

# **NOTICE**

## **EXAMINATION**

### **OF PROSPECTIVE CANDIDATES**

### **FOR THE OFFICE OF**

## **PROPERTY VALUATION ADMINISTRATOR (PVA)**

**PRE-REGISTRATION IS REQUESTED FOR THIS EXAM. SEATING WILL BE ON A FIRST COME FIRST SERVE BASIS. YOU HAVE THREE (3) WAYS TO PRE-REGISTER FOR THIS EXAM:**

- 1) Send an email to [stacey.brown@ky.gov](mailto:stacey.brown@ky.gov), in the subject line of your email, please put "PVA Test Pre-Registration". Please state in the e-mail "I want to pre-register for the 2017 PVA exam, to be given on November 17, 2017." Include your name, mailing address, telephone number, and email address.
- 2) Complete, scan, and email the pre-registration form below to [stacey.brown@ky.gov](mailto:stacey.brown@ky.gov)
- 3) Complete the form and mail it to:

**STACEY BROWN**  
**DEPARTMENT OF REVENUE**  
**OFFICE OF PROPERTY VALUATION**  
**P.O. BOX 1202**  
**FRANKFORT, KY 40602-1202**  
**ATTN: PVA TEST PRE-REGISTRATION**

**ALL PRE-REGISTRATION FORMS SHALL BE RECEIVED NO LATER THAN OCTOBER 1, 2017.**

Upon receipt of your pre-registration form, you will receive via email, an admittance slip for the test. You must present your admittance slip and photo ID on the morning of the exam, in order to be admitted to the testing facility. Your ID must include a photo. A driver's license is preferred; a passport is acceptable.

### **GENERAL EXAMINATION INFORMATION**

- DATE:** November 17, 2017
- PLACE:** Administrative Office of the Courts, 1001 Vandalay Drive, Frankfort, KY 40601
- TIME:** The exam will begin at 9:00a.m.(EST) Registration will begin at 8:00a.m. Admittance to the facility will not be permitted once testing has begun. You will have 3.5 hours to complete the exam. You may take breaks as needed during the exam.
- FORMAT:** The exam will consist of three (3) sections of general knowledge: (1) vocabulary, (2) reading comprehension and (3) mathematics. No study guide is available.

**All materials you will need to complete the exam, including a calculator, will be provided by the Office of Property Valuation.**

**The pre-registration form shall be received no later than October 1, 2017.**

<b>PRE-REGISTRATION FORM</b> (Please print information clearly)	
Name: _____	
Address: _____	
City: _____	Zip Code: _____
County of Residence: _____	Telephone: _____
E-mail: _____	

**APPLICANTS WHO QUALIFY BY PASSING THIS EXAMINATION WILL BE ELIGIBLE TO SEEK ELECTION IN THE 2018 PRIMARY AND GENERAL ELECTIONS.**

Kentucky Revised Statute 132.380(1) states in part:

*"Before any person's name shall appear before the voters on election day as a candidate for the office of property valuation administrator in any primary or general election, except as a candidate to succeed himself in office,. . . he shall hold a certificate issued by the department, showing that he has been examined by it and that he is qualified for the office."*

Kentucky Revised Statute 132.370 (2) states in part:

*Property Valuation Administrators shall possess the qualifications required by Section 100 of the Constitution and by KRS 132.380 and shall be eligible for re-election.*

Section 100 of the Constitution of Kentucky requires that applicants must be:

- at least 24 years of age at the time of the election
- a citizen of Kentucky,
- and have resided in the state for at least two years, and in the county at least one year preceding the election.

Applicant identification will be required prior to taking the examination. A driver's license or other ID with recent picture will be required as evidence of identification.

**All applicants will be notified of their test results within two weeks.**

For inquiries regarding the exam, please contact Stacey Brown at 502-564-7185 or [stacey.brown@ky.gov](mailto:stacey.brown@ky.gov).