

Alabama Certified Tax Administrator Exam

APPLICATIONS RECEIVED AFTER JANUARY 28, 2022 WILL NOT BE PROCESSED

The following information will aid the candidate for the Alabama Certified Tax Administrator designation in applying for candidacy and in preparing to take the ACTA examination.

Design of Exam:

The ACTA Exam is a comprehensive examination designed to test for knowledge and understanding of the legal duties and responsibilities of assessing and collecting officials, the Alabama property appraisal process and techniques, and management theory and practice.

Length of Exam:

The exam is designed to take three to four hours. Four hours is the maximum time allowed to take the exam.

Basic Knowledge:

Alabama Course Introduction to Property Tax Administration; Alabama Property Tax Administration and Laws; Alabama Real Property Appraisal Manual (Residential Manual Grandfathered); and Management and Supervision are the common body of knowledge shared by each candidate. The exam has been developed around these courses.

Dates and Location of Exam:

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

Examination and Certification Fees:

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 ACTA Designation

- I. **Application for Admission to Candidacy**
 - A. Successful completion of a minimum of 120 hours of approved coursework. Of the 120 hours to be completed, four courses or 100 hours are mandatory:
 - Introduction to Property Tax Administration
 - Alabama Property Tax Administration and Laws
 - Alabama Real Property Appraisal Manual, and
 - Management and Supervision.
 - B. Completion of Application for Admission to Candidacy
- II. **Completion of Tax Administration Experience Form**
 - A. Applicant may *not* apply to take the examination *prior* to completion of the minimum of three years' experience.
 - B. Must be an elected or appointed Tax Assessor, Tax Collector, License Commissioner or Revenue Commissioner, with three years' experience in the administration of the ad valorem tax laws of Alabama. *The required years of experience must be met by application closing date.*
- 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 Tax Administrator
Application for Admission to Candidacy**

Name _____ Title _____

Last Four of Social Security Number _____ County _____

Complete Address _____

Office Phone _____ Fax Number _____

Email Address _____

REQUIRED COURSES

Introduction to Property Administration

Course Location _____ Course Date _____ Grade _____

Alabama Property Tax Administration and Laws

Course Location _____ Course Date _____ Grade _____

Alabama Real Property Appraisal Manual (or, Residential Manual)

Course Location _____ Course Date _____ Grade _____

Management and Supervision

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

I have taken the ACTA 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.*

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Tax Administration Experience Form

An applicant for Admission to Candidacy for the Alabama Certified Tax Administrator designation must be an elected or appointed Tax Assessor, Tax Collector, License Commissioner or Revenue Commissioner with three years' experience in the administration of the ad valorem tax laws of Alabama.

Please check the office or position upon which the application for candidacy is based.

Tax Assessor

Tax Collector

Revenue Commissioner

License Commissioner

How long have you held this position?

Years _____

Months _____

FOR GEDI USE ONLY

Date Received _____ Application Number _____

Course Hours Verified _____ Experience Verified _____

ADMISSION TO CANDIDACY APPROVED _____

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