

APPLICATION FOR PROFESSIONAL DESIGNATION

Certified Kentucky Assessor (CKA)
Senior Kentucky Assessor (SKA)

Professional Designation Program
Administered by the
Kentucky Property Valuation Administrator's Association
in Cooperation with the
Office of Property Valuation
Department of Revenue

PART ONE: APPLICANT IDENTIFICATION

Applicant's Name (Please Print as you would have it appear on the certificate):

Position: _____

Office: _____

Application is made for: ___ CKA (Real Property Track)
 ___ CKA (Personal Property Track)
 ___ CKA (Administrative Track)
 ___ CKA (Mapping Track)
 ___ SKA

PART TWO: RECORD OF EXPERIENCE

Employment Date: _____

Office(s): _____

Have you had any gaps in service? ___ Yes
 ___ No

If so, please explain below, providing exact dates of service interruption and continuation.

FOR OFFICE USE ONLY

_____ Experience ___ Reviewer
_____ Ky Courses ___ Date
_____ IAAO Courses ___ Number

_____ Accepted
_____ Rejected

PART THREE: RECORD OF EDUCATION

A copy of the Certificate of Completion or Examination Report from the IAAO (International Association of Assessing Officers) MUST be attached for each IAAO Course taken by the applicant. If the certificate or report has not been retained by the applicant, it is the responsibility of the applicant to obtain proof of completion from the IAAO, which maintains permanent records. The address and telephone number is as follows:

International Association of Assessing Officers
314 W. 10th Street
Kansas City, MO 64105
(816) 701-8100

It is not necessary to attach proof of completion of Kentucky Property Tax Courses, as the Office of Property Valuation maintains permanent records of student grades.

PLEASE CHECK COURSES SUCCESSFULLY COMPLETED

- ___ KY 10 (Formerly KY 1) - "The Kentucky Property Tax System"
- ___ KY 40 (Formerly KY 8) - "Property Tax Assessment Administration"
- ___ KY 44 - "Mathematics of Property Valuation"
- ___ KY 49 (Formerly KY 9) - "PVA Office Management"
- ___ KY 50 (Formerly KY 2) "Basic Personal Property Appraisal"
- ___ KY 55 (Formerly KY 3) "Advanced Personal Property Appraisal"
- ___ KY 60 (Formerly KY 4) - "Mapping System Maintenance" (*no longer offered*)
- ___ KY 61 - "Data Collection for Property Valuation"
- ___ KY 62 - "Data Collection for Property Valuation" (*no longer offered*)
- ___ KY 65 - "Introduction to ArcEditor"
- ___ KY 66 - "Introduction to GeoSync" (*no longer offered*)
- ___ KY 67 - "Advanced GeoSync" (*no longer offered*)
- ___ KY 71 (Formerly KY 7A) - "Commercial Real Property Appraisal/Cost Approach"
- ___ KY 72 (Formerly KY 7) - "Commercial Real Property Appraisal/Income and Sales Comparison Approach"
- ___ KY 80 (Formerly KY 5) - "Residential Real Property Appraisal"
- ___ KY 90 (Formerly KY 6) - "Farm Real Property Appraisal"

- ___ IAAO 101 (Formerly IAAO 1) - "Fundamentals of Real Property Appraisal"
- ___ IAAO 102 (Formerly IAAO 2) - "Income Approach to Value"
- ___ IAAO 300 - "Fundamentals of Mass Appraisal"
- ___ IAAO 400 (Formerly IAAO 4) - "Assessment Administration"
- ___ IAAO 500 (Formerly IAAO 5) - "Assessment of Personal Property"
- ___ IAAO 600 (Formerly IAAO 6) - "Principals and Techniques of Cadastral Mapping"
- ___ Other IAAO Courses (please list) _____
- ___ _____
- ___ _____

If equivalent courses are to be substituted for IAAO courses, please explain:

PART FOUR: AFFIDAVIT

I certify that the information given in this application is correct and complete. I agree that any additional information will be substituted upon request and that it will be correct and complete

Signature _____
Date _____

Return to: Local Officials Compliance Branch
P.O. Box 1202
Frankfort, Kentucky 40601
Or email to: TraceyL.Bonzo@ky.gov FAX: 502-564-8368