



Bulletin

2008-11B

TO: Board of Assessors and Selectmen/Mayors

FROM: Robert G. Nunes, Deputy Commissioner and Director of Municipal Affairs

SUBJECT: Training Program for Assessors

DATE: September 2008

COURSE 101

The Department of Revenue's basic course for assessors, Course 101, Assessment Administration: Law, Procedures, Valuation, will be offered at Barnstable High School, in the Senior Cafeteria, 744 West Main Street, Hyannis MA. This six evening course will be held on Tuesday October 7, 14, 21, 28 and November 4 and 18, 2008 from 6 PM to 9 PM. Please note that there will be no class on Tuesday November 11th. Participants must attend five out of six sessions to meet the attendance requirements for the examination.

Attendance at Course 101 and successful completion of the examination satisfies minimum qualification requirements for assessors that were established by 830 Code of Massachusetts Regulation (CMR) 58.3.1. Assessors, and assistant assessors with valuation responsibilities, must fulfill minimum qualifications within two years of the date of their original election or appointment. All participants who successfully complete this course will receive a certificate.

The Course 101 Handbook is available for downloading from the Division of Local Services' web site (www.mass.gov/dls) under "Training and Seminars". Participants are required to download the applicable chapter prior to each session. The examination will be available online at the conclusion of the course and must be returned to the Division electronically. Therefore, all registrants must have access to a PC with Internet access. Please be sure to provide an e-mail address on the attached registration form. Any inquiries regarding this training opportunity should be directed to Donna Quinn, Training Coordinator, at 617-626-3838.



**DIVISION OF LOCAL SERVICES
DEPARTMENT OF REVENUE**

COURSE 101 REGISTRATION FORM
FALL 2008 BARNSTABLE

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: (____) - _____ - _____ EXTENTION _____

EMAIL: _____

POSITION: Assessor
 Assistant Assessor
 Other (Specify) _____

Community: _____

Original Appointment/Election Date (mm/dd/yy): ____ / ____ / ____

Name of person you replaced: _____

List any communities you were previously associated with:

Please contact the Training Coordinator at 617-626-3838 with any questions you may have.

Please FAX Completed form to 617-660-7021

******There is a registration fee of \$50.00 for any non-municipal applicant ******

Make checks payable to the Commonwealth of Massachusetts.
Mail the check along with the completed registration form to:
Division of Local Services, Attn: Training Coordinator
PO Box 9569, Boston MA 02114

DEADLINE FOR REGISTRATION IS WEDNESDAY, OCTOBER 1, 2008

The Division of Local Services is responsible for oversight of and assistance to cities and towns in achieving equitable property taxation and efficient fiscal management. The Division regularly publishes IGRs (Informational Guideline Releases detailing legal and administrative procedures) and the Bulletin (announcements and useful information) for local officials and others interested in municipal finance.

Post Office Box 9569, Boston, MA 02114-9569, Tel: 617-626-2300; Fax: 617-626-2330 <http://www.mass.gov/dls>