

Value Adjustment Board (VAB) Training Frequently Asked Questions

Revised 07-2021

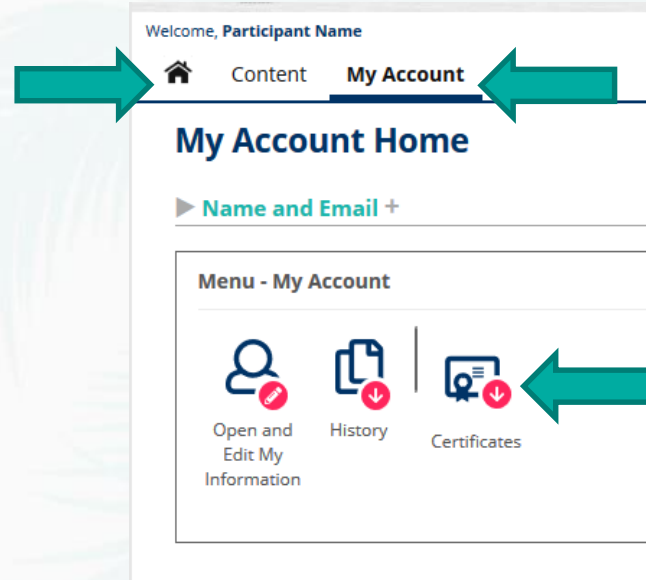
Overview

Click on the question to go directly to the answer.

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1. How do I get my training certificate?

- a. After completing the required modules for your course, click the home icon or “My Account” tab.
- b. Click the “Certificates” icon in the menu.



c. Click the certificate icon located to the far right.

Welcome, Participant Name Sign Out

[Home](#) [Content](#) **[My Account](#)**

My Account - My Certificate History


User Information

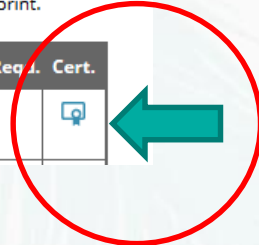
Name Participant Name
Email vabtraining@floridarevenue.com

Available Certificates

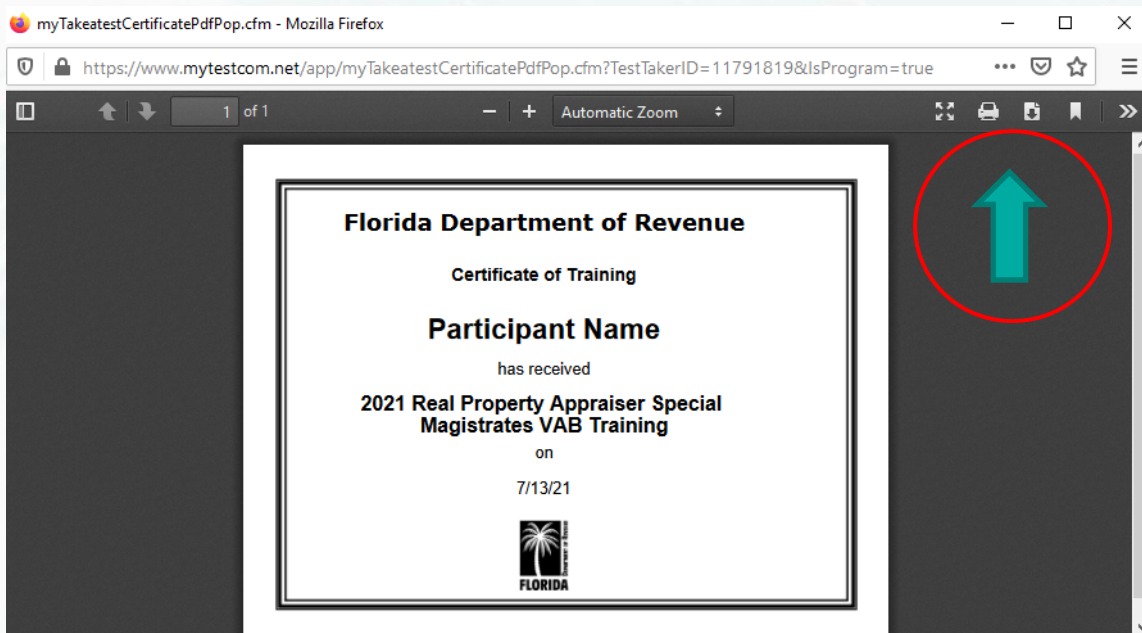
The following is a detailed list of your certificates. If you have permission to review the detail of any content taken, the test (content) name will appear below as a link you can click on to open.

