



Massachusetts Association of Assessing Officers

Established 1890 Incorporated 1980

Professional Designation Application Form

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

This is an application for: MAA RMA CMA

(Please type or print legibly)

(Check one) Mr. Mrs. Ms. First Name: _____ M.I. ____

Last Name: _____ Suffix: _____

Date of Birth: _____

If applicable

MAA Number: _____ RMA Number: _____ CMA Number: _____

Date Acquired: _____ Date Acquired: _____ Date Acquired: _____

Primary Jurisdiction: _____ Title: _____

2nd Community: _____ Title: _____

3rd Community: _____ Title: _____

4th Community: _____ Title: _____

Primary Work:

Address: _____

City: _____ State: _____ Zip: _____

Work Phone Number: _____ Work Fax Number: _____

Work E-mail: _____

Home:

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Cell Number: _____

Home E-mail: _____

Preferred Mailing Address (check one): Home Office

Please be sure to include all appropriate required paperwork, fee and forms and return to:

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

If you should have any questions about the requirements for your MAA, RMA or CMA designation, please do not hesitate to contact Bob Ellia at execdir@maao.org or at 774-249-8625.



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Professional Designation

Check List

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

MAA		RMA		CMA	
	Completion of application form		Completion of application form		Completion of application form
	Regular Member of the MAAO		Regular Member of the MAAO		Regular Member of the MAAO
	Be an employee in an assessing jurisdiction in Massachusetts at the time of the application and award		Be an employee in an assessing jurisdiction in Massachusetts at the time of the application and award		Be an employee in an assessing jurisdiction in Massachusetts at the time of the application and award
	No less than 18 months actual experience as an Assessor, or equivalent duties		No less than 18 months actual experience as an Assessor, or equivalent duties		Must have no less than three (3) years actual experience as an Assessor, or equivalent duties
	\$50.00 fee		\$50.00 fee		\$50.00 fee
	Documentation of		Documentation of		Documentation of Appointment/Election
	<i>Course 101</i>		<i>Course 101</i>		<i>Course 101</i>
	<i>Course 200</i>		<i>Course 200</i>		<i>Course 200</i>
	<i>Course 1</i>		<i>Course 1</i>		<i>Course 1</i>
	<i>Course 2</i>		<i>Course 2</i>		<i>Course 2</i>
	<i>Course 3</i>		<i>Course 3</i>		<i>Course 3</i>
			<i>Course 4</i>		<i>Course 4</i>
	<i>Course 5</i>		<i>Course 5</i>		<i>Course 5</i>
	USPAP – 15 hour Course		USPAP – 15 hour Course		USPAP – 15 hour Course
			Submit to the Professional Admissions Committee one (1) complete narrative residential appraisal of a property acceptable to the Committee, in which all three (3) approaches to value are utilized		Submit to the Professional Admissions Committee two (2) complete narrative appraisals of a property (one of which is income producing property) acceptable to the Committee, in which all three (3) approaches to value are utilized
	Any holder of the C.A.E. designation awarded by the I.A.A.O. or C.M.A. or R.M.A. designation awarded by the M.A.A.O. who meets the prerequisites shall be designated a Massachusetts Accredited Assessor upon payment of the required fee		Any holder of the CAE or RES designation awarded by the I.A.A.O. or the C.M.A. designation awarded by the M.A.A.O. who meets the prerequisites shall be designated a Residential Massachusetts Assessor upon payment of the required fee		Any holder of the C.A.E. designation awarded by the I.A.A.O. who meets the prerequisites shall be designated a Certified Massachusetts Assessor upon payment of the required fee

If you are unsure of the application procedures, please refer to the Designations/Recert & Status link, available on the MAAO Web Site at maao.org