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## **HISTORY**

The certification program for Iowa Assessors began in 1965 under the auspices of the Iowa State Association of Assessors with a five member committee in charge. Andrew S Regis, ISAA President appointed a committee of five CAE designees from Iowa. The members are listed in the following resolution.

On June 29, 1966 the first exam was given in the Wapello County Courthouse in Ottumwa, Iowa. Eight Iowa Assessors took the first exam.

Because of the scope and magnitude of such a project, it soon became necessary to place the program under the jurisdiction of a separate and distinct organization. This led to the founding of the Institute of I.C.A. in 1968.

Three years after conception of the I.C.A. program, the **INSTITUTE OF IOWA CERTIFIED ASSESSORS** was founded as per this resolution:

**RESOLUTION**

**WHEREAS**, the Iowa State Association of Assessors deemed it important that assessors who meet certain prescribed qualifications and who have attained outstanding ability in the assessment field should be recognized, and,

**WHEREAS**, the Iowa State Association of Assessors, wished to recognize assessing ability within the assessing profession by conferring upon those members who qualify, a professional designation, and,

**WHEREAS**, pursuant to Sec VI of the Constitution of the I.S.A.A., the President on January 1, 1966, appointed the following C.A.E.'s to a committee known as the Certification Committee to set up the necessary machinery to formulate this professional designation,

|                |                |
|----------------|----------------|
| J.C. McGowan   | Ottumwa        |
| Dennis Nelson  | Council Bluffs |
| Robert S. Cook | Adel           |
| Louis Barr     | Clarinda       |
| F. Ross Henry  | Clarion        |

and

**WHEREAS**, the Certification Committee has implemented a certification program, and has conferred the professional designation upon several assessors, and,

**WHEREAS**, Sec. VII of the Constitution of the I.S.A.A. provides that the **INSTITUTE OF CERTIFIED ASSESSORS** shall now be organized, and,

**NOW THEREFORE**, be it resolved that the group which is composed of Assessors presently holding the C.I.A. designation, proceed to draw up a complete plan for the organization of the Institute of Certified Iowa Assessors, with the least practical delay, so that this Institute may assume the duties of conducting its affairs and add to the membership thereof by continuing the program of certifying Iowa Assessors.

Unanimously approved August 1, 1968  
Ray Brown, C.I.A.  
President, Iowa State Ass'n of Assessors

## **PURPOSE**

- a) To develop professionalization in assessment administration.
- b) To raise the standards of the profession
- c) To attain recognition by governmental authorities of the assessing profession.
- d) To gain for the members recognition as qualified objective, unbiased assessors of property values.
- e) And, to award the designation of Iowa Certified Assessors to those who meet their requirements and qualify.

## **ADMINISTRATION**

The affairs of the I.I.C.A. are administered by a 5 member Board of Directors, elected by the membership for staggered three year terms. Various members of the Institute also serve on the Examining Board, the Grading Committee, as well as the Auditing Committee, as appointed by the President of the Institute.

## REQUIREMENTS

To qualify for membership in the Institute of Iowa Certified Assessors, and for the designation of Iowa Certified Assessor, the candidate must meet requirements in the areas of age, experience, and State Association membership, as well as scholastic background and special training. In addition, a passing grade is required in a written exam covering all phases of assessment procedure and Iowa Assessment Law, and a comprehensive narrative real estate appraisal.

To be eligible for membership in the Institute of Iowa Certified Assessors, the candidate must complete requirements #1 through #5. Items #3 & #4 must be completed within 2 years from date of application.

## REQUIREMENTS

1. Have Iowa State Association of Assessors membership, active or associate.
2. Have at least 3 years experience in some phase of assessing, review, equalization, or legal council in the field of and ad valorem tax work.
3. Submit to the Board of Directors one narrative appraisal of improved real estate, such improvements thereon to be of such an age to contain at least 2 forms of depreciation, the appraisal to include all three approaches to value.
4. Pass an examination which shall consist of a written examination and may at the discretion of the Board of Directors include an oral examination. A written examination will be given at the proctors discretion as approved by the Board of Directors.
5. Have received a passing grade on the examination of IAAO Course 101, "Fundamentals of Real Property Appraisal" and IAAO Course 102, "Income Approach to Valuation" or equivalent examination. A copy of the certificate of completion for each of these courses must be submitted to the Secretary.

## **RULES AND POLICIES THAT GOVERN THE APPLICATION**

Each person applying for I.C.A. candidacy must submit a completed application form, together with a check in the amount of \$10.00 made payable to the Secretary of the Institute of Iowa Certified Assessors. If the application is approved, the Secretary will issue a receipt. If the application is rejected, the applicant will be notified and his/her check returned. Applications must be on file not less than 30 days prior to taking the written examination, and prerequisites No. 1 and 2 on the application must be met at the time of filing.

Experience in fee appraising or in real estate sales is not applicable under prerequisite No. 2.

## **THE WRITTEN EXAMINATION**

Subjects covered are in the areas of appraisal theory, approaches to value, assessment terminology, estimation of amount of various form of depreciation, residual techniques, capitalization, urban and rural land valuation, corner influence, gross rent multiplier, sales/assessment ratio studies, Iowa Assessment law and exemption statutes, and the uniform standards of professional appraisal practice.

