



# 78<sup>TH</sup> ANNUAL MAINE PROPERTY TAX SCHOOL 2025

MONDAY, JUNE 2 – FRIDAY, JUNE 6, 2025



## REGISTRATION PACKET


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



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

THOMAS COLLEGE  
1080 WEST RIVER ROAD, WATERVILLE MAINE

JUNE 2 – JUNE 6, 2025



Join us for a week of learning and networking as we host the 78<sup>th</sup> annual Maine Property Tax School in Waterville from Monday, June 2 – Friday, June 6.

The **78th Annual Maine Property Tax School** will be held at Thomas College in Waterville, and will run from Monday, June 2 through Friday, June 6, 2025. 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 \$100 per day (\$325 per week) which covers courses and materials, snacks at break, and lunch. A weekly rate of \$350 covers all the above plus the CMA exam. Some courses carry an additional surcharge.

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 Tuesday, May 20, 2025. 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 Tuesday, May 20, 2025.

Check-in will be held in Spann Commons from 7:00 to 8:30 a.m. Monday 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, 2025, at:

<https://www.thomas.edu/campus-life/campus-operations/events-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](http://www.maine.gov/revenue/taxes/property-tax), 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 bagels will be available for purchase on campus from Jeanie's Café on 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 some opening remarks by Peter Lacy, Director of the Property Tax Division, to kick off the week of learning. Classes will begin immediately following the address.

## EVENING NETWORKING ACTIVITIES

### (MONDAY – WEDNESDAY)

The Monday evening get-together has become a Property Tax School tradition, but this year we've decided to think outside the box and extend the fun to three nights. Don't miss this year's evening networking activities, jointly hosted by four Maine assessing groups: Central Maine Association of Assessing Officers, Maine Association of Assessing Officers, the Maine Chapter of IAAO, and Mid-Coast Assessors.

Whether you are staying in Waterville for the week, or heading home for the evening, come join us for as long as you are able. Most 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 4:30 p.m., for attendees who wish to purchase supper.

**Monday evening:** Join us for an evening of games including a Kubb seminar and Kubb matches.

**Tuesday evening:** Come listen to seasoned assessors talk about some of the changes they have seen in assessing over the years, followed by a movie under the stars. Depending on the weather, this event may be held in the Summit Room of Spann Commons.

**Wednesday evening:** Join us for an evening of games including Joseph St Peter's "Speed Cornhole".

## WEDNESDAY MORNING KEYNOTE SPEAKER

Come join us Wednesday morning in the Auditorium from 8:30 - 9:00 a.m. to hear from our keynote speaker, Ron Rakow.

Mr. Rakow will be discussing the uses and challenges of AI in Assessing.

Classes will begin immediately following this event.

Ron Rakow is a Fellow at the Lincoln Institute of Land Policy in Cambridge, MA. He is also a Principal at Pleasant Lake Consulting, LLC, a Property Tax and Municipal Finance consulting practice.

Prior to these roles, Ron was the Commissioner of the City of Boston Assessing Department, where he served for over 25 years. Ron is the Chair of the Research Committee and Property Tax Policy Task Force of the International Association of Assessing Officers (IAAO) and was awarded that organization's Donehoo Essay Award in 2013. Mr. Rakow holds a degree in economics from Boston University as well as a certificate in administration and management from Harvard University.



**Coffee and bagels will be available for purchase on campus from Jeanie's Café each morning from 7:00 to 8:30 a.m. before classes begin.**



# 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 Keynote speaker). Each introductory course concludes with an in-class exam.

The Certified Maine Assessor exam will be held on Friday, June 6, 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)

Instructors: Peter Lacy, Attorney and CMA, Director of Maine Revenue Services Property Tax Division and Elijah Munro-Ludders, CMA of the Property Tax Division

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

This course covers the three approaches to value (cost, market, 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 basic courses and intends to sit for a certification exam on Friday. A calculator is required. (26 hours)

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

*Please note: Priority for this class will be given to students sitting for the CMA exam on Friday morning*

**Our goal at this year's Property Tax School is to help you expand your horizons with new technology, methods, and construction-styles that you might not have seen before, while embracing the experience and knowledge of your peers with more opportunities to network together in an informal setting.**

## 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 Monday through Thursday, (with an approximately 9:00 a.m. estimated start on Monday & Wednesday). The afternoon sessions run from 1:00 – 4:30 p.m. Monday through Thursday. The day-long sessions run from 9:00 a.m. – 4:30 p.m. on Monday and Wednesday, and 8:30 a.m. – 4:30 p.m. on Tuesday and Thursday.



