

March 1, 2023

Practice of Assessment Declaration Form

(Accredited and Candidate Members Only)

In accordance with the *Municipal Assessor Regulation (MAR)* sections 3 and 11, the Association Registrar must maintain a register of, and issue an annual membership card to, an Accredited or Candidate Member who has been **engaged in the practice of assessment for a period of not less than 6 months during the preceding 24-month period, whose registration is not under suspension or cancelled, and who has paid the annual fee in accordance with the bylaws.** Accredited Members must also maintain sufficient education credits in accordance with the *MAR* and Association policies. The definition of “practice of assessment” in the *MAR* means *specialized consulting services in real property appraisal, assessment administration and tax policy and, without limitation, includes the following:*

- preparing property and business assessment using legislative mass appraisal and single property appraisal standards, policies and procedures;
- communicating or explaining assessments to property owners and the administration of public relations programs related to understanding the assessment process and the role of the property tax in funding government services;
- the formulation, advocacy and development of assessment legislation, policy and standards;
- providing expert testimony, evidence, argument and case management services in the administration of assessment tribunals and other courts of law in their review of assessments;
- providing services as a member of an assessment tribunal;
- the design, development and delivery of assessment training, education, workplace learning and professional development courses and seminars;
- the management and administration of assessment service operations, and the internal and external auditing of those operations;
- the analysis of assessment data elements, development of data standards and the collection of assessment data;
- computer assisted system design and implementation in mass appraisal systems and related geographic information or information management systems;
- the development of appraisal software and construction cost and valuation manuals;
- the administration and implementation of discretionary property tax exemption programs; **and (or)**
- the preparation of capital cost reports for regulated properties to assessment authorities using applicable ministerial guidelines.

I declare that I have been engaged in the practice of assessment as defined above.

Name: _____

Signature: _____

Date: _____

Please return this form to the Association office within 30 days from the date of receipt.