## **SUGGESTED STUDY MATERIAL**

- A. PROPERTY APPRAISAL and ASSESSMENT ADMINISTRATION
- B. THE APPRAISAL of REAL ESTATE, Appraisal Institute, Chicago, IL
- C. THE VALUATION of REAL ESTATE, Prof. Alfred A. Ring, Prentice-Hall, Englewood Cliffs, New Jersey
- D. IOWA REVENUE LAW, Iowa Department of Revenue, Des Moines, Iowa
- E. CODE OF IOWA, chapter 427-441
- F. UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE

**CONSTITUTION  
OF  
INSTITUTE OF I.C.A.**

We, the undersigned, being those persons who were designated Iowa Certified Assessors by the Iowa State Association of Assessors upon examination by its recent Certification Committee now associate ourselves together for the purpose of forming a professional body whose object will be to perpetuate the program of Certification of qualified Iowa assessors, assuming all the powers, rights and privileges usually granted such societies, and do hereby adopt the following Constitution, to wit:

**ARTICLES OF INCORPORATION  
OF  
INSTITUTE OF IOWA CERTIFIED ASSESSORS**

COME NOW, the undersigned, acting as Incorporators of a Corporation under the Non-Profit Corporation Act of the State of Iowa, Chapter 504A of the 1975 Code of the State of Iowa, and adopt the following Articles of Incorporation for such Corporation:

**ARTICLE I**

The name of the corporation shall be the Institute of Iowa Certified Assessors.

**ARTICLE II**

The Corporation shall commence on the day of the issuance of the Certificate of Incorporation by the Secretary of State of Iowa and shall have perpetual existence, unless sooner dissolved in the manner provided by law.

### **ARTICLE III**

This Corporation is formed for the purpose of developing the profession of assessing, establishing and maintaining standards of performance for members, providing educational programs in assessing for those wishing to qualify for this profession, attaining recognition by other governmental authorities of the profession of assessing and the professional qualifications prerequisite for appointment to the Office of Assessor, promoting the exchange of ideas and experience among members, gain for members of the Institute recognition as qualified, objective, unbiased Assessors of property, and to award a professional designation to members of the Institute of Iowa Certified Assessors.

The Institute is established for all phases of government activity relating to the principals and practices of assessment of real and personal property and includes the assessing review, equalization and legal functions.

The Institute shall promote research and development in all phases of ad valorem tax work, cooperate with other assessing and appraisal associations and with related government organizations and professions and interests, approve and adopt reports of its committees or others as to standards, codes, or recommended practice and shall establish disciplinary measures as to its members conforming with standards, codes, or recommended practices.

The Institute shall have the power to do all and everything necessary, suitable and proper for the accomplishment of any of the purposes or the attainment of any of the objects hereinbefore set forth as permitted by the laws of the State of Iowa.

**ARTICLE IV**

The Corporation is organized as a Non-Profit corporation and none of its assets or income shall enure to the benefit or be distributed to any of the members as dividends or on dissolution.

**ARTICLE V**

The address of the initial registered office shall be the Carroll County Assessors Office, Carroll County Courthouse, Carroll, Iowa 51401, and the name of its initial registered agent at such address shall be Harold H Grundmeier.

**ARTICLE VI**

The number of Directors constituting the initial Board of Directors shall be five (5), and the names and addresses of the persons who are to serve as the initial Director area as follows:

Warren Mondt  
Deputy Assessor's Office  
Waterloo, Iowa 50703

Harold D Zaar  
Cherokee County Assessor's Office  
Cherokee County Courthouse  
Cherokee, Iowa 51012

M. E. Horman  
City Deputy Assessor's Office  
Des Moines, Iowa 50300

Donald E. Reed  
Assessor's Office  
Linn County Courthouse  
Cedar Rapids, Iowa 52400

Harold Grundmeier  
Carroll County Assessor's Office  
Carroll County Courthouse  
Carroll, Iowa 51401

## **ARTICLE VII**

The original incorporators are the following:

Warren Mondt  
Deputy Assessor's Office  
Waterloo, Iowa 50703

Harold D Zaar  
Cherokee County Assessor's Office  
Cherokee County Courthouse  
Cherokee, Iowa 51012

M. E. Horman  
City Deputy Assessor's Office  
Des Moines, Iowa 50300

Donald E. Reed  
Assessor's Office  
Linn County Courthouse  
Cedar Rapids, Iowa 52400

Harold Grundmeier  
Carroll County Assessor's Office  
Carroll County Courthouse  
Carroll, Iowa 51401

## **ARTICLE VIII**

The Corporation is not engaged in any activities to influence legislation or intervene or participate in any political campaign on behalf of any candidate for any public office.

## **ARTICLE IX**

Upon dissolution of the Corporation, all assets will pass to some similar organization with its income exempt from taxation under the provisions of the Internal Revenue Code and being a Non-Profit Corporation.

**ARTICLE X**

The membership in the Institute shall be determined as provided by Constitution and by the By-Laws of the Institute.

**ARTICLE XI**

The By-Laws and Constitution of this Institute shall be adopted and may be amended by a Two-thirds (2/3) vote of the membership in attendance at any meeting of the Institute called for said purpose.

**IN WITNESS WHEREOF**, we have hereunto subscribed our names this 3<sup>rd</sup> day of September, A.D., 1975.

Warren Mondt  
M.E. Horman  
Harold H. Grundmeier  
Harold D. Zarr  
Donald E. Reed

STATE OF IOWA )

ss

CHEROKEE COUNTY )

On this 3<sup>rd</sup> day odd September, A.D., 1975, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Warren Mondt, M.E. Horman, Harold D. Zaar, Harold H. Grundmeier, and Donald E. Reed, to me known to be the identical persons named in and who executed the foregoing written instrument and acknowledged that they executed the same as their act and deed.

David L. Sayre  
Notary Public in and for  
the State of Iowa.

**ARTICLE XII**

**ANNUAL MEETING**

Sec. 1 The Annual meeting of the Institute shall be held between September 1 and November 1 each year, beginning in 1968, and notice of time and place shall be determined by the Directors, and its time and place may coincide with the annual convention of the Iowa State Association of Assessors.

