

CERTIFIED CONNECTICUT REVALUATION GUIDEBOOK

2019



OFFICE OF POLICY AND MANAGEMENT
COMPREHENSIVE PLANNING AND INTERGOVERNMENTAL POLICY DIVISION
450 CAPITOL AVENUE- MS #54GSU
HARTFORD, CT 06106-1379
WWW.CT.GOV/OPM

Melissa McCaw, MPA
Secretary

Office of Policy and Management

Jonathan A. Harris
Undersecretary

Comprehensive Planning and
Intergovernmental Policy Division

Certified Connecticut Revaluation Guidebook

TABLE OF CONTENTS

Questions and Answers Regarding the Connecticut Revaluation Program.....	1
Certification Requirements.....	4
Land/Residential Certification	4
Commercial/Industrial Certification	4
Personal Property Certification	4
Supervisor Certification.....	4
Waiver of Examination.....	5
Temporary Certification	5
Recertification.....	6
Continuing Education Requirements	6
Application for Recertification Renewal.....	7
Recertification Application Denial – Appeal.....	7
Examination Guides.....	8
Land/Residential Examination	9
Commercial/Industrial Examination	11
Personal Property Examination.....	12
Supervisor Examination	13
Recommended Study Materials	15
Connecticut General Statutes – Sections 12- 2b and 12-2c Duties of Secretary of Office of Policy and Management regarding municipal assessment. Certification of Revaluation Companies.....	17
Regulations Regarding State Certification of Revaluation Companies and Their Employees.....	18
Part I – Certified Procedure - Companies.....	18
Part II - Certification Procedure: Employees	19
Part III - Contested Case Procedure.....	24
Part IV - Complaint Procedure	26
Forms and Applications	27

Questions and Answers Regarding the Connecticut Revaluation Program

1. What is a Connecticut Revaluation Employee designation?

A Connecticut Revaluation Employee designation is required for all persons who are employed by a Certified Connecticut Revaluation Company and who perform valuations of real and personal property for assessment purposes.

2. What are the different levels of certification?

There are four levels of certification:

- Residential and Land Valuation
- Commercial and Industrial Valuation
- Personal Property
- Supervisor

3. Who has to be certified?

Any person performing valuation of real or personal property for a municipal assessor as part of a revaluation as required by §12-62 of the Connecticut General Statutes.

4. Are all employees of a Revaluation Company required to be certified?

No. Those employees who perform the following functions are **not required** to be certified:

- Data Collectors
- Photographers
- Linguists
- File clerks
- Typists
- Stenographers
- Cartographers
- Hearing clerks (provided their duties are specifically limited to general information purposes)
- Ancillary personnel necessary for routine office functions.

5. What is the difference between a Certified Revaluation Employee and a Certified Revaluation Company?

These are two separate certifications. Certified employees are employed by, and working for, a Certified Revaluation Company and not employed by, or contracted directly with a municipality. Only a Certified Revaluation Company may contract for real estate revaluation services with a municipality. However, a Certified Personal Property Employee may conduct personal property audits as a designee of the assessor.

6. Is there a comprehensive examination in order to receive a Revaluation Employee Certification?

All four certifications (Land/Residential, Commercial/Industrial, Personal Property, and Supervisor) have a comprehensive examination. Applications for the examination(s) are processed by the Office of Policy and Management.

7. Are there minimum requirements to take the examination?

Yes. See Page 4 for the experience requirements for the four certifications.

8. Is there a charge for the examination?

No. There is no fee for the examination.

9. How often are the examinations given?

The examinations are generally given once a year during the month of March.

10. Can an applicant take more than one examination at one time?

Yes. Each examination day contains two (2) examination blocks – one testing block in the morning and one in the afternoon. Applicants may take any one examination in each testing block.

11. If one fails an examination, may it be retaken?

Yes. The examinee may reapply to sit for the next scheduled examination.

12. Once the certification has been earned, is it permanent?

No. Recertification is required as of the fifth anniversary of the date when the certification was awarded.

13. What are the requirements for recertification?

See Page 4 for Recertification Requirements.

14. What courses or workshops are acceptable?

The Office of Policy and Management (OPM) will annually post approved courses and/or workshops that satisfy the continuing education requirements. Generally the list is the same used by the Certified Connecticut Municipal Assessor (CCMA) Committee. Their list is published by the Connecticut Association of Assessing Officer (CAAO) and is listed on their website (www.caa.com) as well as in their newsletter, the *Assessorreporter*.

15. Does recertification require the taking and passing of an examination?

No, recertification is based on completion of 50 hours of approved continuing education.

16. Who can one contact for more information?

Jennifer L. Gauthier, CCMA II
Municipal Assessment Professional
Office of Policy and Management
Comprehensive Planning and Intergovernmental Policy Division
450 Capitol Ave. MS#54GSU
Hartford, Connecticut 06106-1379
E-Mail: Jennifer.Gauthier@ct.gov
Telephone: 860.418.6342

Information is also available on the OPM Internet website at: <http://www.ct.gov/opm>

Certification Requirements

Experience in the fields of Assessing, Revaluation or Appraising typically include:

- Real Estate Appraiser
- Real Estate Broker
- Real Estate Salesperson
- Assessor
- Assistant Assessor
- Data Collector for a Municipality or Revaluation Company
- Appraiser for a Municipality or Revaluation Company

Land/Residential Certification

- 1) Minimum of two (2) years' experience in the field of assessing, revaluation or appraising.
- 2) Passing Grade (70%) on the Land/Residential examination.

Commercial/Industrial Certification

- 1) Minimum of three (3) years' experience in the field of assessing, revaluation or appraising.
- 2) Passing Grade (70%) on the Commercial/Industrial examination.

Personal Property Certification

- 1) Minimum of two (2) years' experience in the field of assessing, revaluation or appraising.
- 2) Passing Grade (70%) on the Personal Property examination.

Supervisor Certification

- 1) Minimum of three (3) years' experience in the field of assessing, revaluation or appraising.
- 2) Hold current Land/Residential Certification.
- 3) Hold current Commercial/Industrial Certification.
- 4) Passing Grade (70%) on the Supervisor examination. This exam concentrates on the areas of mass appraisal, Connecticut revaluation legal requirements, sales analysis and statistical evaluation of the revaluation.

Waiver of Examination

Individuals who hold current designations from appraisal or assessment organizations may apply for a waiver of the certification examination. The examination may be waived by the Secretary for an applicant who has obtained a designation from an appraisal sponsor of the Appraisal Foundation. The designation must have been obtained through a combination of both an examination and the writing of a demonstration narrative appraisal report. The designation must be for the same property type for which the examination waiver is requested.

For example, a waiver of the land/residential examination can be granted to holders of the SRA (Senior Residential Appraiser) or RES (Residential Evaluation Specialist) designation; for a commercial/industrial examination waiver - an MAI (Member Appraisal Institute) or CAE (Certified Assessment Evaluator) designation is acceptable. For Personal Property, a PPS (Personal Property Specialist) or an ASA (American Society of Appraisers) designation in Personal Property. If a waiver is requested for the supervisor examination, it may be waived if the applicant holds a designation related to mass appraisal project supervision, such as an ASA (American Society of Appraisers) designation in Mass Appraisal, an AAS (Assessment Administration Specialist) or an MAS (Mass Appraisal Specialist) designation from the International Association of Assessing Officers.

