TO: All Interested Parties

FROM: Barry Wood, Assessment Division Director

DATE: December 27, 2017

RE: 2018 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 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, and the examinations cannot be taken on the same day. 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: http://www.in.gov/dlgf/8814.htm, you should download to your computer to study:

- Six (6) sections of the 2018 tutorial:
  2018 Level I Cost Approach, Problems, and Answers
  2018 Level I Income Approach, Problems, and Answers
  2018 Level I Neighborhood Factor, Problems, and Answers
  2018 Level I Personal Property
  2018 Level I Ratio Study and Ratio Study Examples
  2018 Level I Sales Comparison Approach, Problem, and Answers
- 2011 Real Property Assessment Guidelines – Book 1:
  Table of Contents, Chapters 1 – 5,
  2011 Appendixes A & B,
  2018 Appendix C (December 1, 2017),
  Updated Location Cost Modifiers for the 2018 Annual Adjustment (October 31, 2017)
- 2011 Glossary
- Residential and Agriculture Property Record Cards.
- Review Exam, Review Exam Answers, and Review Exam Calculation Explanations
For the Level II Examination

From the Department website: http://www.in.gov/dlgf/8815.htm, you should download to your computer to study:

- Six (6) sections of the 2018 tutorial:
  - 2018 Level II Cost Approach, Problems, and Answers
  - 2018 Level II Golf Course
  - 2018 Level II Income Approach, Problems, and Answers
  - 2018 Level II Personal Property
  - 2018 Level II Ratio Study, Problems, and Answers
  - 2018 Level II Sales Comparison Approach, Problem and Answers
- 2011 Real Property Assessment Guidelines – Book 2:
  - Chapters 6 - 9,
  - 2011 Appendixes D – F,
  - 2018 Appendix G (December 1, 2017),
  - Updated Location Cost Modifiers for the 2018 Annual Adjustment (October 31, 2017)
- 2011 Glossary
- Commercial and Industrial Record Card.

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

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.

Level I and Level II 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 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., 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 LEVEL I AND LEVEL II ASSESSOR-APPRAISER EXAMINATION REGISTRATION State Form 55818 (attached) no later than one (1) week prior to the examination. You may register for both examinations, but on different dates, 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 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.

Exam Locations

Greensburg
City Hall
314 West Washington St
Gymnasium
Greensburg, IN 47240
(812) 663-3344
https://www.cityofgreensburg.com/

Indianapolis
Indiana Government Center South Conference Center
302 W Washington St
Room # to be determined
Indianapolis, IN 46204
(317) 233-0166
http://www.in.gov/idoa/2375.htm

Valparaiso
Ivy Tech Community College Northwest
Valparaiso Campus
3100 Ivy Tech Drive Room D119
Valparaiso, IN 46383
(219) 464-8514
http://www.ivytech.edu/northwest/

Warsaw
Ivy Tech Community College North Central
Warsaw Campus
2545 Silveus Crossing, Room 267
Warsaw, IN 46580
(574) 267-5428
http://www.ivytech.edu/northcentral/
INSTRUCTIONS: Print your contact information below. Check the box indicating the date and exam for which you are registering.

E-mail or fax the form to: Donna Bratcher
Administrative Assistant
Department of Local Government Finance
dbratcher@dlgf.in.gov
Fax: (317) 974-1629

Please PRINT

Name:

Work Title: Date of Birth:

Employer:

Mailing Address: Home or Business (Please circle one.)

City, State and Zip Code:

County:

Daytime Telephone Number: Home Number:

E-mail Address: Cell Number:

(Confirmations will be sent via e-mail only, one week prior to exam date.)

Check the box for the exam for which you want to register.

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<th>Level II Exam</th>
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