

MAINE PROPERTY TAX DIVISION

ADVANCED ASSESSOR CERTIFICATION RENEWAL APPLICATION



This form is intended only for a Certified Maine Assessor (CMA) with advanced certification (CMA-2, CMA-3, CMA-4) to report completed advanced assessor education requirements for annual certification renewal. Submit the completed application, by February 1, to:

Chief of Training and Certification, Maine Revenue Services,
Property Tax Division, P.O. Box 9106, Augusta, ME 04332-9106
or email: cma.mrs@maine.gov

Name: _____

Address: _____

Town: _____ State: _____ ZIP Code: _____

Phone Number: _____ CMA Certificate Number: _____

Certification Level: CMA-2 CMA-3 CMA-4

Courses completed during calendar year 20____ (see instructions):

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Course Name: _____ Date: _____ Hours: _____

Total Hours: _____

DECLARATION(S) UNDER THE PENALTIES OF PERJURY. I declare that I have examined this return/report/document and (if applicable) accompanying schedules and statements and to the best of my knowledge and belief they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature: _____ Date: _____ Email: _____

INSTRUCTIONS

Certified Maine Assessors who do not have advanced certification are not required to submit this application. All advanced credit hours must be approved as such by Maine Revenue Services prior to the event.

Submit this form by February 1 to receive education credit and certification renewal for the calendar year. Only advanced credit courses taken during the previous calendar year will count toward certification renewal for this year. You must submit proof of completion of completed courses.

Include only advanced assessor training courses on this application. The 16-hour continuing education requirement for CMA certification will be administered by the Chief of Training and Certification separately.

To maintain certification as a CMA-2, you must complete 21 hours of continuing education annually: 16 hours of continuing education required for all CMAs plus 5 hours of advanced continuing education. To maintain certification as a CMA-3 or CMA-4, you must complete 28 hours of continuing education annually: 16 hours of continuing education required for all CMAs plus 12 hours of advanced continuing education.

Attach proof of completion for each course included on this application. Proof of completion can be showed by submitting a copy of the certificate of completion or the certificate of attendance for the course taken.