

Georgia Certification Program

Regional Examinations

There are two types of examinations in the Georgia Certification Program for County Tax Assessors and Staff Appraisers:

Assessors Qualification Examination
Appraiser Level Examination (I, II, III, IV)

The examination for each of the appraiser levels tests the examinee's knowledge of the various appraisal topics covered in the courses offered through the Georgia Certification Program. Topic areas and number of questions in each area for each exam level follows:

Exam Level	I	II	III	IV
Market/Land	16	6	5	10
Cost	6	14	10	2
Income	5	5	15	17
General/Legal/Terminology	15	13	7	2
Management	0	0	0	10
Personal Property	4	6	7	1
Sales Ratio	4	6	6	8

A cumulative total of 4½ hours is allowed for completing Regional Examinations. However, it is not recommended that anyone attempt more than two examinations at any one sitting.

Exam Policies and Procedures

Who may attend: All participants in regional examinations must be Georgia government employees. Exceptions will be made only when a letter of intent to consider for employment is provided by the prospective government employer.

Policy on Regional Examination Dishonesty: Any person found cheating on an examination will be prohibited from taking any examination for one (1) year and a letter will be sent to the Chief Appraiser and/or Chairman of the Board of Assessors. The Director of the Georgia Certification Program will make the determination of the accusation of cheating based on evidence presented. All determinations of the Director of the Georgia Certification Program are subject to appeal to the Director of the Property Tax Division.

Any request for exception to the Regional Examination requirements must be made in writing to the Director of the Local Government Services Division. Due to the extensive coverage of Georgia property tax law in Courses I and IA, no waivers will be granted for these courses.

Appraiser I, II, III, and IV Examinations

The Appraiser I, II, III, and IV Qualification Examinations are offered at regional locations. An individual may attempt the same appraiser examination only twice in any 12-month period, with a six-month waiting period between attempts. Anyone advancing an appraiser level will be eligible to test for the next level at the next regional exam providing the prerequisites are met.

Each appraiser examination is in a separate booklet. Anyone attempting two or more examinations must complete one examination before receiving the booklet for the next examination. Due to time limitations, one person may not attempt the Appraiser Examinations and Assessor Examinations on the same day. A cumulative total of 4½ hours is allowed for completing Regional Examination. However, it is not recommended that anyone attempt more than two examinations at any one sitting.

Exam Prerequisites and Grading:

Appraiser I: Must have taken Course I and Course IA. A passing grade of 70 or better must be achieved to receive the designation of Appraiser I.

Appraiser II: Must have taken Course I and IA and any one of Course III, Course IVA, Course IVB, or Course V. A grade of 80 or better on the Appraiser I exam and a passing grade of 70 or better on the Appraiser II exam must be achieved to receive the designation of Appraiser II.

Appraiser III: Must have taken Course I and Course IA and Course II and any two of Course III, Course IVA, Course IVB, or Course V. A grade of 80 or better on the Appraiser II exam and a passing grade of 70 or better on the Appraiser III exam must be achieved to receive the designation of Appraiser III.

Appraiser IV: Must have taken Course I and Course IA and Course II, any two of Course III, Course IVA, Course IVB, **or** Course V, plus Course VI **or** the University of Georgia Management Development Program Level I, II, or III, **and** one elective course. A grade of 80 or better on the Appraiser III exam and a passing grade of 70 or better on the Appraiser IV exam must be achieved to receive the designation of Appraiser IV.

Special Note: an elective is any 40-hour course in addition to the other prerequisite courses required.

	Appraiser I	Appraiser II	Appraiser III	Appraiser IV
Course I - Certification for Assessors	**Required	**Required	**Required	**Required
Course IA - Assessment Fundamentals for Appraisers	**Required	**Required	**Required	**Required
Course II - The Income Approach to Value			Required	Required
Course III - Valuation of Personal Property		Possible - Need One Class	Possible - Need Two Classes	Possible - Need Two Classes
Course IVA - The Valuation of Urban Land		Possible - Need One Class	Possible - Need Two Classes	Possible - Need Two Classes
Course IVB - The Valuation of Rural Land		Possible - Need One Class	Possible - Need Two Classes	Possible - Need Two Classes
Course V - The Cost Approach to Value		Possible - Need One Class	Possible - Need Two Classes	Possible - Need Two Classes
Course VI - MDP for Assessors and Appraisers				Required
Elective – Any 40 hour course				Required

**Course I & IA are required - 1/1/04