



Bulletin

2010-01B

TO: Board of Assessors and Selectmen/Mayors

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

DATE: January 2010

SUBJECT: Training Program for Assessors

COURSE 101

The Department of Revenue's basic course for assessors, Course 101, *Assessment Administration: Law, Procedures and Valuation*, will be offered at the Division's Boston Headquarters located at 100 Cambridge St, Boston MA. This training will be held on Thursday, March 25, April 1 and April 8 from 9 AM to 4:30 PM. The training consists of 6 sessions. Participants must attend a minimum of five out of the six sessions in order to qualify to take the exam. Pre-registration is required, walk-in registrations will not be accepted. The deadline to register is Friday, March 5th.

Attendance at Course 101 and successful completion of the examination satisfies the 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 appointment or election. All participants who successfully complete this course will receive a certificate.

The Course 101 Handbook will be available for downloading from the Division of Local Services' website (www.mass.gov/dls) under "Training and Seminars" by mid March. Participants are required to download the applicable chapter prior to each session. The examination will be available online at the conclusion of the course. Therefore, all participants must have access to a PC with internet access. Please be sure to provide an e-mail account on the attached registration form. Your confirmation notification as well as other pertinent information regarding this training will be emailed to the e-mail address provided. Any inquiries regarding this training opportunity should be directed to Donna Quinn, Training Coordinator, at 617-626-3838.

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.



DEPARTMENT OF REVENUE
Division of Local Services
COURSE 101 REGISTRATION FORM
SPRING 2010 BOSTON

PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION ON THIS FORM

Name:

Address:

City

State:

Zip:

Phone:

Email:

Position:

Assessor

Assistant Assessor

Other

If other specify:

Did you take an oath of office?

Yes

No

Community:

Original Date of Appointment or Election:

Name of person you replaced:

List any communities and position(s) you were previously associated with:

Seats are limited and priority will be given to assessing officials

There is a \$50 registration fee for all non-municipal applicants

Municipal Applicants please **fax** the form to 617-660-7021

Non-municipal applicants, please **mail** the \$50 fee along with form to:

Division of Local Services, Attn.: Training Coordinator, PO Box 9569, Boston MA 02114

Please contact Donna Quinn 617-626-3838 with any questions you may have.

REGISTRATION DEADLINE: FRIDAY, MARCH 5TH