

---

# VAB Training via Gauge

Instructions for Registering, Taking a Course  
and Exam, and Downloading Certificates



# Table of Contents

---

Step:	Page:
1. <a href="#">Register</a>	3
2. <a href="#">Select Course</a>	6
3. <a href="#">Take Course</a>	9
4. <a href="#">Take Exam</a>	17
5. <a href="#">Download Training Certificate</a>	27
6. <a href="#">Download Exam Certificate</a>	31
7. <a href="#">Help</a>	35

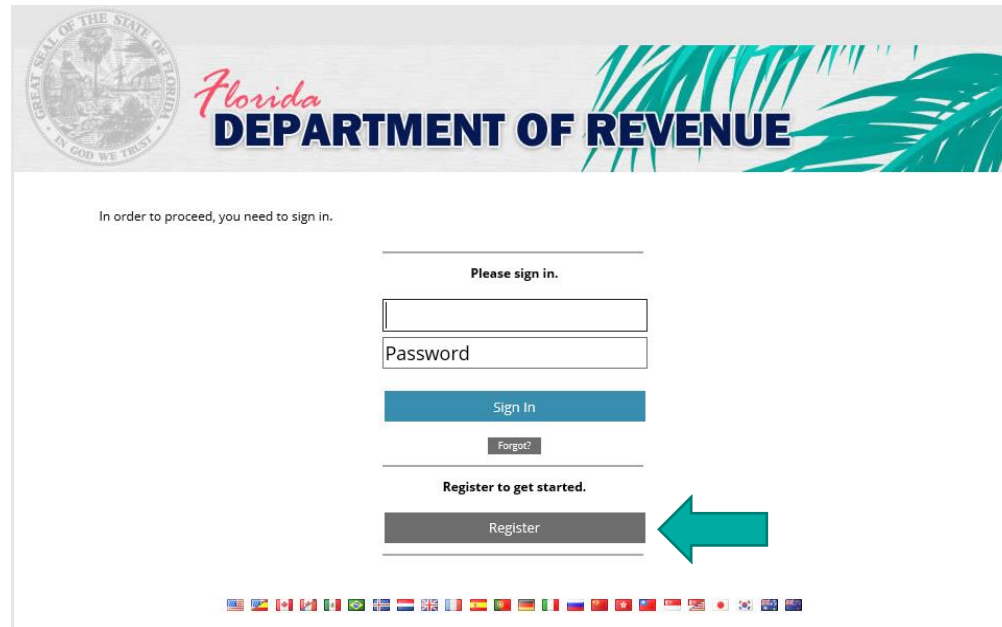
You may click on the step title to go directly to that step or scroll through the job aid.



