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Certified Connecticut Revaluation Guidebook

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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
Intergovernmental Policy and Planning 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>

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 successfully 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. 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 successful completion of 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
Intergovernmental Policy and Planning 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.

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

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.”

- 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 successfully 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 courses or workshops without examinations, 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.

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 EMPLOYEE CERTIFICATION

Applicant Information

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

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:					
(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 _____

Date _____

Print Name _____

OPM USE ONLY

Application Approved

Application Denied

Comments:

OPM Staff Signature: _____

Date: ___/___/___

CERTIFIED REVALUATION COMPANY ANNUAL REPORT 2022



Company Information

Name of Company:			
Business Address:	Street	City/Town	Zip Code
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, 2019.

Municipality	# of Parcels	Cost/ Parcel	Total Cost	Type Real/Personal/Both:	Physical or Update:
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>

(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, 2020.

Municipality	# of Parcels	Cost/ Parcel	Total Cost	Type Real/Personal/Both:	Physical or Update:
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>
				Real <input type="checkbox"/> Personal <input type="checkbox"/> Both <input type="checkbox"/>	Physical <input type="checkbox"/> Update <input type="checkbox"/>

(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

In Person Virtual Hybrid/ _____
 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

Notes: