



# Massachusetts Association of Assessing Officers

Established 1890 Incorporated 1980

## Professional Designation Application Form

Please complete the following information. This application form is to be submitted along with the Professional Designation check list, the Professional designation fee and all other required paperwork.

This is an application for:       MAA       RMA       CMA

(Please type or print legibly)

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.(check one)	First Name:	M.I.
Last Name:		Suffix:
Date of Birth:		

*If applicable:*

MAA Number:	RMA Number:	CMA Number:
Date Acquired:	Date Acquired:	Date Acquired:

Primary Jurisdiction:	Title:
2 <sup>nd</sup> Community:	Title:
3 <sup>rd</sup> Community:	Title:
4 <sup>th</sup> Community:	Title:

Work E-mail:
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### Primary Work:

Address:		
City:	State:	Zip:
Work Phone Number:	Work Fax Number:	

### Home:

Address:		
City:	State:	Zip:
Home Phone Number:		

Preferred Mailing Address (check one):	Home	Office
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Please be sure to include all appropriate required paperwork, fee and forms and return to:

M.A.A.O.  
Professional Admissions Committee  
P. O. Box 70  
Shrewsbury, MA 01545

If you should have any questions about the requirements for your MAA, RMA or CMA designation, please do not hesitate to contact Kenneth A. Stein, CMA, RMA, MAA, Chairman of the M.A.A.O. Professional Admissions Committee, at 617-466-4014 or b e-mail at [kstein@chelsea.gov](mailto:kstein@chelsea.gov).



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## Professional Designation Check List

The following is a check list of the requirements for applying for MAAO's Professional Designations. If you are applying, please review the following and be sure to submit the required documentation (please submit this check list along with the Application form). All required information is need prior to consideration for Designation.

MAA		RMA		CMA	
	Completion of application form		Completion of application form		Completion of application form
	Regular Member of the MAAO		Regular Member of the MAAO		Regular Member of the MAAO
	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		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		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
	No less than 18 months actual experience as an Assessor, or equivalent duties		No less than 18 months actual experience as an Assessor, or equivalent duties		Must have no less than three (3) years actual experience as an Assessor, or equivalent duties
	\$50.00 fee		\$50.00 fee		\$50.00 fee
	Documentation of Appointment/Election		Documentation of Appointment/Election		Documentation of Appointment/Election
	Course 101		Course 101		Course 101
	Course 200		Course 200		Course 200
	Course 1		Course 1		Course 1
	Course 2		Course 2		Course 2
	Course 3		Course 3		Course 3
			Course 4		Course 4
	Course 5		Course 5		Course 5
	USPAP – 15 hour Course		USPAP – 15 hour Course		USPAP – 15 hour Course
			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		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
	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		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		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

If you are unsure of the application procedures, please refer to the Education page, available on the MAAO Web Site at [www.maa.org/ProAdm.htm](http://www.maa.org/ProAdm.htm).

Revised 10/1/2007