# Register

# Register, Step 1

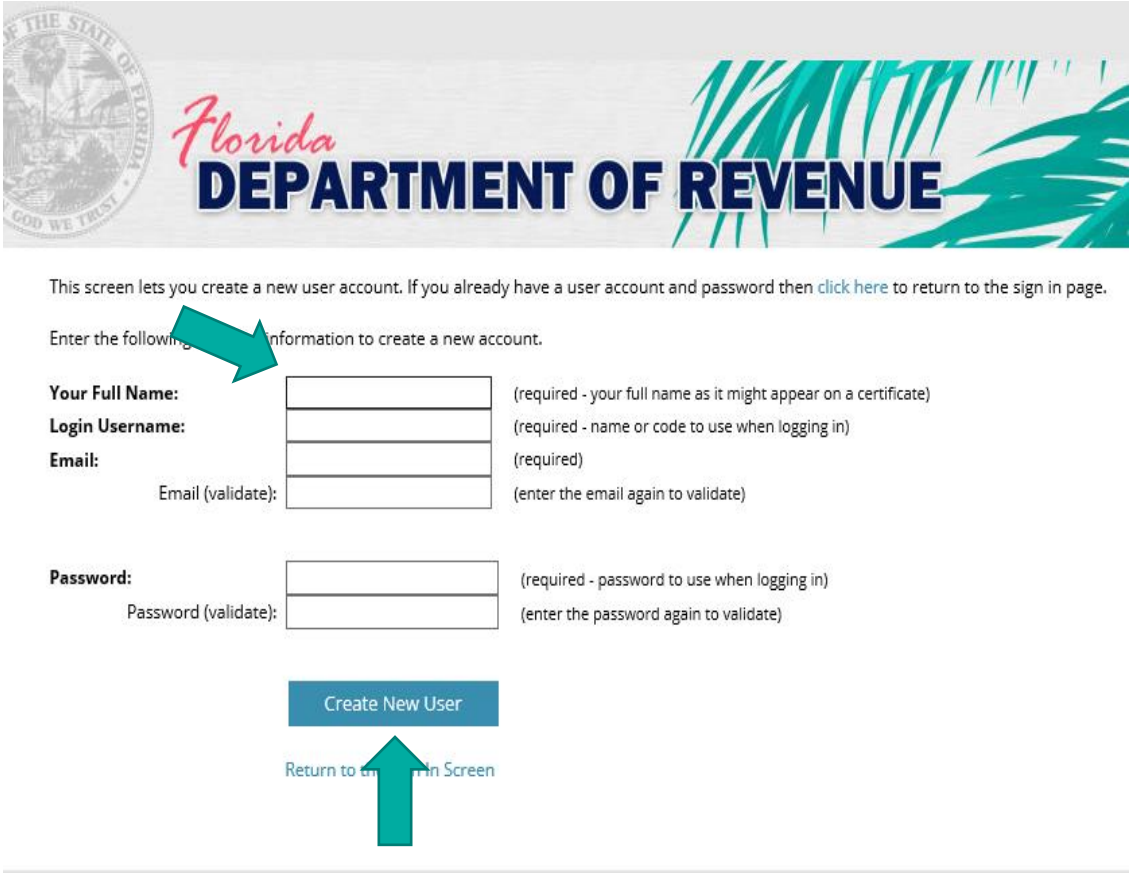
- ▶ Click [here](#) to create your Gauge account. Then click “Register.”
- ▶ The website should look like the image below:



The screenshot shows the Florida Department of Revenue website. At the top left is the Great Seal of the State of Florida. To its right is the text "Florida DEPARTMENT OF REVENUE" in a mix of red and blue fonts, with a green palm frond graphic to the right. Below the header, a message reads "In order to proceed, you need to sign in." Below this is a "Please sign in." section with a text input field, a "Password" label, another text input field, a blue "Sign In" button, and a grey "Forgot?" button. Below that is a "Register to get started." section with a grey "Register" button. A large green arrow points to the "Register" button. At the bottom of the page is a horizontal row of small flags representing various countries.

# Register, Step 2

- ▶ Enter your full name, your username, email address, and desired password.
- ▶ Click “Create New User.”



This screen lets you create a new user account. If you already have a user account and password then [click here](#) to return to the sign in page.

Enter the following information to create a new account.

**Your Full Name:**  (required - your full name as it might appear on a certificate)

**Login Username:**  (required - name or code to use when logging in)

**Email:**  (required)

Email (validate):  (enter the email again to validate)

**Password:**  (required - password to use when logging in)

Password (validate):  (enter the password again to validate)

[Return to the Sign In Screen](#)

