



# 79<sup>TH</sup> ANNUAL MAINE PROPERTY TAX SCHOOL 2026

MONDAY, JUNE 1 – FRIDAY, JUNE 5, 2026



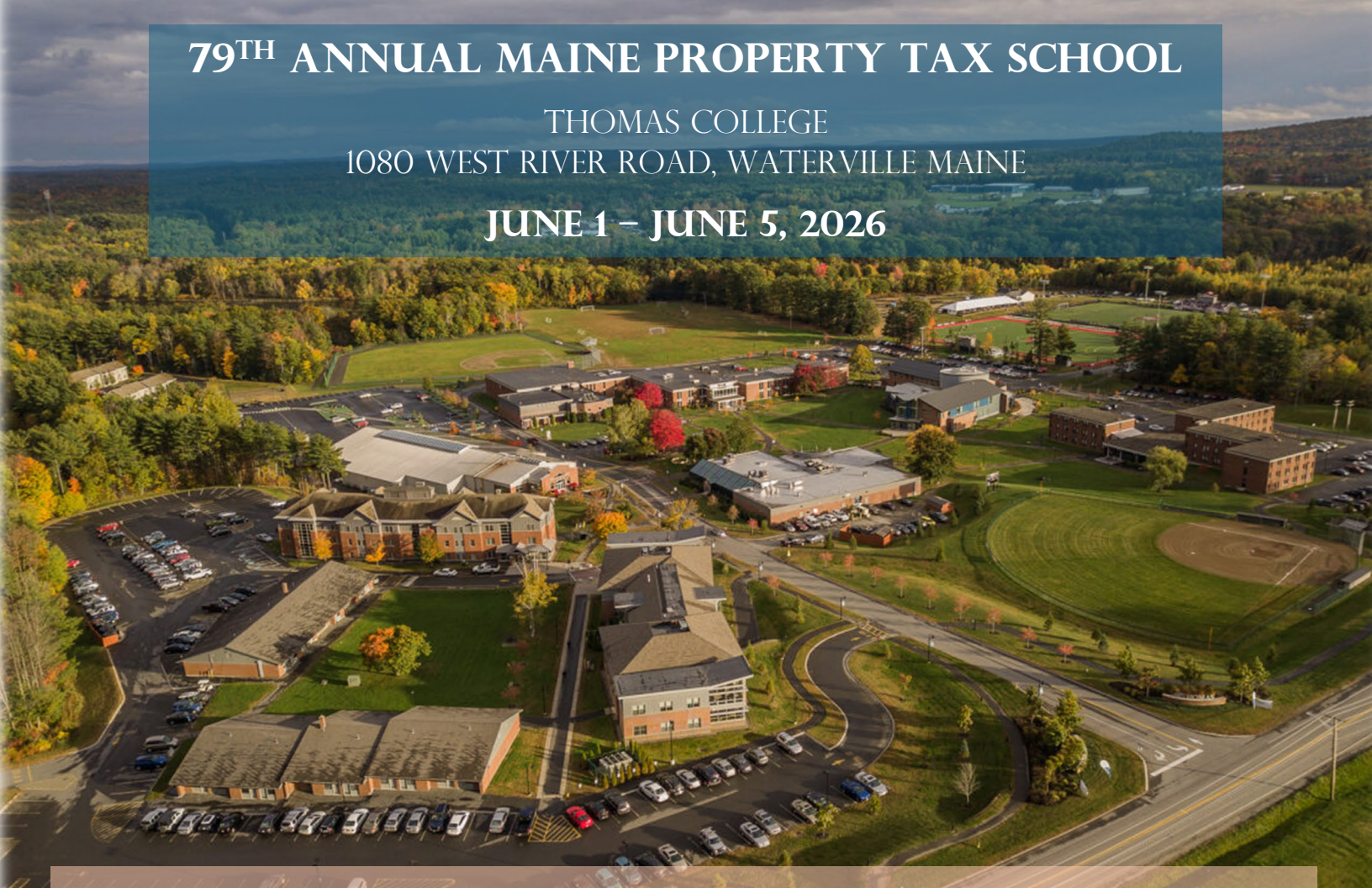
## REGISTRATION PACKET

it's real. it's personal. it's OUT-OF-THE-BOX.

