

ILLINOIS DEPARTMENT OF REVENUE (IDOR)
2024 Course Schedule (rev. 06/2024)

Instructions for registration are on the last page of this schedule.

The department reserves the right to cancel a class with an enrollment of less than 15 people. Classes added or cancelled will be posted to the 2024 Course Schedule and the Property Tax Bulletin Board located on the Department's website at tax.illinois.gov. **All in-person classes begin at 8:30 am and are scheduled to end at 5:00 pm. Class exams are given at 8:30 am on the third day of class.** Additional classes may be added throughout the year; classes will be added to this course schedule as additional dates and locations are confirmed.

February 6

HOME STUDY AND COURSE EXAMINATIONS

Springfield

IDOR, 101 W. Jefferson St.

1:00 p.m. testing session 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 5

HOME STUDY AND COURSE EXAMINATIONS

Springfield

IDOR, 101 W. Jefferson St.

9:00 a.m. and 1:00 p.m. testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

March 27-28-29

001-805 (1-M) INTRODUCTION TO MAPPING*

Springfield

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

Students receive a basic, working knowledge of mapping. Mapping terminology, math for mapping purposes, land measurements, legal descriptions, computerized mapping and geographic information systems, aerial photography, soil maps, and the property index number and its relationship to the rectangular survey system are also covered. This course may be used as an elective for CIAO qualification or for continuing education credit.

Format: Traditional classroom — 2 ½ days

15 hours exam credit

CIAO Qualifying course or 15 hours exam credit

April 2

HOME STUDY AND COURSE EXAMINATIONS

Springfield

IDOR, 101 W. Jefferson St.

9:00 a.m. and 1:00 p.m. testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

April 17-18-19

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

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

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

Format: Traditional classroom — 2 ½ days

Qualifying course for Introductory Township Assessors or 15 hours exam credit

April 24-25-26

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

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

Students will gain basic, practical knowledge of how to assess farmland and farm buildings for real estate purposes using exercises and cost schedules. Additional topics include components of the Farmland Assessment Law, important publications that have a role in the assessment process, and slope and erosion tables. This course may be used as an elective for CIAO qualification or for continuing education credit.

Format: Traditional classroom — 2½-days.

CIAO Qualifying course or 15 hours exam credit

May 7

**HOME STUDY AND COURSE EXAMINATIONS
Springfield**

IDOR, 101 W. Jefferson St.

9:00 a.m. and 1:00 p.m. testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

May 8-9-10

**001-035 (I-BR) BOARD OF REVIEW – BASIC COURSE – Wait List Only
Springfield**

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

This course is designed for board of review members who are required to complete the basic course to qualify for office. The course covers basic assessment practices, duties, and responsibilities of board of review members, and the statutory authority to perform duties. This course may also be used for continuing education credit by students who have already received their CIAO designation. Those individuals who need this course to qualify only

need to successfully complete the course one time during their assessing career.

Format: Traditional classroom — 2½-days

Qualifying course for Board of Review members or 15 hours exam credit

May 29-30-31

001-028 (I-I) INTRODUCTION TO PROPERTY TAX* – Wait List Only

Springfield

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

This course introduces the student to the key county officials that deal with property tax and covers the duties and responsibilities of their offices. Students will gain a basic understanding of the property tax process. The two-year tax cycle is examined, focusing on the assessment, budget and levy, and collection process, including judgment and sale of delinquent property taxes. This course may be used as an elective for CIAO qualification or for continuing education credit.

Format: Traditional classroom — 2½-days.

CIAO Qualifying course or 15 hours exam credit

June 4

HOME STUDY AND COURSE EXAMINATIONS

Springfield

IDOR, 101 W. Jefferson St.

9:00 a.m. and 1:00 p.m. testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

June 26-27-28

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

Springfield – Wait List Only

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

Students are introduced to mass appraisal fundamentals using the Residential and Apartment sections of the department's appraisal publications. Topics include mass appraisal theory, market or sales comparison approach to value, cost approach to value, basic land valuation, and the use of property record cards. This course may be used as an elective for CIAO qualification or for continuing education credit.

Format: Traditional classroom — 2½-days

CIAO Qualifying course or 15 hours exam credit

July 2

HOME STUDY AND COURSE EXAMINATIONS

Springfield

IDOR, 101 W. Jefferson St.

9:00 a.m. and 1:00 p.m. testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

July 24-25-26

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

Springfield

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

This course introduces students to sales ratio studies in various aspects of the assessment and appeal processes. Course material includes basic application of some measures of uniformity, trending, and the practical use of Real Estate Transfer Declarations. This course may be used as an elective for CIAO qualification or for continuing education credit.