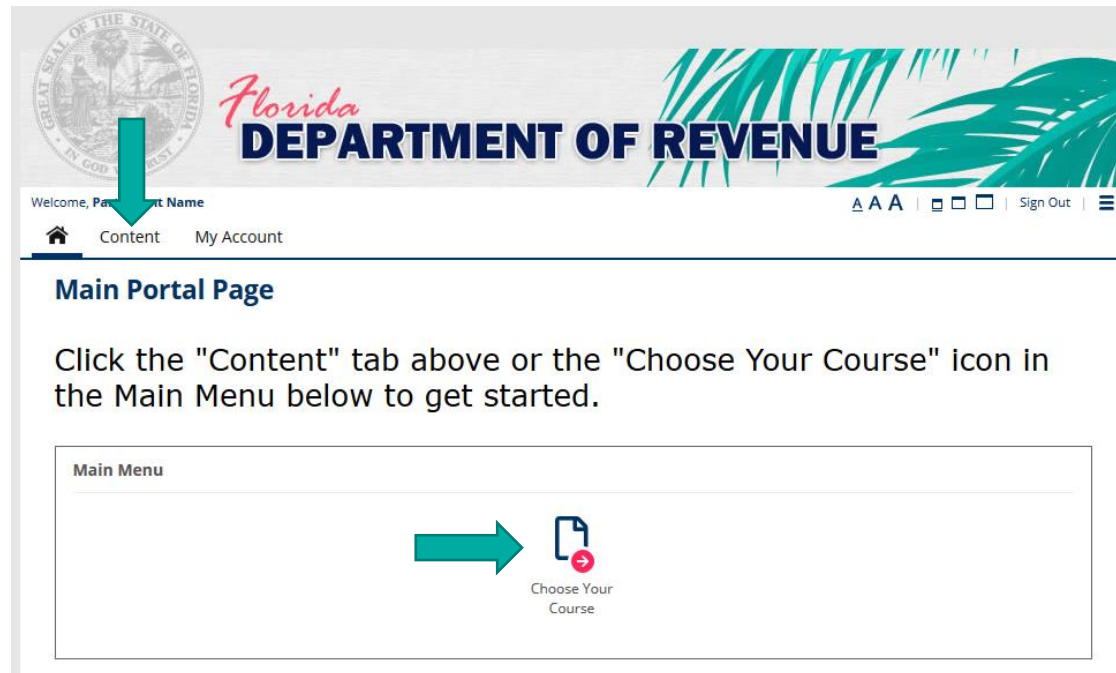
[Create New User](#)



# Select Course

# Select Course, Step 1

- ▶ Your user dashboard will appear.
- ▶ Click on the “Content” tab or “Choose Your Course” icon to get started.



# Select Course, Step 2

- ▶ This is the Content page.
- ▶ Click on the course you want to take from the menu.

Welcome, Participant Name ⌵ ⌵ ⌵ [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 Attorney 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 Attorney Special Magistrates Exam**  
Exam ➤

**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. ➤





# Take the Course

# Take the Course, Step 1

- ▶ Click “Choose Course.”

Welcome, Participant Name

A A A | [icon] [icon] [icon] | Sign Out | [icon]

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

## Take a Course - Choose to Begin Taking a Course

### Take a Course

You have selected the following course.

<b>Name</b>	2021 Attorney Special Magistrates VAB Training
<b>Type</b>	Course
<b>Description</b>	<p><b>Who is required to complete this training before conducting any VAB hearings?</b></p> <ul style="list-style-type: none"><li>• All special magistrates must take the training.</li><li>• VAB members or VAB attorneys in counties with populations of 75,000 or fewer that do not use special magistrates must take the training.</li><li>• 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.</li></ul> <p><b>Who may be interested in this training?</b></p> <p>Property appraisers, lawyers, practitioners, students, educators, and taxpayers may be interested in reviewing the training materials for educational purposes.</p>

### Content List

All of the following must be successfully completed in sequence to complete this course

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

Content	Type
Attorney Special Magistrates Modules - What to Expect From This Training The Department's training for boards and special magistrates has 11 training modules: Module 1: Introduction and Overview Module 2: The Roles ...	Lesson

### Choose this Course

You can choose this course by pressing the Choose Course button.

Choose Course

Cancel




# Take the Course, Step 2

- ▶ Click on the course name.

Welcome, Participant Name

Sign Out

 **Content**

My Account

## Course - Launch and Choose to Take Content

### Course

You have selected the following course.

**Name** 2021 Real Property Appraiser Special Magistrates VAB Training  
**Type** Course

Started Date: 7/13/21

### Content List

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

Completed	Open	Course Content	Type	Note
<input type="checkbox"/>		Real Property Appraiser Special Magistrate Modules - 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 popula...	Lesson	Not taken

Cancel

# Take the Course, Step 3

---

- ▶ Scroll to the bottom of the page and click “Start this Lesson.”

## Start Lesson

---

You can start taking this lesson by pressing the Start this Lesson button.

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

Start this Lesson

Cancel



# Take the Course, Step 4

- ▶ Use the scroll bar to view the entire module.