# 79<sup>TH</sup> ANNUAL MAINE PROPERTY TAX SCHOOL

THOMAS COLLEGE  
1080 WEST RIVER ROAD, WATERVILLE MAINE

JUNE 1 – JUNE 5, 2026



Join us for a week of learning and networking as we host the 79<sup>th</sup> annual Maine Property Tax School in Waterville from Monday, June 1 – Friday, June 5.

The **79th Annual Maine Property Tax School** will be held at Thomas College in Waterville, and will run from Monday, June 1 through Friday, June 5, 2026. The Property Tax School provides training for Maine assessing professionals but is open to anyone with an interest in property tax assessment and administration. This program is hosted by the Property Tax Division of Maine Revenue Services through its Training and Certification program.

The cost to attend school is \$110 per day (\$350 per week) which covers courses and materials, snacks at break, and lunch. A weekly rate of \$375 covers all the above plus the CMA exam on Friday.

Complete the registration form in this brochure and email it to the Property Tax Division at [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov) no later than Thursday, May 21, 2026. If you are paying by check, in addition to mailing a copy of your registration form with your payment, please email a copy of your registration form to [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov). Payment must be received no later than Thursday, May 28, 2026.

Check-in will be held from 7:00 to 9:00 a.m. on Monday, and 7:00 to 8:30 a.m. Tuesday through Thursday.

Individuals attending only the CMA exam on Friday should follow the signs to report directly to the testing room. Please arrive no earlier than 7:45 a.m.

### **Lodging:**

Thomas College has dorm rooms available for Property Tax School attendees in the Bartlett Residence Hall for \$45/night. Reserve your room directly through Thomas College by May 28, 2026, at:

<https://www.thomas.edu/campus-life/campus-operations/event-and-conference-services/guest-registration-form/>

For more information about the Property Tax School, visit our website at [www.maine.gov/revenue/taxes/property-tax/training-certification](http://www.maine.gov/revenue/taxes/property-tax/training-certification), email [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov), or call the Property Tax Division at (207) 624-5601.

## MONDAY MORNING WELCOME RECEPTION



Coffee and tea will be available Monday morning from 7:00 to 8:30 a.m. during check-in. Then, at 8:30 a.m., we welcome you to meet us in the Auditorium for opening remarks by special guest, Nick Cloutier, City Manager of the City of Waterville, to kick off the week of learning. Nick will be discussing career and professional development, work/life goals, and challenges and growth, in a session entitled “Be careful what you wish for; it might just come true.”

A Waterville native, Nick Cloutier is the City Manager of Waterville, Maine, having assumed the role in January 2026 after nearly a decade working in municipal assessment—and, as many of his colleagues jokingly note, crossing over to the “Dark Side,” a phrase Nick, a longtime Star Wars fan, has never entirely objected to. Prior to becoming City Manager, Nick most recently served as Assessor and Director of Special Projects for the Town of Scarborough, with earlier assessment roles in Brunswick and Wells.

Well-known throughout Maine’s assessing community, Nick has been actively involved in statewide professional leadership, including service on the Executive Boards of the MAAO and ME Chapter of the IAAO, as well as on the MMA Legislative Policy Committee and the Legislature’s LD 1770 Real Estate Property Tax Relief Task Force. His work emphasizing transparency and public understanding of the property tax system has earned recognition from the International Association of Assessing Officers.

Nick often credits the Maine assessing community for its strong culture of shared expertise, open exchange of best practices, and the collegiality that makes professional learning both meaningful AND enjoyable. Now approaching local government from a different vantage point, he brings an assessor’s perspective to municipal management—along with an appreciation for the challenges, growth, and tradeoffs that come with pursuing the next professional goal. He is also known to occasionally bring a bit of creative flair, levity, and even costuming to professional gatherings—a detail that may spark a few shared memories among colleagues.