**ARTICLE XIII**

**NAMES AND ADDRESSES**

Sec. 1 The name and address of the initial members of this Institution are:

- |                             |                                 |
|-----------------------------|---------------------------------|
| Larry Armel, Des Moines     | Lawrence Jacobs, Independence   |
| Cecil L. Blaiser, Waterloo  | Earl F. Jago, Jr., Waterloo     |
| Ray J. Brown, Clinton       | J.C. McGowan, Ottumwa           |
| Lee A. Candee, West Union   | Donald McLaren, Atlantic        |
| Robert S. Cook, Adel        | Dennis Nelson, Council Bluffs   |
| Robert Dungan, Des Moines   | Jack Newell, Des Moines         |
| John G. Dykstra, Wapello    | Luther Ollenburg, Rockwell City |
| Lyman Ellars, Des Moines    | Verne Pottorff, Iowa City       |
| Lionel Foster, Des Moines   | Andrew S. Regis, Des Moines     |
| Coy Gilland, Albia          | Eldon Roberts, Corning          |
| Harold Grundmeier, Carroll  | Willard Stewart, Des Moines     |
| George Hadley, Waterloo     | Ballard B. Tipton, Des Moines   |
| Ray Harney, Des Moines      | T.C. Winkler, Waterloo          |
| Willis Holland, Ft. Madison | Joseph Winnike, Ft. Madison     |
| M.E. Horman, Des Moines     |                                 |

**IN WITNESS WHEREOF**, we, the elected offices of the Institute of Certified Iowa Assessors, have hereunto affixed our hands this 19<sup>th</sup> day of August, 1968.

|                                 |                           |
|---------------------------------|---------------------------|
| John G. Dykstra, Pres.          | Lawrence Jacobs, Director |
| Earl F. Jago, Jr., Vice-Pres    | M.E. Horman, Director     |
| Harold Grundmeier, Sec'y-Treas. |                           |

**BY LAWS**  
**OF**  
**THE INSTITUTE OF IOWA CERTIFIED ASSESSORS**

Sec. 1 The principal place of business of the Institute shall be in the city of Des Moines, Iowa.

**BOARD OF DIRECTORS**

Sec. 1 The affairs of this Institute shall be managed by a Board of Directors, which shall have full control of the admissions, activities, appropriations, and expenditures of the Institute, subject to the limitations of these by-laws and amendments thereto.

Sec. 2 The Board of Directors shall be responsible for:

- a) Preparing adequate educational programs in cooperation with the ISAA and IAAO.
- b) Establishing experience requirements for members.
- c) Enforcing the code of ethics.
- d) Disciplinary control of ICA designates.
- e) Setting up and conducting qualifying examinations.

Sec. 3 The Board of Directors shall meet as needed for the purpose of examining candidates.

Sec. 4 The Board shall cause to be prepared annually a report of the activities, membership and financial condition of the Institute, which shall be presented annually at the business meeting.

Sec. 5 The Board shall hold special meetings when called by the Secretary at the request of the Chairperson, or by three members of the Board.

Sec. 6 At any meeting of the Board three members must be present to constitute a quorum, and providing a quorum is attained, any member of the Board not present, may vote by mail, or by the delivery of his proxy to the President.

Sec. 7 No Director except the Secretary-Treasurer whose compensation shall be set by the Board of Directors or member of the Institute shall receive any salary or other compensation, or anything of value in lieu thereof, directly or indirectly, by virtue of his activity on or in behalf of the Institute, not be construed to prohibit reimbursement for expenses as approved by the Board of Directors in the discharge of duty on behalf of the Institute.

Sec. 8 The membership of the Board of Directors of the Institute of Iowa Certified Assessors shall be a President, Vice President, Secretary-Treasurer, three (3) elected Directors, and the Designee of the Iowa Department of Revenue and Finance. The members of the Board of Directors shall be elected at the annual business meeting by a simple majority vote of those members present and voting. The terms of office commencing in the fall of 1978 shall be as follows:

**President**—for a three year term to expire in the fall of 1981.

**Vice President**—for a three year term to expire in the fall of 1981.

**Two (2) Directors**—for a two year term to expire in the fall of 1980.

**One Director**—for a one year term to expire in the fall of 1979.

**Secretary/Treasurer**—for a one year term to expire in the fall of 1979.

Thereafter, all elected officials shall be elected for a three (3) year term in office.

Sec. 9 Vacancies in the membership of the Board caused by death, resignation or removal from office shall be filled by the Board of Directors for the remainder of the unexpired term.

Sec. 10 **DUTIES OF OFFICERS**

a) **President:** He/she shall have a general charge and Supervision of the affairs of the Institute, and will perform other duties assigned to him/her by the Board of Directors and members. He/she may sign and execute all authorized instruments on behalf of the Institute. His/her office as Chairperson shall not preclude his/her right to vote on any matter to come before the Board.

b) **Vice-President:** At the request of the Chairperson, or in his/her absence or disability, the Vice-President shall perform any and all duties of the President.

c) **Secretary/Treasurer:** He/she shall attend and keep minutes of all meetings of Institute membership and meetings of Board of Directors. He/she shall issue notices of meetings, and in general, perform all duties incidental to the office of secretary. He/she shall give notice of annual meetings, no less than 10 days or more than 50 days prior to such meeting, and shall state the day, place, and hour. In the case of special meetings, such notice shall state the purpose for which the meeting is called. In lieu of such notices, it shall be sufficient if such notice is published on time in the official publication of the Iowa State Association no more two months prior to said meeting. He/she shall keep a list of the membership, revising it as changes in membership occur, so that the list will be current at all times. He/she shall upon assuming office, select a banking institution, with the approval of the Board of Directors, it shall become the official depository for funds of the Institution during his/her term in office.

He/she shall receive annual dues from members and examination fees from candidates, and issue receipts thereof, and credit these funds to the account of the Institute.

