bloomington	002-602	Seminar	Theory
Unique Appraisal Problems (7.5-hours)	March 27	Bloomington	002-137	Seminar	Theory
Unique Appraisal Problems (7.5-hours)	March 27	Bloomington	002-138	Exam	Theory
Valuation of Lodging Properties (7.5-hours)	March 28	Bloomington	002-135	Seminar	Commercial
Valuation of Lodging Properties (7.5-hours)	March 28	Bloomington	002-136	Exam	Commercial
Evaluating Real Estate Appraisals	March 28	Bloomington	002-430	Seminar	Residential
Evaluating Real Estate Appraisals	March 28	Bloomington	002-427	Exam	Residential
Commercial Construction	March 28	Bloomington	002-126	Seminar	Commercial
Legal Descriptions	March 28	Bloomington	002-613	Exam	Land
Legal Descriptions	March 28	Bloomington	002-775	Seminar	Land
Valuation of Self Storage Properties (7.5-hours)	March 29	Bloomington	002-141	Seminar	Commercial
Valuation of Self Storage Properties (7.5-hours)	March 29	Bloomington	002-142	Exam	Commercial
Unique Appraisal Problems (7.5-hours)	April 17	Edwardsville	002-137	Seminar	Theory
Unique Appraisal Problems (7.5-hours)	April 17	Edwardsville	002-138	Exam	Theory
Valuation of Lodging Properties (7.5-hours)	April 18	Edwardsville	002-135	Seminar	Commercial
Valuation of Lodging Properties (7.5-hours)	April 18	Edwardsville	002-136	Exam	Commercial
Valuation of Self Storage Properties (7.5-hours)	April 19	Edwardsville	002-141	Seminar	Commercial
Valuation of Self Storage Properties (7.5-hours)	April 19	Edwardsville	002-142	Exam	Commercial
Analysis of Commercial Appraisal Reports	June 11	Macomb	002-625	Seminar	Commercial
Analysis of Commercial Appraisal Reports	June 11	Macomb	002-620	Exam	Commercial
Unique Appraisal Problems (7.5-hours)	July 23	Urbana	002-137	Seminar	Theory
Unique Appraisal Problems (7.5-hours)	July 23	Urbana	002-138	Exam	Theory
Valuation of Self Storage Properties (7.5-hours)	July 24	Urbana	002-141	Seminar	Commercial
Valuation of Self Storage Properties (7.5-hours)	July 24	Urbana	002-142	Exam	Commercial
Valuation of High-end or Difficult Residential Properties (7.5-hours)	July 25	Urbana	002-208	Seminar	Residential

Beyond Mapping: GIS in Local Government	August 8	Lisle	002-776	Seminar	Land
Beyond Mapping: GIS in Local Government	August 8	Lisle	002-822	Exam	Land
Valuation of High-End or Difficult Properties (7.5-hours)	August 9	Lisle	002-208	Seminar	Residential
Real Estate Law	August 13	Macomb	002-505	Seminar	Theory
Real Estate Law	August 13	Macomb	002-994	Exam	Theory
Valuation of Green Buildings (7.5-hours)	September 24	East Peoria	002-134	Seminar	Residential
Valuation of Lodging Properties (7.5-hours)	September 26	East Peoria	002-135	Seminar	Commercial
Valuation of Lodging Properties (7.5-hours)	September 26	East Peoria	002-136	Exam	Commercial
Cadastral Mapping	October 22	Fairview Heights	002-996	Seminar	Land
Cadastral Mapping	October 22	Fairview Heights	002-997	Exam	Land
Valuation of Green Buildings (7.5-hours)	October 24	Fairview Heights	002-134	Seminar	Residential
Valuation of Lodging Properties (7.5-hours)	October 25	Fairview Heights	002-135	Seminar	Commercial
Valuation of Lodging Properties (7.5-hours)	October 25	Fairview Heights	002-136	Exam	Commercial

