



# State of Connecticut Certified Connecticut Municipal Assessor Committee

## APPLICATION FOR RECERTIFICATION AS A CONNECTICUT MUNICIPAL ASSESSOR

All applications must be accompanied by a check in the amount of \$20.00 made payable to the: CCMA Committee.

NAME OF APPLICANT (Last) (First) (MI.)			BUSINESS TELEPHONE	HOME TELEPHONE
ADDRESS (Number and Street)			CCMA CERTIFICATE # (indicate I or II)	
CITY	STATE	ZIP CODE	EMAIL ADDRESS	

**Return To:**  
Helen Totz, Assessor  
Clerk, CCMA Committee  
Assessor's Office  
83 Mountain Rd.  
Suffield, CT 06078

**Include copies of proof of program completion for each Program listed below. Use additional pages as necessary.**

<i>Program Title</i>	<i>Date(s) of Program</i>	<i>Provider/School</i>	<i>Topics Covered</i>	<i>Number of Hours</i>
<b>Total Hours</b>				

**I hereby certify that the information contained on this form and included documentation is true, accurate and valid.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

## **Frequently Asked Questions** about the new Continuing Education Requirements

### **Who has to complete this application?**

All persons who are certified as a CCMA I or CCMA II and whose certification is due to expire.

### **If I am retired or no longer working in an Assessor's Office in Connecticut, do I still have to complete 50 hours of courses or workshops?**

Yes, if you wish to retain your certification. There is no exemption from this requirement for inactive assessors or assessment staff.

### **Do I send proof of program completion with this application?**

Yes, copies of the proof of completion must accompany this application. Any program you list on the application that does not have proof of completion will not be accepted. This proof of completion requirement **includes** courses or workshops held at the Annual School for Assessors and Boards of Assessment Appeal at the University of Connecticut.

### **What if I do not have Proof of Completion for a program? Can I still list it on the application?**

If you are missing proof of completion for a program, you will need to contact the program sponsor for the documentation. If you are not able to acquire the proof, you cannot list that program on this application. If you need proof for a course or workshop held at the Annual School for Assessors and Boards of Assessment Appeal at the University of Connecticut, contact Linda Friedman, Program Manager, Academic Partnerships and Special Programs.

### **How many hours do I need for recertification?**

Fifty (50) hours of approved Continuing Education Programs. This includes both workshops (non-examination) and courses.

### **When do I have to have taken the workshop or course?**

Only workshops and courses completed not earlier than 5 years prior to the expiration date of your current certification can be listed on this reapplication.

### **What if I am not sure if a workshop or course is "approved"?**

A list of workshops and courses approved by the CCMA Committee is available on the CAAO Website at [www.cao.com](http://www.cao.com) .

### **What if a workshop or course that I completed is not on the approved list?**

You may submit a written application to the CCMA Committee requesting approval of any course or workshop not included in the list. This request for approval must include documentation on the material presented at the program and the length and sponsor of the program.

### **When is this application due?**

At any time within one year prior to the expiration date of your certification. The certificate you received from the State of Connecticut has an expiration date on the upper right corner. All certificates expire on the December 31<sup>st</sup> five years following the issuance of the certificate.

### **What happens if I don't complete my Continuing Education requirement prior to the expiration of my certification?**

Your CCMA I or CCMA II certification expires. You will need to meet all the current requirements of the CCMA I or CCMA II program to become certified again. This includes completing the course requirements and passing the CCMA examination.

### **Can any hours be carried over into my next cycle?**

No, the regulations require that the continuing education be completed within five years of the expiration of the certification.

### **Can I take the same course or workshop more than once in the same cycle?**

No. However, if a sponsor holds annual programs that change the material and subject matter for each offering, then each annual offering is allowed. For example, the workshop held at the "Annual School for Assessors and Boards of Assessment Appeal" held at the University of Connecticut, changes the material each year and therefore is not considered for recertification to be the same program.