

# Alabama Certified Appraiser Exam (Real Property)

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

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.

## **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, each worth 2 points, drawn from text material from all of the required courses relative to appraisal theory and terminology. Part II (3hrs) consists of 40 problems relating to the application of appraisal skills. These problems are worth 5 points each.

Each of the two parts of the real 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 Real 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:**

IAAO-101/Fundamentals of Real Property Appraisal; IAAO-102/Income Approach to Valuation; ***Note: the online IAAO classes are currently not accepted toward certification.*** Alabama Real Property Appraisal Manual; and Advanced Appraisal Concepts are the common body of knowledge shared by each candidate. The exam has been developed around these courses. (Residential Manual and Commercial Manual taken prior to 2018 will be accepted)

## **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 (Real 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:
  - IAAO-101/Fundamentals of Real Property Appraisal (*online class not currently accepted*),
  - IAAO-102/Income Approach to Valuation (*online class not currently accepted*),
  - Alabama Real Property Appraisal Manual, and
  - Advanced Appraisal Concepts.(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 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.

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

**Alabama Certified Appraiser (Real 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) \_\_\_\_\_

<b>REQUIRED COURSES*</b>	<b>COURSE LOCATION</b>	<b>COURSE DATE</b>	<b>GRADE</b>
IAAO-101/Fundamentals of Real Property Appraisal <i>(online class not currently accepted)</i>			
IAAO-102/Income Approach to Valuation <i>(online class not currently accepted)</i>			
Alabama Real Property Appraisal Manual (Residential and Commercial Manuals Grandfathered)			
Advanced Appraisal Concepts			

<b>ELECTIVE COURSES*</b>	<b>COURSE LOCATION</b>	<b>COURSE DATE</b>	<b>GRADE</b>

\* 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  (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 \_\_\_\_\_

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

**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)**

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