

**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.

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**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. 10<sup>th</sup> 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"
- \_\_\_ KY 61 - "Data Collection for Property Valuation"
- \_\_\_ KY 62 - "Data Collection for Property Valuation"
- \_\_\_ KY 65 - "Introduction to ArcEditor"
- \_\_\_ KY 66 - "Introduction to GeoSync"
- \_\_\_ KY 67 - "Advanced GeoSync"
- \_\_\_ 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 40602  
Or email to: [brian.stidham@ky.gov](mailto:brian.stidham@ky.gov) FAX: 502-564-8368