Classes will begin immediately following the address.

## WEDNESDAY MORNING FORUM

Come join us Wednesday morning in the Auditorium from 8:30 - 9:00 a.m. for an Open Forum discussion with representatives from the Property Tax Division who will be on hand to field your specific questions and listen to feedback. This interactive program was originally known as the Friday Morning Forum and was later moved to Thursday afternoons with the clever (if not overly creative) title, ‘Friday Morning Forum on a Thursday Afternoon’. This year, this valuable forum is being reimagined as a brief Wednesday morning session designed to give attendees a relaxed, informal opportunity to address just about anything on their mind, so please come with questions and topics you’d like to discuss.

This event qualifies for 0.5 CMA CE hours.



# EVENING NETWORKING ACTIVITIES

(MONDAY – WEDNESDAY)

Last year we decided to think outside the box and a new Property Tax School tradition was born. With the help of the board members from the Maine Assessing groups, we were able to extend the fun of the traditional Monday evening get-together to multiple nights. This year don't miss our evening networking activities, jointly hosted by three Maine assessing groups: the Central Maine Association of Assessing Officers (CMAAO), the Maine Association of Assessing Officers (MAAO), and the Maine Chapter of IAAO (Me-IAAO).

Whether you are staying in Waterville for the week, or heading home for the evening, please join us for as long as you are able. Activities will be held on the lawn outside of Spann Commons, so bring your lawn chair, or claim one of the benches located nearby.

There is no fee to attend, and family members are welcome.

Food trucks will be on-site Monday through Wednesday beginning at 4:00 p.m., for attendees who wish to purchase supper.



**Monday evening:** Grab some delicious barbeque from the **Smokin Pig food truck** and join us for an evening of games including cornhole and Kubb or just sit and enjoy the chance to talk to new and seasoned assessors in a relaxed and welcoming environment.

**Tuesday evening:** Join us for an evening of networking and games but first don't forget to grab some fresh, indulgent poutine from the **Pinky D's food truck**. This is a great opportunity to connect with assessors you haven't seen in a while as well as make some new friends.

**Wednesday evening:** Get some amazing comfort food from the folks at the **Tara-bly Good Catering** food truck and enjoy an evening of games including Joseph St Peter's "Speed Cornhole."

There will be laughter, stories, and memories.



*We are sincerely thankful for the dedicated and generous board members from the Maine assessing groups for hosting these evening activities!*

# COURSE DESCRIPTIONS

## INTRODUCTORY COURSES

Each of the introductory courses runs 9:00 a.m. – 4:30 p.m. with a 1-hour lunch break. (We invite students to join us in the auditorium before class on Monday & Wednesday mornings from 8:30 – 9:00 a.m. to listen to the opening Tax School remarks and Wednesday Morning Open Forum Discussion). Each introductory course concludes with an in-class exam.

The Certified Maine Assessor exam will be held on Friday, June 5<sup>th</sup>, from 8:00 a.m. to 4:45 p.m., with a 45-minute break for lunch from 12:00 noon – 12:45 p.m. Lunch will be provided.

### **PT101: Introduction to Property Tax Assessment (Monday - Thursday)**

This course explores the basic concepts of property taxation and the assessment process, including: the use of various recommended forms, applications, and property assessment records; a discussion of important publications, reference materials, and information sources; a brief overview of legal provisions; elements of the mass appraisal process; a hands-on introduction to interpretation of deed descriptions and tax mapping; and a primer on public relations. A calculator, an engineer's scale, and a 360-degree protractor are recommended. (26 hours)

ANYONE ATTENDING TAX SCHOOL FOR THE FIRST TIME IS ENCOURAGED TO ENROLL IN THIS COURSE.

