NORTH CAROLINA CERTIFIED PERSONAL PROPERTY APPRAISER

APPLICATION FOR MEMBERSHIP TO **NCAAO** PROFESSIONAL DESIGNATION PROGRAM

1. NAME: _____
   LAST FIRST MIDDLE

2. COUNTY: _____

3. BUSINESS ADDRESS: _____

   _____
   CITY STATE ZIP

4. PHONE NUMBER: _____
   PLEASE INCLUDE AREA CODE

5. EMAIL: _____

6. YEARS OF SERVICE IN ASSESSOR'S OFFICE: _____

7. JOB TITLE: _____

8. BRIEF DESCRIPTION OF RESPONSIBILITIES: _____

   _____

Listed below are the qualifications that must be met to the satisfaction of the Admissions Committee. Please identify the courses below for which you can furnish evidence of satisfactory completion and enclose copies for the Committee's review along with your check in the amount of **$25.00** (*application fee*). Make check payable to **NCAAO**.

REQUIREMENTS

- ✓ Designees must be associate or regular members of the North Carolina Association of Assessing Officers in good standing.
- ✓ Designees must have five years' experience in an assessor's office in North Carolina, or with the North Carolina Department of Revenue, and have three **(3)** years' experience in the appraisal of personal property.
- ✓ Designees must have satisfactorily completed the following courses of instruction: **(Prelicensing appraisal courses R1, R2, R3, and G1 will be accepted in lieu of IAAO 101 if the applicant is certified as an appraiser or assessor by NCDOR or licensed or certified as an appraiser by the NCAB.)**
- ✓ Applicant must submit a signed statement from their supervisor verifying tenure of employment in the required position and pertinent job duties.

PERSONAL PROPERTY COURSES

- ☐ Fundamentals of Property Tax Listing and Assessing (School of Government)
- ☐ Fundamentals of Real Property Appraisal (IAAO 101)
- ☐ Principles of Accounting from an accredited educational institution
- ☐ Appraisal of Personal Property (NCDOR , Local Government Division or IAAO)
- ☐ IAAO Workshop 151 or an approved 15 hour USPAP course

Note: The IAAO personal property course does not meet the requirements of certification by the NCDOR Local Government Division. IAAO course 500 will be accepted in lieu of a Principles of Accounting course).

I hereby certify that the information above is true and complete to the best of my knowledge and respectfully request that the NCAAO Certifications and Admissions Committee approve this application for membership. It is understood by the applicant that upon receiving membership, I will be governed by all the rules and regulations adopted by the North Carolina Association of Assessing Officers.

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Signature Date

RETURN APPLICATION & ALL ENCLOSURES TO: **Carolyn S. Boggs, School of Government, Knapp-Sanders Building, CB#3330, Chapel Hill, NC 27599-3330**

Revised 11/2015