

## ***Certification Requirements for Cadastral Mapping Technology***

1. This certification will be limited to members and associate members of the Utah Association of County Recorders.
2. One year of experience working directly within any Utah State Recorder's Office in the Cadastral Mapping Department. This experience must be certified by the County Recorder, you are currently employed with. This includes both Part 1 and Part 2 of the Course.
3. Submit to the Cadastral Mapping Committee a copy of an ownership map to the specifications of the County standards with sufficient detail to display acceptable drafting skills and mapping procedures. This map must be certified by the County Recorder you are employed under as to its authorship.
4. Pass a 2 Part examination with a test score of 70% or higher on each part. This examination covers the following:

### **Part 1 - Land Records**

Ch 1: Real Estate Law

Ch 2: Title Searching

### **Part 2 – Mapping Technology**

Ch 3: Drafting

Ch 6: GIS

Ch 4: Surveying

Ch 7: Math

Ch 5: Mapping

The examination may be given and supervised by any County Recorder in the State of Utah, and forwarded to the Cadastral Mapping committee for correction, review and scoring.

Any individual failing either part of the examination will not be eligible to take the examination again for a period of 6 months. At that time the individual will be only required to pass that part of the examination that was failed. If after the 2<sup>nd</sup> try to take the examination, the individual does not pass, that individual will be required to retake the class.

After successful completion of an examination, the individual will be issued a certificate of completion in Cadastral Mapping Technology by the Association of County Recorders.

After meeting all the above requirements 1 – 4 individuals will be issued certificates with the designation of "Certified Cadastral Mapper" by the Utah Association of County Recorders.

In the counties which use a computer to accomplish their mapping, the mapper may also complete the computer mapping test prepared and administered by his/her County Recorder. This qualifies him/her to receive the additional distinction of a "Computer Mapping Specialist".

If you have not been employed for the 1 year requirement, working within the Cadastral Mapping Department and Pass the 2 Part Examination with a Test Score of 70% or higher on each part you will be given a Certificate of Completion for taking the class as well as passing the test. Once you meet all the requirements to become Certified Cadastral Mapper the County Recorder, with whom you are employed, will send in the certification, to the Cadastral Mapping Committee, letting them know that all of the requirements have been met. At that time the individual will be issued the appropriate certificate and designation.

# Examination Rules

- Each part of the examination must be completed within a 4 hour period (8 total).
- You may use a magnifying device to assist in the inspection of test & records.
- You may **NOT** refer to the study manual while taking the examination.
- You may **NOT** refer to the Utah Code while taking the examination.
- You may **NOT** obtain help from others while taking the examination.
- You may **NOT** use your phone during the test.
- You may **NOT** use programmable calculators while taking either examination. You may use calculators that add, subtract, multiply, and divide, calculate square roots and trigonometry functions, perform conversions to decimals degrees from degrees, minutes and seconds and back.
- After taking the exam you may **NOT** share the questions with someone taking the class who has not yet taken the test.
- You must obtain a total test score of 70% or higher on each part to pass the examination.

## Agreement to the Exam Rules

By taking the either part of the Cadastral Mapping exam you acknowledge that you have read the above examination rules and understand them. You further acknowledge and agree to follow the rules as listed and promise to be honest while taking the Cadastral Mapping exams.

***Recommended Certifications for County Recorders***

I hereby certify that \_\_\_\_\_ has \_\_\_\_\_ year(s) experience in Cadastral Mapping in the \_\_\_\_\_ County Recorder's Office.

Witness My Hand and Seal

Date \_\_\_\_\_ County Recorder

(Seal)

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I hereby certify that the attached ownership map was drawn by \_\_\_\_\_.

Witness My Hand and Seal

Date \_\_\_\_\_ County Recorder

(Seal)

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I hereby certify that \_\_\_\_\_ has completed the cadastral mapping technology examination in my office within the Prescribed Time Limit.

Witness My Hand and Seal

Date \_\_\_\_\_ County Recorder

(Seal)

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I hereby certify that \_\_\_\_\_ has fulfilled the qualifications and demonstrated competency in computer aided mapping for this County.

Witness My Hand and Seal

Date \_\_\_\_\_ County Recorder

(Seal)