Refer to the Forms Section at the back of this guide for a copy of the “[*Application for Waiver of Revaluation Examination*](#)”.

The Sponsoring Organizations of the Appraisal Foundations are:

- American Society of Appraisers
- American Society of Farm Managers & Rural Appraisers
- Appraisal Institute
- International Association of Assessing Officers
- International Right of Way Association
- National Association of Independent Fee Appraisers
- National Association of Master Appraisers

Temporary Certification

An employee of a Connecticut Certified Revaluation Company may apply for temporary certification prior to passing an examination. Both the Connecticut Certified Revaluation Company and the employee must jointly apply to the Office of Policy and Management. The application must list and describe the experience and educational background of the employee and state the reason for the request. Both the applicant and an official of the company must jointly sign the application.

If approved by the Office of Policy and Management, a temporary certification is issued for a limited period of time. **The temporary certification is generally granted until the next scheduled examination date, and cannot exceed one hundred-eighty days.** A temporary certification will not be granted to an individual who has taken and failed the certification examination.

Refer to the Forms Section at the back of this guide for a copy of the “[Application for Revaluation Temporary Certification](#)”.

Recertification

A Connecticut Revaluation Employee Certification must be renewed every five years. This process requires every certified employee to submit an application in order to receive a new five-year designation. The staff of the CPIP Division of the Office of Policy and Management (OPM) will review the application and submit to the Secretary of the Office of Policy and Management the names of those persons recommended for renewal.

Continuing Education Requirements

Each applicant must have completed a minimum of 50 hours of approved property assessment or appraisal courses or workshops during the five-year period prior to the recertification date. Credit will be granted for each hour of a course or workshop that the designee actually attends. Instructors will receive credit for the hours of an assessment or appraisal course or workshop they teach. Instructors who teach different courses during the five-year period will receive credit hours for each such course. A course taken or instructed more than once during the five-year period will be credited only once. Hours spent on any examination are not able to be used for certification, or recertification purposes; only those hours applicable to instruction can be counted.

The Office of Policy and Management publishes a list of approved courses and workshops on its website, <http://www.ct.gov/opm>). Generally the list is the same used by the Certified Connecticut Municipal Assessor Committee (CCMA) and is published annually by the Connecticut Association of Assessing Officers (CAAO) and listed on their website (www.caa.com) as well as in their newsletter, the *Assessorreporter*.

If a course or workshop is not listed and a designee would like OPM to consider the course or workshop for credit, he or she may complete the [Course Approval Request Form](#), found in this Guidebook, as well on the OPM website. The request must include the name of the course or workshop, the sponsoring organization, the name(s) of the instructors, the number of hours, and an outline of the areas covered by the course or workshop. Any additional supporting documentation should also be included with the request. OPM will review the request and notify the applicant of its decision in writing. If the request is denied, the applicant may appeal to the Secretary of the Office of Policy and Management within ten business days. Information on the appeal process will be included with the denial notification.

Application for Recertification Renewal

A written application for renewal of the Connecticut Revaluation Employee Certification must be submitted to OPM no later than five (5) days prior to the expiration of a current certification. A copy of the [Certified Revaluation Employee Renewal Application](#) is in the Forms Section at the back of this guide. There is no fee for the renewal. The application must be on the required form, and include documentation of the 50 hours of continuing education credits. The application can be sent to:

Jennifer L. Gauthier, CCMA II
Municipal Assessment Professional
Office of Policy and Management
Comprehensive Planning and Intergovernmental Policy Division
450 Capitol Ave. MS#54GSU
Hartford, Connecticut 06106-1379

OPM will review the recertification application and recommend to the Secretary of the Office of Policy and Management all persons whose certificates should be reissued for the next five-year period.

All designees are responsible for maintaining the documentation of the courses and/or workshops that satisfy the continuing education requirements. A copy of a “[Uniform Request for Recertification Credit](#)” can be found in the Forms Section at the back of this guide. OPM will accept this form when it is properly completed and signed. Undocumented courses or workshops will not be considered.

Recertification Application Denial – Appeal

If, after reviewing the application, OPM denies the request for recertification, the applicant will be notified. In the event that an application is denied, the notice will contain information as to how the applicant may request a reconsideration.

Examination Guides

Land/Residential Examination

Value

- Value in use
- Value in exchange
- Market value
- Nature of value
- Elements of supply and demand
- Concepts of cost, price, and value
- Economic Principles of Value
- Arm's length transaction

Legal Concepts and Theory of Value

- The concept of property
- Property rights
- Property classification
- Appraisal principles
- Highest and Best Use
 - Tests
 - Analysis
 - Final Determination

Assessments, Levies, Rates

- Taxable Values
 - Appraised Values
 - Assessed Values
- Effective Tax Rates
 - Formula
 - Calculating

The Appraisal Process

- Defining the appraisal problem
- Data collection, market analysis and highest and best use analysis
- Neighborhood factors
- Property factors
- Using the three approaches to value

Mathematics Review

- Decimals, ratios, percentages
- Mill rates
- Averages

Land Valuation

- Identification of property
- Units of comparison
- Mapping systems
- Valuation methods
 - Sales comparison
 - Abstraction
 - Allocation
 - Land residual technique
- Valuation methods
 - Comparative unit method
 - Base lot method
- Land description system
 - Metes and bounds
 - Rectangular land surveys
 - Lot and block
- Appraisal principles
- Factors affecting land value

Cost Approach

- Definition for Cost Approach
- Model for Cost Approach
- Steps in the Cost Approach
- Elements of cost
- Types of cost
 - Original
 - Reproduction
 - Replacement
- Characteristics influencing cost
- Methods of estimating cost
- Depreciation
 - Definition/Calculation of accrued depreciation

- Concept of estimating:
 - Total Economic Life
 - Effective Age
 - Remaining Economic Life
- Deferred Maintenance
- Obsolescence – Definition and Calculation
 - Functional
 - Economic

Sales Comparison Approach

- Sales comparison model
- Selecting comparable sales
- Units of comparison
- Developing the value of units of adjustment
- Paired Sales Analysis
- Adjusting sale prices to the subject property
- Reconciling Market Value

Ratios and Statistics

- Measuring level of assessment
- Measures of assessment uniformity
- Calculations
 - Mean, Median, Mode
 - COD (Coefficient of Dispersion)
 - PRD (Price Related Differential)
 - COV (Coefficient of Variation)
- Sales Ratio Studies
 - IAAO Standards

Commercial/Industrial Examination

These concepts are **in addition to** those listed on the previous pages for the Land/Residential Examination

Cost Approach ~ Commercial Properties

- Using a commercial building cost manual
- Calculating Annual Rates of Depreciation
- Replacement vs. Reproduction cost
- Data collection
- Sketching
- Building Classification
- Quality class
- Using cost tables
- Using current cost multipliers
- Using local multipliers
- Using cost indexes
- Trending historical costs
- Highest and Best Use
 - Concept of Ideal Improvement
- Reconciling Market Value

