

ADVANCED ASSESSOR CERTIFICATION APPLICATION

This application is for a Certified Maine Assessor requesting certification upgrade to an advanced assessor certification level (CMA-2, CMA-3, CMA-4). You must submit proof of completion of required courses and an affidavit from your employer(s) stating dates of employment as a professional assessor. Please allow 30 days for approval by the Chief of Training and Certification, Maine Property Tax Division. See MRS Rule 205 and Bulletin No. 26 for more information.

Name: _____

Address: _____

Town: _____ State: _____ ZIP Code: _____

Phone Number: _____ CMA Certification Number: _____

Requested certification level : ☐ CMA-2 ☐ CMA-3 ☐ CMA-4

The requirements for CMA-2 must also be completed if applying for CMA-3. The requirements for CMA-2 and CMA-3 must also be completed if applying for CMA-4.

Advanced certification courses completed (attach a copy of certificates or other proof of completion):

IAAO Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Course _____ Completed date: _____ Hours _____

Total hours: _____

Dates served as a professional assessor: From: _____ to: _____

Signature: _____ Date: _____ Email: _____

INSTRUCTIONS

“Professional assessor” is defined as an individual who receives compensation to perform assessment administration duties, whether for a municipality, for the State of Maine, or for a professional assessment firm. “Assessment administration duties” means duties related to property valuation, property tax administration, or property tax policy.

Proof of completion can be showed by submitting a copy of the certificate of completion or the certificate of attendance for the course taken. For the CMA-2 and CMA-3 courses (except Course 500), a certificate of completion is required, showing that you attended the class and passed the exam.

Required courses for CMA-2 certification:

The applicant must complete 100 hours of advanced assessor training approved by the CTC, including at least one of the following courses or its approved equivalent: IAAO Course 101 – Fundamentals of Real Property Appraisal, IAAO Course 102 – Income Approach to Valuation I, and IAAO Course 112 – Income Approach to Valuation II.

Required courses for CMA-3 certification:

The applicant must complete 200 hours of advanced assessor training approved by the CTC, including at least one of the approved CMA-2 courses and at least one of the following courses: IAAO Course 201 – Appraisal of Land, IAAO Course 300 – Fundamentals of Mass Appraisal, and IAAO Course 500 – Assessment of Personal Property.

Required courses for CMA-4 certification:

The applicant must complete 300 hours of advanced assessor training approved by the CTC, including at least one of the approved CMA-2 courses, at least one of the approved CMA-3 courses, and at least one of the following courses:

IAAO Course 331 – Mass Appraisal Practices and Procedures

IAAO Course 311 – Residential Modeling Concepts

IAAO Course 312 – Commercial/Industrial Modeling Concepts

IAAO Course 400 – Assessment Administration

IAAO Course 402 – Property Tax Policy

IAAO Course 600 – Principles and Techniques of Cadastral Mapping

IAAO Course 601 – Cadastral Mapping – Methods and Applications