

**ILLINOIS DEPARTMENT OF REVENUE (IDOR)
2020 Course Schedule (rev. 08-27-2020)**

Instructions for registration are on the last page of this schedule. Additional classes may be added at a later date.

The department reserves the right to cancel a class with an enrollment of less than 25 people. Classes added will be posted to the 2020 Course Schedule. **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.**

**FULL
September 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.

**FULL
September 30**

**HOME STUDY AND COURSE EXAMINATIONS
Lake County Libertyville Township, 359 Merrill Ct.**

1:00 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.

**FULL
October 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.

**NEW DATE ADDED!
October 13**

**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.

WEDNESDAY!

November 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.

December 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.

* = 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://www2.illinois.gov/rev/localgovernments/property/Documents/courseregistration.pdf>

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.

1-A Intro to Residential: <https://www2.illinois.gov/rev/localgovernments/property/Documents/ptax-1-a.pdf>

1-B Intro to Commercial: <https://www2.illinois.gov/rev/localgovernments/property/Documents/ptax-1-b.pdf>

1-BR Board of Review: <https://www2.illinois.gov/rev/localgovernments/property/Documents/ptax-1-br.pdf>

1-E Intro to Sales Ratio: <https://www2.illinois.gov/rev/localgovernments/property/Documents/ptax-1-e.pdf>

1-M Intro to Mapping: <https://www2.illinois.gov/rev/localgovernments/property/Documents/ptax-1-m.pdf>

1-T Township Assessor Intro: <https://www2.illinois.gov/rev/localgovernments/property/Documents/ptax-1-t.pdf>

CREDIT HOURS

All 2020 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.