

Alabama Certified Tax Administrator Exam

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 as a 3-4 hour exam. Four hours is the maximum time allowed to take the exam.

Basic Knowledge:

Alabama Course IV, Introduction to Property Tax Administration; Alabama Course I, Alabama Property Tax Administration and Laws; Alabama Course IIa, Alabama Appraisal Manual; and Alabama Course V, 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 16, 2012 in Auburn Alabama.

Examination and Certification Fees:

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 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: Alabama IV/Introduction to Property Tax Administration; Alabama I/Alabama Property Tax Administration and Laws; Alabama IIa/Alabama Appraisal Manual; and Alabama V/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

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 Tax Administrator
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
AL IV/Introduction to Property Tax Administration			
AL I/Alabama Property Tax Administration and Laws			
AL Iia/Alabama Appraisal Manual			
AL V/Management and Supervision			
ELECTIVE COURSES*			GRADE

I have taken the ACTA 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 _____

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.

- | | |
|---|---|
| <input type="checkbox"/> Tax Assessor | <input type="checkbox"/> Tax Collector |
| <input type="checkbox"/> Revenue Commissioner | <input type="checkbox"/> License Commissioner |

How long have you held this position?

Years _____ Months _____