Instructors: Justin McMann, CMA and Colby Higgins, CMA, both with the Property Tax Division

### **PT102: Maine Property Tax Law (Wednesday - Thursday)**

A thorough review of the legal basis for property taxation in Maine, this course identifies and explains: the laws relating to the legal status of assessors; Maine Revenue Services; real estate and personal property taxation; exemptions; powers and duties of assessors; the appeals process; current use laws; recent law changes; and more. (13 hours)

Instructor: Peter Lacy, Attorney and CMA, Director of Maine Revenue Services Property Tax Division

### **PT103: Valuation of Real Estate (Monday – Tuesday)**

This course covers the three approaches to value (cost, sales comparison, and income), offering each student a working knowledge of: building specifications and cost schedules used in the assessment of residential, commercial, and industrial buildings, as well as special use structures; theory and application of depreciation and obsolescence; sales comparison technique; land valuation; sales ratio studies; and more. A calculator is required. (13 hours)

Instructor: Stephen Sullivan, CMS, CMA-4, IAAO Junior Instructor, Deputy Director of the Property Tax Division


### **PT104: Review Course (Monday - Thursday)**

The Review Course is a comprehensive treatment of all three introductory courses. Although it is open to all interested individuals, this course is aimed primarily at an audience who has completed the three introductory courses and intends to sit for a certification exam on Friday. A calculator is required. (26 hours)

Instructors: Jim Murphy Jr, CMA and contract assessor for several municipalities

**Maine Revenue Services' Property Tax School provides an enriched educational experience with a variety of networking opportunities in a relaxed college campus atmosphere. Before and after classes you can connect, reconnect, or just catch up with your peers from across the state.**

## GENERAL COURSES

Courses marked with  indicate they are approved for advanced assessor training.

The morning sessions of the general courses run from 8:30 a.m. – 12:00 noon, with an approximate start time of 9:00 a.m. on Monday and Wednesday. The afternoon sessions run from 1:00 – 4:30 p.m.

The day-long sessions run from 8:30 a.m. – 4:30 p.m. on Tuesday, 9:00 a.m. – 4:30 p.m. on Wednesday, and 9:00 a.m. – 3:30 p.m. on Thursday. There will be an hour lunch break each day from 12:00 – 1:00 p.m.

The following courses qualify for continuing education hours for Certified Maine Assessors. The amount of credit for each course is notated at the end of the course descriptions. Attendees will receive a Certificate of Completion via email within 30 business days, which will reflect the credit earned based on the courses attended. (Course certificates will not be sent if payment for your registration has not been received.) Please do not send a copy of your certificate to Maine Revenue Services, the credits will automatically be added to your education record within 30 business days of the event.

Please note that you **must** sign the attendance sheet(s) to receive credit for a course.

### **PT201: Abatements, the Assessor's Nightmare: How to Review, Prepare for, and Defend Assessments (Monday morning)**

Geared toward Tax Assessors and Assessors' Agents who have appeals before Boards of Assessment Review, County Commissioners, State Board of Property Tax Review, Court Appeals, etc., this course will give you tips on self-representation (i.e. writing briefs, useful caselaw to cite, evidence to provide, etc.) and how to be a reliable expert witness while representing your clients. (3 CMA CE hours)

Instructor: Garnett Robinson, CMA, and Joshua Bragan, CMA-2, both of Maine Assessment & Appraisal

### **PT202: Bits & Pieces – An Out-of-the-Box Potpourri of Assessing Topics (Monday afternoon)**

This session is a practical potpourri of ideas for thinking outside the usual assessing box. A series of assessors will each deliver 20–30-minute presentations, with time for questions and discussion, sharing ideas on topics of interest to the speaker that they thought would have common appeal to the Assessment Community. Guaranteed to raise your knowledge as an assessor! Join us for the eighth offering of this popular Tax School class. (3.5 CMA CE hours)

Organizer: Jacky Binette, CMA



### **PT203: Before You Push the Button: TRIO Tips & Tricks (Tuesday morning)**

Would you like to learn how to demystify the Trio residential valuation model and make it work for you? This course will teach you how to dig in and understand how things are working, to better spot problems, and to be more confident doing updates on your own. Topics covered include:

- Extracting data for analysis
- Cleaning up your outbuilding table
- Decoding the depreciation table
- Reviewing the Residential Size Factors
- Understanding the Customize screen
- Miscellaneous dos and don'ts.

