



Bulletin

2009-21B

TO: Board of Assessors and Selectmen/Mayors

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

DATE: September 2009

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 Chelmsford Police Department Community/Training Room, 2 Olde North Road, Chelmsford MA. This six evening course will be held on Tuesday, October 13, 20, 27 and November 3, 10 and 17 from 6 PM to 9 PM. 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 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 election or appointment, whichever is sooner. 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' website (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. 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.



DEPARTMENT OF REVENUE
Division of Local Services
COURSE 101 REGISTRATION FORM
FALL 2009 CHELMSFORD

Please type in the appropriate information into each field 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:

Non-municipal applicants will be registered on a space availability basis

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

Registration fee must be paid before the 1st day of training

Please fax the completed form to 617-660-7021

If you are submitting a payment, you must mail form to:

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

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