

## Assessor Qualifications – Timeline of Events

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The Illinois Department of Revenue is statutorily required to certify assessor qualifications for the office of Township Assessor, Supervisor of Assessments, and County Assessor, per 35 ILCS 200/3-5 and 2-45. Candidates for election, appointment, or contract to office must apply to IDOR for a Certificate of Educational Qualification.

IDOR staff reviews the candidate's designation status and continuing education hours to determine if the candidate would qualify to hold office. If the candidate meets the statutory requirements, a Certificate of Educational Qualification is mailed to the candidate, and the candidate is responsible for filing the certificate with their nominating papers (if elected) or when they are being appointed or contracted to office.

Candidates often have questions about the continuing education and certification requirements. Prior to the last election cycle for the Township Assessors (the largest group of certified assessing officials), IDOR worked to communicate pre-election requirements to the Township Officials. Information was provided for both the candidate and the election authority so that the statutory requirements would be enforced.

Prior to the deadline for filing nominating papers to become a candidate (generally mid-December 2016 for the March 2017 election), department staff worked with organizations to ensure that the statutory pre-election education requirements were communicated to potential candidates and election authorities.

- In October 2015, samples of the pre-election certificates along with an outline of pre-election requirements were provided to the Illinois State Board of Elections to be included in their training materials for local election authorities. IDOR's information was included presentations given by the State Board of Elections.
- In January 2016, an article summarizing the pre-election requirements and providing statutory references and links to additional information was provided to the Township Officials of Illinois organization for publication in their *Township Perspective* membership magazine that is mailed to all members.
- On January 14, 2016, an email was sent to all County Clerks and Supervisors of Assessment outlining educational requirements for each jurisdiction. Because IDOR does not have email addresses for Township Clerks, the County Clerks were directed to forward the information to the Township Clerks in their jurisdictions. The Township Clerks were provided the same information in the article that was published in the *Township Perspective* magazine.
- In November 2016, department staff attended the annual Township Officials of Illinois' annual conference in Springfield to give a presentation to township assessors concerning their pre-election education requirements.

There are no statutory requirements for IDOR to be notified of a candidate's intent to run for office, nor is IDOR notified once the election results are final. IDOR issues Certificates of Educational Qualification when requested by a candidate for election,

appointment, or contract to office. There is no statutory mechanism for IDOR to identify who has filed nominating papers for election.

In mid-July 2017, after the election was held, IDOR obtained the names of the candidates who were elected as Township Assessor. Some of the names on the list were candidates who were not issued Certificates of Educational Qualification, so Property Tax staff started researching the successful candidates to see if a Certificate had been issued. Those who were elected but had not obtained a certificate were identified. Educational records were then analyzed and the candidates were placed into two groups: candidates who did not meet statutory educational requirements and candidates who had met the requirements but just failed to request a certificate.