



**COUNTY APPRAISER ELIGIBILITY EXAM**

**K.S.A. 19-432**

**Review and Exam (500010)                      Exam Only (500020)**  
**(Limit 20 Students)**

**Description:**                      Anyone interested in taking the Division of Property Valuation eligibility examination may do so. There are no class prerequisites or pre-examination requirements. It is recommended that all applicants have a complete knowledge of the Kansas ad valorem tax statutes and a working knowledge of the basic appraisal theory and assessment practices.

There are two sessions available, session 500010 (review and examination) or session 500020 (examination only). After registering for the desired session (see registration form – page 11a) a study guide will be mailed to each student.

**Prerequisite:**                      None

**Materials:**                        Noiseless calculator.

**Instructor(s):**                    Various PVD Staff (for review)

**DATE AND LOCATION**

**April 29, 2009**                      **EXAM ONLY** - Topeka, Ks – Basement Auditorium, DSOB, 915 SW Harrison

**Exam Begins:**                    8:30 a.m. – 12:30 p.m.

**NOTE: Park in Lot #4. (See map in index) To avoid a citation, give make, model, year, car tag number to exam proctor.**

**Oct 27-29, 2009**                    **EXAM WITH REVIEW** - Topeka, Ks –Basement Auditorium, DSOB, 915 SW Harrison

**Review Begins:**                    9:00 a.m. each day (except last day)                      **Ends:** 4:00 p.m.each day  
**8:30 a.m. - 12:30 p.m. (last day-exam)**

**Registration:**                      Complete a registration form (see page 7) – Mail registration form and exam fee to:

**PVD Education Section**  
**915 SW Harrison 4<sup>th</sup> Floor N.**  
**Topeka, Kansas 66612**

**Exam Fee:**                        **Exam only:                      \$100.00**  
**Exam w/review:                \$150.00**  
(Make payable to PVD Education Fund)



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**Registered Mass Appraiser  
Case Study Examination  
Schedule**

**(Limit 20 Students)**

A candidate for the registered mass appraiser designation shall successfully complete both a residential case study and a commercial case study, each of which shall have a four-hour time limit.

There are three (3) sessions scheduled for the residential case study examination and three (3) sessions scheduled for the commercial case study examination. **Registrations for the case study examinations should be mailed to the Education Section of the Division of Property Valuation.** The registration form is on page 11a of this catalog.

**Materials:** Noiseless Calculator

**DATE AND LOCATION**

<b>Date:</b>	<b>Residential Exam (510010)</b>	<b>Commercial Exam (520010)</b>
	<b>May 20, 2009</b>	<b>June 24, 2009</b>
	<b>October 14, 2009</b>	<b>November 10, 2009</b>

**Location:** Topeka, Ks –Docking State Office Building - 915 SW Harrison  
Basement Auditorium

**NOTE: Park in Lot #4. (See map in index) To avoid a citation, give make, model, year, car tag number to exam proctor.**

**Exam Begins:** 8:30 a.m.                      **Exam Ends:** 12:30 p.m.

**REGISTRATION**

**Tuition:** \$100.00 per examination. Please make check payable to: PVD Education Fund

**Please send registration and check for the RMA Case Study Exams to:**

**Division of Property Valuation  
ATTN: Education Section  
915 S.W. Harrison, Docking State Office Building, Room 400  
Topeka, Kansas 66612-1585  
Phone: (785)296-4218 (785) 296-2320**

# ELIGIBILITY EXAM

OR

# RMA EXAM

Registration Form

**Full**

**Name :** \_\_\_\_\_  
(please print)

**Home**

**Home Phone :** \_\_\_\_\_

**Address :**

\_\_\_\_\_  
(street) (city) (state) (zip)

**Employer :** \_\_\_\_\_ **Job :** \_\_\_\_\_

**Title :** \_\_\_\_\_

**Work**

**Work Phone :** \_\_\_\_\_

**Address :**

\_\_\_\_\_  
(street) (city) (state) (zip)

Exam you wish to sit for: Eligibility Exam \_\_\_\_\_ (\$100.00/\$150.00 Exam w/Review)

RMA Residential \_\_\_\_\_ (\$100.00)

RMA Commercial \_\_\_\_\_ (\$100.00)

When: \_\_\_\_\_ (see page 10 and 11 for exam dates)

Make Payment to : PVD Education Fund

Mail Registration and Payment to: Division of Property Valuation  
Attn: Education Section  
DSOB – 4<sup>th</sup> Floor North  
915 SW Harrison  
Topeka, Kansas 66612

**Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Management Approval :** \_\_\_\_\_ **Date :** \_\_\_\_\_

Cancellations for all PVD classes must be made **at least 3 working days prior to the first day of class**. Written cancellations may be faxed. Failure to give the required notification will result in the county or person being billed for the total cost of the class. If a class reaches its maximum number of students, a waiting list will be established. If cancellations occur, the first person on the waiting list will be given the opportunity to attend the class. Classes that do not have the minimum number of students enrolled 3 working days prior to the first day of class will be cancelled. All persons enrolled in a cancelled class will be notified by work phone 2 working days prior to the first day the class was scheduled to begin.

Courses sponsored by the Kansas Division of Property Valuation (PVD) are open to county, state and non-government personnel. For current schedules and other information visit our web site at [www.ksrevenue.org](http://www.ksrevenue.org)