



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 and payment must be received by CCMA Clerk by September 17, 2025.