

## Alabama Certified Mapper Exam

*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 consists of 100 multiple choice and true/false questions dealing with all aspects of mapping, especially material specific to Alabama. Part II consists of a major case problem relating to the application of mapping.

**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 III/Basic Mapping, Alabama VII/Intermediate Mapping, Alabama VIII/Advanced Mapping, Alabama XIV/Subdivision Layouts and IAAO 600: Cadastral Mapping are the common body of knowledge shared by each candidate. 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, 2012** in Auburn/Opelika.

**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 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 III/Basic Mapping, Alabama VII/Intermediate Mapping, Alabama VIII/Advanced Mapping, Alabama XIV/Subdivision Layouts and IAAO 600/Cadastral Mapping.
  - 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

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 Mapper  
Application for Admission to Candidacy

Name \_\_\_\_\_ Title \_\_\_\_\_

Social Security # \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Phone (Office) \_\_\_\_\_ FAX \_\_\_\_\_

REQUIRED COURSE*	COURSE LOCATION	COURSE DATE	GRADE
AL III/Basic Mapping			
AL VII/Intermediate Mapping			
AL VIII/Advanced Mapping			
AL XIV/Subdivision Layouts			
IAAO 600/Cadastral Mapping			

**\* 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)

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 \_\_\_\_\_

### 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** \_\_\_\_\_

<b>Title</b>	<b>Beginning Date</b>	<b>Ending Date</b>
<b>Employer</b>	<b>Department</b>	
<b>Employer's Address</b>		
<b>Immediate Supervisor</b>	<b>Title</b>	<b>Phone #</b>

**Duties and Responsibilities** *(please type or print)*

Describe in detail (in your own words) what you actually did in connection with this job.

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  
 (Required when Elected Official is Not Immediate Supervisor)

\_\_\_\_\_  
 Date