

Maine Property Tax Division

presents

IAAO 400: Assessment Administration

Monday, October 20 – Friday, October 24, 2025

8:00am - 4:30pm

Keeley's Banquet Center, 178 Warren Avenue, Portland

Instructor: Stephen Sullivan, CMS, CMA-4

Cost: \$650 (Includes lunch Monday - Thursday)

About the course:

This course provides an overview of fundamental management concepts for management and supervisory personnel in an assessor's office and focuses on the need for management, and the responsibilities placed on the assessor and all supervisory personnel. The course introduces the four major management functions: planning, organizing, directing, and controlling with a separate chapter devoted to each function for more in-depth learning and discussion.

Prerequisite: IAAO Course 101 Fundamentals of Real Property Appraisal is recommended before taking this course; however, students are not required to have taken IAAO 101.

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, October 20 through Thursday, October 23, 8:00am - 4:30pm, with an exam scheduled for Friday, October 24, 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 a calculator, pencil, and paper. **The calculator app on a phone is not allowed for the Friday exam.**
- Course materials will be provided by IAAO on the first day of class.
- 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 continuing education hours for this class.
- The IAAO will email you the results of your exam and a certificate of attendance/completion. Students should retain this certificate for submitting to Maine Revenue Services at cma.mrs@maine.gov to receive advanced continuing education credit.

Registration:

- Space is limited!** Submit your registration with payment as soon as possible before September 19th.
- QUESTIONS/CANCELLATIONS:** Cancellation notification must be sent by e-mail to cma.mrs@maine.gov at least 7 days before the session begins. Any cancellation received within that 7-day window will be charged the full registration fee.



Invest. Learn. Advance.

Maine Property Tax Division

IAAO Course 400 – Assessment Administration

Monday, October 20 – Friday, October 24, 2025, 8:00am - 4:30pm

Name: _____ CMA #: _____

Address: _____

Email: _____ Phone: _____

Employer/Affiliation: _____

Course Registration:	\$ 650.00
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☐ 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 7 days before the session begins. Any cancellation received after Monday, October 13th, will be charged the full registration fee.

Completed registration and payment, must be received by September 19, 2025. Send registration and payment information to cma.mrs.gov or mail to:

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



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Questions?

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