If a certificate is available, note an icon in the certificate column below. Certificates are generated in an Adobe PDF format. Clicking on an icon will open the PDF certificate in a popup window. You may need to disable any popup blockers to view. Once opened, you can save the certificate on your computer or print.

History	Type	Score	Max	Pass	Date (end time)	Reg.	Cert.
2021 Real Property Appraiser Special Magistrates VAB Training	Course			Successful	July 13, 2021 4:55:23 PM EDT		



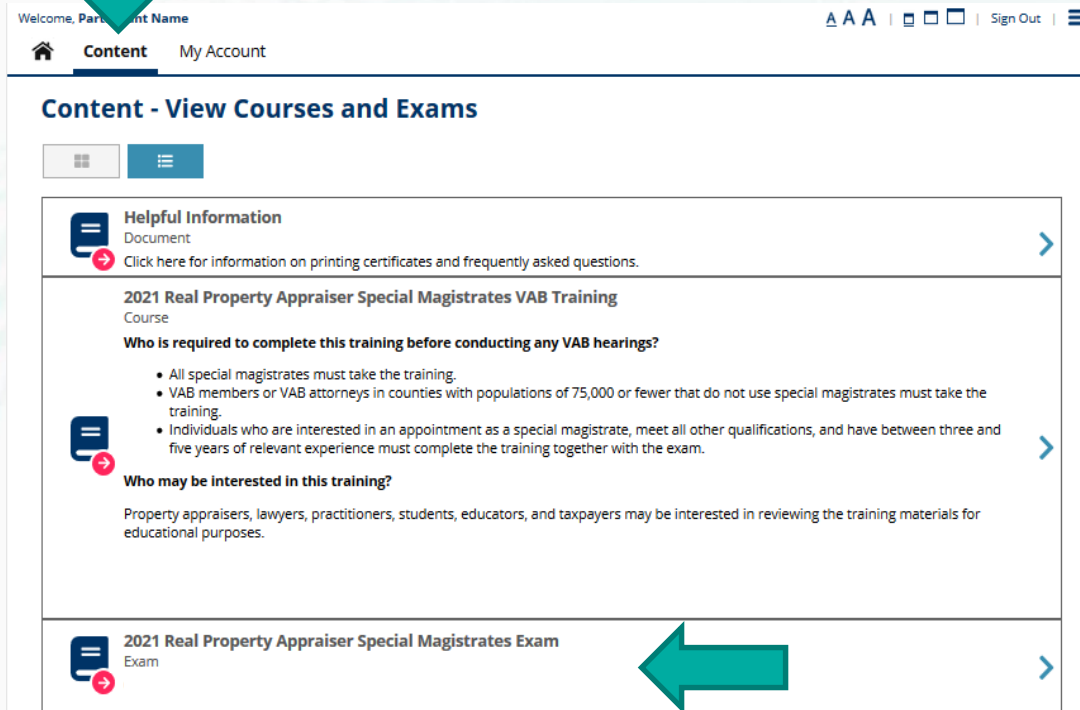
d. Your certificate will open in a pop-up window.



–Click  to print.

–Click  to save a copy of the PDF certificate for your records.