Feel free to bring your laptop and follow along in Trio, but it is not required. (3.5 CMA CE hours)

Instructor: Verna Sharpe, CMA-4, Assessing Agent for the Town of South Berwick.

### **PT204: From Parcels to Pivot Tables: Excel Skills for Modern Assessors (Tuesday afternoon)**

This half-day, hands-on workshop is designed for anyone who is brand-new to Excel or looking to build confidence with the basics. Participants will learn how to navigate spreadsheets, enter and edit data, use simple formulas, apply basic formatting, and take advantage of time-saving shortcuts. We'll also walk through sorting and filtering techniques that make it easier to work with real-world data. The session wraps up with a guided exercise where you'll transform a sample dataset into a clean, organized chart.

Please bring a laptop with Excel installed so you can follow along and practice each skill in real time. (3.5 CMA CE hours)

Instructor: Brooks Taber-Grotton, CMA

LIMIT 25 STUDENTS

# **Learning... Networking... PROGRESS!**

### **PT205: The Assessor's Practice (Tuesday all day)**

Previously known as PT105, this comprehensive training has been updated and restructured as a one-day course. Designed for new Assessors, Board of Assessors' members, and people aspiring to become assessors, it is full of practical information that anyone in the profession may find useful and relevant. This class will cover the actual day-to-day administration of an assessing office, as taught by seasoned assessors. The topics covered will include field inspections, processing deeds, mapping, personal property procedures (including the Business Equipment Tax Reimbursement and Business Equipment Tax Exemption programs), record retention and filling out the Municipal Valuation Return, exemptions, current use programs, using assessing software systems, abatements and appeals, and anything else students want to know. (7 CMA CE hours)

Instructors: Kerry Leichtman, CMA, Rockport and Camden assessor; and Caitlin Thompson, CMA, Camden deputy assessor.

### **PT206: Journey to Assessing Excellence (Tuesday all day)**

This training, based on the Maturity Curve Model (an Organizational Performance model), is Cornell Consultants' foundational training designed for Assessor's Offices that want to dive deep into organizational improvement. This one-day training provides a broader lens on the core factors that both impede as well as propel organizational performance as well as providing tools, resources, and tips for how Assessor's Offices can apply the training content to align climate, culture, systems, processes, and professional learning to accelerate their improvement trajectory. (7 CMA CE hours)

Instructor: Presented and created by David Cornell, Certified Microsoft Trainer, Certified Excel Expert, MAI, and CAE

## **DON'T MISS OUR WEDNESDAY MORNING OPEN FORUM**

REPRESENTATIVES FROM THE PROPERTY TAX DIVISION WILL BE ON HAND TO FIELD YOUR SPECIFIC QUESTIONS AND LISTEN TO FEEDBACK.

**WEDNESDAY MORNING AT 8:30 A.M. IN THE AUDITORIUM**

THIS SESSION QUALIFIES FOR 0.5 CMA CE HOURS

### **PT208: Assessing with Integrity: Ethical Assessment in Action (Wednesday morning)**

Ethics is the foundation of trust, fairness, and professionalism in property assessment. Assessors play a crucial role in determining property values, impacting homeowners, investors, and municipalities. Upholding ethical standards ensures accuracy, transparency, integrity, credibility, and public confidence.

This interactive workshop will discuss ethical decision-making in property assessments; legal responsibilities and how to maintain professionalism; and real-world scenarios and how to navigate ethical dilemmas such as:

- **Conflict of Interest:** An assessor discovers a personal relationship with a property owner. How should they proceed to remain unbiased?
- **Pressure from Internal Parties:** A town/city official asks for a favorable valuation to increase tax revenue. The revenue is needed to avoid layoffs. What is the correct response?
- **Misrepresentation in Reports:** A colleague manipulates data to benefit a client. How should this be addressed professionally?

