

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 day window for processing waiver requests.
 - If waiver granted, waiver must be included with completed application.
- 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 Course IIA, IIB or III:
 - CCMA IA – Assessment Administration**
 - CCMA IB – Assessment Valuation**
 - CCMA IIA – Appraisals Principles**
 - CCMA IIB – Valuation Techniques**
 - CCMA III (Only if applying to sit for CCMA II Examination) – Income Approach**
 - CCMA IV - Revaluation**
 - **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 completed application.**
- Signature.**
 - **Sign and date form.** Missing signature will result in denial of application.
- Avoid denial of application and proofread before submission.** In order to avoid a denial of your application, please be sure that your application is completely filled out, signed, and dated properly. Verify payment and all certificates are in order and included.
- Mail* complete application, course completion certificates and application fee to:**

Shawna Baron, CCMA II
CCMA Committee Clerk
1278 Cheshire St
Cheshire CT, 06410

Application must be received by CCMA Clerk by September 18, 2024.
Emails are not allowed by regulations, please allow ample time for delivery.