2. How do I access the exam?



Welcome, Participant Name AA | [] | Sign Out | []

[Content](#) [My Account](#)

Content - View Courses and Exams

Helpful Information
Document
Click here for information on printing certificates and frequently asked questions.

2021 Real Property Appraiser Special Magistrates VAB Training
Course
Who is required to complete this training before conducting any VAB hearings?

- All special magistrates must take the training.
- VAB members or VAB attorneys in counties with populations of 75,000 or fewer that do not use special magistrates must take the training.
- Individuals who are interested in an appointment as a special magistrate, meet all other qualifications, and have between three and five years of relevant experience must complete the training together with the exam.

Who may be interested in this training?
Property appraisers, lawyers, practitioners, students, educators, and taxpayers may be interested in reviewing the training materials for educational purposes.

2021 Real Property Appraiser Special Magistrates Exam
Exam

a. Click the “Content” tab.

b. Click on the exam (located below the course).

c. Click “Choose Exam.”

Welcome, Participant Name AA Sign Out

[Content](#) [My Account](#)

Take a Exam - Choose to Begin Taking a Exam

[Take a Exam](#)
You have selected the following exam.

Name 2021 Real Property Appraiser Special Magistrates Exam
Type Exam

[Prerequisite List](#)
You successfully completed the following prerequisites to take this exam.

Completed	Prerequisite	Type	Note
✓	2021 Real Property Appraiser Special Magistrates VAB Training	Course	Successfully completed on: July 13, 2021 5:06:52 PM EDT

[Content List](#)
All of the following must be successfully completed to complete this exam

Once this exam has been selected you will then have the opportunity to access this content

Content	Type
2021 Real Property Appraiser Special Magistrates VAB Exam - Any interested person may complete this online exam. If you have between three and five years of relevant experience and meet all other qualifications in section 194.035(1), Florida Statutes, you...	Exam

[Choose this Exam](#)
You can choose this exam by pressing the Choose Exam button.



d. Click on the exam name.

Welcome, **Participant Name** Sign Out

[Home](#) **Content** [My Account](#)

Exam - Launch and Choose to Take Content

Exam
You have selected the following exam.

Name 2021 Real Property Appraiser Special Magistrates Exam
Type Exam
Started Date: 7/13/21

Content List
The following lists all the content that needs to be successfully completed to successfully complete this exam. Click on the content name to choose and start taking uncompleted items.

Completed	Open	Exam Content	Type	Note
<input type="checkbox"/>	<input type="checkbox"/>	2021 Real Property Appraiser Special Magistrates VA... Exam - Any interested person may complete this online exam. If you have between three and five years of relevant experience and meet all other qualifications in section 194.035(1), Florida Statutes, you...	←	Not taken

[Cancel](#)

e. If the exam is not proctored, click “Start this Exam.”

Welcome, Participant Name

AAA | [Icons] | Sign Out | [Menu]

Content My Account

Start - Exam

Exam

You have chosen to take the following exam.

Name 2021 Real Property Appraiser Special Magistrates VAB Exam
Description Any interested person may complete this online exam. If you have between three and five years of relevant experience and meet all other qualifications in section 194.035(1), Florida Statutes, you must complete an exam to become a special magistrate. If you pass the exam, you will receive a certificate from the Department of Revenue for successfully completing the training and exam. Testing is not required for other participants in the VAB training, but they may complete an exam if they prefer. However, to help promote and maintain a high level of public trust in the VAB process, the Department encourages all real property special magistrates to complete and pass this exam.

Please email any questions to VABTraining@floridarevenue.com.

Questions Thank you for your interest in the Department's 2021 VAB training.
47 (number of questions)
Time Limit 180 (minutes)

Exam Found

This exam was found in the following exam. Successful completion of this exam is required to successfully complete the exam.