Join us to gain the knowledge and confidence needed to uphold ethical standards in property assessment! (3 CMA CE hours & meets the CMA ethics requirement)

Instructor: David Cornell, MAI, CAE

## **KUBB ANYONE?**

JOIN US MONDAY, TUESDAY, AND WEDNESDAY EVENINGS

LEARN ALL ABOUT THIS FUN AND EXCITING LAWN GAME!  
COME TO PLAY OR JUST CHEER ON YOUR FELLOW ASSESSORS!

### **PT209: Solar 101 (Wednesday afternoon)**

This Solar 101 presentation covers the identification of residential and commercial solar system types, major components, typical costs, expected system life, and key advances in the solar industry. It also provides guidance on how to interpret solar leases and ownership agreements, including common terms and stipulations that assessors should be aware of when evaluating properties. (3.5 CMA CE hours)

Instructor: John Luft, Branch Manager, Revision Energy

### **PT210: Commercial Valuation, The Assessor's Duty (Wednesday all day)**

*This course is co-sponsored by the Maine Chapter of the IAAO*

Commercial valuation is complex, few assessors have the knowledge, familiarity, or geographic competence to assess all types of commercial property. The beginning of the training will talk about ways to attain competence, or assistance in valuing commercial property. The instructor also intends to create case studies of specific commercial property types and get the audience involved in calculating the area (linear and cubic volume) of the building we will be learning in. (6.5 CMA ACE hours)

Instructor: Joseph St Peter, CMA-4 of Auburn.

### **PT211: Exemptions, PILOTS, Service Charges and More (Thursday all day)**

This course will cover everything from exemptions to payments in lieu of taxes (PILOTS), service charges, and more, as well as other alternate sources of income. Bring your questions. Open discussion. (5.5 CMA CE hours)

Instructor: Valerie Moon, CMA-4, IAAO Junior Instructor, City Assessor for Brewer



## **PT212: Out-of-the-Box Thursday Sessions (Thursday all day)**

These last few years have brought many changes to the field of assessing, and a continuing need to think out of the box! Back for 2026, our Out-of-the-Box Thursday allows you the freedom to attend one session or spend the whole day with us and attend all of them. Each topic lasts 1 – 2 hours; you will receive credit for those topics you attend.

Led by: Lisa Whynot, CMA, Deputy Director of MRS Property Tax.

### **9:00 – 10:15 a.m.: Property Tax Policy Review**

This session will discuss best policy practices for state and local governments with respect to the property tax. The presentation will include a discussion on property tax policies in Maine and how they compare nationally and with other New England states. An overview of policy research materials and tools offered by the Lincoln Institute and other sources will also be provided. (1.5 CE hours)

Instructor: Ron Rakow, Lincoln Institute of Land Policy

### **10:15 – 10:30 a.m.: Break**

### **10:30 a.m. - 12:00 p.m.: Keeping History Alive Brick by Brick: Tools, Tax Credits, and Tough Questions**

This presentation will provide an overview of the key tools used to support the preservation of significant buildings and places. Participants will learn how the National Register of Historic Places works; how local, state, and national policy shapes decisions about historic properties; and how financial incentives like state and federal historic rehabilitation tax credits make the adaptive reuse of historic buildings possible. The presentation will also provide an overview of preservation easements and explore emerging issues like the impacts of climate change and the growing challenges of insuring historic buildings. (1.5 CE hours)

Instructors: Brad Miller, Director of Programs & Services, and Tara Kelly, Executive Director, of Maine Preservation

### **12:00 – 1:00 p.m.: Lunch**

### **1:00 – 2:30 p.m.: The Brownfield Sites of Washington County from Abandoned to Reimagined**

What is a brownfield site? What are some of the risks associated with remediation and redevelopment, and how long does it take? What restrictions come with building on a brownfield site, and what do these things mean for the value of these properties, before, during, and after the redevelopment process? Come learn all about the brownfield sites in Washington County and the process to revitalize these areas. (1.5 CMA CE hours)