Income Approach

- Definition of Direct and Indirect Capitalization
 - Income/Rate/Value (IRV)
 - Band of Investment
 - Land and Building Residual Techniques
- Leasing and financing terminology
 - Types of Rent
 - Leases
 - Units of Comparison
 - Income and Expense Analysis
 - Potential Gross Income
 - Market versus Contract Rent
 - Miscellaneous income
 - Vacancy and collection loss
 - Expenses (allowable vs. non-allowable)
 - Expense Ratios
 - Net Operating Income
 - Capitalization Rate Components
 - Discount rate
 - Recapture rate
 - Effective Tax Rate
 - Using land and building capitalization rates
 - Direct Capitalization
 - Development and application of an overall capitalization rate
 - Multipliers – Gross Rent vs. Gross Income
 - Yield Capitalization
 - Discounted Cash Flow
 - Reversion

Personal Property Examination

Administration of Personal Property Valuation

- Assessment Dates
- Assessment Ratios
- Declarations of Personal Property
- Property Exempt from Personal Property Taxes
- Ownership of Personal Property
- Taxability of Personal Property

Definitions

- Terminology and definitions

Discovery

- Physical methods
- On-site inspections
- Non-physical methods

Audits

- Authority to conduct PP Audits
- Methodology
- Notices of audit findings
- Penalties
- Time Frames for audits
- Data Sources

Supervisor Examination

These concepts are **in addition to** those listed on the previous pages for the Land/Residential, Commercial/Industrial Examination

Revaluation Project Overview

- Phases of a revaluation
- Scope of revaluation
- Public relations

Time and Costs Requirements

- Calculating and establishing production goals

Principles of Mass Appraisal

- General model
- Model calibration

Data Collection and Management

- Determining data needs
- Data Accuracy
- Methods of evaluating accuracy
- Describing and coding property characteristics
- Data inventory manuals
- Field data collection

Monitoring the Revaluation

- Time and production record keeping
- Controlling the revaluation program
- Developing revaluation unit costs
- Reporting revaluation progress

Sales Analysis and Mass Appraisal Performance Evaluation

- Computing Ratios
- Aspects of Mass Appraisal Performance and Uniformity
- Design for ratio studies
- Statistical Terms
 - Mean
 - Median
 - Mode
 - Weighted Mean
- Calculations
 - Standard Deviation
 - Coefficient of Variation (COV)
 - Average Absolute Deviation
- Graphic Interpretations of Data
 - Histograms
 - Frequency Distributions
 - Scatter Diagrams

Connecticut Performance-Based Revaluation Standards

- Calculations of Coefficient of Dispersion Test (COD)
- Calculations of Price Related Differential Test (PRD)
- Calculations of Sold/Unsold Property Test

Recommended Study Materials

“Property Assessment Valuation”, 3rd Edition, International Association of Assessing Officers

From the IAAO Website: “This book includes chapters on mass appraisal, mapping, highest and best use, and personal property assessment. The book explains the three most commonly accepted approaches to value – Cost, Sales, and Income.”

“Assessment Administration”, International Association of Assessing Officers

From the IAAO Website: “This book covers the three pillars of IAAO: administration, tax policy, and mass appraisal processes. It provides the information needed to set up and manage a successful Assessor's Office and understand basic principles of an ad valorem system. Topics covered in this text include an overview of property tax systems, basic approaches to management, overview of different types of property, technology-based information systems, and practical approaches to the perform the tasks required of an Assessor's Office.”

“Fundamentals of Mass Appraisal”, International Association of Assessing Officers

From the IAAO Website: “This volume contains everything you need to know to develop a mass appraisal system, build and calibrate models, and conduct a revaluation.”

“The Appraisal of Real Estate”, 14th Edition, Appraisal Institute

This reference book has in-depth discussions on scope of work, client communication, data standards and related issues with emphasis on the fundamentals of statistical analysis and the central role that descriptive statistics plays in market analysis, highest and best use analysis, and the application of the three approaches to value. This edition also includes topics such as green buildings, advances in information technology, the use of Automated Valuation Models, exploration of the market analysis process and a concise discussion of highest and best use analysis.

“Appraising Residential Properties”, 4th Edition, Appraisal Institute, 2007

From the Appraisal Institute Website: “This book has the information an appraiser needs to perform residential appraisal assignments competently.”

“Study Guide to Appraising Residential Properties”, Appraisal Institute, 2008

This is a companion publication to the *Appraising Residential Properties* book and offers chapter outlines, useful examples, and expanded definitions; real-world problems with detailed solutions; challenging review exercises and extensive case studies illustrating practical applications.”

“Property Inspection: An Appraiser's Guide”, John A. Simpson, MAI, Appraisal Institute, 1997

From the Appraisal Institute Website: “Property Inspection covers all aspects of site and home inspection and provides insight into the special challenges encountered in the inspection of commercial properties.”

“The Dictionary of Real Estate Appraisal”, 6th Edition, Appraisal Institute, 2015

From the Appraisal Institute Website: “This edition features 5,000+ dictionary entries, 1,250 revised definitions and 450 new terms. Also includes a revised glossary to help real property valuers understand the language of related professionals in architecture and construction; mathematics and statistics; environmental contamination; agriculture, forestry, soils, and wetlands; and green building.”

“Mathematics for Real Estate Appraisers”, Clifford E. Fisher, Jr., MAI, Appraisal Institute, 1996

From the Appraisal Institute Website: “Using specific appraisal applications and examples, *Mathematics for Real Estate Appraisers* reviews algebra and equation solving, geometry and trigonometry, the mathematics of finance, and statistics. You'll find out why $3 + 4 \times 5$ equals 23 and not 35, how to measure the area of a triangle, and the steps involved in applying the six basic financial function formulas. A brief overview of statistics and statistics terminology is provided to pave the way for further study.”

“Handbook for Connecticut Assessors”, A Practical Guide to Assessment Administration for Connecticut's Assessing Officers, Connecticut Association of Assessing Officers, Inc., May, 2018 Edition

Connecticut General Statutes – Sections 12- 2b and 12-2c Duties of Secretary of Office of Policy and Management regarding municipal assessment. Certification of Revaluation Companies.

Sec. 12-2b The Secretary of the Office of Policy and Management shall: (1) In consultation with the Commissioner of Agriculture, develop schedules of unit prices for property classified under sections 12-107a to 12-107e, inclusive, update such schedules by October 1, 1990, and every five years thereafter, and make such data, studies and schedules available to municipalities and the public; (2) develop regulations setting forth standards and tests for: Certifying revaluation companies and their employees, which regulations shall ensure that a revaluation company is competent in appraising and valuing property, certifying revaluation companies and their employees, requiring that a certified employee supervise all valuations performed by a revaluation company for municipalities, maintaining lists of certified revaluation companies and upon request, advising municipalities in drafting contracts with revaluation companies, and conducting investigations and withdrawing the certification of any revaluation company or employee found not to be conforming to such regulations. The regulations shall provide for the imposition of a fee payable to a testing service designated by the secretary to administer certification examinations; and (3) by himself, or by an agent whom he may appoint, inquire if all property taxes which are due and collectible by each town or city not consolidated with a town, are in fact collected and paid to the treasurer thereof in the manner prescribed by law, and if accounts and records of the tax collectors and treasurers of such entities are adequate and properly kept. The secretary may hold meetings, conferences or schools for assessors, tax collectors or municipal finance officers.

