



**MAINE PROPERTY TAX DIVISION
REQUEST FOR PRE-APPROVAL OF COURSE
FOR CONTINUING EDUCATION CREDIT**

For an assessor training course, seminar, or meeting

Name of Presenter/Sponsor: _____

Mailing Address: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Description of Training Event (attach a copy of the brochure, notice, or other related material)

Course Seminar Meeting

Event Date: _____ Location: _____

Topic: _____ Hours: _____

Check if requesting advanced continuing education hours

If requesting an IAAO course equivalent, enter the IAAO course number: _____

Description: _____

If requesting advanced continuing education or an IAAO course equivalent, attach a detailed syllabus. Retroactive approval for courses will generally not be given.

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: _____

Submit this application at least 30 days prior to the training event 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

INSTRUCTIONS

General continuing education. To qualify for general continuing education, courses, seminars, and meetings must cover material associated with the assessing profession, such as topics on property valuation, the economy, and building materials. All continuing education courses must include a sign-up sheet to verify attendance. In lieu of a sign-up sheet for courses presented online, the presenter must create a list of people who attended.

Advanced continuing education. Advanced continuing education courses are presentations that are more complex than standard continuing education. These courses should provide the same level of education that are found in the International Association of Assessing Officers (IAAO) courses, workshops, and forums and must relate directly to valuation of property, property tax administration, or the formation or implementation of property tax policy. Attach a detailed syllabus to this application.

IAAO course equivalent. To qualify as an equivalent to an approved IAAO course, a course must be of at least the same duration as the IAAO course, and must cover all the material as the IAAO course. Equivalent courses must specifically target assessors and the assessing profession. If accepted as an IAAO course equivalent, the requested course approval may or may not be made retroactive. Attach a detailed syllabus to this application.

Presenters of advanced continuing education courses and IAAO course equivalents must provide attendees with a certificate of completion, including the number of hours the attendee completed. For advanced continuing education courses, a sign-up sheet must be distributed to the class once for every 3.5 hours of instruction. Sign-up sheets must be retained by the presenter for three years and copies must be provided to the Chief of Training and Certification on demand. If an advanced continuing education course is to be held online, the presenter must record when each attendee entered and left the presentation. If an enter/exit record is not possible, the presenter must compile a list of people who attended the presentation. If an online advanced continuing education course is longer than 3.5 hours, attendance must be taken twice, once in the morning and once in the afternoon.

If your course is approved for continuing education credit, the Property Tax Division will notify you in writing.

All education courses longer than two hours may include short breaks of 10-15 minutes. Lunch breaks are not included in continuing education hours.