He/she shall make payment of the expenses of the Institute upon approval by the Board of Directors.

He/she shall keep a record of income and disbursements, and accurate account of all funds.

Sec. 11 The members of the Board of Directors, when acting in good faith in their official capacities as Officers of the Institute, shall not be held responsible by the Institute for any liability to third person resulting from such acts, and any liability caused by the willful misconduct of any officer shall be assumed by the Institute.

Sec. 12 An act of the Board of Directors which shall have received the expressed or implied sanction of the membership, shall be deemed to be an act of the Institute and cannot be impeached by any member or group of members.

### **APPOINTMENT OF COMMITTEES**

Sec. 1 The President shall appoint and direct such committees as are necessary to insure the proper functioning of the Institute except as may be otherwise provided in these By-Laws.

Sec. 2 In the event of a temporary vacancy on any committee appointed by the President, he/she shall appoint a substitute. Should a permanent vacancy occur, it shall be filled by appointment by the President.

## **MEETINGS AND REPORTS**

- Sec. 1 In addition to the annual meeting provided for in the Constitution; additional meetings may be called each year, the date and place to be determined by the Directors.
- Sec. 2 Robert's Rule of Order shall govern the procedure to be followed at all meeting of the Institute and of the Board of Directors when such rules are not in conflict with the By-Laws and amendments thereto of the Institute.
- Sec. 3 The Secretary-Treasurer shall cause to be prepared annually a report of the activities, membership and financial condition of the Institute to be presented at the annual meeting.

## **REPORTS AND PUBLICATIONS**

- Sec. 1 Any of the Institute's data, findings, reports or publications may be copyrighted and/or sold at the discretion of the Board of Directors and at such prices, rates or fees as the Board may determine.

## **CODE OF ETHICS AND MEMBERSHIP AFFILIATION**

- Sec. 1 The Code of Ethics adopted by the Institute may be altered, modified, amended or repealed by a majority vote of the membership from time to time.
- Sec. 2 The entire membership of this Institute, individually and collectively, shall observe the Code of Ethics in all respects and at all times. Each applicant for certification by the Institute, in signing his/her application form, under oath, subscribes to and agrees to exemplify the Code of Ethics adopted by this Institute.

- Sec. 3 Every member upon admission to the Institute agrees to conduct himself/herself in a manner that shall reflect that profession from any form of activity found to be unjust, unethical, or detrimental to the public or to the profession; and to give strict adherence to the Code of Ethics of the Institute.
- Sec. 4 Every member by his/her admission to the Institute, submits by consent to the discipline of the Institute. Any complaint against a member shall be investigated immediately and if such complaint is sustained, disciplinary action shall be meted out to the offending member, commensurate to the seriousness of the offense.
- Sec. 5 The Board shall have the power by a four-fifths vote of the entire Board to suspend for a period not exceeding two years, or to revoke the certificate of any member who is found guilty of any fraud or negligence, incompetence, or misconduct in the affairs of his/her office, to have violated Rule 4 of the Code of Ethics or who is found to have been convicted of any felony or of any misconduct involving a moral turpitude.
- Sec. 6 Proceedings for any action under Sec. 5 shall be begun by filing with the secretary written charges against the accused. The Board shall designate a time and place for a hearing, and shall notify the accused of this action and furnish him a copy of all charges at least thirty days prior to the date of the hearing. The accused shall have the right to appear personally or by counsel, to cross-examine witnesses or to produce witnesses on his/her behalf. The members of the Board of Directors shall not be immune from these proceedings, and if written charges shall be filed against any member of the Board, the remaining members shall hear the case and their unanimous vote shall be necessary for any action. Any action by the Board under Sec.5 or 6 shall be final.

## **FEES AND DUES**

- Sec. 1 The amount of the annual membership fees shall be set at the annual meeting.
- Sec. 2 The Sec./Treas. shall send fee notices to all members on or about Dec. 1<sup>st</sup>, for fees payable on January 1. Should any fees remain unpaid on March 1<sup>st</sup>, following, the Sec./Treas. shall send final notices. Any delinquent members may be reinstated on payment of current membership fees.

## **ELECTION OF DIRECTORS**

- Sec. 1 In succeeding years, following the original organization; the directors of this Institute shall be elected in accordance with the following procedures:
1. On or before the 1<sup>st</sup> day of July 1978, and each year there after, the President of the Institute shall appoint a Nominating Committee composed of five Institute members, and in so far as possible, no two of whom shall be members of the same district as designated by the Iowa State Association of Assessors.
  2. By August 1<sup>st</sup> each year, the chairperson of the Nominating Committee shall cause to be mailed to each member a report of the nomination for all offices open for election at the next Annual Meeting. Beside each nominee's name shall be listed the office and term of office for which the nominee is proposed.
  3. At each annual meeting, nominations shall be open to any member in good standing. Robert's Rules of Order shall prevail at each annual meeting.

## **AMENDMENTS**

Sec. 1 Amendments to the By-Laws may be processed in the following manner.

- a) By resolution adopted by a vote of two-thirds of the entire Board of Directors, or
- b) By petition signed by not less than 10% of the voting members of this Institute in good standing, and presented at the annual meeting: provided, however, that 30 days prior to such meeting, notice in writing of such proposed amendments shall first be given to the Board of Directors.

Sec. 2 Such amendments proposed by the Board, or by a majority of the Institute membership shall become effective as an amendment to these By-laws when approved by a two-thirds vote of the membership of the members present at the regular annual meeting, provided that members have been notified of the proposed changes by regular mail at least 30 days prior to the regular annual meeting.

## **EXAMINATIONS**

Sec. 1 The Examining Board shall be composed of the members of the Board of Directors.

Sec. 2 The Examining Board shall hold examinations for candidates for the I.C.A. designation when and where the Examining Board designates.