Sec. 12-2c "Revaluation Company" shall mean any person, firm, association, corporation, limited liability company, or other entity, other than a municipal assessor or assistant assessor, which performs property valuations for a municipality for assessment purposes. On and after June 25, 1991, no revaluation company shall perform any valuation for a municipality for assessment purposes unless such company is certified by the Secretary of the Office of Policy and Management. Such certification shall be renewed every five years.

Regulations Regarding State Certification of Revaluation Companies and Their Employees

Part I – Certified Procedure - Companies

❖ Section 12-2b-1 Definitions

As used in these regulations, the following terms have the meaning ascribed to them in this section.

“**Secretary**” means the Secretary of the Office of Policy and Management, or his designee.

“**Certification**” means the certification of competency issued by the Secretary stating that the company or employee has met the requirements of the certification program.

“**Company**” means a revaluation company as defined in Section 12-2c of the General Statutes.

“**Employee**” means an individual who is certified in accordance with these regulations.

“**Appraisal Foundation**” means the not-for-profit corporation referred to in section 1121 of Title XI of the Financial Institutions Recovery, Reform, and Enforcement Act of 1989.

❖ Section 12-2b-2 Certification of Companies

No company shall perform any revaluation in Connecticut, unless such company is certified by the Secretary. No company shall be certified for the revaluation of real property unless such company employs at least one individual certified by the Secretary as a supervisor. No company shall be certified for the revaluation of personal property unless such company employs at least one individual certified by the Secretary for Personal Property Value Estimation.

❖ Section 12-2b-3. Form, content and filing of applications

A company shall submit its application for certification on a form prepared by the Secretary. The application for certification shall include:

- 1) The exact legal name of the company, any name under which the company is doing business and the address of its principal place of business;
- 2) The company’s state of incorporation;
- 3) The name, title, address and telephone number of the person to whom correspondence and communications regarding the application are to be addressed. Notice and other papers may be served upon the person so named, and such service shall be deemed service upon the company.

Applications shall be submitted to the Secretary of The Office of Policy and Management.

❖ Section 12-2b-4 Annual Reports

A company shall annually file a report with the Secretary on a form prepared by said Secretary. The annual report shall include a complete list of the company's certified employees, a list of all Connecticut municipalities under contract and the name, title, address and telephone number of the person to whom correspondence and communications regarding the company are to be addressed. The report shall be filed with the Secretary not later than March 1st of each year.

❖ Section 12-2b-5 Renewal of Certification

- a. Certification of a company shall be valid for five years and shall expire on March 31st of the fifth year of certification.
- b. Not later than thirty days prior to the expiration of certification, the company shall file with the Secretary all materials and information necessary for recertification. The requirements and procedures for original applications set forth in Section 12-2b-3 of these regulations shall be applicable to applications for renewal of certification.
- c. After receipt of all materials and information necessary for completion of the recertification process, the Secretary shall complete an initial evaluation of the company's application for renewal. Each company's five-year performance will be reviewed by the Secretary before issuance of a renewal certificate.
- d. If the Secretary determines that the company has satisfactorily fulfilled the requirements provided herein he shall issue the renewal of the company's certification.
- e. If the Secretary determines that the company has not satisfactorily fulfilled the requirements provided herein, the provisions of Section 12-2b-13 through Section 12-2b-16 of these regulations shall apply.

Part II - Certification Procedure: Employees

❖ Section 12-2b-6 Certification of Employees

All employees of a company who estimate, set or adjust the valuation of real and personal property during any part of the revaluation process, are required to hold a valid certificate issued by the Secretary. Employees who perform the following functions must be certified by the Secretary:

- Residential Value Estimation
- Commercial and Industrial Value Estimation
- Personal Property Value Estimation
- Supervisor

❖ Section 12-2b-7 Non-Certified Employees. Temporary Certification

- a. The following employees of a company need not be certified, provided that they perform routine, non-supervisory duties and do not estimate, set or adjust the valuation of real and personal property during any part of the revaluation process:
 - Data Collectors
 - Photographers
 - Linguists
 - File clerks
 - Typists
 - Stenographers
 - Cartographers
 - Hearing clerks, provided their duties are specifically limited to general information purposes; and
 - Ancillary personnel necessary for routine office functions.
- b. A non-certified employee of a company may receive temporary certification from the Secretary, provided the company and the employee jointly apply to the Secretary, describing the experience and educational background of the employee and stating the reason for such request. A temporary certification shall be valid for a period not to exceed one hundred-eighty days.

❖ Section 12-2b-8 Application for Certification. Qualifications

- a. An individual desiring to be certified shall file an application with the Secretary not later than fourteen days preceding the date of the examination on an application form provided by the Secretary. Applications shall be submitted to the Secretary of the Office of Policy and Management.
- b. For the purposes of these regulations, experience in the fields of assessing, revaluation or appraising shall include employment as a Real Estate Appraiser, Real Estate Broker, Real Estate Salesperson, Assessor, Assistant Assessor, Data Collector for a municipal revaluation company, or Appraiser for a municipality or a revaluation company.
- c. Applicants for a Land/Residential Certification shall furnish evidence of having not less than two years of experience in the fields of assessing, revaluation or appraising.
- d. Applicants for a Commercial/Industrial Certification shall furnish evidence of having not less than three years of experience in the fields of assessing, revaluation or appraising.
- e. Applicants for a Personal Property Certification shall furnish evidence of having not less than two years of experience in the fields of assessing, revaluation or appraising.

- f. Applicants for a Supervisor Certification shall furnish evidence of having not less than three years of experience in the fields of assessing, revaluation or appraising. Applicants for a Supervisor Certificate must also hold both Land/Residential and Commercial/Industrial Certifications.
- g. The Secretary shall review applications and supporting documents, determine the eligibility of the applicant for the examination and notify the applicant of his or her status in writing.

❖ Section 12-2b-9 Examinations

- a. The Secretary shall prepare, or cause to be prepared, written examinations covering the fields of assessment practice, the principles of valuation for mass appraisals and the supervision of a mass appraisal project in order to determine knowledge, ability and competence of applicants.
- b. Examinations shall be held at least once annually at places and times set by the Secretary, with at least thirty days' advance notice given by the Secretary. Such notice shall be provided to each company certified in accordance with sections 12-2b-1 to 12-2b-5 of the Regulations of Connecticut State Agencies and to each person having submitted a written request to the Secretary for advance notification of the scheduling of such examinations.
- c. All examinations shall be graded by the Secretary and the applicant shall be notified of the outcome. Actual examinations will not be returned to the applicant.

❖ Section 12-2b-10 Waiver of Examination Requirement

- a. Application to waive the examination requirement for a Land/Residential Certification, as set forth in Section 12-2b-9 of these regulations, shall be made to the Secretary. The examination requirement may be waived by the Secretary for an applicant who has obtained a designation from an appraisal sponsor of the Appraisal Foundation. Such designation shall have been obtained through a combination of both examination and the writing of a demonstration narrative appraisal report in the area of residential valuation.
- b. Application to waive the examination requirement for a Commercial/Industrial Certification, as set forth in Section 12-2b-9 of these regulations, shall be made to the Secretary. The examination requirement may be waived by the Secretary for an applicant who has obtained a designation from an organization that is a member of the Appraisal Foundation. Such designation shall have been obtained through a combination of both examination(s) and the writing of a demonstration narrative appraisal report in the area of commercial and/or industrial valuation.
- c. Application to waive the examination requirement for a Personal Property Certification, as set forth in Section 12-2b-9 of these regulations, shall be made to the Secretary. The examination requirement may be waived by the Secretary for an

applicant who has obtained a designation from an organization that is a member of the Appraisal Foundation. Such designation shall have been obtained through a combination of both examination(s) and the writing of a demonstration narrative appraisal report in the area of personal property valuation.

