



# Bulletin

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2011-14B

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 2011

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## COURSE 101

The Department of Revenue's basic course for assessors, Course 101, Assessment Administration: Law, Procedures, Valuation, will be offered at the J.V. Fletcher Library located at 50 Main St., Westford MA. This training will be held weekly on Tuesdays from October 11<sup>th</sup> through November 15<sup>th</sup>. It will be held in the early evening from 4 PM to 7 PM. The training consists of 6 sessions. Participants must attend five out of six sessions to meet the attendance requirements for the examination. Pre-registration is required, walk-in registrations will not be accepted. The deadline to register is Wednesday, October 5, 2011.

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](http://www.mass.gov/dls)) under "Training and Seminars". Participants are required to download the applicable chapter prior to each session. The examination is an online exam 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 2011 WESTFORD**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Extension \_\_\_\_\_

Email: \_\_\_\_\_  
(required)

Position:  Assessor  Assistant Assessor  
 Other (Specify) \_\_\_\_\_

Did you take an oath of office?  Yes  No

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 5, 2011