### Course Offerings by Level – Level 3

Course Title	Start Date	Location	Number	Version	Category
The Income Approach: Assessing Real Property Investments	Home-study	Normal	002-821	Exam	Commercial
Real Estate Applications Using the HP-12C Calculator	Home-study	Normal	002-873	Exam	Statistics
Case Studies in the Appeal Process	March 26	Bloomington	002-127	Seminar	Theory
Developing Winning Arguments for Residential Appeals	March 26	Bloomington	002-314	Seminar	Statistics
Developing Winning Arguments for Residential Appeals	March 26	Bloomington	002-315	Exam	Statistics
Gas Stations & Convenience Stores	March 28	Bloomington	002-922	Seminar	Commercial
Developing Winning Arguments for Residential Appeals	May 9	Libertyville	002-314	Seminar	Statistics
Developing Winning Arguments for Residential Appeals	May 9	Libertyville	002-315	Exam	Statistics
Defending Assessments Before Appeals Agencies	August 6	Lisle	002-307	Exam	Statistics
Defending Assessments Before Appeals Agencies	August 6	Lisle	002-308	Seminar	Statistics
Developing Winning Arguments for Residential Appeals	October 22	Fairview Heights	002-314	Seminar	Statistics
Developing Winning Arguments for Residential Appeals	October 22	Fairview Heights	002-315	Exam	Statistics

## Course Offerings by Level - Qualifying Courses

<b>Course Title</b>	<b>Start Date</b>	<b>Location</b>	<b>Number</b>	<b>Version</b>	<b>Category</b>
Basic Assessment Practices, Option 1	March 26	Bloomington	002-251	Exam	Qualifying
Property Valuation	April 23	Effingham	002-252	Exam	Qualifying
Property Valuation	April 23	Normal	002-252	Exam	Qualifying
Introduction to Mass Appraisal Techniques	April 30	Normal	002-253	Exam	Qualifying
Introduction to Mass Appraisal Techniques	June 25	Effingham	002-253	Exam	Qualifying
Basic Assessment Practices, Option 1	July 22	Normal	002-251	Exam	Qualifying
Property Valuation	July 25	Normal	002-252	Exam	Qualifying
Introduction to Mass Appraisal Techniques	July 30	Normal	002-253	Exam	Qualifying
Basic Assessment Practices, Option 1	October 1	Moline	002-251	Exam	Qualifying
Property Valuation	October 22	Fairview Heights	002-252	Exam	Qualifying
CIAO, Option 3	Home Study	Normal	002-249	Exam	Qualifying



## Course Registration Form

**To register for a course, complete the form, and fax or send to:**  
Illinois Property Assessment Institute, Brenda Corcoran, Registrar  
706 Oglesby, Suite 120, Normal, IL 61761  
Fax 309-862-0400

**(Please Print)**

Name \_\_\_\_\_  
(First) (Middle) (Last)

Mailing Address \_\_\_\_\_  
(Street) (City) (Zip Code)

Employer \_\_\_\_\_ Registrant's Title \_\_\_\_\_

Work  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

County \_\_\_\_\_ Township \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Social Security Number Last Four Digits Only (required for first-time students only) \_\_\_\_\_

**Course Information:**

Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Course Starting Date \_\_\_\_\_ Course Location \_\_\_\_\_

**SPRING CONFERENCE ONLY:**

Do you plan to attend Monday's Recognition Luncheon? (No charge for attendees) Yes \_\_\_ No \_\_\_

Do you plan to attend Tuesday's CIAO Luncheon? (If so, include \$15.00 to your total.) Yes \_\_\_ No \_\_\_

**Confirmation and Payment Information:**

All registrations will be confirmed by mail or e-mail. Additional information on the class facility and overnight accommodations will be included in the confirmation letter. Please make your hotel reservations promptly to be eligible for any special group rate. IPAI can not guarantee that individuals will receive the discounted group rate.

Payments are expected two weeks prior to the beginning of the course. Students that have not paid for a course will not receive a grade or certificate for the course until payment is received. In addition, the grade will not be reported to the Illinois Department of Revenue until payment is received.

**I have read the above information and confirm that I am eligible for continuing education credit for this course.**

Signature \_\_\_\_\_

Date \_\_\_\_\_