

Maine Property Tax Division

presents

IAAO 600

Principles & Techniques of Cadastral Mapping

Monday, November 27 - Friday, December 1, 2023

8:00am - 4:30pm

Jeff's Catering & Event Center, Brewer

Instructor: Steve Sullivan, CMS, CMA-4

About the course:

Principles & Techniques of Cadastral mapping is designed as a comprehensive and interactive program that introduces entry-level map maintenance personnel and assessment technicians to the cadastral mapping field. Students will learn basic mapping principles and techniques and are expected to demonstrate basic skills that will allow you to plot deeded descriptions in both the metes and bounds land description and Public Land Survey systems.

NOTE: Course 101 is recommended (but not required) before taking this course.

About the Instructor:

Steve 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. Steve 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, Steve 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 27 through Thursday, November 30, 8:00am - 4:30pm, with an exam scheduled for Friday, December 1, 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 & any necessary drafting supplies 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.
- 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.
- The Bangor/Brewer area has many lodging options.

Registration:

- **Space is limited!** Submit your registration with payment as soon as possible before October 27th. Once payment is received, we will confirm whether you have secured a spot.
- **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 600 – Principles & Techniques of Cadastral Mapping
Monday, November 27 – Friday, December 1, 2023, 8:00am - 4:30pm

Name: _____ CMA #: _____

Address: _____

E-mail: _____ Phone: _____

Employer: _____

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|----------------------------|-----------|
| Course Registration: | \$ 475.00 |
|----------------------------|-----------|

I authorize IAAO to release my name and my pass/fail status for this course to the Property Tax Division.

Credit Card Payment:

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| <p>If paying by credit card, complete the lines below.</p> <p>Note: After processing, Maine Revenue Services will redact credit card information & no data will be stored.</p> |
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Name on card: _____ Expiration Date: _____

Card number: _____ Visa Mastercard Discover
American Express not accepted.

Billing address: _____

E-mail address (for receipt): _____

Phone number: _____

Completed registration, with check or credit card information, must be received by **October 27, 2023**.
Send registration and payment 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 e-mail cma.mrs@maine.gov