What Are the Requirements for a “Certified Assessor-Appraiser”?

**Level One:** Must complete six (6) hours of the L1 pre-examination course, pass the Level One examination, and complete thirty (30) CE hours every two (2) years.

**Level Two:** Must complete six (6) hours of the L2 pre-examination course, pass the Level Two examination, and complete forty-five (45) CE hours every two (2) years.

**Level Three:** Must attain L2 certification, complete forty-five (45) CE hours every two (2) years, and complete the following International Association of Assessing Officials core curriculum:

1. IAAO Course 101 [Fundamentals of Real Property Appraisal];
2. IAAO Course 102 [Income Approach to Value];
3. IAAO Course 300 [Fundamentals of Mass Appraisal];
4. IAAO Course 400 [Assessment Administration]; and
5. IAAO USPAP Workshop 151 [Uniform Standards of Appraisal Practice].

What Are the Requirements for a “Professional Appraiser”?

**Designation Requirements:**

1. Must be a certified Level Three assessor-appraiser;
2. Enter into contracts for professional appraisal services containing:
   a. a fixed date that all responsibilities must be completed;
   b. a penalty clause for failure to complete specified services;
   c. a provision regarding periodic reports to county assessor;
   d. a provision stipulating the manner and time of periodic reports;
   e. a precise stipulation of services provided and class of property;
   f. a provision specifying who will be conducting contractual duties;
   g. a stipulation of unrestricted access to work product for DLGF & LSA;
   h. a stipulation that DLGF is a party to the contract and any addendum;
   i. a statement that contract is void if appraiser certification is revoked; &
   j. a provision stipulating assessment data will be in a form acceptable to LSA and DLGF.

What Are Grounds for a Revocation of Certification?

**Certified Assessor-Appraiser**

1. Committing fraud or misrepresentation related to preparation or taking certification examination or the completion of coursework;
2. Gross incompetence \(^1\) is performing assessment; or
3. Noncompliance with assessing laws or requirements for CE and contracting

**Professional Appraiser**

1. Information given on appraiser application was false OR appraiser fails to meet minimum requirements;
2. Knowing misrepresentation of information;
3. Acting in a fraudulent manner;
4. Claiming to represent an entity during assessment appeal without authorization;
5. Knowing submission of false or erroneous information in assessment appeal;
6. Acting with gross incompetence; or
7. Knowing violation of DLGF or PTABOA rule

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\(^1\) Under 50 IAC 15-1-3.5(a), “gross incompetence” of a certified assessor-appraiser means repeated or pervasive failure to perform an assessment, including: (1) failure to recognize and comply with laws of the state; (2) failure to recognize and comply with DLGF rules; (3) failure to acquire or maintain necessary knowledge; or (4) failure to conduct an assessment properly in accordance with Indiana Code.
What Are the Practice Restrictions for a “Professional Appraiser”?

Certified Assessor-Appraiser & Professional Appraiser

Professional Appraiser Shall NOT:

1. Conduct an assessment that includes the reporting of a predetermined opinion or conclusion;
2. Misrepresent the individual’s role when providing valuation services that are outside the practice of property assessment;
3. Communicate assessment results with the intent to mislead or defraud;
4. Communicate a report that the individual knows is misleading or fraudulent;
5. Knowingly permit an employee to communicate a misleading or fraudulent report;
6. Engage in criminal conduct;
7. Willfully or knowingly violate the requirements regarding use and return of confidential information;
8. Perform an assessment in a grossly negligent manner;
9. Perform an assessment with bias; or
10. Advocate for an assessment – above defending or explaining the accuracy of an assessment.

What is the Overlap between DLGF & Professional Licensing (IC 25-1-11)?

<table>
<thead>
<tr>
<th>Professional Appraiser</th>
<th>Licensed Real Estate Appraiser</th>
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<tbody>
<tr>
<td><strong>OVERSIGHT?</strong></td>
<td>DLGF</td>
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<tr>
<td><strong>WHEN IS LICENSURE OR CERTIFICATION REQUIRED?</strong></td>
<td>When contracting with a county for professional appraisal services</td>
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<tr>
<td><strong>INITIAL EDUCATION REQUIREMENTS?</strong></td>
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<tr>
<td>L1 Pre-Exam Course</td>
<td>6 hours</td>
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<td>L2 Pre-Exam Course</td>
<td>6 hours</td>
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<tr>
<td>IAAO Course 101</td>
<td>30 hours</td>
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<tr>
<td>IAAO Course 102</td>
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<td>IAAO Course 400</td>
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<td>USPAP Course</td>
<td>15 hours</td>
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(Certified Assessor-Appraiser & Professional Appraiser)
### General Appraiser:

- **BA or higher AND three hundred (300) classroom hours – including:**
  - Appraisal Principles 30 hours
  - Appraisal Procedures 30 hours
  - USPAP Course 15 hours
  - General Market Analysis 30 hours
  - Stats/Modeling/Finance 15 hours
  - General Sales Comparison 30 hours
  - General Site Valuation 30 hours
  - General Income Approach 60 hours
  - Reports/Case Studies 30 hours
  - Electives 30 hours

### Continuing Education?

<table>
<thead>
<tr>
<th></th>
<th>Forty-five (45) hours every two (2) years</th>
<th>Twenty-eight (28) classroom hours (including seven (7) hours of USPAP) every two (2) years</th>
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