Sec. 3 One member of the Examining Board shall be present to proctor examinations, and no less than two members of the Board of Directors shall grade examinations.

Sec. 4 All findings of the Examining Board shall be final and no test shall be reviewed by the applicant.

Sec. 5 Request for written examination shall be as needed.

Sec. 6 Examinations shall be revised as needed and every effort shall be made to maintain secrecy regarding contents of examination material.

Sec. 7 Not later than 45 days after the close of each examination, the President shall notify the applicant of their examination results.

Sec. 8 Any candidate must complete all requirements within a period of two years from the date of application.

Sec. 9 To any person who has met the necessary requirements, and who shall have passed the examination as an Iowa Certified Assessor, the Board shall issue a certificate signed by the President and Secretary of the Board of Directors.

Sec. 10 To any person who is the holder of the C.A.E., R.E.S. and A.S.A. with the Real Property Urban and Ad Valorem disciplines designation, the Board shall waive the narrative appraisal portion of the examination.

Sec. 11 Application for certification shall be on forms prescribed and furnished by the Board, and shall contain statements made under oath, showing the applicants education and experience, and shall be accompanied by the application fee as set by the Board of Directors. The Secretary shall issue a receipt for the application fee, and all fees deposited shall be retained by the Institute.

## RECERTIFICATION

- Sec. 1 Recertification is mandatory for ICA designees. The President shall appoint a Recertification Monitor whose appointment runs until the President appoints a replacement. The Recertification Monitor shall serve without compensation.
- Sec. 2 The program cycle is five years. The cycle will begin on January 1, 1987, and will end December 31, 1991. The Recertification Monitor shall notify new ICA designees of the continuing education requirements, recertification record, and provide a copy of the form requesting credit. Hours will be prorated depending on when designation is awarded within the cycle.
- Sec. 3 Thirty hours of classroom attendance is required during each cycle. The Board of Directors will approve the programs authorized for recertification.
- Sec. 4 Recertification credit must be applied on form prescribed by the Board of Directors, and submitted to the Recertification Monitor for processing. A personnel file shall be established for each designee.
- Sec. 5 I.C.A. designee's sixty-five (65) years of age or retired from the assessment field, are exempt from being recertified. I.C.A. designee's who attain the age of sixty-five (65) prior to the end of their recertification cycle are not required to meet the recertification requirements for that cycle.
- Sec. 6 The Recertification Monitor shall notify each I.C.A. designee the first of each year as to the number of hours granted as of December 31<sup>st</sup>.

- Sec. 7 The Recertification Monitor shall notify the designee that they have not met the recertification requirements at least 60 days prior to the expiration date of the recertification cycle.
- Sec. 8 An I.C.A. designee who is not exempt due to age and who has not successfully completed the recertification requirements by December 31<sup>st</sup> of the year his/her recertification cycle ends shall be considered uncertified. The Recertification Monitor shall notify the Board of Directors within 30 days after the recertification cycle ends.
- Sec. 9 An unrecertified I.C.A. designee shall have six months to complete and submit for credit the necessary hours to comply with the requirements, thirty hours classroom attendance, to the I.C.A. Board for recertification. Recertification credit earned during this six month period may only apply toward satisfaction of the requirements of the immediate prior recertification cycle.
- Sec. 10 An unrecertified I.C.A. designee who fails to complete the necessary credit hours within the six month period following the recertification cycle shall have their I.C.A. designation revoked by the Board of Directors, and shall remove the reference to the I.C.A. designation from all correspondence, letterheads, business cards, resumes, telephone directories, appraisal reports, and any testimony. The Board of Directors shall notify the revoked person with ten days of their action.
- Sec. 11 Any designee who becomes unrecertified or has had their I.C.A. designation revoked for failure to comply with the recertification requirements may appeal to the I.C.A. Board of Directors. Said appeal must be in writing and must be received by the President of the Institute within thirty (30) days after the effective date of the letter, notifying the designee of the unrecertification or the revocation of the designation. The Board of Directors shall hold a hearing upon said appeal and notify the designee within ninety (90) days of receipt of said appeal. The decision of the Board concerning said appeal shall be final.

Sec. 12 A former I.C.A. designee may be reinstated by approval of the Board of Directors, by paying a fee of \$100.00 to the Institute and by successfully passing the examination given to candidate for the I.C.A. designation. Upon being reinstated, a new five-year recertification cycle shall be established.

Sec. 13 An I.C.A. designee may be granted the privilege of reinstatement only once.

Sec. 14 The Recertification Monitor shall present to the Board of Directors any credits requested for unapproved courses.

Sec. 15 The Recertification Monitor shall meet with the Board of Directors as necessary upon request of any Board member.

## **PROCEDURAL GUIDELINES FOR IICA NOMINATING COMMITTEE**

- Sec. 1 Meeting of the Nominating Committee is to be held at the IICA Summer Seminar each year.
- Sec. 2 The Nominating Committee shall notify, by letter one month prior to meeting, all members of the IICA of the date, time, and place when the Nominating Committee will meet. The notice shall also state what positions will become vacant and the term for each.
- Sec. 3 The Nominating Committee shall notify nominees not later than fourteen working days after the meeting in which nominees are selected or approved.
- Sec. 4 The Committee must have a simple majority present at meetings in order for their action or agenda items to be official.
- Sec. 5 The Nominating Committee (Chair or Sec'y) shall prepare an agenda for each meeting and copies shall be made available upon request.
- Sec. 6 If a member of the Nominating Committee is interested in running for a position, that member must resign from the committee and ask the President to make a replacement.