## Lesson - Real Property Appraiser Special Magistrate Modules

### ▼ Lesson -

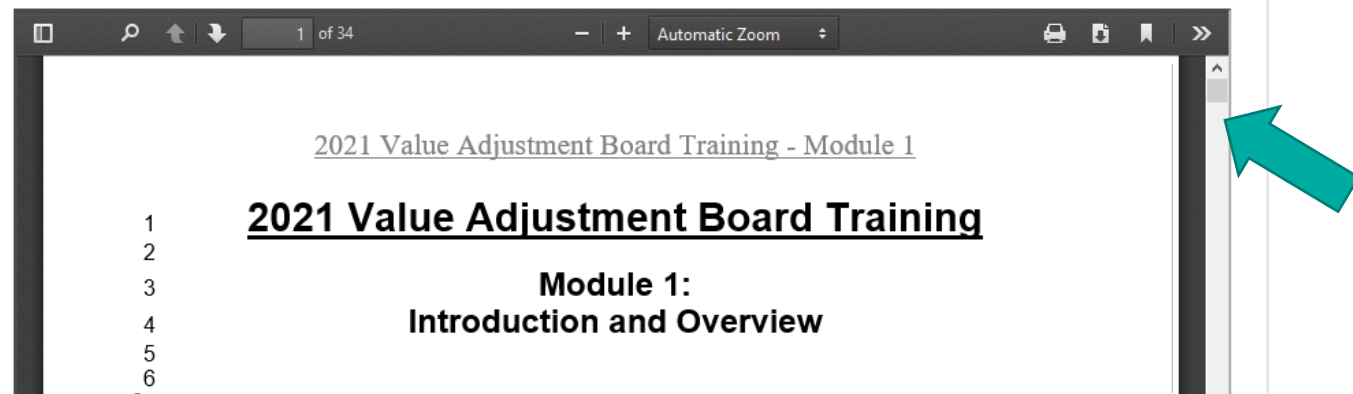
You are taking the following lesson:

**Name** Real Property Appraiser Special Magistrate Modules

### Lesson Page

Use one of the Next or Previous buttons to move to the next or previous lesson page.

**Use the scroll bar in the pdf viewer to view each page of the module. Then click "Next Page" below to proceed to the next module.**



# Take the Course, Step 5

---

- ▶ After viewing the entire module, click “Next Page” to proceed to the next module.

Next → Page

- ▶ Click “Previous Page” to view the previous module.

Previous ← Page

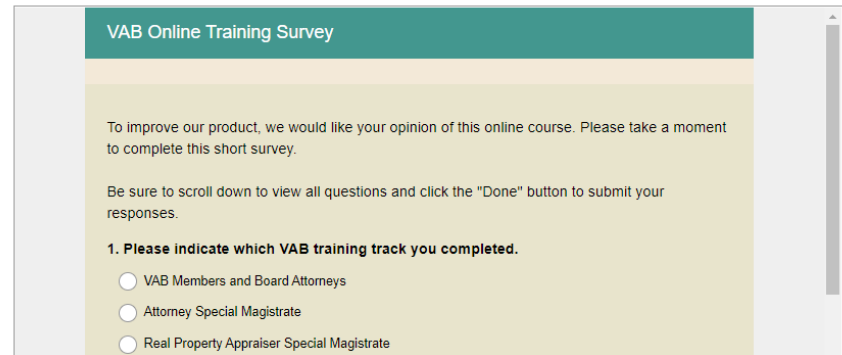
- ▶ You must click “Complete Lesson” on the survey page for your training certificate to be generated.

Complete Lesson

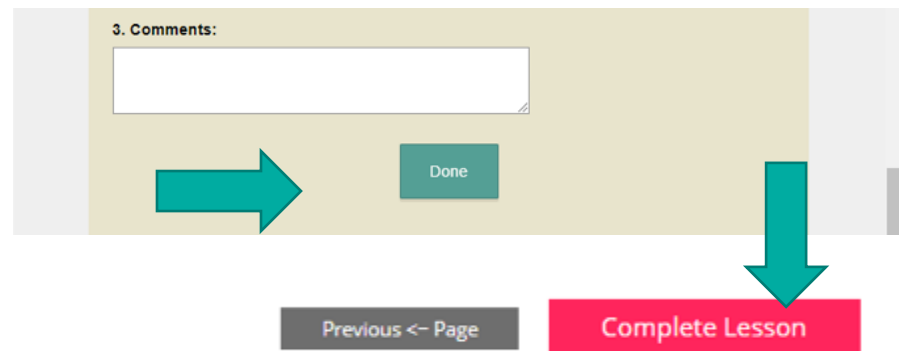
# Take the Course, Step 6

- ▶ On the survey page, scroll to the end and click “Done” for your survey to be submitted.

