PROFESSIONAL DESIGNATION REQUIREMENTS

PROCEDURE AND EDUCATIONAL COURSE REQUIREMENTS FOR
MASSACHUSETTS ACCREDITED ASSESSOR - M.A.A. (Effective 5/14/2013)
Application For MAA, RMA, CMA Designation

I. PRIOR TO APPLICATION:

1. Be a Regular Member of the Massachusetts Association of Assessing Officers.

2. Be an employee in an assessing jurisdiction in Massachusetts at the time of application and award.

3. Satisfactory completion of a course in Assessing Principles, Procedures and Administration. (Course 200)

4. Successful completion of a course in Assessing Tax Law sponsored by the Department of Revenue or M.A.A.O. (Course 101)

II. APPLICATION:

1. Application and fee must be received by the Executive Director, MAAO.

2. Verification of date of appointment and satisfactory completion of required courses MUST be filed with the application. (Any questions should be referred to the Executive Director, MAAO at execdir@maao.org or 774-249-8625.

III. AWARD:

1. Must have no less than 18 months actual experience as an Assessor, or equivalent duties.

2. Pass a written examination for M.A.A.O. Course I - Comparable Sales Approach or equivalent.

3. Pass a written examination for M.A.A.O. Course 2 – Cost Approach or equivalent.


5. Pass a written examination for M.A.A.O. Course 5 – Mass Appraisal of Real Property or equivalent.

6. Successful completion of the 15 hour National USPAP Course.

IV. NOTES:

1. The application and recording fee for the M.A.A. designation shall be $50.00, payable with filing of the application.

2. A new application and fee would be required after two years.

3. No application will be accepted until the prerequisites are met and certification is on file with the Professional Admissions Committee.

4. Any holder of the C.A.E. designation awarded by the I.A.A.O. or C.M.A. or R.M.A. designation awarded by the M.A.A.O. who meets the prerequisites shall be designated a Massachusetts Accredited Assessor upon payment of the required fee.

Send application and related forms to:
M.A.A.O.
Professional Admissions Committee
P. O. Box 70
Shrewsbury, MA 01545
PROCEDURE AND EDUCATIONAL COURSE REQUIREMENTS FOR
RESIDENTIAL MASSACHUSETTS ASSESSOR - R.M.A. (Effective 11/12/2013)

I. PRIOR TO APPLICATION:
1. Be a Regular Member of the Massachusetts Association of Assessing Officers.
2. Be an employee in an assessing jurisdiction in Massachusetts at the time of the application and award.
3. Satisfactory completion of a course in Assessing Principles, Procedures and Administration. (Course 200)
4. Successful completion of a course in Assessing Tax Law sponsored by the Department of Revenue or the M.A.A.O. (Course 101)
5. Successful completion of M.A.A.O. Course 1 - Comparable Sales Approach or equivalent.
6. Successful completion of M.A.A.O. Course 2 – Cost Approach or equivalent.
7. Successful completion of M.A.A.O. Course 3 – Income Approach or equivalent.
8. Successful completion of M.A.A.O. Course 4 – Narrative Appraisal Report Writing or equivalent.
9. Successful completion of M.A.A.O. Course 5 – Mass Appraisal of Real Property or equivalent.
10. Successful completion of the 15 hour National USPAP Course.

II. APPLICATION:
1. Application and fee must be received by the Executive Director of MAAO.
2. Verification of date of appointment and satisfactory completion of required courses MUST be filed with the application. (Any questions should be referred to the Executive Director, MAAO at execdir@maao.org or 774-249-8625.)

III AWARD:
1. Must have no less than 18 months actual experience as an Assessor, or equivalent duties.
2. Submit to the Professional Admissions Committee one (1) complete narrative residential appraisal of a property acceptable to the Committee, in which all three (3) approaches to value are utilized.
3. The committee will have the option to conduct an interview of the candidate at their discretion either before or after the grading of the report.

IV. NOTES:
1. The application and recording fee for the R.M.A. designation shall be $50.00, payable with the filing of the application.
2. A new application and fee would be required after two (2) years.
3. No application will be accepted until the prerequisites are met and certification is on file with the Professional Admissions Committee.
4. Any holder of the CAE or RES designation awarded by the I.A.A.O. or the C.M.A. designation awarded by the M.A.A.O. who meets the prerequisites shall be designated a Residential Massachusetts Assessor upon payment of the required fee.

Send application and related forms to:
M.A.A.O.
Professional Admissions Committee
PROCEDURE AND EDUCATIONAL REQUIREMENTS FOR

CERTIFIED MASSACHUSETTS ASSESSOR - C.M.A. (Effective 11/12/2013)

I. PRIOR TO APPLICATION:

1. Be a Regular Member of the Massachusetts Association of Assessing Officers.
2. Be a resident of the State or a full-time employee in an assessing jurisdiction in Massachusetts at the time of the application and award.
3. Satisfactory completion of a course in Assessing Principles, Procedures and Administration. (Course 200)
4. Successful completion of a course in Assessing Tax Law sponsored by the Department of Revenue or the M.A.A.O. (Course 101)
5. Successful completion of M.A.A.O. Course 1 – Comparable Sales Approach or equivalent.
7. Successful completion of M.A.A.O. Course 3 – Income Approach or equivalent.
9. Successful completion of M.A.A.O. Course 5 – Mass Appraisal of Real Property or equivalent.
10. Successful completion of the 15 hour National USPAP Course.

II. APPLICATION:

1. Application and fee must be received by the Executive Director of the MAAO.
2. Verification of date of appointment and satisfactory completion of required courses MUST be filed with the application. (Any questions should be referred to the Executive Director, MAAO at execdir@maao.org or 774-249-8625.)

III. AWARD:

1. Must have no less than three (3) years actual experience as an Assessor, or equivalent duties.
2. Submit to the Professional Admissions Committee two (2) complete narrative appraisals of a property (one of which is income producing property) acceptable to the Committee, in which all three (3) approaches to value are utilized.
3. The committee will have the option to conduct an interview of the candidate at their discretion either before or after the grading of the report.

IV. NOTES:

1. The application and recording fee for the C.M.A. designation shall be $50.00, payable with the filing of the application.
2. A new application and fee would be required after two (2) years.
3. No application will be accepted until the prerequisites are met and certification is on file with the Professional Admissions Committee. CERTIFICATION OF THE PREREQUISITES SHALL ACCOMPANY YOUR APPLICATION.
4. Any holder of the C.A.E. designation awarded by the I.A.A.O. who meets the prerequisites shall be designated a Certified Massachusetts Assessor upon payment of the required fee.

Send application and related forms to:

M.A.A.O.
Professional Admissions Committee
Application For MAA, RMA, CMA Designation