
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: All Interested Parties

FROM: Barry Wood, Assessment Division Director

DATE: November 5, 2021

RE: 2021 Level I & Level II Assessor Appraiser Certification Examination in Lake County

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 book and 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. You must pre-register for the examinations.

Note: In a change from previous policy, electronic devices such as laptops, cell phones, iPads, etc. will be allowed during the examinations.

What to Study for the Level I and Level II Assessor Appraiser Examination

For the Level I Examination

From the Department of Local Government Finance (“Department”) [website](#), you should download to your computer to study:

- **Six (6) sections of the 2021 tutorial:**
 - 2021 Level I Cost Approach, Problems. and Answers
 - 2021 Level I Income Approach, Problems. and Answers
 - 2021 Level I Neighborhood Factor, Problems. and Answers
 - 2021 Level I Personal Property
 - 2021 Level I Ratio Study and Ratio Study Examples
 - 2021 Level I Sales Comparison Approach, Problems, and Answers

- 2011 Real Property Assessment Guidelines – Book 1:
 - Table of Contents, Chapters 1 – 5, 2011 Appendixes A & B,

- **2018 Appendix C (with errata, February 2, 2018),**
- **2021 Location Cost Multipliers (November 4, 2020)**
- **2021 Location Cost Multipliers Difference (November 4, 2020)**
- 2011 Glossary
- Indiana Residential and Indiana Agriculture Property Record Cards
- Review Exam, Answers, and Calculation Explanations

For the Level II Examination

From the Department [website](#), you should download to your computer to study:

- Six (6) sections of the **2021 tutorial**:
 - 2021 Level II Cost Approach, Problems, and Answers
 - 2021 Level II Golf Course
 - 2021 Level II Income Approach, Problems, and Answers
 - 2021 Level II Personal Property
 - 2021 Level II Ratio Study, Problems, and Answers
 - 2021 Level II Sales Comparison Approach, Problems, and Answers
- 2011 Real Property Assessment Guidelines – Book 2:
 - Chapters 6 - 9, 2011 Appendixes D – F
 - **2018 Appendix G (with errata; February 2, 2018)**
 - **2021 Location Cost Multipliers (November 4, 2020)**
 - **2021 Location Cost Multipliers Difference (November 4, 2020)**
- 2011 Glossary
- Commercial and Industrial Record Card
- Review Exam, Answers, and Calculations

Level I and Level II Examinations

Note: In a change from previous policy, electronic devices such as laptops, cell phones, iPads, etc. will be allowed during the examinations. Therefore, printing the materials to bring to the exam is your decision. Most students prefer printed materials.

You may want to print the materials as a PowerPoint Handout, double-side the pages, and three-hole punch. Inserting the materials into three-ring binders and inserting index dividers can be very helpful. If you need assistance printing a handout or a copy of the tutorials, please contact Donna Bratcher at dbratcher@dlgf.in.gov.

The examinations are open book. In order to answer some of the questions on the exam, you will need to work on 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 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 **10:00 a.m. EST/ 9:00 a.m. CENTRAL** but will end no later than **3:00 p.m. EST/ 2:00 p.m. CENTRAL** 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** either [online](#) or by submitting the Level I and Level II Assessor-Appraiser Examination Registration [State Form 55818](#) **no later than one (1) week prior** to the examination. You may register for both examinations on the same registration form.

A student may also take both exams on the same day; however, prior approval must be given and both exams must be completed within the five-hour time limit. A minimum of five registrations must be received or the examination will be canceled. Registrants will be notified by email if the examination is canceled.

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 stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

Exam Location

Lake County

United Steelworkers Local 2003
1307 Central Ave.
Lake Station, IN 46405

Indianapolis

Indiana Government Center South Conference Center
100 N Senate Ave
Room # to be determined
Indianapolis, IN 46204
(317) 233-0166
<http://www.in.gov/idoa/2375.htm>