- d. Application to waive the examination requirement for supervisor, as set forth in section 12-2b-9 of the regulations of Connecticut State Agencies, shall be made to the Secretary. The examination requirement may be waived by the Secretary for an applicant who meets the requirements set forth in subsection (f) of section 12-2b-8 of the Regulations of Connecticut State Agencies and who has a designation from an organization that is a member of the Appraisal Foundation. Such designation shall be related to mass appraisal project supervision.

❖ Section 12-2b-11 Issuance of Certificate. Renewal of certification

- a. Upon satisfactory fulfillment by an applicant of the requirements provided herein, the Secretary shall issue to the applicant an appropriate certificate designating his or her competency. Such certificate shall be valid for five years and shall expire on April 30th in the fifth year of certification.
- b. Not later than five days prior to the expiration of a certification issued on or after January 1, 1999, an individual shall file with the Secretary all materials and information necessary for recertification, including evidence of having met the continuing education requirements set forth in section 12-2b-12 of these regulations. The requirements and procedures for original applications set forth in Section 12-2b-8 of these regulations shall be applicable to applications for renewal. No examination will be required for recertification unless the Secretary determines that such examination is necessary to ascertain the applicant's continuing competence in the fields of assessing, revaluation or appraising.
- c. The Secretary may grant an individual an extension of time to file the materials and information necessary for recertification, provided he receives a written request for such an extension not later than ninety days following the date on which the individual was required to submit such materials and information.
- d. Within thirty days after receipt of all materials and information necessary for completion of the recertification process, the Secretary shall complete an evaluation of the individual's application for renewal. Each applicant's five-year performance will be reviewed by the Secretary before issuance of a renewal certificate.
- e. If the Secretary determines that the applicant has fulfilled the requirements provided herein, he shall issue the renewal of the applicant's certification.
- f. If the Secretary determines that the applicant has not satisfactorily fulfilled the requirements provided herein or that an examination is a precondition for renewal

of certification, the provisions of Section 12-2b-13 through Section 12-2b-16 of these regulations shall apply.

❖ Section 12-2b-12 Continuing Education Requirements

- a. In order for an individual to be recertified in accordance with section 12-2b-11 of the Regulations of Connecticut State Agencies, he shall present evidence to the Secretary of having completed at least fifty hours of one or more property assessment or appraisal courses or workshops. Such course or workshop hours shall have been completed during the five-year period prior to the date on which the person's certification expires. Any such course or workshop shall be subject to approval by the Secretary. The Secretary shall approve a course or workshop sponsored by a nationally or state recognized appraisal or assessment organization, and may approve other such courses or workshops at the request of the individual seeking recertification, in accordance with the procedure set forth in subsection (b) of this section. With respect to an individual enrolled in such a course or workshop, credit shall be granted for each hour of actual attendance. An instructor of such a course or workshop, or a person presenting instruction in conjunction with such course or workshop, shall receive credit for each hour of instruction actually provided. If an individual enrolls in or provides instruction for the same course or workshop more than once during said five-year period, credit shall be granted only for the first course or workshop attended or taught.
- b. A request may be made to the Secretary for approval of a course or workshop that is not sponsored by a nationally or state recognized property appraisal or assessment organization. Such request shall be in writing and shall be accompanied by such documentation as the Secretary may require on a form prescribed for that purpose by said secretary. The secretary shall promptly consider the applicant's request and shall send written notice of his decision regarding the approval or denial of such course or workshop within two weeks of the date on which his decision is made. In the event the Secretary denies an applicant's request for approval, the notice containing the secretary's decision shall include information as to how the applicant may request a reconsideration of said denial.
- c. A request for reconsideration of the Secretary's denial of a course or workshop shall be submitted to the Secretary in writing. Any such request, which shall include the reason why the appellant believes such course or workshop should be approved for credit purposes, shall be sent within ten business days of the date of the Secretary's notice of denial. Such request shall not be regarded as having been properly filed unless the documentation required by the Secretary is submitted with the request for reconsideration. A request for reconsideration that is not properly filed shall be denied by the Secretary. A person having properly filed a request for reconsideration may be required to appear before the Secretary to answer any pertinent questions or to supply any additional information that the Secretary deems necessary, provided such person is given not less one week's notice of the requirement to appear.
- d. The Secretary shall reconsider his decision to deny approval of a course or workshop not later than thirty days following the receipt of a properly filed request for reconsideration. The applicant shall be sent written notice of the Secretary's

decision regarding his reconsideration of such course or workshop. Such decision shall be final.

❖ Section 12-2b-13 Revocation, suspension or denial of a renewal of certification

- a. The Secretary may revoke, suspend or deny the renewal of certification of a company or an employee when it is determined that the company or employee obtained a certificate through fraud, deceit or misrepresentation of its or his or her qualifications; has practiced fraud or deception in the performance of its or his or her duties; or that the company or employee is incompetent or unable to perform properly its or his or her duties.
- b. No revocation, suspension or denial of a renewal of a company's or an employee's certification shall be lawful unless prior to the institution of any such proceeding, the company or the employee is given notice of the facts or conduct which warrants the intended action and the opportunity to show compliance with the lawful requirements for the retention or renewal of certification.

Part III - Contested Case Procedure

❖ Section 12-2b-14 Contested Cases

- a. A proceeding to revoke, suspend or deny renewal of a company's or an employee's certification shall be conducted as a contested case, in accordance with the provisions of the Uniform Administrative Procedures Act, specifically, Section 4-177 through Section 4-184 of the General Statutes.
- b. When the Secretary has reason to believe that a company or an employee has not complied with the lawful requirements for the retention or renewal of certification, he shall issue a complaint by certified mail to the company or the employee, which must contain:
 1. Notice of the time, date, place and nature of the hearing;
 2. A statement of the statutory authority and jurisdiction for instituting the proceeding;
 3. A reference to the statutes or regulations allegedly violated;
 4. A short and plain factual statement of the acts or practices allegedly in violation of the law; and
 5. A statement that the company or the employee may be represented by an attorney.
- c. Unless precluded by law, informal disposition may be made of any contested case by stipulation, agreed settlement, consent order, or default.

❖ Section 12-2b-15 Conduct of Hearings in Contested Cases

- a. Hearings in contested cases shall be presided over by the Secretary.
- b. The Secretary shall have the duty to conduct fair and impartial hearings, to make no public comments as to the merits of a complaint prior to its disposition, to take all proper actions to avoid delay in the disposition of proceedings and to maintain order. The Secretary shall have all powers necessary to that end.
- c. Each party at a hearing shall have the right to present evidence, cross-examine witnesses, enter motions and objections, and assert all rights essential to a fair hearing. The rules of evidence shall be as prescribed in Section 4-178 of the General Statutes. The allegations of the complaint must be proved by reliable, probative and substantial evidence in order to sustain a decision adverse to the company or the employee.

