



STATE OF CONNECTICUT

Certified Connecticut Municipal Assessor Committee

CCMA Examination Application Checklist

- File early.** Do not wait until last minute to file application.
- Waivers.** Issued by the Secretary of the Office of Policy & Management.
 - OPM requires a 30-day window for processing waiver requests.
 - If waiver granted, waiver must be included with completed application.
- Fill form out completely:**
 - **Make sure all questions answered.** Do not leave any sections blank. That includes “from” and “to” dates.
 - **Attach copies of certificates of course completion.** One each for all CCMA Courses or waiver letter for Course IIA, IIB or III:
 - CCMA IA – Assessment Administration**
 - CCMA IB – Assessment Valuation**
 - CCMA IIA – Appraisals Principles**
 - CCMA IIB – Valuation Techniques**
 - CCMA III (Only if applying to sit for CCMA II Examination) – Income Approach**
 - CCMA IV - Revaluation**
 - **Qualifying Experience.** Attach job description and/or resume.
- Experience Validation.**
 - **Obtain valid signature.** Form signed by CCMA, State Certified Revaluation Supervisor, or a Connecticut licensed General Appraiser who trained and/or employed the applicant.
- Payment.**
 - **Make check payable to the “CCMA Committee” in the amount of \$40.00 and include with completed application.**
- Signature.**
 - **Sign and date form.**
- Avoid denial of application and proofread before submission.** Please be sure that your application is completely filled out, signed, and dated properly. Verify payment and all certificates are in order and included.
- Mail complete application, course completion certificates and application fee to:**

Mary Gardner CCMA II
CCMA Committee Clerk
PO Box 1086
Groton CT 06340-1086

Application and payment must be received by CCMA Clerk **by September 16, 2026.**