

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

Applications Must Be Received at GEDI by January 29, 2021

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 to take between four and six hours. 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.

Dates and Location of Exam:

The ACA Exam will be given on March 11, 2021.

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 checks payable to AUBURN UNIVERSITY.

Other (Deadline):

If the applicant is registered for a course to be held **after** the application deadline, the January 29 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 29, 2021 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, and
- IAAO 101 Fundamentals of Real Property Appraisal

(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 Social Security Number _____ County _____

Complete Address _____

Office Phone _____ Fax Number _____

Email Address _____

REQUIRED COURSES

IAAO 101 Fundamentals of Real Property Appraisal

Course Location _____ Course Date _____ Grade _____

IAAO 500 Assessment of Personal Property

Course Location _____ Course Date _____ Grade _____

Alabama Personal Property Appraisal Manual

Course Location _____ Course Date _____ Grade _____

Personal Property Audits

Course Location _____ Course Date _____ Grade _____

ELECTIVE COURSES

Elective Course Title _____

Course Location _____ Course Date _____ Grade _____

Elective Course Title _____

Course Location _____ Course Date _____ Grade _____

Elective Course Title _____

Course Location _____ Course Date _____ Grade _____

Elective Course Title _____

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 (Real Property) Exam in the past (Select one) YES NO

If YES, indicate Year Last Test Taken _____

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. ***If a candidate is unsuccessful during the March exam, they will have a second opportunity on September 10, 2021 to retake the exam after registering and paying the exam fee. If a candidate is unsuccessful during the exam retake in September, that candidate would need to reapply to take the exam the following year through the normal exam application process. If a candidate is successful in passing the exam in September, they would qualify for the appropriation funds the following fiscal year beginning October 1.***

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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 _____ Supervisor's Title _____

Supervisor's 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 _____

Supervisor's Signature _____ Date _____

(Required when Elected Official is Not Immediate Supervisor)

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FOR GEDI USE ONLY

Date Received _____ Application Number _____

Course Hours Verified _____ Experience Verified _____

ADMISSION TO CANDIDACY APPROVED _____