

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO: All Interested Parties**

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

**DATE: January 31, 2019**

**RE: 2019 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 2019 tutorial:
  - 2019 Level I Cost Approach, Problems and Answers
  - 2019 Level I Income Approach, Problems and Answers
  - 2019 Level I Neighborhood Factor, Problems and Answers
  - 2019 Level I Personal Property
  - 2019 Level I Ratio Study and Ratio Study Examples
  - 2019 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 (with errata, February 2, 2018),
  - 2019 Location Cost Multipliers (October 31, 2018)

2019 Location Cost Multipliers Difference (October 31, 2018)  
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: <http://www.in.gov/dlgf/8815.htm>, you should download to your computer to study:

- Six (6) sections of the 2019 tutorial:
  - 2019 Level II Cost Approach, Problems and Answers
  - 2019 Level II Golf Course
  - 2019 Level II Income Approach, Problems and Answers
  - 2019 Level II Personal Property
  - 2019 Level II Ratio Study, Problems and Answers
  - 2019 Level II Sales Comparison Approach, Problem and Answers
- 2011 Real Property Assessment Guidelines – Book 2:
  - Chapters 6 - 9, 2011 Appendixes D – F and
  - 2018 Appendix G (with errata; February 2, 2018)
  - 2019 Location Cost Multipliers (October 31, 2018)
  - 2019 Location Cost Multipliers Difference (October 31, 2018)
- 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 prefer printed materials however, we are seeing more people using their laptop instead.

You may want to print the materials as a PowerPoint Handout, two side your 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 the Department at [dbratcher@dlgf.in.gov](mailto: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 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](mailto:Level1@dlgf.in.gov) or [Level2@dlgf.in.gov](mailto: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 (<https://forms.in.gov/Download.aspx?id=12269>) 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](mailto: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 Locations**

#### **Greensburg**

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

#### **Valparaiso**

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

#### **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>

#### **Wabash**

Wabash County Community Learning  
Center  
227 N Thorne St  
Wabash, IN 46992  
(260) 330-6009