❖ Section 12-2b-16 Final Decision in Contested Cases

- a. The decision in a contested case, if adverse to the company or the employee, shall not be made until a proposed decision is served upon the company or the employee, and an opportunity is afforded to such company or employee to file exceptions and present briefs and request oral argument before the Secretary. The proposed decision shall contain a statement of the reasons therefore and of each issue of fact or law necessary to the proposed decision, prepared by the Secretary. The company or the employee by written stipulation may waive compliance with this section.
- b. The final decision or order in a contested case shall be rendered by the Secretary after due consideration of the entire record, including any briefs or oral arguments presented to him. A final decision or order adverse to a company or an employee in a contested case shall be made in writing and shall be served upon the company or the employee by certified mail.
- c. The Secretary shall proceed with reasonable dispatch to conclude any matter pending before him and shall render a final decision in all contested cases within ninety days following the close of evidence and filing of briefs in such proceedings.

Part IV - Complaint Procedure

❖ Section 12-2b-17 Investigation

Upon receiving a complaint from a municipality, state agency or any other person, indicating or alleging that a company or an employee has failed to comply with the lawful requirements for the retention of its or his or her certificate, the Secretary shall conduct an investigation of said complaint. In addition, the Secretary may initiate such investigation upon his own motion.

❖ Section 12-2b-18 Form and Filing. Content

- a. Complaints shall be in writing with the original signed by the complainant or his attorney. The original complaint shall be filed with the Secretary of the Office of Policy and Management.
- b. A complaint shall contain the following information:
 1. The full name and address of the complainant, and the full name and address of the complainant's attorney, if any.
 2. The full name of the company or the employee.
 3. A specific reference to the section of the General Statutes or to the rules and regulations alleged to have been violated.
 4. A plain and concise statement of the facts upon which the complaint is based, including the time, date and location of the violation

❖ Section 12-2b-19 Disposition of Complaints

- a. After the filing of a complaint, the Secretary shall make a prompt preliminary investigation. If the complaint does not come within the Secretary's jurisdiction, the complainant will be so notified. The Secretary may at his discretion, refer the complaint to the appropriate agency for review.
- b. If, after investigation of the complaint, the Secretary is of the opinion that there is no substantial and competent evidence of violation, the complaint shall be dismissed. In the event of such dismissal, the complainant shall be notified, including the reasons for such dismissal.
- c. In cases where, after investigation, there is reason to believe that a company or an employee has failed to comply with the lawful requirements for retention of its or his or her certificate, the Secretary shall serve a formal complaint on the company or the employee and proceed in accordance with the provisions of Section 12-2b-13 through Section 12-2b-16 of these regulations.

Forms and Applications

Forms and Applications

The following Forms and Applications are included and copies may be made for submission to the Office of Policy and Management:

- ◆ [Application for Revaluation Temporary Certification](#)
- ◆ [Application for Revaluation Certification Examination](#)
- ◆ [Application for Waiver of Revaluation Examination](#)
- ◆ [Application for Revaluation Company Certification](#)
- ◆ [Application for Renewal of Company Revaluation Certification](#)
- ◆ [Application for Renewal of Revaluation Certification of Employees](#)
- ◆ [Certified Revaluation Company Annual Report](#)
- ◆ [Course Approval Request](#)
- ◆ [Uniform Request for Recertification Credit](#)

APPLICATION FOR TEMPORARY CERTIFICATION REVALUATION EMPLOYEE



Applicant Information

NAME OF APPLICANT	(LAST)	(FIRST)	(M.I.)	BUSINESS PHONE ()	PERSONAL PHONE ()
BUSINESS ADDRESS (NO AND STREET)				(CITY)	(STATE) (ZIP+4)
HOME ADDRESS (NO AND STREET)				(CITY)	(STATE) (ZIP+4)
CERTIFICATE SHOULD BE SENT TO: <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS				E-MAIL:	

Indicate the type(s) of certification for which you are applying:

- Land/Residential
 Commercial/Industrial
 Personal Property
 Supervisor

Qualifying Experience

Starting with your current employer, list your appraisal/assessment employment history for the past five (5) years. Experience in the fields of assessing, revaluation or appraising shall include employment as a real estate appraiser, real estate broker, real estate salesperson, assessor, assistant assessor, or data collector for a municipal revaluation company or an appraiser for a municipal revaluation company.

A resume can be substituted – please attach and note here that information is contained on attached resume.

Employer Name Address & Telephone	Position	Description of Duties	Dates		Valuation? (X)
			From	To	
Employer: Address: Telephone:					
Employer: Address: Telephone:					
Employer: Address: Telephone:					

Signature **X** _____ Date _____

Print Name: _____

Qualifying Education

Starting with your most recent education -list your scholastic, appraisal and assessment education history.

A resume can be substituted in place of completing this portion– please attach and note here

Institution	Name of Course Or Degree	Dates	
		From	To

I certify that the information I have provided is true and accurate and that I am aware that this temporary certification may be suspended for misrepresentation, false or fraudulent information. I understand that the temporary certification cannot be for a period of more than 180 days.

Applicant Signature _____ Title _____ Date _____

This application **MUST** be co-signed by an official of a Connecticut Certified Revaluation Company.

Official Signature: X _____ Title: _____

Company Name: _____ Date: _____

E-Mail Address: _____ Phone: _____

OPM USE ONLY

Application Approved

Application Denied

Comments: _____

Length of Temporary Certification: _____

Expiration Date: _____

OPM Staff Signature: _____

Date: _____

APPLICATION FOR REVALUATION CERTIFICATION EXAMINATION



Applicant Information

NAME OF APPLICANT (LAST) (FIRST)	BUSINESS TELEPHONE ()	PERSONAL PHONE ()
ADDRESS (NO AND STREET)	(CITY) (STATE) (ZIP+4)	
ADDRESS (Where Exam results should be sent, if different from above)	E-MAIL:	

Qualifying Experience

In accordance with Section 12-2b-8 of the Regulations of the Office of Policy and Management, an individual applying for a certification must have experience in the field of assessing, revaluation or appraising of Residential or Personal Property for at least two (2) years, Commercial/Industrial or Supervisor for at least three (3) years. Starting with your current employer, list your **complete** employment history for the past five (5) years. Place an "X" next to each item to be considered as valuation employment/experience. *Experience in the fields of assessing, revaluation or appraising shall include employment as a real estate appraiser, real estate broker, real estate salesperson, Assessor, Assistant Assessor, Data Collector or Appraiser for a municipality or revaluation company.*

Company Name Address & Telephone	Title	Description of Duties	Dates		Valuation (X)
			From	To	
(Continue on reverse side as needed)			Years	Months	
		Total Accumulated Employment Time			
		Total Accumulated Valuation Employment			

INDICATE THE EXAMINATION(S) AND TIME FOR WHICH YOU ARE APPLYING:

Please note that applicants are allowed to complete only one examination per session.

<input type="checkbox"/> LAND/RESIDENTIAL	Morning Session	Afternoon Session	* Must possess BOTH the Land/Residential and Commercial/Industrial Certifications
<input type="checkbox"/> COMMERCIAL/INDUSTRIAL	<input type="checkbox"/> AM	<input type="checkbox"/> PM	
<input type="checkbox"/> PERSONAL PROPERTY	<input type="checkbox"/> AM	<input type="checkbox"/> PM	
<input type="checkbox"/> SUPERVISOR *	<input type="checkbox"/> AM	<input type="checkbox"/> PM	

I certify that the above information I have provided is true and accurate, and I am aware that certification may be suspended for misrepresentation, false or fraudulent information.