**Use the scroll bar to view the entire survey. Click "Done" at the end of the survey, then click the "Complete Lesson" button below.**




- ▶ Then click “Complete Lesson.”




# Take the Course, Step 7

- ▶ If you are taking the exam, click “Return to Content and Tests to Take.” Click [here](#) to go to the “exam” section of the job aid.
- ▶ If you are not taking the exam, click the “My Account” tab to download your training certificate. Click [here](#) to go to the “download certificate” section of the job aid.

Welcome, Participant Name Sign Out

 **Content** My Account




---

## Completed - Lesson - Real Property Appraiser Special Magistrate Modules

**Completed - Lesson - Real Property Appraiser Special Magistrate Modules**

You are finished taking the following lesson:

<b>Name</b>	Real Property Appraiser Special Magistrate Modules
-------------	--



**Return to Content and Tests to Take**

You are finished taking this lesson. Now what would you like to do?  
[Click here to return to the previous take a test, survey, exam, lesson or program page](#)





# Exam

# Exam, Step 1

- ▶ Clicking “Return to Content and Tests to Take” will return you to the “Content” page.
- ▶ Click on the exam (located below the course).

Welcome, Participant Name

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

# Exam, Step 2

## ► Click “Choose Exam.”

Welcome, Participant Name

Content

My Account

Sign Out

### Take a Exam - Choose to Begin Taking a Exam

#### Take a Exam

You have selected the following exam.

<b>Name</b>	2021 Real Property Appraiser Special Magistrates Exam
<b>Type</b>	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.

Choose Exam


Cancel

# Exam, Step 3

- ▶ Click on the exam name.

Welcome, Participant Name

Sign Out

 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"/>		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	Not taken


Cancel

# Exam, Step 4

## ► Click “Start this Exam.”

Welcome, Participant Name

AA | | | Sign Out |

 **Content** My Account

### Start - Exam

#### Exam

You have chosen to take the following exam.

<b>Name</b>	2021 Real Property Appraiser Special Magistrates VAB Exam
<b>Description</b>	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 <a href="mailto:VABTraining@floridarevenue.com">VABTraining@floridarevenue.com</a> .
<b>Questions</b>	Thank you for your interest in the Department's 2021 VAB training. 47 (number of questions)
<b>Time Limit</b>	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

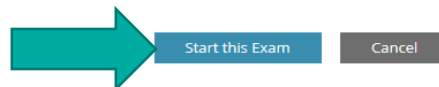
You can start taking this exam by pressing the Start this Exam button.

