

# Certified Connecticut Municipal Assessor Committee



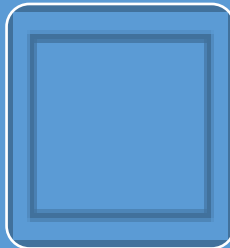
## CCMA Committee Process to apply for recertification credit hour approval

Please use the following checklist to ensure that you have all of the information and documentation that the Committee will need to review your request for recertification credit hours:



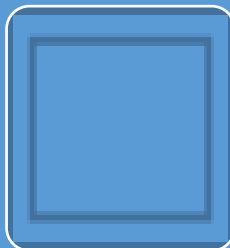
### Letter of request for hour approval

- Sponsoring organization, signed by requester
- Include date, time and venue of educational sessions
- If multi day offering please provide schedule of courses/workshops



### Schedule of education sessions being offered

- Syllabus of each session
- Names of presenters including title, current employer and bios for all



### Submission details

- Please submit completed information, in one file, no later than 60 days prior to date education is being offered
- Provide contact name, number and e-mail in case the CCMA Committee has follow up questions

As you are reviewing your request for completion, please keep in mind that it is CCMA policy to approve educational content and would prefer that instructors refrain from providing content specific to their company or software.