Signature **X** _____ Title _____ Date: _____

Print Name _____



APPLICATION FOR WAIVER OF REVALUATION EXAMINATION

Applicant Information

NAME OF APPLICANT (LAST)	(FIRST)	(M.I.)	BUSINESS TELEPHONE ()	PERSONAL PHONE ()
ADDRESS (NO AND STREET)			(CITY)	(STATE)
E-MAIL:			(ZIP+4)	

Waiver of Examination Requirements - Application to waive the examination requirements, as set forth in §12-2b-10 of the regulations shall be made to the Secretary. The examination may be waived by the Secretary for an applicant who has obtained a designation from an appraisal sponsor of the Appraisal Foundation. Such designation shall have been obtained through a combination of both an examinations and the writing of a demonstration narrative appraisal report for examination waiver requested: land/residential, commercial/industrial, or personal property. The supervisor examination may be waived as stated in subsection (f) of §12-2b-8 of the Regulations of Connecticut State Agencies for those applicants that hold a designation related to mass appraisal project supervision.

The Sponsoring Organizations of the Appraisal Foundations are: American Society of Appraisers, American Society of Farm Managers & Rural Appraisers, Appraisal Institute, International Association of Assessing Officers, International Right of Way Association, National Association of Independent Fee Appraisers, and National Association of Master Appraisers.

Issuance of Certificate. In accordance with § 12-2b-11, upon satisfactory fulfillment by an applicant of the requirements, the Secretary shall issue to the applicant an appropriate certificate designating his or her competency. Such certificate shall be valid for five years and shall expire on April 30th in the fifth year of certification.

Type of Wavier Requested:

Land/Residential Commercial/Industrial Personal Property Supervisor

SPONSORING ORGANIZATION	YOUR DESIGNATION(S)	DATE OF DESIGNATION

You must include a COPY of your current certification obtained from a Sponsoring Organization of the Appraisal Foundation. If the certificate date is more than five (5) years old, include a current letter from the organization stating that the designation is valid.

OFFICE USE ONLY

<input type="checkbox"/> Application is Approved	<input type="checkbox"/> Application is Denied	Comments: _____
OPM Staff Signature: _____	Date: / /	

I certify that the above information I have provided is true and accurate, and that I am aware that certification may be suspended for misrepresentation, false or fraudulent information.

Signature **X** _____ Date: _____

Printed Name _____

APPLICATION FOR CERTIFICATION AS A REVALUATION COMPANY



Company Information

Firm Name:			
If a Partnership, Corporation, LLC, or Association, give exact legal name			
<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC
If corporation, list the State name in which incorporated:			
Social Security or Federal Employer Identification Number:			
Business Address: Street	City/Town	Zip Code	
Business Telephone Number ()	Ext.	Fax Number ()	
E-Mail Address:	Web Site Address:		

Non-Resident Information

Complete this section **ONLY** if you are a non-resident. If Connecticut resident, skip to the next section

Does applicant maintain a place of business in Connecticut?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give Connecticut address: Street	City/Town	Zip Code + 4		
Telephone Number () -		Fax Number () -		

Compliance Information

Has any complaint been filed in the past five years against the applicant with the licensing authority of Connecticut or of any other state or the District of Columbia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give full particulars: _____			

<i>(Attach additional sheets if necessary)</i>			
Does applicant agree to promptly return any certificate(s) when required, and to conform to all rules and regulations promulgated by the Office of Policy & Management?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Certification Information

Type of certification requested:

- Real Property Complete Part A
 Personal Property Complete Part B
 Both Complete Parts A & B

List the information below for the individual in your organization holding the appropriate Certification.

A	Residential/Land Valuation	Name: _____
	Commercial/Industrial Valuation	Name: _____
	Supervisor	Name: _____
B	Personal Property	Name: _____

Partnership, Association, or LLC Members

Identify each principal or member. If a corporation, give the name and address of each officer and director. Indicate with an "X" for each person who performs any of the revaluation process.

Valuation?	Member Name	Title	Address
()			
()			

(Attach additional sheets if necessary)

I, the applicant or duly authorized member of the partnership or officer of the corporation on behalf of which the above application is made, being duly sworn according to law, depose and say that the answers set forth above are true to the best of my knowledge and belief and that this application is made for the purpose of the issuance of the certificate request. The applicant hereby agrees and consents that suits and actions may be commenced against such applicant in the proper court in any county of the State of Connecticut in which a cause of action may arise or in which the plaintiff may reside.

Signature: X _____	Title _____
Printed Name: _____	Date _____
<i>Sworn and subscribed to before me at:</i>	
State of _____ County of: _____ This _____ day of _____, 20__	
_____ <i>Notary Public</i>	My Commission Expires: _____
OPM USE ONLY	
Application Approved <input type="checkbox"/>	Application Denied <input type="checkbox"/> Date Reviewed / /

APPLICATION FOR RENEWAL OF REVALUATION COMPANY CERTIFICATION



Company Information

Firm Name:			
Social Security or Federal Employer Identification Number:			
Business Address:	(STREET)	(CITY/TOWN)	(STATE) (ZIP + 4)
Business Telephone No: () -	Ext. No.	Business Fax No: () -	
E-Mail Address:	Website Address:		

Non-Resident Information

If non-resident, complete the following items. If Connecticut resident skip this section.

Does applicant maintain a place of business in Connecticut? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes , give Connecticut address:			
BUSINESS ADDRESS: (No. Street or PO Box)	(City/Town)	(State)	(Zip + 4)
Business Telephone No. () -	Ext. No.	Business Fax No. () -	

Compliance Information

Has any complaint been filed in the past five years against the applicant with the licensing authority of Connecticut or of any other state or the District of Columbia? Yes No **If yes**, provide statement and attach to this application.

Have you filed the Annual Reports with OPM, as required, for all 5 years preceding the date of this application? Yes No

Does applicant agree to promptly return any certificate when required, and to conform to all rules and regulations promulgated by the Office of Policy & Management? Yes No

Certification Information

Type of re-certification requested:

- Real Property Complete Part A
 Personal Property Complete Part B
 Both Complete Parts A & B

List the information below for the individual in your organization holding the appropriate Certification.

A	Residential/Vacant Land	Name:
	Commercial/Industrial	Name:
	Supervisor	Name:
B	Personal Property	Name:

Completed Revaluations for Prior Five Year Period

Give the name of each revaluation performed in the State of Connecticut in the five (5) years prior to the date of this application.

	Municipality	Grand List Date	Number of Parcels	Type: Real/Personal/Both
1				Real Personal Both
2				Real Personal Both
3				Real Personal Both
4				Real Personal Both

(Attach an additional sheet(s) if necessary)

Revaluations Currently Under Contract

Give the name of each municipality that your company has presently under contract.

	Municipality	Grand List Date	Number of Parcels	Type: Real/Personal/Both
1				Real Personal Both
2				Real Personal Both
3				Real Personal Both
4				Real Personal Both

(Attach an additional sheet(s) if necessary)

Listing of Certified Revaluation Employees

Give the name of each employee that is certified by the State of Connecticut and check the type(s) of Certification they possess.