Name	Status	Description	Created
2021 Real Property Appraiser Special Magistrates Exam	Selected to Take		7/13/21

Start Exam

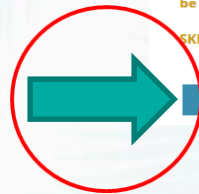
You can start taking this exam by pressing the Start this Exam button.

TIME LIMIT - This exam has a 180 minute time limit. You should complete this exam within this time limit. If the timer expires while taking, any unanswered questions will be treated as incorrect in the calculation of results.

BACK BUTTON - When taking this exam you are permitted to move backwards to review/change prior answers.

RESTART/RESUME - When taking this exam you CANNOT stop taking this exam. If you stop taking this exam by closing your browser your answers will be lost, the exam result will not be counted, and it will be marked as an unsuccessful attempt to take this exam.

SKIP - When taking this exam you can skip answering questions while taking this exam.



Start this Exam

Cancel

f. If the exam is proctored, click “Launch Virtual Proctoring Service for Authorization to Start.”

NOTE:

- A webcam, microphone, and government-issued ID are required.
- Click [here](#) to make sure your computer meets the minimum system requirements.

Start - Practice

Practice

You have chosen to take the following practice.

Name ProctorFree Practice Exam

Description

This practice exam is provided for users to test the functionality of our proctoring service, ProctorFree. It is **highly** recommended you take this practice exam **prior** to beginning your real exam.

Questions 3 (number of questions)

Virtual Proctoring Service Required

Launch virtual proctoring service for authorization to start.

Launch Virtual Proctoring Service for Authorization to Start



3. How do I get my exam certificate?


Option 1

- a. After passing the exam, your exam certificate will be available. Click the certificate icon to open it.
- b. Click “Return to Home Page” to return to the main menu.

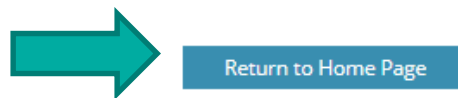
Certificate

A completion certificate is available for this practice. The certificate is in an Adobe PDF format. Click on the image below to open in a popup window. You may need to disable any popup blockers to view. Once opened, you can save the certificate on your computer or print.

For this practice, this application will allow you to retrieve this certificate at anytime under the My Account menus.



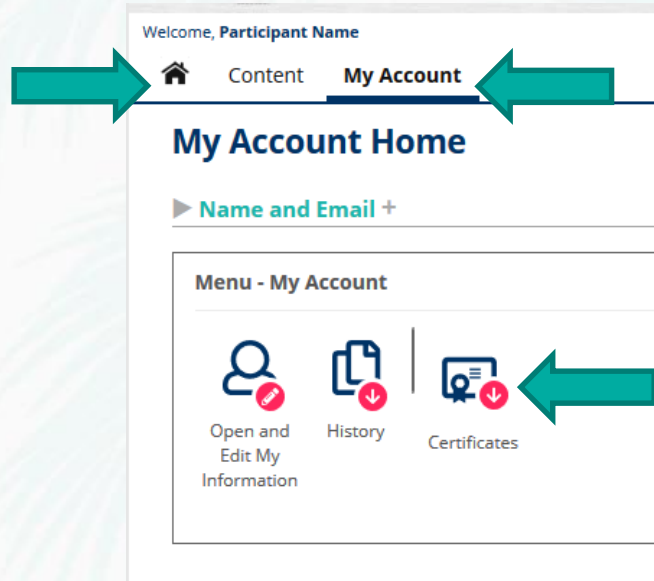
click on above icon to open



3. How do I get my exam certificate?

Option 2

- After passing the exam, click the home icon or “My Account” tab.
- Click the “Certificates” icon in the menu.



- **NOTE:** If your exam is proctored, your certificate will be emailed to you after the review of the proctoring session is complete.

c. Click the certificate icon located to the far right.

