



REQUEST FOR PRE-APPROVAL CERTIFICATION/RECERTIFICATION CREDIT

For an assessor training course, seminar, or meeting
(36 M.R.S. § 318, Rule 205, and Bulletin Nos 22 and 26)

Name of Presenter/Sponsor: _____

Mailing Address: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Description of Training Event (attach a copy of the brochure, notice, or other related material)

- Course Seminar Meeting

Event Date: _____ Location: _____

Topic: _____ Hours: _____

Check if requesting advanced assessor training hours

If requesting an IAAO course equivalent, enter the IAAO course number: _____

Description: _____

If requesting advanced training or an IAAO course equivalent, attach a detailed syllabus.
Approval for courses will generally not be made retroactive.

Submit this application at least 30 days prior to the training event to:
Jeff Kendall, Chief of Training and Certification
Maine Revenue Services, Property Tax Division
P.O. Box 9106, Augusta, ME 04332

Property Tax Division use only

- Status: Approved, # training hours: _____
 CMA Advanced (CMA-2, CMA-3, CMA-4) IAAO substitute
 Denied
 More information requested

INSTRUCTIONS

General continuing education. To qualify for general continuing education, courses, seminars, and meetings must cover material associated with the assessing profession, such as topics on property valuation, the economy, and building materials. All continuing education courses must include a signup sheet to verify attendance.

Advanced assessor training. Advanced assessor training courses are presentations that are more complex than the courses acceptable as standard continuing education. These courses should provide the same level of education that are found in the International Association of Assessing Officers (IAAO) courses, workshops, and forums and must relate directly to valuation of property, property tax administration, or the formation or implementation of property tax policy. Attach a detailed syllabus to this application.

IAAO course equivalent. To qualify as an equivalent to an approved IAAO course, a course must be of at least the same duration as the IAAO course, and must cover all the material as the IAAO course. Equivalent courses must specifically target assessors and the assessing profession. If accepted as an IAAO course equivalent, the requested course approval may or may not be made retroactive. Attach a detailed syllabus to this application.

Advanced assessor training courses and IAAO course equivalents must provide attendees with a certificate of completion, including the number of hours the attendee completed. For advanced assessor training courses, a signup sheet must be distributed to the class once for every 3.5 hours of instruction. Signup sheets must be retained by the host/instructor for three years and copies must be provided to the Chief of Training and Certification on demand. If approved, the Property Tax Division will add a course to the list of approved advanced assessor training courses.

All education courses may include short breaks of 10-15 minutes, if the course is longer than two hours. Lunch breaks are not included in continuing education hours.