



PTAX-299 Application  Supervisor of Assessments  Board of Review

Section 1: Complete applicant information

Please type or print

1 First name Initial Last name

4 Social Security number - -

2 Mailing address

5 ( ) Daytime telephone number

3 City State ZIP

Section 2: List your choice of counties for certification of examination results

6 First choice County 7 Second choice County 8 State-wide

Section 3: Provide your educational background

Table with 7 columns: Schools attended, From Year, To Year, Full Time, Part Time, Major, Degree or Certificate

9 List any other designations or licenses

Section 4: Provide your employment history

Start with your current employer

Employer's Name

Job Title

Address

Reason for Leaving

Supervisory: Yes No Salary:

From Year To Year

Brief Work Description: (attach additional sheet if necessary)

Full Part Hours

Employer's Name

Job Title

Address

Reason for Leaving

Supervisory: Yes No Salary:

From Year To Year

Brief Work Description: (attach additional sheet if necessary)

Full Part Hours

Employer's Name

Job Title

Address

Reason for Leaving

Supervisory: Yes No Salary:

From Year To Year

Brief Work Description: (attach additional sheet if necessary)

Full Part Hours

Section 5: Sign below

I understand that I may be required to provide additional information to verify my eligibility for public office. I authorize release of any information on this application, including my examination results as indicated above in Section 2. I state that to the best of my knowledge, the information on this application is true, correct, and complete.

Signature / Date

# General Information

## Supervisor of Assessments

Under Section 3-5 of the Property Tax Code, in order to be eligible to serve as a supervisor of assessments, an individual must:

- Have at least two years' experience in the field of property sales, assessments, finance, or appraisals.
- Pass an examination conducted by the Illinois Department of Revenue.
- Possess ONE of the following:
  - Certified Illinois Assessing Official (CIAO) Certificate from the Illinois Property Assessment Institute with either
    - (a) additional training as required under Section 4-10 of the Property Tax Code, or
    - (b) successful completion of a minimum of 360 additional hours of department approved course work (180 hours of which must have been courses with written examinations) if an individual has served as a supervisor of assessments for twelve years or more.
  - Certified Assessment Evaluator (CAE) Certificate from the International Association of Assessing Officers.
  - Member of the Appraisal Institute (MAI), Residential Member (RM), Senior Real Estate Analyst (SREA), Senior Real Property Analyst (SRPA) or Senior Residential Analyst (SRA) Certificate from the Appraisal Institute or its predecessor organizations.

### Examination

The examination is arranged in a multiple-choice format. You may bring a noiseless calculator to the examination. A passing grade is 70 percent.

If you need any special accommodations, please contact the local examination coordinator to make the necessary arrangements.

The examination administered by the department includes the following:

- Appraisal techniques and terminology including problems pertaining to the market, income, and cost approaches to value.
- Reading comprehension which includes articles from relevant publications and the statutes.
- Legal descriptions, including both quarter section and metes and bounds descriptions.
- Assessment procedures and assessment law.

Suggested study material for the examination:

- Text or courses on appraisal theory
- [Property Tax Code](#) - (35 ILCS 200/1-1 *et seq.*) See [tax.illinois.gov](http://tax.illinois.gov) or the legal section of your local public library.
- [Components and Cost Schedules](#)

Test scores are valid for two years from the date of the examination. See 86 Ill. Adm. Code §110.180(e)(1).

## Board of Review

Under Sections 6-5, 6-10, 6-30, and 6-32 of the Property Tax Code, in order to be eligible to serve as a Board of Review member, an individual must:

- Have experience and training in property appraisal and property tax administration.
- Pass an examination conducted by the Illinois Department of Revenue.

### Examination

The examination is arranged in a multiple-choice format. You may bring a noiseless calculator to the examination. A passing grade is 70 percent.

If you need any special accommodations, please contact the local examination coordinator to make the necessary arrangements.

The examination administered by the department includes the following:

- Appraisal techniques and terminology including problems pertaining to the market, income, and cost approaches to value.
- Reading comprehension which includes articles from relevant publications and the statutes.
- Legal descriptions, including both quarter section and metes and bounds descriptions.
- Assessment procedures and assessment law.

Suggested study material for the examination:

- Text or courses on appraisal theory
- [Board of Review - Basic Course](#)
- [Property Tax Code](#) - (35 ILCS 200/1-1 *et seq.*) See [tax.illinois.gov](http://tax.illinois.gov) or the legal section of your local public library.
- [Components and Cost Schedules](#)

Test scores are valid for three years from the date of the examination. See 86 Ill. Adm. Code §110.155(i)(4).