STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
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TO: **All Interested Parties**

FROM: **Barry Wood, Assessment Division Director** BW

DATE: **January 10, 2014**

RE: **2014 Level I & Level II Assessor Appraiser Certification Examinations**

The objective of the Level I and Level II examinations, in accordance with IC 6-1.1-35.5-3, is to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The examination will test practical applications used in the performance of the duties associated with the office.

The examinations are open to anyone at no charge. However, in accordance with IC 6-1.1-35.5-7, "a person who is successful on the level one examination may apply for and take the level two examination." Therefore, you must take the examinations in order, and the examinations cannot be taken on the same day. You must pre-register for the examinations.

Tutorials

The 2014 Level I and II Tutorials and Examinations use the **2011** Real Property Assessment Manual and Guidelines and the SIX (6) 2014 PowerPoint Level I and SIX (6) 2014 PowerPoint Level II Tutorial Courses and Review Material Problems that can be downloaded from the Department of Local Government Finance's ("Department") website at http://www.in.gov/dlgf/7533.htm. A Review Exam for each level is also available.

If you need assistance printing a copy of the tutorials, please contact Donna Bratcher at the Department at (317) 233-0166 or dbratcher@dlgf.in.gov.

Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.

Examinations

The examinations are open book. In order to answer some of the questions on the exam, you will need to work problems similar to those in the tutorial and on the Review Exam. The examinations will consist of 50 multiple-choice questions of two points each. A passing grade is 70 points.

The proctor for the examination will not answer questions regarding the Level I and II materials prior to or during the examination. Please contact the Department staff prior to the examination day with any questions regarding the course materials at Level1@dlgf.in.gov or Level2@dlgf.in.gov.

The examination will run five (5) consecutive hours from the beginning of the examination at approximately **10:00 a.m.**, but will end no later than **3:00 p.m.** local time. You will be asked to provide a photo ID when you arrive. During the examination, there will be no breaks, although you will be allowed to leave the room for restroom breaks or to get a snack or drink.

You MUST **pre-register** using the form below no later than **1 week prior** to the examination. You may register for both examinations, but on different dates, on the same registration form. A minimum of five (5) registrations must be received or the examination will be cancelled. Registrants will be notified by e-mail if the examination is cancelled.

Special Accommodations

If you have a physical impairment that will require special accommodations, the Department asks that you provide advanced notification. Please contact Barry Wood, Assessment Division Director, at bwood@dlgf.in.gov or by fax at (317)974-1629 stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

What to Bring With You

For Level I:
Since the exams are open book you should download, print, and bring the six (6) sections of the **2014 tutorial**: 2014 Level I Cost Approach, 2014 Level I Income Approach, 2014 Level I Neighborhood Factor, 2014 Level I Personal Property, and 2014 Level I Sales Comparison Approach and the additional 2014 Ratio Study. Also, bring residential and agriculture property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011** Real Property Assessment Manual & Guidelines, pencils or pens, calculator, a ruler, and scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.**

For Level II:
Since the exams are open book you should download, print, and bring the six (6) sections of the **2014 tutorial**: 2014 Level II Cost Approach, 2014 Level II Golf Course, 2014 Level II Income Approach, 2014 Level II Personal Property, and 2014 Level II Sales Comparison Approach and the additional 2014 Ratio Study. Also, bring commercial and industrial property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011** Real Property Assessment Manual & Guidelines, pencils or pens, calculator, a ruler, and scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.**

2014
Level I & II Exam Registration Form

Name:

Work Title: Date of Birth:

Employer:

(Please circle one)
Mailing Address: Home or Business

City, State Zip:

County:

Daytime Phone #: Home # Cell #

Email Address:

(Confirmations will only be sent via email, one week prior to exam date)

Please email this form to Donna Bratcher at dbratcher@dlgf.in.gov
or fax: (317) 974-1629

Please X the box for the exam for which you want to register.

Level I	Level II	Date	Location
		February 21, 2014	Indianapolis, IN Gov't Center South Conference Center
		March 10, 2014	Indianapolis, IN Gov't Center South Conference Center
		April 7, 2014	Valparaiso, Ivy Tech Northwest
		April 21, 2014	Indianapolis, IN Gov't Center South Conference Center
		June 2, 2014	Indianapolis, IN Gov't Center South Conference Center
		June 23, 2014	Valparaiso, Ivy Tech Northwest
		July 14, 2014	Indianapolis, IN Gov't Center South Conference Center
		July 21, 2014	Evansville, Ivy Tech Southwest
		August 18, 2014	Indianapolis, IN Gov't Center South Conference Center
		September 15, 2014	Fort Wayne, Ivy Tech Northeast
		September 19, 2013	Bloomington, Monroe County Government Center
		September 29, 2014	Indianapolis, IN Gov't Center South Conference Center
		November 17, 2014	Indianapolis, IN Gov't Center South Conference Center
		December 15, 2014	Indianapolis, IN Gov't Center South Conference Center

Exam Locations

Bloomington
Monroe County Government Center
North Showers Building
501 N. Morton Street
Room 100B
Bloomington, IN 47404
Parking will be in the parking garage on Morton Street between 6th and 7th Streets for $.50/hr or on the metered street parking for $1.00/hr. The garage is a block from the N. Showers Building.

Evansville
Ivy Tech Community College Southwest
Main Campus
3501 N. First Avenue
Room 120
Evansville, IN 47710
http://www.ivytech.edu/southwest/aboutsw/index.html

Fort Wayne
Ivy Tech Community College Northeast
North Campus, Student Life Center
3701 Dean Drive
Room SL121
Fort Wayne, IN 46835
http://www.ivytech.edu/northeast/locations/

Indianapolis
Indiana Government Center South Conference Center
302 W. Washington Street
Conference Room 22
Indianapolis, IN 46204
http://www.in.gov/idoa/2375.htm

Valparaiso
Ivy Tech Community College Northwest
Valparaiso Campus
3100 Ivy Tech Drive
Room D119
Valparaiso, IN 46383
http://www.ivytech.edu/northwest/