

**State of Alabama Department of Revenue  
Professional Education & Training Program  
Training Tracks**

**Real Property (120 hours)**

- Alabama Real Property Appraisal Manual
- Advanced Appraisal Concepts
- IAAO 101: Fundamentals of Real Property
- IAAO 102: Income Approach to Valuation

**Alabama Certified Mapper (130 hours)**

- Basic Mapping
- Intermediate Mapping
- Advanced Mapping
- Subdivision Layouts & Mapping Right of Ways
- IAAO 600: Cadastral Mapping

**Personal Property (120 hours)**

- Alabama Personal Property Appraisal Manual
- Alabama Personal Property Audits
- IAAO: Fundamentals of Real Property
- IAAO 500: Assessment of Personal Property

**Tax Administrator (120 hours)**

- Introduction to Property Tax Administration
- Property Tax Administration & Laws
- Alabama Real Property Appraisal Manual
- Management & Supervision
- Remaining courses to be selected from additional Property Tax Education Courses

**Property Tax exams are offered in March and September of each year.**

- **Real Property Appraisers** must pass the complete exam at the time of examination. Each of the two parts of the real property exam must be passed with a 70% or higher.
- **Personal Property Appraisers** must pass the complete exam at the time of examination. Each of the two parts of the personal property exam must be passed with a 70% or higher.
- **Mappers** must pass the complete exam at the time of examination. They may not receive credit for passing one part but failing the other. Each of the two parts must be passed with a 70% or higher. The mapping exam is given over two days: drawing portion on Day 1 and written exam on Day 2.
- The **Tax Administrator** exam must be passed with a 70% or higher.

A minimum of three years' experience in the field of designation choice is required. Effective March 2003, all candidates must meet the three-year experience requirement to take the comprehensive exam. Candidates for a designation must be found by the Department of Revenue to have three years of qualifying experience as of the application closing date (Policy 0202). Successful completion of the minimum hours of approved coursework is required for each individual designation. Admission approval by the **Candidacy Review Subcommittee of JEAC** is required.

Please complete a form for each job. Copy this form as necessary.

ACAR – Real Property

ACM - Alabama Certified Mapper

ACAP – Personal Property

ACTA – Tax Administrator

Applicant Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Department: \_\_\_\_\_

Position Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Mail Results to: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Immediate Supervisor Name & Title: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

**Duties & Responsibilities:** *List in detail and in your own words tasks required for your position. Please list duties and responsibilities for all positions held. Use additional pages if needed.*

After reviewing this experience questionnaire, I verify that the above information is accurate and truly reflects the duties and responsibilities performed by this applicant.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(required when elected official is not immediate supervisor)

Elected Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* \* Applications received after January 31, 2025 will not be processed. \* \***

Previous Exam

Course Hours Verified

Invoice Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Experience Verified

Invoice Date: \_\_\_\_\_

Admission to Candidacy Approved

Verified By: \_\_\_\_\_