**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.

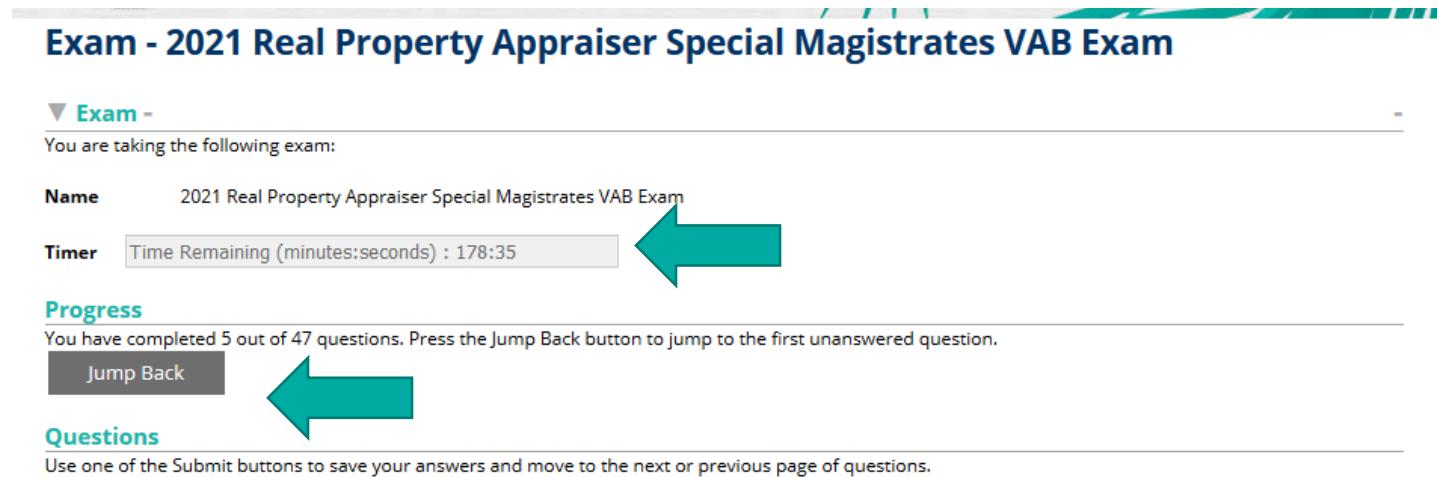
**RESTART/RESUME** - When taking this exam you CANNOT stop taking this exam. If you stop taking this exam by closing your browser your answers will be lost, the exam result will not be counted, and it will be marked as an unsuccessful attempt to take this exam.

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



# Exam, Step 5

- ▶ After starting the exam, the remaining time and your progress are viewable at the top of each question page.
- ▶ Use the “Jump Back” button to view any unanswered questions.



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

▼ **Exam** -

You are taking the following exam:

**Name** 2021 Real Property Appraiser Special Magistrates VAB Exam

**Timer** Time Remaining (minutes:seconds) : 178:35

**Progress**

You have completed 5 out of 47 questions. Press the Jump Back button to jump to the first unanswered question.

**Jump Back**

**Questions**

Use one of the Submit buttons to save your answers and move to the next or previous page of questions.

# Exam, Step 6

---

- ▶ There are five questions per page. To go to the next page of questions, click “Submit → Forward.” To go the previous page, click “Submit ← Back.” Your answers are saved when you click either button.

Submit ← Back

Submit → Forward

- ▶ When you have answered all the questions, click “Save and Finish” on the last question page.

Save and Finish

# Exam, Step 7

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

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

You are finished taking the following exam:

<b>Name</b>	2021 Real Property Appraiser Special Magistrates VAB Exam
<b>Score</b>	<b>FAIL</b> 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

- ▶ 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.



# Exam, Step 8

---

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

**Certificate**

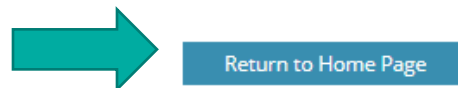
A completion certificate is available for this practice. The certificate is in an Adobe PDF format. Click on the image below to open in a popup window. You may need to disable any popup blockers to view. Once opened, you can save the certificate on your computer or print.

