
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
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INDIANAPOLIS, IN 46204
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TO: All Interested Parties

FROM: Barry Wood, Assessment Division Director

DATE: December 18, 2013

RE: 2013 First & Second Quarter
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 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.

Tutorials

The 2013 Level I and II Tutorials and Examinations use the **2011** Real Property Assessment Manual and Guidelines and the SIX (6) 2013 PowerPoint Level I and SIX (6) 2013 PowerPoint Level II Tutorial Courses and Review Material Problems that can be download from our website at <http://www.in.gov/dlzf/7533.htm>. A Review Exam for each level is also available.

If you need assistance printing a copy of the tutorials, please contact Donna Bratcher at the DLGF at 317-233-0166 or dbratcher@dlzf.in.gov.

Electronic devices such as laptops, cell phones, iPads, etc... will NOT be allowed during the examinations.

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 DLGF 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 approximately **10:00 am**, but will end no later than **3:00 pm** 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 form below no later than **1 week prior** to the examination. You may register for both examinations, but on different dates, on the same registration form. A minimum of five (5) 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, we ask that you give us advanced notification. Please contact Barry Wood, Assessment Division Director, by e-mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

What to Bring With You

For Level I:

Since the exams are open book you should download, print, and bring the six (6) sections of the **2013 tutorial**: 2013 Level I Cost Approach, 2013 Level I Income Approach, 2013 Level I Neighborhood Factor, 2013 Level I Personal Property, and 2013 Level I Sales Comparison Approach and the additional 2013 Ratio Study. Also, bring residential and agriculture property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011 Real Property Assessment Manual & Guidelines**, pencils or pens, calculator, a ruler, & scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc... will NOT be allowed during the examinations.**

For Level II:

Since the exams are open book you should download, print and bring the six (6) sections of the **2013 tutorial**: 2013 Level II Cost Approach, 2013 Level II Golf Course, 2013 Level II Income Approach, 2013 Level II Personal Property, and 2013 Level II Sales Comparison Approach and the additional 2013 Ratio Study. Also, bring commercial and industrial property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011 Real Property Assessment Manual & Guidelines**, pencils or pens, calculator, a ruler, & scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc... will NOT be allowed during the examinations.**

2013 First & Second Quarter
Level I & II Exam Registration Form

Name: _____

Your work title: _____

Employer: _____ Date of Birth: _____

(Please circle one)

Mailing Address: Home or Business _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____

(Confirmations will only be sent via email, one week prior to exam date)

Please email this form to Donna Bratcher dbratcher@dlgf.in.gov

Or fax: 317-974-1629

Level I	Level II	Date	Location
		March 4, 2013	Indianapolis, IN Gov't Center South Conference Center
		April 29, 2013	Indianapolis, IN Gov't Center South Conference Center
		April 29, 2013	Plymouth, IN Marshall County Building
		June 3, 2013	Indianapolis, IN Gov't Center South Conference Center
		June 3, 2013	Greensburg City Hall, Plan Room

Exam Locations

Indianapolis, Indiana Government Center South Conference Center

302 W Washington St
Indianapolis, IN 46204
317-233-0800

Students must find their own parking. There are many parking garages around the Indiana Government Center with variable costs. You can check these out at the following links:

<http://www.in.gov/idoa/2428.htm> or http://www.indydt.com/parking_results.cfm

PLEASE NOTE: Prepare and allow extra time for entering the Indiana Government Center South Building through the West Washington Street Entrance. Please be aware that to facilitate weapons restrictions at Indiana Government Center (IGC) North and South, as of July 21, 2008, the public must enter IGC buildings through a designated public entrance. The entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police

Marshall County Building

112 W Jefferson St, Room 207
Plymouth, IN 46563
(574) 935-8545

Directions: Coming from either west or east: Take US 30 to Plymouth, turn South on SR 17 exit (Michigan Street). Go south about 1 mile to Jefferson Street, turn right and the building will be on the right. Coming from the north or south: Take US 31 to US 30 and go west on US 30 to the Plymouth (SR 17) exit. Once you get off on SR 17, follow the directions above.

Greensburg City Hall

314 W Washington St, Greensburg, IN, 812-663-3344
From I-74 Exit onto US-421 toward Greensburg, turn slight right onto N Ireland St/US-421, and turn left onto W Washington St. City Hall is on the left.