

State of Connecticut Certified Connecticut Municipal Assessor Committee



CCMA Recertification Application Checklist:

- File early.** Do not wait until last minute to file application. It is recommended that your application be filed prior to October 1st.
- Fill form out completely:**
 - Make sure ALL courses, workshops and webinars include dates and topics covered.
 - **Avoid denial notice.** Include more than the minimum credit hours required for recertification. (Not all CE credit hours requested have approval from the committee).
 - **Total all credit hours** and make sure they amount to at least 50 hours total, but more recommended.
 - **Make sure ALL CE credit hours certificates** are complete, signed, and dated.
 - **Include CE certificates with application.**
- Sign and date recertification application.** (If two pages, sign and date both pages).
- Make check payable to the “CCMA Committee” in the amount of, \$30.00 and include with application packet.**
- Mail complete application, proofs and check for fee to:**

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