

Alabama Certified Appraiser Exam (Real Property)

APPLICATIONS RECEIVED AFTER JANUARY 28, 2022 WILL NOT BE PROCESSED.

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 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 (3 hour) 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 hours) 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. Part I has a total of 100 points possible, with a minimum of 70 points for passing. Part II has a total of 210 points, with a minimum of 145 points 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 to take between four and six hours. 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 Real Property Appraisal Manual; and Advanced Appraisal Concepts are the common body of knowledge shared by each candidate. The exam has been developed around these courses. (Residential Manual and Commercial Manual taken prior to 2018 will be accepted)

Dates and Location of Exam:

The ACA Exam will be given on March 11, 2022.

Examination and Certification Fee:

A non-refundable fee of \$165.00 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 checks payable to: **AUBURN UNIVERSITY.**

Other (Deadline):

If the applicant is registered for a course to be held **after** the application deadline, the January 28 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

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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 Real Property Appraisal Manual, and
 - Advanced Appraisal Concepts(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 duties and responsibilities of the tasks required for your job. 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 Social Security Number _____ County _____

Complete Address _____

Office Phone _____ Fax Number _____

Email Address _____

REQUIRED COURSES

IAAO 101 Fundamentals of Real Property Appraisal

Course Location _____ Course Date _____ Grade _____

IAAO 102 Income Approach to Valuation

Course Location _____ Course Date _____ Grade _____

Alabama Real Property Appraisal Manual (or, Residential and Commercial Manuals)

Course Location _____ Course Date _____ Grade _____

Advanced Appraisal Concepts

Course Location _____ Course Date _____ Grade _____

ELECTIVE COURSES

Elective Course Title _____

Course Location _____ Course Date _____ Grade _____

Elective Course Title _____

Course Location _____ Course Date _____ Grade _____

Elective Course Title _____

Course Location _____ Course Date _____ Grade _____

Elective Course Title _____

Course Location _____ Course Date _____ 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 (Select one) YES NO

If YES, indicate Year Last Test Taken _____

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. ***If a candidate is unsuccessful during the March exam, they will have a second opportunity on September 9, 2022 to retake the exam after registering and paying the exam fee. If a candidate is unsuccessful during the exam retake in September, that candidate would need to reapply to take the exam the following year through the normal exam application process. If a candidate is successful in passing the exam in September, they would qualify for the appropriation funds the following fiscal year beginning October 1.***

APPLICANT'S NAME _____

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

Appraisal Experience Questionnaire (please type or print)

APPLICANT'S NAME _____

Title _____ Beginning Date _____ Ending Date _____

Employer _____ Department _____

Employer's Address _____

Immediate Supervisor _____ Supervisor's Title _____

Supervisor's 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 questionnaire, I verify that the above information is accurate and truly reflects the appraisal duties and responsibilities performed by this applicant.

Applicant's Signature _____ Date _____

Elected Official's Signature _____ Date _____

Supervisor's Signature _____ Date _____

(Required when Elected Official is Not Immediate Supervisor)

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FOR GEDI USE ONLY

Date Received _____ Application Number _____

Course Hours Verified _____ Experience Verified _____

ADMISSION TO CANDIDACY APPROVED _____