### **I.C.A. CODE OF ETHICS**

It shall be considered unprofessional, unethical and inconsistent with the honorable and dignified bearing of any holder of the I.C.A. designation:

1. To act in professional matters in any manner contrary to or inconsistent with the provisions of law pertaining thereto.
2. To act for his/her jurisdiction otherwise than as a faithful agent, or trustee, or to accept remuneration other than his/her salary for his/her services and expenses as Assessor.
3. To accept any assignment for assessing or appraisal services if his/her employment is contingent upon his reporting any specific predetermined amount of value or is contingent upon his/her reporting specific findings other than those known to be facts at the time of his/her acceptance of such assignment.
4. To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation of another Assessor or to attempt to discredit in any manner the ability or professional standing of any member of the Institute.
5. To act in any manner or engage in any practice which will tend to bring discredit upon the honor and dignity of the assessing profession.
6. To fail to respect and fulfill his/her obligation as an officer of his/her jurisdiction and as a citizen of his/her nation, state and community.

7. To voluntarily appear in any case involving the assessment of property in another jurisdiction unless it be in defense of the assessment made by another Assessor.
8. To give impromptu opinions as to the value of any property unless it shall be based upon the available facts.
9. To divulge information concerning persons or their property obtained by the I.C.A. designee in his/her official capacity and which information was given to the Assessor in confidence, except to another Assessor.
10. To accept any gift where it is clear that such gift is made solely because the recipient is an assessing official.
11. To use the material of another in any writing or speech unless full credit is given the person who was the original author.

### **PROFESSIONAL CONDUCT**

Sec. 1 In addition to observance of the Code of Ethics, every member of this Institute is admonished to adhere to the following:

#### **CREDO FOR IOWA CERTIFIED ASSESSOR**

It shall be the obligation of each member of the Institute to consider this Credo as being founded in the Golden Rule:

To show his/her faith in the worthiness of his/her, the Assessing Profession, by industrious application thereto, to the end that he may merit a reputation for quality of service;

To the best of his/her ability to assess each and every parcel of property on an equal basis and to establish the highest possible basis of equalization;

To conduct himself/herself, in building his/her success, that he/she does not tear down that of others by questionable acts of his/her own;

To be fair to his/her government and to the public, honest with his/her colleagues and true to himself/herself;

To resolve within himself/herself any doubt which may arise as to the right or ethics of his/her position in all of his/her work and activities;

To hold the friendship of others as an end, rather than a means, yet accepting same in the spirit with which it was given;

To aid his /her colleagues by giving sympathy to those in distress, no rumor against any of them as truth until such shall have been proved beyond a reasonable doubt;

To be careful with his/her criticism and liberal with his/her praise, assisting no rumor against any of them as truth until such shall have been proved beyond a reasonable doubt;

To be careful with his/her criticism and liberal with his/her praise, assisting and not hindering those engaged in his/her, the Assessing Profession;

To respect and fulfill his/her obligation as an officer and a citizen to his/her nation, state and community, giving to them his/her unswerving loyalty in word, act and deed;

To hold as confidential, any information received as an officer of the government which could be used for personal gain, unless such information is or should be public pursuant to law of the requirements of official business;

10-03-10

To seek success and to demand all fair remuneration therefore as his/her just due, accepting nothing at the price of his/her own self respect;

To make each assessment in strict accordance with the assessment laws of the State of Iowa, and to comply with each assessment and tax law of the state that governs the operation of his/her office.

**ROSTER OF ICA DESIGNATES  
OCTOBER – 1992**

- |                        |                        |                        |
|------------------------|------------------------|------------------------|
| 1. Larry L Armel       | 37. Harold D Zaar      | 73. Raymond L Armel    |
| 2. Andrew S Regis      | 38. Lester Gingerich   | 74. Jeff M Rops        |
| 3. John G Dykstra      | 39. Donald E Reed      | 75. Robert Zinnel      |
| 4. Harold H Grundmeier | 40. Edward Kehrberg    | 76. Robert L Kocer     |
| 5. George F Hadley     | 41. W.H. Guthrie       | 77. Harold Lubben      |
| 6. Willis L Holland    | 42. Vernon E Lester    | 78. John Deegan        |
| 7. Michael E Horman    | 43. Evelyn F Nordstrom | 79. James B Cleminshaw |
| 8. J.C. McGowan        | 44. Norman Fleagle     | 80. Margaret McMeeken  |
| 9. Luther E Ollenburg  | 45. Russell B Hicks    | 81. Mary P Mitchell    |
| 10. Verne W Pottorff   | 46. Lester Buenger     | 82. Steve Palm         |
| 11. Robert S Cook      | 47. Keith Ottoson      | 83. Carla Thompson     |
| 12. Willard A Stewart  | 48. Vernon Peterson    | 84. Linda Campbell     |
| 13. Joseph Winnike     | 49. Dale Hyman         | 85. Rodney A Hervey    |
| 14. Lee A Candee       | 50. David K Siefkas    | 86. Don Cook           |
| 15. Lyman E Ellars     | 51. Randolph C Fisher  | 87. Roland S Ehm       |
| 16. Lionel L Foster    | 52. Wayne Schwickerath | 88. Franklin D Weaver  |
| 17. Lawrence L Jacobs  | 53. Barrett Ericson    | 89. Richard H Hoffman  |
| 18. Earl F Jago, Jr    | 54. Richard Stradley   | 90. Marva Bennigsdorf  |
| 19. Jack E Newell      | 55. Glenn Sorensen     | 91. Linda P Fallesen   |
| 20. Cecil L Blasier    | 56. Dennis R Ellars    | 92. Greg L Harms       |
| 21. Robert W Dungan    | 57. Phyllis Kroon      | 93. William T Greazel  |
| 22. Don McLaren        | 58. Victor D Renda     | 94. Katherine A Ament  |
| 23. Eldon K Roberts    | 59. Scott E Labus      | 95. L Dean Pohren      |
| 24. T.C. Winkler       | 60. Roger E Peel       | 96. Dianne L Pote      |
| 25. Ray J Brown        | 61. Fred Walker        | 97. Michael B Porter   |
| 26. Frank J McSpaden   | 62. Alan K Harding     | 98. Robert P Ehler     |
| 27. Dayle K Purcell    | 63. Laurence Street    | 99. Daryl Risting      |
| 28. Donald F Shepard   | 64. John J Kieler      | 100. Timothy P Brummer |
| 29. Gerald G Zimmerman | 65. Charles E Henry    | 101. Dale McCrea       |
| 30. Harold E Jackson   | 66. John L Boedeker    | 102. James A Willet    |
| 31. H. Ernest Lund     | 67. Bruce Mitchell     | 103. Lee V Viggers     |
| 32. Robert E. Hastings | 68. Ted VanGrootheest  | 104. James Maloney     |
| 33. Warren Mondt       | 69. Stan Gaumer        | 105. Lil M Perry       |
| 34. Garth Cottington   | 70. Ralph J Pieper     | 106. David E Ellis     |
| 35. Homer M Lockard    | 71. Joel F Blake       | 107. Patricia M Dodds  |
| 36. Carol A Renander   | 72. John S Moreland    | 108. Dean M Saner      |