### **PT201: The Assessors' Ultimate Guide to Reviewing Single Property and Mass Appraisals (Monday all day)**

Join us for this comprehensive course designed to improve your skills in reviewing appraisals. Whether you are an experienced assessor or new to the field, this class will provide you with valuable insights and practical tools to enhance your appraisal review proficiency. In addition to reviewing single property appraisals, this class includes practical hands-on sessions where participants will learn to review and analyze mass appraisals to determine whether they comply with industry statistics.

By the end of the course, you will be able to confidently interpret statistical data and apply it effectively in your appraisal reviews. Topics will include: the need for assessors to review appraisals, USPAP review requirements, a guide to appraisal reviews, practical applications for assessors, IAAO statistical standards for mass appraisal, and real-world examples/exercises.

Don't miss this opportunity to enhance your technical skills and stay ahead in the field. (7 CMA ACE hours)

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

LIMIT 24 STUDENTS

A \$75 surcharge applies to this class

### **PT202: GIS for the Assessing Office (Monday morning)**

What are some ways you can use Geographic Information Systems (GIS) to help in your work as an Assessor? From explaining valuations to taxpayers and appraisers or reviewing sale locations in ratio studies, in looking for neighborhood trends, or providing custom maps for co-workers and the public are just a few of the many uses for GIS in the office. In this session, Kyle will cover basic GIS concepts and common uses, as well as present more advanced analytics in GIS, demonstrating techniques on how to display and analyze parcel data in relation to zoning, wetlands and flood zones, etc., and where to find data online. We will learn how to export tables out of Vision, "join" Excel files with GIS data, analyze sales information, and discuss various ways for publishing GIS for the public. (3.5 CMA CE hours)

Instructor: Kyle Avila, CMA-2, assessor for the Town of Mount Desert.



### **PT203: Legislative Update (Monday morning)**

Are all the new legislative updates making your head spin? Need some help making sense of it all? You could sift through hours of testimony and legislative hearings, but why not let an expert guide you through it instead. This class will help you navigate the ins and outs of the most recent legislative changes and will also spend some time reviewing potential upcoming legislation of importance to Maine Assessors. (3.5 CMA CE hours)

Instructor: Amanda Campbell, Maine Municipal Association.

### **PT204: 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 seventh offering of this popular Tax School class. (3.5 CMA CE hours)

Organizer: Jim Thomas, CMA

### **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: Power BI! Fundamentals (Tuesday all day)**

Power BI, which stands for Power Business Intelligence, is a program that lets you connect to multiple data sources and transform and visualize that data to gain actionable insights. It is a game changer in truly understanding your data! This hands-on course is for both those who are new to Power BI and seasoned users. We will start with a review of the basics of Power BI for those who may not have utilized the program before. During this class you will complete foundational exercises and develop visualization dashboards, as well as learn more advanced tips and tricks to use the software more effectively.

Difficulty level: No Power BI experience is required; however, one should be at least an intermediate computer user. Laptops are required. (7 CMA ACE hours)

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

LIMIT 20 STUDENTS

A \$75 surcharge applies to this class.

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



## **PT207: TIF-inity and Beyond! A Practical TIF Talk for Maine Assessors (Tuesday morning)**

So, you have a Tax Increment Financing district in your municipality (or perhaps two or three), and you are a bit unsure of exactly how they work or what your responsibilities are as the assessor. OAV, CAV, BETE and CEAs leave you scratching your head? This course will provide an overview of tax increment financing (“TIF”) as an economic development tool, including the statutory purposes of the program; Maine’s Department of Community and Economic Development (DECD) and its roll in the TIF process; procedures for designating a TIF district and adopting a development program; the tax shift benefit of TIFs; how a TIF district functions; and other special topics. If you have any questions about TIFs, bring them along. We will discuss the world of TIFs from the assessors’ viewpoint and explain everything you need to know about TIFs ...and more! (3.5 CMA ACE hours)

Instructors: Ben Thompson, CMA-4, assessor for the City of Sanford and Tina Mullins of DECD

## **PT208: GIS and the Maine GeoLibrary (Tuesday afternoon)**

Perhaps you’ve heard of the Maine GeoLibrary but have no idea what it entails or how it can benefit your municipality. Let our speakers introduce you to the Maine Library of Geospatial Information, a state-of-the-art, comprehensive, and ever-expanding portal to public geospatial information and services. The topics covered will include statewide tax map GIS basics, geocoding and address records, polygonal topology, and the data model. The course will conclude with a Q&A session and open discussion. (3.5 CMA CE hours)

Instructors: Jay Clark, Aaron Weston, Greg Copeland, and Jon Giles, Maine Library of Geospatial Information staff

### **DON’T MISS OUR KEYNOTE SPEAKER, RON RAKOW,**

FELLOW AT THE LINCOLN INSTITUTE OF LAND POLICY IN CAMBRIDGE, MA. HE IS ALSO A PRINCIPAL AT PLEASANT LAKE CONSULTING, LLC, A PROPERTY TAX AND MUNICIPAL FINANCE CONSULTING PRACTICE.