Format: Traditional classroom — 2½-days.

CIAO Qualifying course or 15 hours exam credit

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

August 6

HOME STUDY AND COURSE EXAMINATIONS

Springfield

IDOR, 101 W. Jefferson St.

9:00 a.m. and 1:00 p.m. testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

August 20

HOME STUDY EXAMINATIONS

Effingham County Office Bldg.

**101 North 4th Street, 1st FL Classroom
Effingham, IL 62401**

11:00 a.m. testing session only.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available date at the Department of Revenue.

August 27

HOME STUDY EXAMINATIONS

Kane County Government Center

**719 Batavia Ave., Bldg. Auditorium
Geneva, IL 60134**

11:30 a.m. testing session only.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available date at the Department of Revenue.

September 25-26-27

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

Springfield

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

Students will gain basic, practical knowledge of how to assess farmland and farm buildings for real estate purposes using exercises and cost schedules. Additional topics include components of the Farmland Assessment Law, important publications that have a role in the assessment process, and slope and erosion tables. This course may be used as an elective for CIAO qualification or for continuing education credit.

Format: Traditional classroom — 2½-days.

CIAO Qualifying course or 15 hours exam credit

October 1

HOME STUDY AND COURSE EXAMINATIONS

Springfield

IDOR, 101 W. Jefferson St.

9:00 a.m. and 1:00 p.m. testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

October 2-3-4

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

Springfield

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

This course introduces the student to the key county officials that deal with property tax and covers the duties and responsibilities of their offices. Students will gain a basic understanding of the property tax process. The two-year tax cycle is examined, focusing on the assessment, budget and levy, and collection process, including judgment and sale of delinquent property taxes. This course may be used as an elective for CIAO qualification or for continuing education credit.

Format: Traditional classroom — 2½-days.

CIAO Qualifying course or 15 hours exam credit

October 23-24-25

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

Springfield

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

This course is designed for board of review members who are required to complete the basic course to qualify for office. The course covers basic assessment practices, duties, and responsibilities of board of review members, and the statutory authority to perform duties. This course may also be used for continuing education credit by students who have already received their CIAO designation. Those individuals who need this course to qualify only need to successfully complete the course one time during their assessing career.

Format: Traditional classroom — 2½-days

Qualifying course for Board of Review members or 15 hours exam credit

November 6-7-8

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

Springfield

**IDOA John R. Block Admin. Bldg.
801 E. Sangamon Ave., Gate 11**

Students are introduced to mass appraisal fundamentals using the Residential and Apartment sections of the department's appraisal publications. Topics include mass appraisal theory, market or sales comparison approach to value, cost approach to value, basic land valuation, and the use of property record cards. This course may be used as an elective for CIAO qualification or for continuing education credit.

Format: Traditional classroom — 2½-days

CIAO Qualifying course or 15 hours exam credit

November 12

HOME STUDY AND COURSE EXAMINATIONS

Springfield

IDOR, 101 W. Jefferson St.

9:00 a.m. and 1:00 p.m. testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

December 3

HOME STUDY AND COURSE EXAMINATIONS

Springfield

IDOR, 101 W. Jefferson St.

9:00 a.m. and 1:00 p.m. testing sessions available.

Registration for home study examinations will close one week prior to the examination date. Any late registrations will be processed for the next available course date at the Department of Revenue.

*** = 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 <https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/courseregistration.pdf>

RE-TAKING EXAMINATIONS

Any student who does not pass his or her class examination may retake the examination without having to repeat the class. For courses offered in the home study format, there is no limit on scores or the number of times the examination may be repeated. Examinations may be taken on any scheduled examination date at either **9:00 a.m. or 1:00 p.m., unless otherwise specified**. Complete the registration form on the website for home study exams. Please be advised that registration for home study examinations will close one week prior to the examination date.

HOME STUDY EXAMINATIONS AND MATERIAL

Home study examinations will be offered at **9:00 a.m. and 1:00 p.m., unless otherwise specified**, on various dates and at various locations throughout the year. Please be advised that registration for home study examinations will close one week prior to the examination date. Several courses are currently available in both the traditional classroom format and the home study format. See course descriptions for more information. Several of the home study classes may be studied online in the education area of the property tax section of the department's web site.

1-A Intro to Residential:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-a.pdf>

1-B Intro to Commercial:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-b.pdf>

1-BR Board of Review:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-br.pdf>

1-E Intro to Sales Ratio:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-e.pdf>

1-M Intro to Mapping:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-m.pdf>

1-T Township Assessor Intro:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/ptax-1-t.pdf>

CREDIT HOURS

All 2024 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 or call 217 524-1274.