



**STATE OF CONNECTICUT**  
**CERTIFIED CONNECTICUT MUNICIPAL ASSESSOR COMMITTEE**

February 2021

Dear CCMA Designee:

The CCMA Committee is now accepting documentation of credit hours for recertification of your CCMA Designation. **Prior to the expiration date printed on each CCMA certificate**, each designee must submit to the CCMA Committee an application for recertification, the **\$20** recertification fee, and proof of successful completion of at least **50** hours of approved assessment or appraisal courses and/or workshops. Designees whose certification expires on December 31, 2021 must have attended and passed their courses and workshops between January 2017 and December 2021. The Committee will review applications for renewal and recommend to the Secretary of the Office of Policy and Management all persons qualified for renewal. **Forms are available for printing online via the following link: <https://caao.com/assessor-certification/> or from the CAAO website (<https://caao.com/>) home page, under the "Quick Links" section, select "CCMA List & Committee Info" then scroll to bottom of page and select "Assessor Certification".**

**The CCMA Committee annually lists approved courses and workshops for recertification on the CAAO Website (<https://caao.com/>). Upon written request, the committee may approve courses not listed. The request must include the name of the course or workshop, the sponsoring organization, the name(s) of the instructor(s), number of hours, and an outline of the course/workshop. The CCMA Committee, at its next monthly meeting, will consider each request, and within seven days, the applicant will receive notification of the committee's decision.**

Certified instructors may receive credit for courses or workshops they teach. Courses or workshops taught more than once during the five-year recertification period will be credited only **once** for the number of hours taught.

Applicants should retain copies of their applications and supporting documentation for their records. Return the completed CCMA renewal application, documentation of completed credits, and a check for **\$20 payable to the "CCMA Committee" to attention:**

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

Any applicant, whose recertification request does not receive approval from the CCMA Committee, will have notification sent to them, by mail within two days of the denial, containing the reason(s) for such. The applicant may request in writing within seven days of the denial, a reconsideration of the denial decision by stating reasons why a review is in order and including any documentation not previously submitted. The CCMA Committee may require that the applicant appear before the committee to answer questions or present additional information. Within one week of that meeting, notice the committee's final judgment, will be sent via mail, to the applicant and to the Secretary of the Office of Policy and Management.

**David Dietsch, CCMA II, Chairman**

Waterbury (203) 574-6830

**Shawna Baron, CCMA II, Member**  
Cromwell (860) 632-3442

**Tom DeNoto, CCMA II, Member**  
Bristol (860) 584-6245

**Mary Huda, CCMA II, Member**  
South Windsor (860) 644-2511 x312

**Rochelle Lambert, CCMA II, Clerk**  
Mansfield (860) 429-3311

**Chandler Rose, CCMA II, Member**  
Windham (860) 465-3026

**John Chaponis, CCMA II, Member**  
Colchester (860) 537-7205

**Jennifer Gauthier, CCMA II, Member**  
OPM (860) 418-6342