



Bulletin

2007-08B

TO: Board of Assessors and Selectmen/Mayors

FROM: Robert G. Nunes, Deputy Commissioner

SUBJECT: Training Program for Assessors

DATE: August 2007

COURSE 101

The Department of Revenue's basic course for assessors, Course 101, Assessment Administration: Law, Procedures, Valuation, will be offered at Westfield State College, Wilson Hall, Savignano Auditorium C, 577 Western Ave, Westfield, MA. This course will be held on six consecutive Tuesday nights from 6 PM to 9 PM starting on October 16th and running through November 20th. Participants must attend five out of six sessions to meet the attendance requirement 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.

Supplemental materials that accompany Course 101 is available for downloading from the Division of Local Services' web site (www.mass.gov/dls) under "Training and Seminars". The examination will be available online at the conclusion of the course and must be returned to the Division by e-mail. **Therefore, all registrants must have access to a PC with Internet access and Excel version 5.0 or higher in order to take the examination. Please be sure to provide a valid e-mail address on the attached registration form.**

REGISTRATION

To register, please return a copy of the enclosed form for each person attending the training program.

Your completed registration may be mailed to:

Donna Quinn
Division of Local Services
PO Box 9569
Boston, MA 02114-9569

OR

Faxed to: (617) 660-7021

All registrations must be received by **Friday, October 5, 2007**. If you would like to confirm your registration after that date or if you have questions regarding the training, you may call Donna Quinn, Training Coordinator at (617) 626-3838.

The Department of Revenue does not charge local officials or their staff for attendance at Course 101. However, anyone **not** affiliated with local government will be charged \$50.00. Please make checks payable to the Commonwealth of Massachusetts.

Registrants should plan to arrive **15 minutes early (5:45 PM)** for the first session on **October 16th**.

Please remember to bring a hand held calculator.



DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES

COURSE 101 REGISTRATION FORM
Fall 2007 Course 101 (Westfield, MA)

YOUR NAME: _____
(PLEASE PRINT CLEARLY)

MAILING ADDRESS: _____
_____ Zip Code _____

PHONE: Business () _____ Alternate () _____

E-Mail Address: _____

Position ("X"): Assessor ____ Asst. Assessor ____ Other (specify) _____

Your Original Election/Appointment Date: _____

Current Community or Company Name: _____

NAME OF THE PERSON YOU REPLACED _____

List any community you were previously affiliated with: _____

TO REGISTER

Send the completed form to:

Donna Quinn
Division of Local Services
PO Box 9569
Boston, MA 02114-9569
OR
FAX (617) 660-7021

REGISTRATIONS ARE DUE ON OR BEFORE FRIDAY, OCTOBER 5, 2007

Incomplete registration forms will be not be accepted

REMINDER

Please remember to bring a calculator and appropriate Chapters as listed in the Course outline. You should plan on arriving 15 minutes early (5:45 PM) for the first session scheduled for October 16th!

Fall 2007 Course 101 Location

Westfield State College
Wilson Hall
Savignano Auditorium C
577 Western Ave
Westfield, MA
[Click here for directions](#)

TIME: 6:00 PM- 9:00 PM

DATES: October 16, 23, 30 and
November 6, 13, 20

NOTE: Attendance records are strictly monitored. Please be sure to sign the attendance sheet for each session to receive credit for your attendance.

If you sign-in but do not stay for the class you will NOT receive credit for attending that session.