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



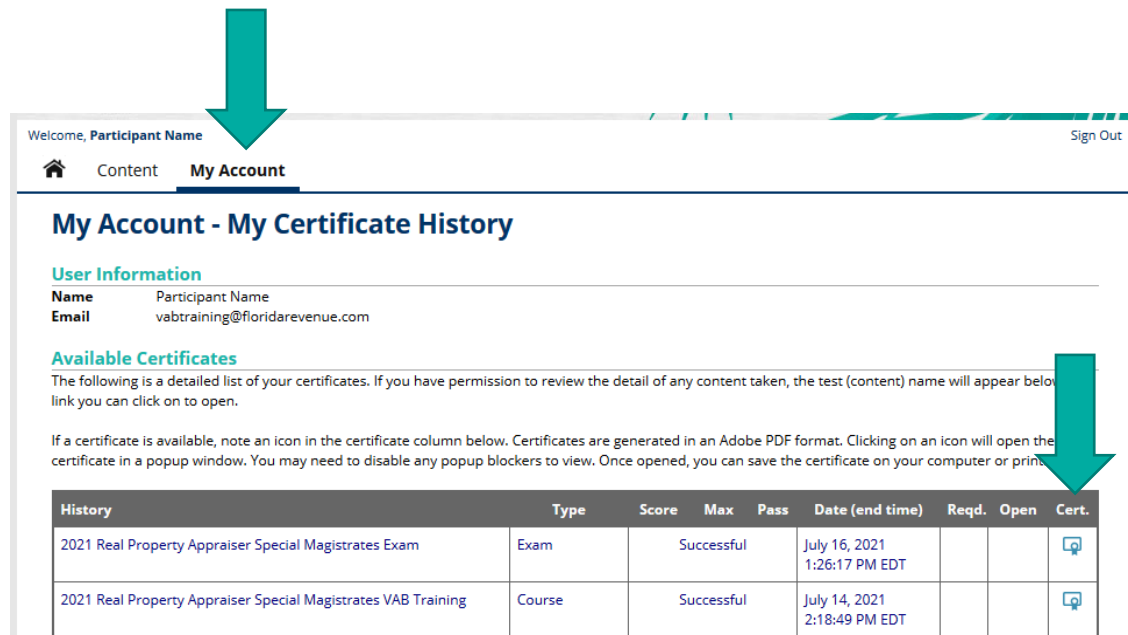
click on above icon to open

A large teal arrow points from the right towards the certificate icon.



# Exam, Step 9

- ▶ You can also access your certificate after passing the exam from the “My Account” tab.
- ▶ Click on the icon to the far right to download your exam certificate.



Welcome, Participant Name Sign Out

[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 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 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.

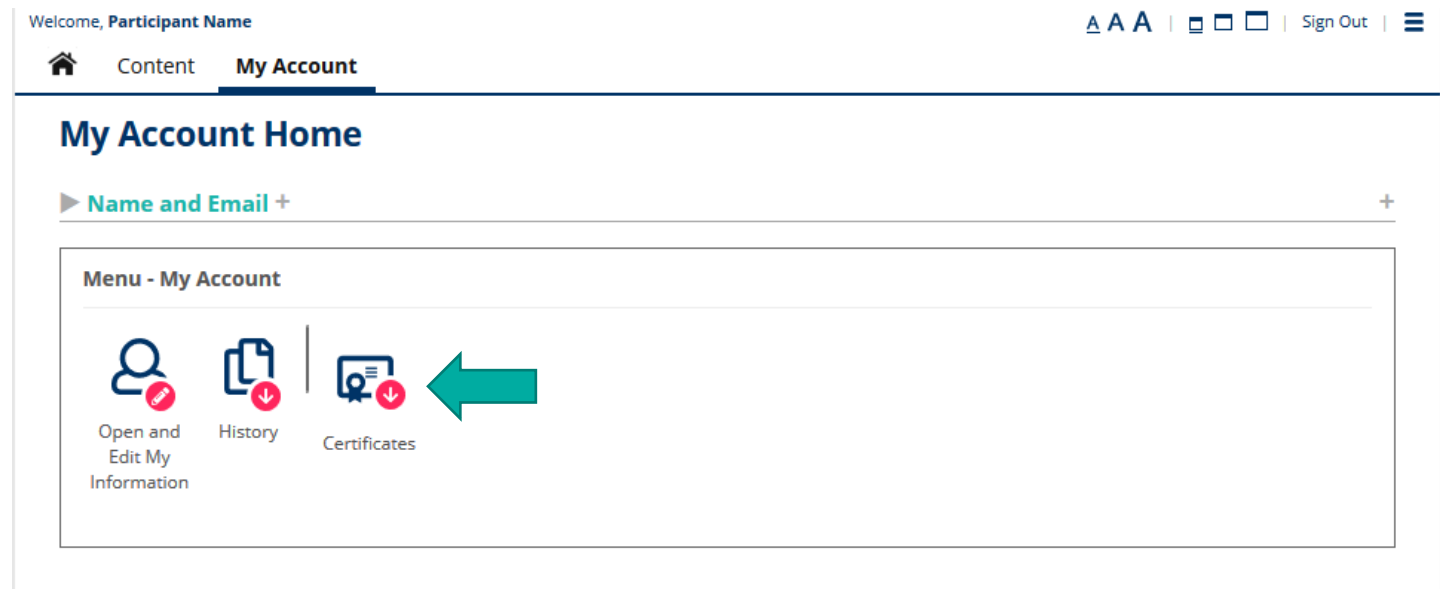
History	Type	Score	Max	Pass	Date (end time)	Reqd.	Open	Cert.
<a href="#">2021 Real Property Appraiser Special Magistrates Exam</a>	Exam	Successful			July 16, 2021 1:26:17 PM EDT			
<a href="#">2021 Real Property Appraiser Special Magistrates VAB Training</a>	Course	Successful			July 14, 2021 2:18:49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



