



Bulletin

2012-01B

TO: Board of Assessors and Selectmen/Mayors

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

DATE: February 2012

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 Kingston Town House, 26 Evergreen St., Kingston, MA. This training will be held on Wednesdays for six consecutive weeks starting on March 7th and ending April 11th. The course will run from 4:00 PM until 7:00 PM each night. The training consists of six 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, as there are limited seats. The deadline to register is Monday, 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" before the start of the course. 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 issued to the e-mail address provided. Any inquiries regarding this training opportunity should be directed to Donna Quinn, Training Coordinator, at 617-626-3838.



**DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
COURSE 101 REGISTRATION FORM
SPRING 2012 KINGSTON**

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: MONDAY, MARCH 5TH