

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** Assessing Officials  
**FROM:** Barry Wood, Assessment Division Director *BW*  
**RE:** Level I/Level II Self-Paced Tutorials On-line  
**DATE:** November 19, 2010

The Department of Local Government Finance ("Department") is pleased to announce a new opportunity for those interested in achieving their Level I and/or Level II Assessor-Appraiser certification. Effective November 19, 2010, students will have the option to participate in self-paced coursework and take the Level I and/or Level II exams at any time and in any location where an exam is being held.

The self-paced coursework will be available on-line at the Department's website located at <http://www.in.gov/dlgf/7533.htm>. Students may download tutorials for each course and worksheets necessary to prepare for the Level I or Level II examination. These tutorials and worksheets will take the place of the week-long classes, which culminate in the Level I or Level II open-book exams.

To support those students using the on-line tutorials, the Department has created two (2) e-mail accounts: [Level1@dlgf.in.gov](mailto:Level1@dlgf.in.gov) and [Level2@dlgf.in.gov](mailto:Level2@dlgf.in.gov). Students who have questions or need clarification about coursework materials may send messages to these accounts, and members of the Assessment Division team will answer within 24 hours. Individuals wishing to speak to an Assessment Division team member should send an e-mail to schedule a time for a member of the team to contact them. Every effort will be made to accommodate requests to speak to an Assessment Team member, however, individuals who need frequent one-on-one assistance may want to consider attending the traditional class.

The Department has scheduled special "test-only" sessions for those students using the online Level I or Level II coursework. These sessions will be offered in two locations – Indianapolis and a regional site – six times throughout the year. Additionally, one test-only session will be scheduled in Indianapolis in August. Because the Department will continue to offer the traditional classroom training for both Levels I and II, if space is available, students will have the option to take the open-book exam with a traditional class completing their coursework. To schedule testing, students will need to contact the Department at least one week prior to the testing date by sending an e-mail to Donna Bratcher at [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov).

Detailed testing dates, locations, and directions can be found on the Department's website at <http://www.in.gov/dlgf/7533.htm>. Questions about this memorandum may be directed to Assessment Director Barry Wood at [Bwood@dlgf.in.gov](mailto:Bwood@dlgf.in.gov) or 317.232.3762.