

Maine Property Tax Division

presents

IAAO 402: Tax Policy

Monday, November 30 – Friday, December 4, 2026

8:00am - 4:30pm

Keeley's Banquet Center, 178 Warren Avenue, Portland

Instructor: Stephen Sullivan, CMS, CMA-4

Cost: \$675 (Includes lunch Monday - Thursday)

About the course:

Think tax policy is boring? Think again. A certified IAAO instructor will lead students through interactive discussions and activities designed to get them thinking about tax policy as an applied topic within their jurisdictions. Course 402 equips learners with the ability to support the role and significance of property tax to policymakers and the public alike. The course provides students with the tools and resources to help them explain the effects of property tax and a sound theoretical basis to guide decision-making and assist in creating workable solutions for their jurisdictions. If you interact with the public and policymakers, this course is for you.

About the Instructor:

Stephen Sullivan graduated from the University of Maine with a degree in Forestry. He is a certified IAAO junior instructor, holds a Level 4 advanced Certified Maine Assessor designation from the State and a Certified Mapping Specialist designation from the IAAO. Stephen is currently serving as Deputy Director for the Property Tax Division of Maine Revenue Services after six years as a field appraiser. Prior to joining the Property Tax Division, Stephen spent eleven years working on cadastral maps for a mapping contractor, fifteen years as a licensed fee appraiser, and experienced the day-to-day operations working in the assessing department for the City of Bangor.

Details:

- Monday's class will start at 8:30am, following registration from 8:00-8:30am. The course goes from Monday, November 30 through Thursday, December 3, 8:00am - 4:30pm, with an exam scheduled for Friday, December 4, from 8:00-11:30am.
- The exam has a 3.5-hour time limit, but most students do not need the whole time.
- Students should bring pencils and paper; all other class material will be provided on the first day.
- This course qualifies for 30 hours of advanced continuing education credit and is one of the courses eligible to count toward the CMA-4 advanced assessor designation.
- Students do not have to sit for the exam on Friday to receive advanced continuing education hours for this class, however, to qualify as the required course towards CMA-4 certification, the student must take and pass the exam.
- Exam results and a certificate of attendance/completion will be emailed from IAAO within 4 weeks. Students should retain this certificate for submission to Maine Revenue Services at cma.mrs@maine.gov for advanced continuing education credit.

Registration:

- **Space is limited!** Submit your registration with payment as soon as possible before October 29th.
- **QUESTIONS/CANCELLATIONS:** Cancellation notification must be sent by e-mail to cma.mrs@maine.gov at least 10 days before the session begins. Any cancellation received within that 10-day window will be charged the full registration fee.



Invest. Learn. Advance.

Maine Property Tax Division

IAAO Course 402 - Tax Policy

Monday, November 30 - Friday, December 4, 2026, 8:00am - 4:30pm

Name: _____ CMA #: _____

Address: _____

Email: _____ Phone: _____

Employer/Affiliation: _____

Course Registration: \$ 675.00

☐ 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 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. A payment link will be provided to you via email.

QUESTIONS/CANCELLATIONS: Cancellation notification must be sent by e-mail to cma.mrs@maine.gov at least 10 days before the session begins. Any cancellation received after 5pm on Friday, November 20th, will be charged the full registration fee.

Completed registration and payment, must be received by October 29, 2026. Send registration and payment information to cma.mrs@maine.gov. If paying by check, payment should be mailed to:

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



Save Form

Clear Form

Questions?

Call 207-624-5601 or email cma.mrs@maine.gov

Rev. 2026.07.06