

# PROPERTY TAX BULLETIN BOARD

(Updated 11/22/2021)

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## NOTICE OF STATE-WIDE EXAM FOR BOARD OF REVIEW

**Date:** Wednesday, December 1, 2021  
**Time:** 10:00 a.m.  
**County:** Williamson  
**Location:** Williamson County Administration Building  
Second Floor Board Room  
407 N Monroe, Suite 220  
Marion, IL 62959

**Coordinator:** Stephanie Lenon  
**Contact Number:** 618 998-2250

Individuals interested in taking this examination should contact the exam coordinator by 10:00 a.m. of the business day before the test to register and to obtain an application form. If no one has registered to take the exam by 10:00 a.m. of the day before the scheduled examination, the department reserves the right to cancel the exam. The coordinator will be able to provide specific details concerning the test site location. Knowing the number of applicants, and of any special needs, will enable the coordinator to ensure the room is suitable.

**Applicants must also provide their own calculators (cell phones are not allowed) and writing instruments.**

**Masks will be required to be worn at all times while in the building.**

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## NOTICE OF STATE-WIDE EXAM FOR SUPERVISOR OF ASSESSMENTS

**Date:** Thursday, December 16, 2021  
**Time:** 9:00 a.m.  
**County:** IDOR Hosted in Springfield  
**Location:** Illinois Department of Revenue  
Healey Room, Willard Ice Building  
101 W. Jefferson St.  
Springfield, IL 62702

**Coordinator:** Kendra Banning  
**Contact Email:** Rev.PropTaxEd@illinois.gov

Individuals interested in taking this examination should contact the exam coordinator by 10:00 a.m. of the business day before the test to register and to obtain an application form. If no one has registered to take the exam by 10:00 a.m. of the day before the scheduled examination, the department reserves the right to cancel the exam. The coordinator will be able to provide specific details concerning the test site location. Knowing the number of applicants, and of any special needs, will enable the coordinator to ensure the room is suitable.

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### **PRE-APPOINTMENT/ELECTION CERTIFICATION**

Candidates for the positions of township assessor or chief county assessment officer, **must** file a certificate of qualification at the time they participate as a candidate for election, appointment, or to contract to do the work. An application for certification can be found in the “Education” area of this web site. Anyone with questions concerning qualifications or certification should contact us by email at [Rev.PropTaxEd@illinois.gov](mailto:Rev.PropTaxEd@illinois.gov) .

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### **REGISTRATION FOR HOME STUDY EXAMINATIONS**

Home study examination dates are listed in the course schedule. Space is limited so registration for all home study examinations must be submitted in writing at least one week prior to the examination date. Please be advised that 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.

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### **HOME STUDY and IDOR EDUCATIONAL COURSE MATERIAL**

Important update – significant changes have been made to the PTAX-1-A and PTAX-1-B manuals! The methodology for valuing property based on the cost approach has been updated to reflect the current costs. In addition to this, the PRC-2 and PRC-4 have been revised to accommodate the new cost schedules. If you downloaded and studied a prior version, please make us aware of this at the time you are registering for a home study exam.

Home study course material is available in a PDF format in the “Education” section of this website.