Application received \_\_\_\_\_

File# \_\_\_\_\_

Application approved \_\_\_\_\_

INSTITUTE OF IOWA CERTIFIED ASSESSORS

To:                                   Application for Iowa Certified Assessors  
  The Chairperson of the Board of Directors,  
  Institute of Iowa Certified Iowa Assessors

I hereby make application for permission to take the examination to be given for membership in the Institute of Iowa Certified Assessors. I understand that in order to qualify, it will be mandatory that I complete the defined requirements. And that I must complete items 3 & 4 within two years from date of this application.

Type or Print  
Name \_\_\_\_\_

Jurisdiction \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**RESUME SECTION OF APPLICATION FORM**

Complete the items below, giving as much information as possible.

1. Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

2. Class of ISAA membership \_\_\_\_\_

3. Experience: (Give complete details of your experience in the assessment field including where you have worked, job duties and dates.)

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4. Education:

a. High School (Yes or No)

Date graduated and name of school \_\_\_\_\_

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b. College (Yes or No)

Name of College \_\_\_\_\_

Major \_\_\_\_\_ Subject \_\_\_\_\_

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Degree (Yes or No) Years attended \_\_\_\_\_

c.In-Service Training: ISAA Schools and others attended and dates:

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5. Instruction: List below where you have taught or lectured, the dates of each and the subject:

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6. Published papers; List below the papers you have published together with the subject matter, name of publication or periodical and the date the article appeared. If possible include copies of each article:

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7. References: List three references each of whom is familiar with your professional qualifications and personal conduct. Please give complete addresses: (Must be, or have been, residents of the assessment jurisdiction served by the applicant.)

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8. Attached hereto is my check for \$10.00 to cover the application fees as prescribed by the Articles of the Constitution and the By-Laws.

I hereby certify that the information contained herein is true and correct to the best of my knowledge and belief and that I will abide by the Constitution, by-Laws and the Code of Ethics of the Institute.

Signature\_\_\_\_\_

**GUIDE TO WRITING REAL PROPERTY DEMONSTRATION  
NARRATIVE APPRAISAL REPORT FOR ICA**

## **THE NARRATIVE APPRAISAL REPORT**

It is mandatory the candidate submit to the Board of Directors one narrative appraisal report of an improved real estate. The report should be a step by step, in logical order, process that leads to a conclusion of value. The report should follow the recommended outline for narrative appraisal as listed on the report grading sheet.

### **MINIMUM REQUIREMENTS FOR THE NARRATIVE REPORT**

1. The letter of transmittal must be addressed to the Institute of Iowa Certified Assessors and must be signed by the applicant and must contain all items in the outline section of this guide.
2. Only plain white bond paper may be used for the report. No letterhead paper may be used except for the letter of transmittal.
3. The report must be professional in appearance. Photocopies of photographs are not acceptable. There must be photographs of the subject property and any properties used as comparable whether to support land value, rental value, or improvement value. Photocopies of the printed material of the report are acceptable but the copy must be of high quality. The applicant should gather and assemble all the information in the report but if information is obtained through the efforts of another there should be a footnote crediting the other individual's efforts and qualifications of the individual listed.
4. The subject property must be of sufficient age and condition to contain at least 2 forms of depreciation. If the remaining form of depreciation is not present, the report must show by example how it would be handled if it were present.
5. All information contained in the report must be factual. A report reviewer may check the report for factual information. Fictitious information may cause a report to be refused.
6. The report should follow the same sequence as in the outline of the uniform grading system. There may be a reduction in score if the accepted sequence is not followed.

**RECOMMENDED OUTLINE FOR NARRATIVE APPRAISAL  
(showing uniform grading system)  
PART I**

- A. Title Page
1. Address of property
  2. Type of property
  3. Name & address of appraiser

- B. Letter of Transmittal
1. Date of appraisal
  2. Identification of property
  3. Rights appraised
  4. Purpose of appraisal
  5. Definition & final estimate of value
  6. Signature of appraiser

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .055

**FINAL SCORE THIS SECTION  
(maximum points 1)\_\_\_\_\_**

BASIC POINTS

| 3 | 2 | 1 | 0 |
|---|---|---|---|
|   |   |   |   |
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- C. Table of Contents

- D. Summary of Salient Facts
1. Valuation conclusion
  2. Value by three approaches
  3. Improvement data
  4. Land data
  5. Taxes
  6. Highest and best use

