

State of Connecticut Certified Connecticut Municipal Assessor Committee



CCMA Examination Application Checklist:

- File early.** Do not wait until last minute to file application.
- Waivers.** Issued by the Secretary of the Office of Policy & Management.
 - OPM requires a 30 days window for processing waiver requests.
 - If waiver granted by them, waiver must be included with application by the prescribed deadline.
- Fill form out completely:**
 - **Make sure all questions answered.** Do not leave any sections blank. That includes “from” and “to” dates.
 - **Attach copies of certificates of course completion.** One each for all CCMA Courses or waiver letter for IIA or IIB:
 - IA
 - IB
 - IIA
 - IIB
 - III (Only if applying to sit for CCMA II Examination).
 - IV
 - **Any additional related education.** Include copies of course certificates of completion.
 - **Qualifying Experience.** Attach job description and/or resume.
- Experience Validation.**
 - **Obtain valid signature.** Form signed by CCMA, State Certified Revaluation Supervisor, or a Connecticut licensed General Appraiser who trained and/or employed the applicant.
- Payment.**
 - **Make check payable to the “CCMA Committee” in the amount of, \$30.00 and include with application packet.**
- Signature.**
 - **Sign and date form.** Missing signature will result in denial of application.
- Avoid denial of application, proofread before submission.** Make sure form, is completely filled out, signed and dated properly. Verify payment and all certificates are in order and included.
- Mail* complete application, proofs and check for fee to:**

Rochelle Lambert, CCMA II
CCMA Committee Clerk
71 Midland Dr.
Colchester, CT 06415-1320

*To avoid delivery delay, do not send with “request for signature”.