Instructors: Emily Wassmer & Charles Springer, both from TRC Companies

### **2:30 – 2:45 p.m.: Break**

### **2:45 – 3:30 p.m.: Maine Tax Portal**

The new and improved Maine Tax Portal has become an integral part of every assessor's job. From the MVR to the turn-around document, this session will cover all the things you need to know, along with some valuable tips and tricks. Whether you want to learn how to get started or are a seasoned user who just wants a refresher, this session is for you. Bring your questions and have them answered by a Maine Tax Portal expert. (1 CMA CE hour)

Instructor: Lisa Gatcomb, CMA, Senior Property Appraiser, MRS Property Tax

# CERTIFICATION EXAMINATION

## (FRIDAY – ALL DAY)

On Friday, the Certified Maine Assessor exam will begin promptly at 8:00 a.m. and end at 4:45 p.m., with a 45-minute lunch break from 12:00 noon - 12:45 p.m. Lunch will be provided.

The exam consists of five parts. A minimum score of 70 on each part is required to pass. If you don't pass all parts of the exam, you will only have to retake the parts on which you scored less than 70. For more information, see MRS Rule 205 on the Property Tax Division website, [www.maine.gov/revenue/taxes/property-tax](http://www.maine.gov/revenue/taxes/property-tax).

The exams will be handed out to candidates at 8:00 a.m. If you have already passed Part I previously, you will be handed the sections you need to complete at the start of the exam.

Part I of the exam must be completed within four hours. Part I covers Maine property tax law with 50 short-answer questions. Reference materials are provided for this open book part. Parts II-V will be given to the candidate once Part I is completed and the reference materials are turned in. Parts II-V each contain 40 multiple choice questions of a general information and problem-solving nature. These parts do not have a specific time limit, but all parts, including Part I, must be completed by 4:45 p.m.

**No time adjustment will be made for late arrivals.**

**Only pencils and calculators will be permitted in the testing room.** The calculator feature on a cell phone is not allowed. All other material necessary for the exam will be provided.



**Anyone who does not register for the full week at the Maine Property Tax School may register for this exam for a fee of \$60, which includes a catered lunch.**

## FEES & REGISTRATION

Please complete the enclosed registration form and return it to the Property Tax Division by Thursday, May 21, 2026.

Check-in will be held from 7:00 to 8:30 a.m. on Monday, and from 7:00 – 8:30 a.m. Tuesday through Thursday. Individuals attending only the CMA exam on Friday can follow the signs to report directly to the testing room no earlier than 7:45 a.m.

## PAYMENT

Full payment is expected with submission of the registration form. If paying by credit card, check the corresponding box on the registration form and email it to [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov). A payment link will be provided to you once your registration form has been processed. Checks or money orders are made payable to: Treasurer, State of Maine and should indicate that the payment is for the **2026 Maine Property Tax School**. Please note, if you are paying by check please email your registration to [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov) and ALSO include a copy of your registration form with your mailed check.

## FULL-WEEK TUITION

(MONDAY THROUGH THURSDAY ONLY)

\$350 includes course costs, snacks at breaks, and catered lunches Monday through Thursday.

(MONDAY THROUGH THURSDAY AND CMA EXAM)

\$375 includes course costs, snacks at breaks Monday through Thursday, catered lunches Monday through Friday, and the CMA exam.

## DAILY TUITION

\$110 per day includes course costs, a catered lunch, and snacks at breaks.

## EVENING NETWORKING ACTIVITIES!

Whether you plan to attend for one day or for the whole week, we invite you to join us each evening after class for some fun networking activities jointly sponsored by three Maine assessing groups: Central Maine Association of Assessing Officers, Maine Association of Assessing Officers, and the Maine Chapter of IAAO.

Activities will be held on the lawn outside of Spann Commons, so bring your lawn chair or claim a nearby bench on campus. All activities are free, and family members are welcome to attend.

