

Alabama Certified Appraiser Exam
(Real Property)

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, AL IIB: 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 relative to appraisal theory and terminology. Part II (3 hrs) consists of 40 problems relating to the application of appraisal skills. The applicant must pass each of the two parts of the real property exam with a 70% or higher.

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 Ia/Alabama Appraisal Manual (Res/Agr); and AL Iib/Appraisal Manual (Commercial) (*beginning in 2012 Alabama Iib/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 16, 2012 in Auburn Alabama.

Examination and Certification Fee:

A non-refundable fee of \$90.00 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
Center for Governmental Services
2236 Haley Center
Auburn University, AL 36849-5225

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. Of the 120 hours to be completed, three courses or 90 hours are mandatory--IAAO-101/Fundamentals of Real Property Appraisal; IAAO-102/Income Approach to Valuation; Alabama IIa/Alabama Appraisal Manual (Res/Agr); and Alabama IIb/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

CGS 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 (Real Property)
Application for Admission to Candidacy

Name _____ Title _____

Social Security # _____ County _____

Address _____

Street _____ City/State _____ Zip _____

Phone (Office) _____ FAX _____

REQUIRED COURSES	COURSE LOCATION	COURSE DATE	GRADE
IAAO-101/Fundamentals of Real Property Appraisal			
IAAO-102/Income Approach to Valuation			
AL IIa/Alabama Appraisal Manual (Residential/Agricultural)			
AL IIb/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 Center for Governmental Services to assist the participant in gaining the necessary knowledge and skills in the concept areas missed.

FOR CGS USE ONLY

Date Received _____ Application Number _____

Course Hours Verified _____ Experience Verified _____

ADMISSION TO CANDIDACY APPROVED _____

APPLICANT'S NAME _____

Appraisal Experience Questionnaire (please type or print)

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

PLEASE READ CAREFULLY!!

In the following table indicate the **number of months** experience in performing the applicable tasks. In the appropriate space indicate whether you have **ASSISTED** or been **SOLELY RESPONSIBLE** for the task. On separate forms, provide the information requested for each appraisal position you have held.

My field experience began: _____

<i>Tasks</i>	<i>Month/Year</i>	<i>Number of Months I assisted others in performing tasks</i>	<i>Number of Months I have been solely responsible for performing tasks</i>
Locating property/reading maps			
Measuring and listing			
Grading/classification of structures			
Estimating physical depreciation			
Calculating improvement values			
Calculating land values			
Determining units of land measurement/soil class			
Developing building indexes			
Establishing land unit/class values			
Estimating functional and economic obsolescence of improvements			
Performing comparative sales and economic income valuations			
Developing depreciation schedules and neighborhood factors			
Explaining/reviewing/defending values and procedures At informal hearings			
Formally with Board of Equalization			
Formally in court			
Preparing/interpreting sales ratio study statistics			

Make additional copies of this page if necessary.

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)