

**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 12, 2012**      **EXAM ONLY** - Topeka, Ks – Room 400 N, 4<sup>th</sup> Floor, 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 23-25, 2012**      **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 11a) – 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)

**Registered Mass Appraiser  
Case Study Examination  
Schedule**

**(Limit 20 Students)**

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

There is one examination scheduled for the residential case study and one examination scheduled for the commercial case study. The dates below are coordinated with the Kansas County Appraisers' Association schedule for the case study reviews. If you wish to sit for the RMA Case Study exams on a different date, please contact the education section at 785-296-4218.

**Materials:** Noiseless Calculator

**DATE AND LOCATION**

<b>Date:</b>	<b>Residential Exam (510010)</b>	<b>Commercial Exam (520010)</b>
	<b>August 14, 2012</b>	<b>To be determined</b>

**Location:** Topeka, Ks – Room 400 N, 4<sup>th</sup> Floor, DSOB, 915 SW Harrison

**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:** 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:** \$100.00  
(Make payable to PVD Education Fund)

**ELIGIBILITY EXAM  
OR  
RMA EXAM**

Registration Form

**Full Name** \_\_\_\_\_ **E-mail Address (required):** \_\_\_\_\_  
(please print)

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

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

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

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

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

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

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)