Food trucks will be on-site Monday through Wednesday beginning at 4:00 p.m., for attendees who wish to purchase supper:

**Monday evening:** Smokin Pig Food Truck (Barbeque)

**Tuesday evening:** Pinky D's Food Truck (Poutine)

**Wednesday evening:** Tara-bly Good Catering (Comfort food)

**Join us for evenings of networking, games (including Kuub and Cornhole), stories, and memories!**

## CONFIRMATION

As soon as your registration has been received and processed, we will send a confirmation email. If there is a problem with your registration, we will contact you as soon as possible. If your registration and payment are not received by the Property Tax Division by the Thursday, May 21<sup>st</sup> deadline, we may not be able to verify your registration before school starts.



# REGISTRATION FORM 79<sup>TH</sup> ANNUAL MAINE PROPERTY TAX SCHOOL

JUNE 1 – JUNE 5, 2026

Please complete this registration form and return it to [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov). If paying by check, please email your registration to [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov) in addition to mailing a copy of the registration form with your payment.

Name:

CMA #:

Address:

Email:

Phone:

Municipality/Business Affiliation:

## INTRODUCTORY COURSES

PT101 and PT104 each run 9:00 a.m. – 4:30 p.m. Each course is four days. **You can only take one of these courses.**

PT101: Intro to Property Tax Assessment

PT104: Comprehensive Review Course

PT102 and PT103 run 9:00 a.m. – 4:30 p.m. Each course is two days. **It is possible to sign up for both courses.**

PT102: Maine Property Tax Law (Wed/Thurs)

PT103: Valuation of Real Estate (Mon/Tues)

## CMA EXAM

I plan to sit for the Certified Maine Assessor (CMA) exam on Friday, 8:00 a.m. – 4:45 p.m.

## GENERAL COURSES



*PT210 qualifies for Advanced Assessor Training credit*

PT201 Monday morning 3 CEs

PT207 Wednesday Forum 0.5 CEs


PT202 Monday afternoon 3.5 CEs

PT208 Wednesday morning 3 CEs

PT203 Tuesday morning 3.5 CEs

PT209 Wednesday afternoon 3.5 CEs

PT204 Tuesday afternoon 3.5 CEs

PT210 Wednesday all day  6.5 ACEs

PT205 Tuesday all day 7 CEs

PT211 Thursday all day 5.5 CEs

PT206 Tuesday all day 7 CEs

PT212 Thursday all day 5.5 CEs

**TUITION/RESERVATIONS**  
**79<sup>TH</sup> ANNUAL MAINE PROPERTY TAX SCHOOL**  
JUNE 1 – JUNE 5, 2026

Check all appropriate boxes and enter tuition amount:

**Option #1:** I will attend the full week, Monday through Thursday (\$350).....

**Option #2:** I will attend the full week, and plan to sit for the CMA exam on Friday (\$375) .....

**Option #3:** I will attend certain days only (\$110/day, includes lunch).....

Days attending:            Monday            Tuesday            Wednesday            Thursday

**EXTRAS**

*Select this option only if you are attending the exam and did not select Option #2 above*

**Certified Maine Assessor Exam fee** .....

*(Exam fee is included if you are attending the full week and selected Option #2 above, \$60 if not, lunch included)*

**TOTAL TUITION AMOUNT:** .....

I will submit my payment by check.

*Note: If paying by check, please send a copy of this registration form to [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov) in addition to mailing with the check, to ensure timely registration.*

I prefer to pay by credit card.

*Note: If paying by credit card, please email this registration form to [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov). A payment link will be provided to you via email.*

**CANCELLATIONS:** Cancellation notification must be sent by e-mail to [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov) at least 10 days before tax school begins. Any cancellation received after Friday, May 22<sup>nd</sup>, will be charged the full registration fee.

**Completed registration and payment, must be received by May 21, 2026. Send registration and payment information to [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov) or mail to:**



Maine Revenue Services  
Property Tax Division  
Attn: Chief of Training and Certification  
P.O. Box 9106  
Augusta, ME 04332-9106

SAVE FORM

CLEAR FORM