

Alabama Certified Appraiser Exam
(Personal Property)

APPLICATIONS MUST BE AT RECEIVED AT GEDI BY JANUARY 27, 2017

The following information will aid the candidate for the Alabama Certified Appraiser designation in applying for candidacy and in preparing to take the ACA comprehensive examination.

Design of Exam:

The examination is comprehensive. It is designed to test for knowledge and understanding of both general and Alabama appraisal principles, procedures, and application of appraisal skills required of a professional personal property appraiser. The examination consists of two parts. The first is composed of 50 multiple choice questions, each worth 2 points, drawn from text material in all the above-named education requirement courses. These questions deal with general appraisal theory and principles and specific Alabama provisions. Part II of the examination consists of 40 problems, based primarily on, but not limited to, the three approaches to value and problems using Alabama Department of Revenue valuation guidelines. These problems are worth 5 points each.

Each of the two parts of the personal property exam must be passed with a 70% or higher. A total of 300 points is possible, with a minimum of 210 points, or 70%, required for passing. Upon successful completion of this examination and completion of the experience requirements, the Personal Property designation will be conferred by the Department of Revenue.

Length of Exam:

The exam is designed as a 4-6 hour exam. Six hours is the maximum time allowed to take the exam.

Basic Knowledge:

Alabama Personal Property Appraisal Manual; Alabama Personal Property Audits; IAAO-500/Assessment of Personal Property; and IAAO-101/Fundamentals of Real Property Appraisal are the common body of knowledge shared by each candidate. The exam has been developed around these courses.

Dates and Location of Exam:

The ACA Exam will be given on March 17, 2017 in Auburn Alabama.

Examination and Certification Fee:

A non-refundable fee of \$140.00 should be submitted by the applicant at the time of applying for Admission to Candidacy. The fee includes the cost of the examination and processing cost. Please make check payable to AUBURN UNIVERSITY.

Other (Deadline):

If the applicant is registered for a course to be held **after** the application deadline, the January 27 deadline still applies. On the application indicate the course and the date it is being held. These applications will be processed contingent on successful completion of the course. **Mail all applications to:**

Property Tax Certified Examinations
Government & Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225

APPLICATIONS RECEIVED AFTER JANUARY 27, 2017 WILL NOT BE PROCESSED

Steps for Obtaining ACA (Personal Property) Designation

I. Application for Admission to Candidacy

- A. Successful completion of a minimum of 120 hours of approved coursework. The following courses (120 hours) are mandatory--Alabama Personal Property Appraisal Manual; Alabama Personal Property Audits; IAAO-500/Assessment of Personal Property; and IAAO-101/Fundamentals of Real Property Appraisal. (Society of Real Estate Appraiser and the American Institute courses accepted by the International Association of Assessing Officers as an equivalent course for IAAO-101 may be substituted provided the candidate challenges and passes the IAAO examination.)
- B. Completion of Application for Admission to Candidacy
- C. Signature of Immediate Supervisor and Elected Official.

II. Completion of Appraisal Experience Questionnaire

- A. Applicant may *not* apply to take the examination *prior* to completion of the minimum of three years' experience.
- B. A minimum of three years' experience in Alabama appraisal procedures. *Candidate's experience must include a minimum of 12 months' field related appraisal of personal property, while the remainder may be appraisal and valuation activities carried out in the office.* Out-of-State experience will be reviewed on a case by case basis. Out-of-State experience of three years or more will equal to not more than one year of In-State. *The required years of experience must be met by application closing date.*
- C. Complete the Appraisal Experience Questionnaire by indicating the number of months' experience in performing the applicable listed tasks. In the appropriate space indicate whether you have assisted or been solely responsible for the task. In the appropriate space indicate the number of appraisals and audits performed.
- D. Signature of Immediate Supervisor and Elected Official.

III. Review by Committee

IV. Notification of the Applicant

V. Administration of the Exam

VI. Notification of Exam Results

GEDI will notify the Department of Revenue of exam results. The Department will then notify the candidate of the results. The designation will be conferred upon the successful candidate by the Department of Revenue.

Alabama Certified Appraiser (Personal Property)
Application for Admission to Candidacy

Name _____ Title _____

Last Four of SS # _____ County _____

Address _____
Street City/State Zip

Phone (Office) _____ FAX _____

Email (must be personal work or home) _____

REQUIRED COURSES	COURSE LOCATION	COURSE DATE	GRADE
IAAO-101/Fundamentals of Real Property Appraisal			
IAAO-500/Assessment of Personal Property			
AL Personal Property Appraisal Manual			
Personal Property Audits			
ELECTIVE COURSES*			GRADE

* Applicant, supervisor (if not elected official) and elected official must sign Appraisal Experience Questionnaire.

I have taken the ACA (Personal Property) Exam in the past. YES NO (Circle One)

If YES, _____ (Year)

Candidates who have not passed the examination must wait until the next year's exam.

A letter will be sent to those who fail indicating concept areas that were missed by 30% or more and a course will be recommended by the Property Tax Division of the Alabama Department of Revenue and the Government and Economic Development Institute to assist the participant in gaining the necessary knowledge and skills in the concept areas missed.

FOR GEDI USE ONLY

Date Received _____ Application Number _____

Course Hours Verified _____ Experience Verified _____

ADMISSION TO CANDIDACY APPROVED _____

APPLICANT'S NAME _____

(COMPLETE A FORM FOR EACH JOB – COPY AS NECESSARY)

Appraisal Experience Questionnaire (please type or print)

Title	Beginning Date	Ending Date
Employer	Department	
Employer's Address		
Immediate Supervisor	Title	Phone #

DUTIES AND RESPONSIBILITIES:

Describe in detail (in your own words) what you actually do in connection with this job.

After reviewing this experience questionnaire, I verify that the above information is accurate, and truly reflects the appraisal duties and responsibilities performed by the applicant.

Applicant's Signature _____ Date _____

Elected Official's Signature _____ Date _____

Immediate Supervisor's Signature _____ Date _____

(Required if Elected Official is not Immediate Supervisor)