

**Alabama Certified Appraiser Exam
(Personal Property)**

Applications Must Be Received At GEDI By January 25, 2019.

The following information will aid the candidate for the Alabama Certified Personal Property Appraiser designation in applying for candidacy and in preparing to take the ACAP comprehensive examination.

Design of Exam:

The examination is comprehensive. It is designed to test for knowledge and understanding of both general and Alabama appraisal principles, procedures, and application of appraisal skills required of a professional personal property appraiser. The examination consists of two parts. The first is composed of 50 multiple choice questions, each worth 2 points, drawn from text material in all the above-named education requirement courses. These questions deal with general appraisal theory and principles and specific Alabama provisions. Part II of the examination consists of 40 problems, based primarily on, but not limited to, the three approaches to value and problems using Alabama Department of Revenue valuation guidelines. These problems are worth 5 points each.

Each of the two parts of the personal 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 Personal Property designation will be conferred by the Department of Revenue.

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:

Alabama Personal Property Appraisal Manual; Alabama Personal Property Audits; IAAO-500/Assessment of Personal Property; and IAAO-101/Fundamentals of Real Property Appraisal are the common body of knowledge shared by each candidate. The exam has been developed around these courses. ***Online IAAO classes are currently not accepted for certification.***

Dates and Location of Exam:

The ACA Exam will be given on March 15, 2019.

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 check payable to AUBURN UNIVERSITY.

Other (Deadline):

If the applicant is registered for a course to be held **after** the application deadline, the January 25 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

APPLICATIONS RECEIVED AFTER JANUARY 25, 2019 WILL NOT BE PROCESSED.

Steps for Obtaining ACA (Personal 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:
- Alabama Personal Property Appraisal Manual
 - Alabama Personal Property Audits
 - IAAO-500/Assessment of Personal Property (*online class not currently accepted*), and
 - IAAO-101/Fundamentals of Real Property Appraisal (*online class not currently accepted*)

(Society of Real Estate Appraiser and the American Institute courses accepted by the International Association of Assessing Officers as an equivalent course for IAAO-101 may be substituted provided the candidate challenges and passes the IAAO examination.)

- 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. A minimum of three years' experience in Alabama appraisal procedures. *Candidate's experience must include a minimum of 12 months' field related appraisal of personal property, while the remainder may be appraisal and valuation activities carried out in the office.* 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 (Personal Property)
Application for Admission to Candidacy**

Name _____ Title _____

Last Four of SS # _____ County _____

Address _____

Street City Zip
Phone (Office) _____ FAX _____

Email (must be personal work or home) _____

REQUIRED COURSES*	COURSE LOCATION	COURSE DATE	GRADE
IAAO-101/Fundamentals of Real Property Appraisal <i>(online class not currently accepted)</i>			
IAAO-500/Assessment of Personal Property <i>(online class not currently accepted)</i>			
AL Personal Property Appraisal Manual			
Personal Property Audits			

ELECTIVE COURSES*	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 (Personal Property) Exam in the past. YES NO (Check One)

IF YES, _____ (Year) (Last time tested)

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 Government and Economic Development Institute to assist the participant in gaining the necessary knowledge and skills in the concept areas missed.

FOR GEDI USE ONLY

Date Received _____ Application Number _____

Course Hours Verified _____ Experience Verified _____

ADMISSION TO CANDIDACY APPROVED _____

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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 _____ Title _____ 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

Immediate Supervisor's Signature

Date

(Required when Elected Official is Not Immediate Supervisor)

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