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GOVERNOR

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MAINE REVENUE SERVICES
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AUGUSTA, MAINE
04333-0024

ADMINISTRATIVE & FINANCIAL SERVICES

RYAN LOW
COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD
ACTING EXECUTIVE DIRECTOR

Certification examinations for Maine Property Tax Assessors will be held on **Wednesday, November 18, 2009** at the Senator Inn in Augusta. **PLEASE NOTE NEW LOCATION!** **NORTHBOUND:** Take I-95 North. In South Portland, take Exit 6A for I-295 North. Follow I-295 through Portland until it once again becomes I-95, just past Falmouth. Continue north for approximately 50 miles. After the Gardiner toll booth, go 7 miles to Exit 109 in Augusta. Bear right off the exit onto Western Avenue. The Senator Inn is immediately on your right. **SOUTHBOUND:** Take I-95 south to **Exit 109A**. Bear right off the exit onto Western Avenue. The Senator Inn will be immediately on your right.

There will be two examinations as follows:

- CERTIFIED MAINE ASSESSOR.** This is a 5-part examination; a minimum score of 70% on each of the five parts is required in order to pass the exam. Part 1 of the examination is passed out first and must be completed before receiving parts 2-5. Part 1 of the examination covers Maine Property Tax Law with twenty-five mostly multiple-part questions, most of which may be correctly answered with one or more short sentences; reference materials are provided for this "open-book" exam which has a 4-hour time limit. Parts 2-5 each contain 50 multiple choice questions of a general information/problem solving nature.
- CERTIFIED ASSESSMENT TECHNICIAN.** This 5-part examination is not as comprehensive or as technical as the CMA examination and requires the examinee to achieve an overall average of at least 70%. Each part contains 50 multiple choice questions of a general information/problem solving nature.

The exam runs from 8:00 am to 5:00 pm with a sixty (60) minute lunch break from 12:00 to 1:00. ALL NECESSARY REFERENCE MATERIALS WILL BE PROVIDED. **Only pencils and silent portable calculators will be permitted in the testing room.** Calculators should be battery-powered as the availability of electrical outlets cannot be guaranteed; also, you are advised to bring an extra calculator in case your primary calculator suffers a malfunction. Lunch will not be provided and people are discouraged from bringing any food or drink into the building. There are several restaurants in the immediate area, and refreshments will be available in the test room. *Please arrive promptly as this is a timed exam that will begin and end as scheduled.*

Registrations must be completed and returned with a \$30.00 non-refundable exam fee no later than November 13, 2009. Late registrations must be preapproved and the exam fee will be \$35.00.

REGISTRATION FORM

Please detach this portion and return with the \$30.00 non-refundable exam fee.
Make check or money order payable to: **Treasurer State of Maine**

**PLEASE RETURN REGISTRATION NO LATER THAN
NOVEMBER 13, 2009**

**TO: Property Tax Division
Attn: Jeff Kendall
P.O. Box 9106
Augusta, ME 04332**

TYPE OR PRINT CLEARLY

Name: _____

TYPE OF EXAMINATION: CMA CAT
(CHECK ONLY ONE)

Address: _____

Home Phone: _____

Fax Number: _____

Work Phone: _____

E-mail address: _____