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

## **PT209: The Assessor's Calendar: Practical Tips for New Assessors (Wednesday all day)**

Let’s dig into the actual events administered by the Assessor’s office, including preparation, organization, deadlines and maintenance. This daylong event will be an informal setting with lots of time for questions and discussions, because this is not “my way or the highway.” (7 CMA CE hours)

Instructor: Judy Mathiau, CMA, recently retired from the Town of Winslow.





### **PT210: Conservation Easements (Wednesday morning)**

A wide variety of land conservation projects are taking place in communities of all scales and in every corner of the state. This course will cover a range of tools that land trusts and other conservation organizations in Maine use to protect natural and working lands, including fee ownership, different types of conservation easements, and the Option to Purchase at Agricultural Value. We'll discuss the implications of these approaches for property taxation, as well as payments of property taxes or payments in lieu of taxes, made by conservation organizations. The course will also review some of the intersections between conserved lands and related taxation laws and programs. Through presentations from conservation practitioners and discussion around attendees' direct experiences working in communities across Maine, this course aims to inform the property tax assessment process for conserved natural and working lands and support assessors in their assessment of protected properties. (3.5 CMA CE hours)

Instructors: Mark Berry, Forest Program Director with The Nature Conservancy; Chris Cabot, Co-Director of Farmland Protection and Abby Farnham, Assistant Director, Policy and Research with Maine Farmland Trust; and Jeff Romano, Public Policy Director with Maine Coast Heritage Trust



### **PT211: The Sales Comparison Approach (Wednesday morning)**

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

Refresh your market approach skills. This course provides an overview of the sales comparison approach, a fundamental valuation method used by assessors. Participants will learn to:

- Identify and analyze comparable sales data.
- Apply appropriate adjustments for differences in property characteristics (e.g., size, age, location).
- Understand the principles of market analysis and data verification.
- Develop sound appraisal judgments based on market evidence.
- Consider the strengths and weaknesses of the sales comparison approach.
- Address common challenges and best practices in applying the sales comparison approach.

This training is designed to enhance assessors' ability to produce accurate and defensible property valuations. We'll have classroom discussions and go over case studies. (3.5 CMA ACE hours)

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



### **PT212: AI in Assessing, from Property Valuation to Office Efficiency (Wednesday afternoon)**

Whether we like it or not, AI is here, but what does this mean for you? We will discuss the types of AI valuation models useful for property valuation, when to use them and when not to; how new developments in AI can impact your day-to-day work in the office and improve office efficiency; and what are Large Language Models, the technology behind ChatGPT. Leading industry experts will break the information down in a non-technical way, as well as help the audience get the most out of these tools. Come learn how this up-and-coming technology can be used in assessing. (3.5 CMA CE hours)

Instructor: Chris Bell, C3AI.

## **DON'T MISS OUR NEW OUT-OF-THE-BOX THURSDAY SESSIONS**

THIS BRAND NEW PROGRAM ALLOWS YOU THE FREEDOM TO ATTEND JUST ONE SESSION OR SPEND THE WHOLE DAY WITH US AND ATTEND ALL OF THEM

*(SEE NEXT PAGE FOR MORE DETAILS)*



### **PT213: Personal Property Auditing (Thursday all day)**

This course will provide students with an understanding of how and when to conduct a personal property audit. We will discuss basic financial records; how to determine taxpayer compliance with the statutory reporting requirements; and what items an auditor should look for during an interior inspection of a business, such as signage, furniture, computers, machinery, and equipment used for that business. (7 CMA ACE hours)

Instructor: Valerie Moon, CMA-3, IAAO Junior Instructor, City Assessor for Brewer



## KUBB ANYONE?

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

### **PT215: Out-of-the-Box Thursday Sessions (Thursday all day)**

These last few years have brought many changes to the field of assessing! This year we have tried to embrace some of that change and think outside of the box. New for 2025, 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. Come join Lisa Whynot, Deputy Director of MRS Property Tax, as she hosts this exciting new Property Tax School format. Each topic lasts 1 – 2 hours; you will receive credit for those topics you attend.

