

Alabama Certified Mapper Exam

Applications Must Be Received At GEDI By January 26, 2018.

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

Design of Exam:

The ACM Exam is a comprehensive examination designed to test for knowledge and understanding of mapping principles and the application of mapping skills required of a professional mapper. The exam is in two parts. Part I (2hrs) consists of 100 multiple choice and true/false questions dealing with all aspects of mapping, especially material specific to Alabama. Part II (5hrs) consists of a major case problem relating to the application of mapping.

Each of the two parts of the mapping exam must be passed with a 70% or higher. Part I has a total of 100 points possible, with a minimum of 70 points for passing. Part II has a total of 200 points, with a minimum of 145 points for passing. Upon successful completion of this examination and completion of the experience requirements, the Certified Mapper designation will be conferred by the Department of Revenue.

Format of Exam:

The exam is designed as a seven (7) hour exam. Two (2) hours are allowed for Part I of the exam. A maximum time of five (5) hours is allowed for Part II.

Basic Knowledge:

Alabama Basic Mapping, Alabama Intermediate Mapping, Alabama Advanced Mapping, Alabama Subdivision Layouts & Right of Ways and IAAO 600: Cadastral Mapping are the common body of knowledge shared by each candidate. *Note: Online IAAO classes are currently not accepted toward certification.* The exam has been developed around these areas.

Dates and Location of Exam:

Part I and II of the exam will be given on **March 15-16, 2018** in Auburn.

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 both examination and processing costs. 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 26 deadline still applies. Indicate the course and the date it is being held on the application. These applications will be processed contingent upon 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 26, 2018 WILL NOT BE PROCESSED.

Steps for Obtaining ACM Designation

I. Application for Admission to Candidacy

- A. Successful completion of a minimum of 130 hours of approved coursework. The 130 hours consists of:
 - Alabama Basic Mapping
 - Alabama Intermediate Mapping
 - Alabama Advanced Mapping
 - Alabama Subdivision Layouts & Right of Ways, and
 - IAAO 600/ Cadastral Mapping (**Online class currently not accepted**).
- B. Completion of Application for Admission to Candidacy
- C. Signature of Immediate Supervisor and Elected Official

II. Completion of Mapping Experience Form

- 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 applied experience in Alabama mapping procedures is required. 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. 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 Mapper
Application for Admission to Candidacy

Name _____ Title _____

Last Four of SS # _____ County _____

Address _____
Street
City
Zip

Phone (Office) _____ FAX _____

Email (must be personal work or home) _____

REQUIRED COURSE*	COURSE LOCATION	COURSE DATE	GRADE
AL Basic Mapping			
AL Intermediate Mapping			
AL Advanced Mapping			
AL Subdivision Layouts and Right of Ways			
IAAO 600/Cadastral Mapping (online class currently not accepted)			

*** Applicant supervisor (when not the elected official) and elected official must sign Experience Questionnaire.**

I have taken the ACM Exam in the past. YES NO (Circle One)

If YES, _____(Year) (last time tested)

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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Mapping Experience

An applicant for Admission to Candidacy for the Alabama Certified Mapper designation must have a minimum of three years applied experience in Alabama mapping procedures. On separate forms provide the information requested in fulfillment of this requirement.

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

APPLICANT'S NAME _____

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

Duties and Responsibilities *(please type or print)*

List in detail and *in your own words* tasks required for your job position.

After reviewing this experience form, I verify that the information is accurate and truly reflects the duties and responsibilities of this 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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