

Alabama Certified Appraiser Exam
(Real Property)

APPLICATIONS MUST BE 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.

NOTE: BEGINNING WITH THE 2012 EXAM YEAR, ALABAMA APPRAISAL MANUAL (COMMERCIAL) IS A REQUIRED COURSE FOR CERTIFICATION.

Design of Exam:

The ACA exam is a comprehensive examination designed to test for knowledge and understanding of general appraisal principles and the application of appraisal skills required by a professional appraiser. The exam is in two parts. Part I (3hrs) consists of 50 multiple choice questions, each worth 2 points, drawn from text material from all of the required courses relative to appraisal theory and terminology. Part II (3 hrs) consists of 40 problems relating to the application of appraisal skills. These problems are worth 5 points each.

Each of the two parts of the real 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 Real 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:

IAAO-101/Fundamentals of Real Property Appraisal; IAAO-102/Income Approach to Valuation; Alabama Appraisal Manual (Res/Agr); and Alabama Appraisal Manual (Commercial) (*beginning in 2012 Alabama Appraisal Manual (Commercial) is a required course*) 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 (Real 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 --IAAO-101/Fundamentals of Real Property Appraisal; IAAO-102/Income Approach to Valuation; Alabama Appraisal Manual (Res/Agr); and Alabama Appraisal Manual (Commercial). (Society of Real Estate Appraisers and the American Institute courses accepted by the International Association of Assessing Officers as equivalent courses for IAAO-101 or IAAO-102 may be substituted for these courses provided the candidate challenges and passes the appropriate IAAO exam.)
- 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. Minimum of three years' experience in Alabama appraisal procedures. (A candidate will be allowed no more than six months' experience in measuring and listing toward this requirement.) 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. A questionnaire should be completed for each position held.
- 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.

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Alabama Certified Appraiser (Real 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-102/Income Approach to Valuation			
Alabama Appraisal Manual (Residential/Agricultural)			
Alabama Appraisal Manual (Commercial)			
ELECTIVE COURSES*			GRADE

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

I have taken the ACA (Real 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 _____

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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 information above 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 when Elected Official is Not Immediate Supervisor)

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