

STATE OF MAINE
MAINE REVENUE SERVICES
PROPERTY TAX DIVISION
PO BOX 9106
AUGUSTA, MAINE
04332-9106

CERTIFIED MAINE ASSESSOR and CERTIFIED ASSESSMENT TECHNICIAN EXAMS
Certification examinations for Maine Property Tax Assessors will be held on **Wednesday, February 15, 2012 (Snow Date: Thursday February 16, 2012) in Room 117** at the **Augusta Amory, 179 Western Ave Augusta, Maine 04330.**

There will be two examinations as follows:

1. 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.

2. 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 (bring fresh batteries) 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. People are discouraged from bringing any food or drink into the building. There are several restaurants in the immediate area for those who wish to grab lunch.

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 Friday February 10, 2012. 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: **Maine Revenue Services**
PLEASE RETURN REGISTRATION NO LATER THAN February 10, 2012 TO:

Maine Revenue Services - 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: _____
