

ADALB SUBCOMMITTEE MEETING MINUTES

Date: January 15, 2009

Place: Commerce Insurance Company, Webster

Time: 9:00AM

AGENDA TOPICS

1. Welcome Back Members of the ADALB Subcommittee.

Sue welcomed all the members who attended this meeting; Carl Garcia, Tom Ricci, Frank DeSario, Mike Moran, Al Oliveira, and Denis LaFleur. She indicated that it is due to the effort and time contributed by the Subcommittee members that has made the proposal to change the testing process for Appraiser Licensing in Mass. a successful one.

2. Acceptance of the 10/28/08 meeting minutes.

The Subcommittee discussed the prior meeting minutes for acceptance and to revamp our prior attributes in order to continue what needs to be completed in our future proposal.

3. Commissioner's Letter to the ADALB

The Subcommittee discussed the Commissioner's letter that was sent to the ADALB in September of 2008. We focused on what the Commissioner is requesting in order to consider a change in the current Appraiser Licensing testing process. We concentrated on the forum of how the examinations would be given, how the examinations would be monitored, who would be responsible for grading the examinations and where the ADALB examination will be offered.

The Subcommittee plans to include all of the above concerns and the other inquiries made by the Commissioner in her letter in a full package proposal that will need to be approved by the Board. We projected the package completion to be presented to the Board in the March 2009 ADALB meeting.

4. Discussions:

- The testing day check in process of attendance and how to administer both portions of the exam:

The Subcommittee discussed the ways to offer the written and practical portion of the exam in one day. Our final conclusion will be to limit the number of exam candidates to fifty. The first twenty-five candidates will be invited to arrive at the testing center at 8:00AM for check in. Check in will

take place outside of the testing room. Once they are checked in and seated they will begin the written portion of the test and be allowed one hour to complete 50 multiple choice questions. After they complete and submit the written portion of the test, they will be chauffeured out to the vehicle, view the vehicle, and return to the testing room. They will be allowed 90 minutes to complete the practical appraisal portion of the test.

In the meantime, the next twenty-five candidates will be invited to arrive at the testing center at 9:30 AM. Again, check in will take place outside of the testing room. They will be seated and complete the first portion of the test. Once they have completed the written portion of the test, they will view the vehicle and complete the practical portion of the test. All candidates should complete their exams by approximately 12:00 noon.

The testing committee will be committed to provide order and sequence. No person without a written invitation letter from the DOI will be allowed to take the test. All testing candidates will be spaced seated and watched carefully.

- **What type of testing requirements/scoring will be used to correct the written and practical portion of the test:**

The Appraiser Licensing exam will be administered in a two-step process. The first portion of the test (50 multiple choice questions) will be graded on a 100 point grading system (2 points per question). The candidate must pass with a grade of 70 points.

The second portion of the test (viewing the vehicle and writing an appraisal) will be graded through set requirement check list allowing a point schedule for each requirement. Example – Vin # properly stated = 1 point, mileage properly state = 1 point, each replacement part = 5 points, each estimate of repair time = 5 points. The damage on the vehicle represents a compilation of a point structure adding up to 100 points. The test will be designed to measure administrative and technical knowledge of vehicle appraising. The applicant must score 70 points in order to pass.

Since each test is administered separately, failing one or both portions of the test will signify a retake for an additional fee filed through the DOI.

- **Names of back up volunteers for administrating and correcting the test:**

In order to recruit the proper personnel to administer the Appraiser Licensing Exam, the Subcommittee thought it was necessary to furnish a letter to all affiliated associations of the ADALB who could provide the names of recommended personnel suitable to help administer and grade the exam. Included in our distribution are the Presidents of MABA, AASP and Instructors of the Appraisal Course and Vocational Schools. We agreed to

present an applicable letter for approval by the Board at the January 20th meeting. This letter is to promote and support the interest of our existing and future testing processes and will be distributed and maintained by the ADALB Chairperson.

➤ **Research of all testing sites:**

In order to offer sufficient back up (in such cases of emergency), the Subcommittee has agreed research other testing sites. All recommendations will be tabled to our next Subcommittee meeting.

5. General Discussion

There was some general discussion on the existing process of how the Licensing Test is administered. We spoke of ways in order to improve the consistency of grading.

We also discussed to create a bullet form process of our proposal to be administered at the next ADALB meeting (January 20th) for informational purposes.

Once again the Subcommittee held a very successful meeting in which informative discussions took place. We hope to finalize our proposal for the testing processes of the Licensing Exam by the end of the first quarter of 2009.