Welcome, Participant Name Sign Out

[Home](#) [Content](#) **[My Account](#)**

My Account - My Certificate History



User Information

Name Participant Name
Email vabtraining@floridarevenue.com

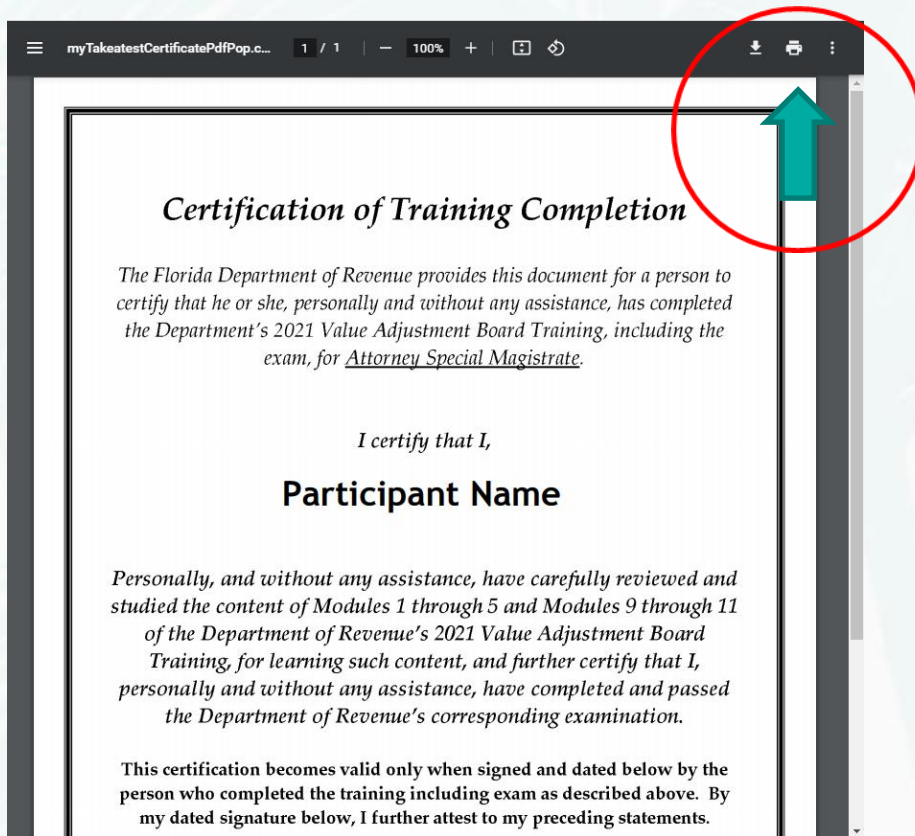
Available Certificates

The following is a detailed list of your certificates. If you have permission to review the detail of any content taken, the test (content) name will appear below as a link you can click on to open.


If a certificate is available, note an icon in the certificate column below. Certificates are generated in an Adobe PDF format. Clicking on an icon will open the PDF certificate in a popup window. You may need to disable any popup blockers to view. Once opened, you can save the certificate on your computer or print.

History	Type	Score	Max	Pass	Date (end time)	Reqd.	Open	Cert.
2021 Real Property Appraiser Special Magistrates Exam	Exam	Successful			July 16, 2021 1:26:17 PM EDT			
2021 Real Property Appraiser Special Magistrates VAB Training	Course	Successful			July 14, 2021 2:18:49 PM EDT			

d. Your certificate will open in a pop-up window.



– Click  to print.

– Click  to save a copy of the PDF certificate for your records.