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .055

**FINAL SCORE THIS SECTION  
(maximum points 1)\_\_\_\_\_**

| 3 | 2 | 1 | 0 |
|---|---|---|---|
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**GRADER'S COMMENTS**

**PART II**

A. Body of Report

1. Type of & identity of property
2. Legal description
3. Limiting conditions
4. Taxes
5. Purpose of appraisal

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .333

**FINAL SCORE THIS SECTION**  
**(maximum points 5)**\_\_\_\_\_

BASIC POINTS

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
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|   |   |   |   |

B. City Data

1. Type of Government
2. Economic & market conditions
3. Thoroughness of data

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .555

**FINAL SCORE THIS SECTION**  
**(maximum points 5)**\_\_\_\_\_

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

C. Neighborhood Information

1. Outline & description of neighborhood
2. Price range and income range
3. Rentals
4. Positive and negative information
5. Relevancy of data to subject property

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .333

**FINAL SCORE THIS SECTION**  
**(maximum points 5)**\_\_\_\_\_

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
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GRADER'S COMMENTS

**PART III**

**A. Site Analysis**

1. Land description - area, size  
shape, topo, etc.
2. Availability of utilities
3. Location factors
4. Restrictions & zoning

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .50

**FINAL SCORE THIS SECTION**  
**(maximum points 6)**\_\_\_\_\_

**BASIC POINTS**

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
|   |   |   |   |
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**B. Building Improvements**

1. Design and layout
2. Number of Units
3. Age and size
4. Condition and type of equip.
5. Effective age and remaining economic life

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .40

**FINAL SCORE THIS SECTION**  
**(maximum points 6)**\_\_\_\_\_

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
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**C. Highest & Best Use**

1. Definition and source
2. Analysis of site as vacant
3. Total property analysis
4. Support of highest and best use

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .333

**FINAL SCORE THIS SECTION**  
**(maximum points 4)**\_\_\_\_\_

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
|   |   |   |   |
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**GRADER'S COMMENTS**

**PART IV**

**APPROACHES TO VALUE**

**A. Cost Approach**

1. Justification of land value
  - a. Description of comparable land sales
  - b. Adjustments for major differences
  - c. Chart or narrative of adjustments
  - d. Selection of units of comparison
  - e. Correlation & final estimate of value

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .20

**FINAL SCORE THIS SECTION**  
**(maximum points 3)**\_\_\_\_\_

2. Building cost and justification
  - a. Sources of cost information
  - b. Derivation of cost factors and cost new
  - c. Distinguish between reproduction cost and replacement cost

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .333

**FINAL SCORE THIS SECTION**  
**(maximum points 3)**\_\_\_\_\_

**BASIC POINTS**

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
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| 3 | 2 | 1 | 0 |
|   |   |   |   |
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**GRADER'S COMMENTS**

3. Depreciation, explanation and reasons  
 a. Physical

BASIC POINTS

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
|   |   |   |   |

Total of all points above\_\_\_\_\_

Multiplied by conversion factor 1.333

**FINAL SCORE THIS SECTION**  
**(maximum points 4)**\_\_\_\_\_

- b. Economic

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .666

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
|   |   |   |   |

**FINAL SCORE THIS SECTION**  
**(maximum points 2)**\_\_\_\_\_

- c. Functional

Total of all points above\_\_\_\_\_

Multiplied by conversion factor 1.333

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
|   |   |   |   |

**FINAL SCORE THIS SECTION**  
**(maximum points 4)**\_\_\_\_\_

- B. Income approach  
 1. Description of comparables  
     sales and rentals  
 2. Selection and justification of GRM  
 3. Justification of economic  
     rent for subject  
 4. Final value estimate

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
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Total of all points above\_\_\_\_\_

Multiplied by conversion factor 1.333

**FINAL SCORE THIS SECTION**  
**(maximum points 16)**\_\_\_\_\_

GRADER'S COMMENTS

C. Market Approach

1. Description of comparables
2. Adjustments of comparables
3. Date of sale, sale price & terms, book and page if recorded, if not recorded other verification must be included, names and addresses of grantor and grantee
4. Final value estimate

| 3 | 2 | 1 | 0 |
|---|---|---|---|
|   |   |   |   |
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Total of all points above\_\_\_\_\_

Multiplied by conversion factor 1.333

**FINAL SCORE THIS SECTION**  
**(maximum points 16)**\_\_\_\_\_

D. Correlation

1. Brief review of developed data
2. Analysis of strengths and weaknesses
3. Consideration of quality and quantity of data
4. Logical selection of final estimate
5. Rounded estimate in words and figures and date of market value estimate

| 3 | 2 | 1 | 0 |
|---|---|---|---|
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Total of all points above\_\_\_\_\_

Multiplied by conversion factor .666

**FINAL SCORE THIS SECTION**  
**(maximum points 10)**\_\_\_\_\_

GRADER'S COMMENTS

E. Certification

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .333

BASIC POINTS

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
|   |   |   |   |

**FINAL SCORE THIS SECTION**  
**(maximum points 1)**\_\_\_\_\_

**PART V**

1. Map of city
2. Plat of subject
3. Plot plan
4. Building sketch
5. Photos of subject and comparables
6. Qualifications of appraiser

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .166

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|---|---|---|---|
| 3 | 2 | 1 | 0 |
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**FINAL SCORE THIS SECTION**  
**(maximum points 3)**\_\_\_\_\_

**PART VI**

1. General appearance and neatness
2. Spelling and grammar
3. Professional look

Total of all points above\_\_\_\_\_

Multiplied by conversion factor .555

|   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | 0 |
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**FINAL SCORE THIS SECTION**  
**(maximum points 5)**\_\_\_\_\_

**TOTAL MAXIMUM POINTS 100**

**NARRATIVE TOTAL SCORE**\_\_\_\_\_

**GRADER'S COMMENTS**