	Employee Name	Residential/ Land	Commercial/ Industrial	Personal Property	Supervisor
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Attach an additional sheet(s) if necessary.)

I, the applicant or duly authorized member of the partnership or officer of the corporation or company on behalf of which the above application is made, being duly sworn according to law, depose and say that the answers set forth above are true to the best of my knowledge and belief and that this application is made for the purpose of the issuance of this certificate request. The applicant hereby agrees and consents that suits and actions may be commenced against such applicant in the proper court in any county of the State of Connecticut in which a cause of action may arise or in which the plaintiff may reside.

Signature **X** _____

_____ Title

Printed Name _____

_____ Date

Sworn and subscribed to before me at:

State of _____ County of _____

This _____ day of _____, 20 _____

Notary Public My Commission Expires _____

APPLICATION FOR RENEWAL OF REVALUATION EMPLOYEE CERTIFICATION



Applicant Information

NAME OF APPLICANT	(LAST)	(FIRST)	(M.I.)	BUSINESS TELEPHONE ()	PERSONAL PHONE ()
BUSINESS ADDRESS (NO AND STREET)				(CITY)	(STATE) (ZIP+4)
HOME ADDRESS (NO AND STREET)				(CITY)	(STATE) (ZIP+4)
CERTIFICATE SHOULD BE SENT TO: <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS				E-MAIL:	

Certification Information

Type(s) of Certification for Renewal:

Land/Residential
 Commercial/Industrial
 Personal Property
 Supervisor

Certificate # _____

Expiration Date: ____/____/____

In the last five years have you been a) the subject of a criminal investigation or proceeding; b) the subject of a complaint to the Office of Policy and Management; c) been subjected to any disciplinary proceeding; d) been refused certification or had your certification suspended or revoked; e) have you been or are you under investigation or are any actions listed above pending or f) are you aware of any acts or omissions which could lead to any of the actions listed above Yes No

Qualifying Experience

In accordance with Section 12-2b-8 and Section 12-2b-11(c) of the Regulations of the Office of Policy and Management, an individual applying for a renewal of certification must have been engaged in the valuation of Residential or Personal Property for at least two (2) years, Commercial/Industrial or Supervisor for at least three (3) years, of the preceding five year period. Starting with your current employer, list your **complete** employment history for the past five (5) years. Place an **"X"** next to each item considered as valuation employment/experience.

Qualifying Experience, Continued

Employer Name Address & Telephone	Position	Description of Duties	Dates		Valuation? (X)
			From	To	
Employer: Address: Telephone:					
Employer: Address: Telephone:					
Employer: Address: Telephone:					
Employer: Address: Telephone:					
Employer: Address: Telephone:					
Employer: Address: Telephone:					
(attach additional sheet if needed)			Years	Months	
		Total Accumulated Employment Time			
		Total Accumulated Valuation Employment			

I certify that the above information I provided is true and accurate and that I am aware that certification may be suspended for misrepresentation, false or fraudulent information.

Signature **X** _____

Date _____

Print Name _____

OPM USE ONLY

Application Approved

Application Denied

Comments:

OPM Staff Signature: _____

Date: ___/___/___

**CERTIFIED REVALUATION COMPANY
ANNUAL REPORT
2018**



Company Information

Name of Company:			
Business Address:	Street	City/Town	Zip Code + 4
Business Telephone Number	Ext.	Business Fax Number	
() -		() -	
E-Mail Address:			
Web Site Address:			
Type of certification:	Real Property <input type="checkbox"/>	Personal Property <input type="checkbox"/>	Both <input type="checkbox"/>

Compliance Information

In the last year has your company been: a) the subject of a criminal investigation or proceeding at either the Federal or State level; b) the subject of a complaint to the Office of Policy and Management or the Connecticut Association of Assessing Officers; c) subjected to any disciplinary proceedings; d) refused certification or had its certification suspended or revoked; e) formally reprimanded; f) under investigation or are any actions listed above pending?

Yes No

Are you aware of any acts or omissions which could lead to any of the actions listed above? Yes No

If yes, give full particulars: _____

(Attach additional sheets if necessary)

Completed Revaluations for Prior Year

Complete the following for each revaluation performed in the State of Connecticut for Grand List year October 1, 2018.

Municipality	# of Parcels	Cost/ Parcel	Total Cost	Type			Physical or Update:	
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update

(Attach additional sheet(s) if necessary)

Revaluations for Current Year

Please complete the following for each municipality that your company has presently under contract or for each revaluation to be completed for October 1, 2019.

Municipality	# of Parcels	Cost/ Parcel	Total Cost	Type			Physical or Update:	
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update
				Real	Personal	Both	Physical	Update

(Attach additional sheet(s) if necessary)

Listing of Certified Revaluation Employees

Give the name of each employee certified by the State of Connecticut, the date their certification expires, and the type of Certification(s) they possess.

Employee Name	Land/ Residential	Commercial/ Industrial	Personal Property	Supervisor	Certification Expiration Date
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Attach additional sheet(s) if necessary.)

I, the duly authorized member of the partnership or officer of the corporation or company on behalf of which the above report is made, being duly sworn according to law, depose and say that the answers set forth above are true to the best of my knowledge and belief.

Signature **X** _____ Title _____

Print Name _____ Date _____

Sworn and subscribed to before me at:

State of _____, City/Town/County of _____. This _____ day of _____, 20____.

Notary Public

My Commission Expires: _____



Course Approval Request

Name of Person Requesting Approval _____
Mailing Address _____
Phone _____
Email Address _____

Course Information

Title of Course _____
Hours Dedicated to Property Assessment and/or Appraisal _____
(Minimum of two (2) hours)
Type of Instruction
 Classroom Online Video/Satellite Other (Explain): _____
Course Description _____

*****A Course Syllabus and/or Course Outline must be attached in order to be considered****

Sponsor Information

Sponsoring Group/Agency _____
Contact Name _____
Contact Phone Number _____ E-Mail Address _____
Name of Instructor _____

I certify that the information provided is true and accurate to the best of my knowledge. I am aware that any misrepresentation of this information may make me subject to disciplinary action.

Signature _____ Date _____

Course Approved OPM Staff Signature: _____
Course Denied Dated: _____

Uniform Request for Recertification Credit

This form was developed for your convenience in reporting continuing education to various appraisal organizations. **It does not imply automatic acceptance by any organization of an educational program. Each group retains its own recertification requirements and procedures for requesting credit.** A copy of the program syllabus or course outline may be required.

1. This form must be completed in its entirety. **PLEASE PRINT LEGIBLY.**
2. Please submit a copy to each organization from which you are requesting credit.
3. It is suggested that you keep a photocopy of each form submitted.

Program Information

Program Title

Number of Instructional Hours

Program Date(s)

Program Location

Instructor/Presenter Name(s)

Program Description

Signature of Instructor or Presenter

Applicant Information

I certify that I have completed the above-described professional activity. I am aware that any misrepresentations by me become subject to disciplinary action.

SIGNATURE OF MEMBER

DATE

Member Name

Mailing Address

City

State

Zip Code

Phone Number

E-Mail Address

FOR OFFICE USE ONLY