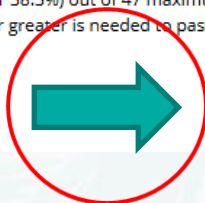
4. How do I view the questions I answered incorrectly on the exam? *Option 1*

Completed - Exam - 2021 Real Property Appraiser Special Magistrates VAB Exam

You are finished taking the following exam:

Name 2021 Real Property Appraiser Special Magistrates VAB Exam

Score **FAIL**
18 points scored (or 38.3%) out of 47 maximum points
(a score of 80.0% or greater is needed to pass this test)



Return to Exam

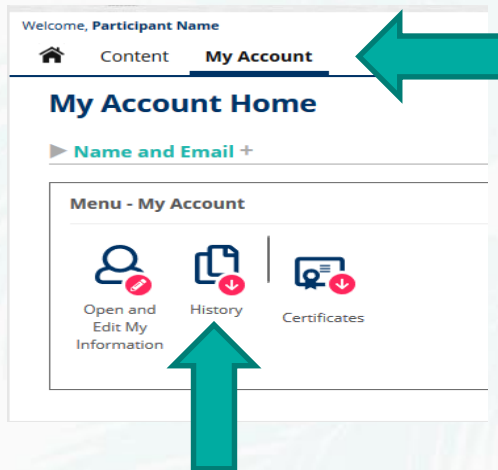
- After finishing the exam, your results will be displayed. If you do not pass, you can click “Return to Exam” to take it again.

- You can review which questions you answered correctly and incorrectly below each question on this page.

Incorrect: Your answer is incorrect. 0 points.

Correct: Your answer is correct. 1 point.

4. How do I view the questions I answered incorrectly on the exam? *Option 2*



- You can also review your exam results from the “History” option from the “My Account” tab.
- Click the icon under “Open” on the far right.

Content History such as Tests Taken

The following is a detailed list of your history including tests taken. If you have permission to review the detail of any content taken, the test (content) name will appear below as a link you can click on to open.

History	Type	Score	Max	Pass	Date (end time)	Revd.	Open
2021 Real Property Appraiser Special Magistrates VAB Exam	Exam	46	47	✓	July 16, 2021 1:26:17 PM EDT		
2021 Real Property Appraiser Special Magistrates VAB Exam	Exam	18	47	✗	July 16, 2021 1:04:28 PM EDT		



5. How do I know if I need to take the exam?

- If you have between three and five years of relevant experience and meet all other qualifications in section 194.035(1), Florida Statutes (F.S.), you must complete an exam to become a special magistrate.
- To use this training toward qualifying education for the Certified Florida Appraiser (CFA) or Certified Florida Evaluator (CFE) designations, successful completion of the exam is required.

5. How do I know if I need to take the exam? (continued)

- Individual counties may require completion of an exam. Contact your county's VAB clerk for more information.
- Testing is not required for other participants in the VAB training, but they may complete an exam if they prefer.
- To help promote and maintain a high level of public trust in the VAB process, the Florida Department of Revenue (Department) encourages all real property special magistrates to complete and pass this exam.

6. What is the difference between the training certificate and exam certificate?

- The training certificate is your documentation that you have taken the VAB training course indicated on the certificate.
- The exam certificate is your documentation that you have taken the VAB training course indicated on the certificate **and** successfully completed the associated exam.

7. How do I get my name added to the list of VAB training participants?

- Submit a copy of your training certificate or exam certificate to VABTraining@floridarevenue.com.
- See the [How do I get my training certificate?](#) section or [How do I get my exam certificate?](#) section of this document for help on accessing your certificate(s).
- The participant list is located on the [VAB Training page](#) and is updated weekly.

8. How do I become a special magistrate?

- Contact your county for details on becoming a special magistrate.
- Additional information is also available on the [Value Adjustment Board page](#) of the Department's website.

9. What do I need to do after taking VAB training?

- Contact your county for details on becoming a special magistrate.
- Additional information is also available on the [Value Adjustment Board page](#) of the Department's website.

10. Where do I go for help with other questions?

- For issues with logging in to Gauge, please contact [Gauge Customer Support](#).
- For issues with ProctorFree, please utilize ProctorFree’s live chat feature or contact [ProctorFree Support](#).
- For questions about the VAB Training content, please contact VABTraining@floridarevenue.com.