# Download Training Certificate

# Download Training Certificate, Step 1

- ▶ From the “My Account” page, click on the “Certificates” icon.



# Download Training Certificate, Step 2

- ▶ Click the certificate icon located to the far right.

Welcome, Participant Name

[Sign Out](#)



[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.

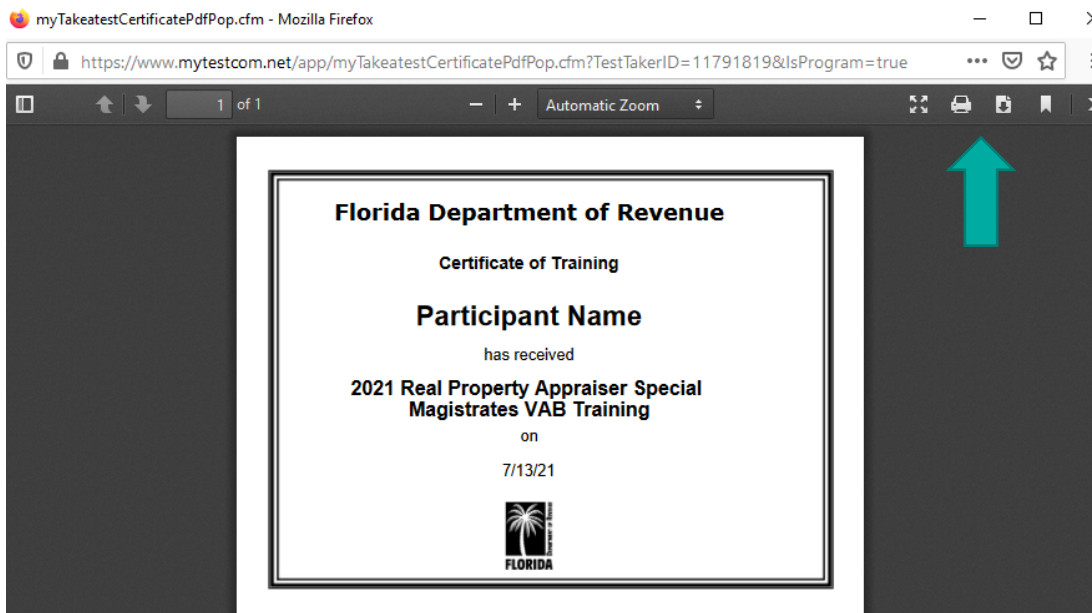
If a certificate is available, note an icon in the certificate column below. Certificates are generated in an Adobe PDF format. Clicking on an icon will open the PDF certificate in a popup window. You may need to disable any popup blockers to view. Once opened, you can save the certificate on your computer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

History	Type	Score	Max	Pass	Date (end time)	Reqd. Cert.
<a href="#">2021 Real Property Appraiser Special Magistrates VAB Training</a>	Course	Successful			July 13, 2021 4:55:23 PM EDT	




# Download Training Certificate, Step 3

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



–Click  to print.

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



# Download Exam Certificate

# Download Exam Certificate, Step 1

- ▶ From the “My Account” page, click on the “Certificates” icon.





# Download Exam Certificate, Step 2

- ▶ Click the certificate icon located to the far right.

Welcome, Participant Name

Sign Out

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			



# Download Exam Certificate, Step 3

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



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



# Help

# Help

---

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