#### **8:30 – 10:15 a.m.: The Outlook for Demographic, Economic, and Real Estate Changes in Maine**

Maine's population, economy, and housing markets have seen significant changes in the past five years. What will the next five years bring? This session will cover the latest population projections and economic forecast for Maine in the context of national economic trends. (2 CE hours)

Instructor: Amanda Rector, Maine State Economist

#### **10:15 – 10:30 a.m.: Break**

#### **10:30 a.m. - 12:00 p.m.: The Passive House Concept - Housing Needs in Maine and Meeting the State's Climate Goals**

In this session, experienced designer and builder Alan Gibson of GO Logic LLC will explore the concept of the Passive House in the context of meeting Maine's ambitious housing and climate goals. Attendees will learn the basics of what makes a passive house, how it benefits homeowners, and what it could mean for state policy. (1.5 CE hours)

Instructor: Alan Gibson of GO Logic Homes LLC

#### **1:00 - 2:30 p.m.: Drone Use in Rural Assessing**

This session will teach property assessors how drones can be effectively used for rural property assessments, including real-world applications, legal considerations, and hands-on flight training. (1.5 CMA CE hours)

Instructors: Colby Higgins, CMA; Jeff Braaten, CMA; and Devin Parent, CMA; all of MRS Property Tax

#### **2:30 - 2:45 p.m.: Break**

#### **2:45 - 3:30 p.m.: Friday Morning Forum on a Thursday Afternoon...**

Ending our Out-of-the-Box sessions, our Open Forum discussion is your chance to hear and be heard. Representatives from the Property Tax Division will be on hand to field your specific questions, lead group discussions, and listen to feedback. This interactive program is designed to give attendees a relaxed, informal opportunity to address just about anything on their mind, so come with questions and topics you'd like discussed. (1 CMA CE hour)

Led by: Lisa Whynot, CMA, Deputy Director of 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 50 multiple choice questions of a general information/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 Tuesday, May 20, 2025.

Check-in will be held in Spann Commons from 7:00 to 8:30 a.m. on Monday, June 2, and from 7:30 – 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 2025 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)

\$325 includes course costs (except PT201 and PT206, which apply surcharges), snacks at breaks, and catered lunches Monday through Thursday.

(MONDAY THROUGH THURSDAY AND CMA EXAM)

\$350 includes course costs (except PT201 and PT206, which apply surcharges), snacks at breaks, catered lunches Monday through Thursday, and the CMA exam.

## DAILY TUITION

\$100 per day, includes course costs (except PT201 and PT206, which apply surcharges), 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 the Maine assessing groups: Central Maine Association of Assessing Officers, Maine Association of Assessing Officers, the Maine Chapter of IAAO, and Mid-Coast Assessors.

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.

**Monday evening:** Join us for an evening of games including a Kubb seminar and Kubb matches

**Tuesday evening:** Come listen to seasoned assessors talk about some of the changes they have seen in assessing over the years, followed by a movie under the stars. Depending on weather, this event may be held in the Summit Room of Spann Commons

**Wednesday evening:** Join us for an evening of games including Joseph St Peter's "Speed Cornhole"

Food trucks will be on-site Monday through Wednesday beginning at 4:30 p.m., for attendees who wish to purchase supper.

## 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 Tuesday, May 20<sup>th</sup> deadline, we may not be able to verify your registration before school starts.





# REGISTRATION FORM 78<sup>TH</sup> ANNUAL MAINE PROPERTY TAX SCHOOL

JUNE 2 – JUNE 6, 2025

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 at a time.

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 of these 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

*PT201, PT206, PT207, PT211, and PT213 qualify for Advanced Assessor Training credit*


PT201 (Monday all day, \$75 surcharge) 

PT209 (Wednesday all day)

PT202 (Monday morning)

PT210 (Wednesday morning)

PT203 (Monday morning)


PT211 (Wednesday morning) 


PT204 (Monday afternoon)

PT212 (Wednesday afternoon)

PT205 (Tuesday all day)

PT213 (Thursday all day) 

PT206 (Tuesday all day, \$75 surcharge) 

PT207 (Tuesday morning) 

PT215 (Thursday all day)

PT208 (Tuesday afternoon)

**TUITION/RESERVATIONS**  
**78<sup>TH</sup> ANNUAL MAINE PROPERTY TAX SCHOOL**  
JUNE 2 – JUNE 6, 2025

Check all appropriate boxes and enter tuition amount:

**Option #1:** I will attend the full week, Monday through Thursday (\$325)\_\_\_\_\_

**Option #2:** I will attend the full week, and plan to sit for the CMA exam on Friday (\$350) \_\_\_\_\_

**Option #3:** I will attend certain days only (\$100/day, includes lunch)\_\_\_\_\_

Days attending:            Monday            Tuesday            Wednesday            Thursday

**EXTRAS**

**Class surcharges**                    PT201 \$75    \_\_\_\_\_

   PT206 \$75    \_\_\_\_\_

**Certified Maine Assessor Exam** \_\_\_\_\_

*(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. Make checks payable to Treasurer, State of Maine.*

☐ 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 3 days before tax school begins. Any cancellation received after Friday, May 30<sup>th</sup>, will be charged the full registration fee.

**Completed registration and payment, must be received by May 20, 2025. 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

PRINT

CLEAR FORM

Questions? Call 207-624-5601 or email [cma.mrs@maine.gov](mailto:cma.mrs@maine.gov)