

CMI - Property Tax - Application Education Point Checklist

The following checklist is designed to assist you in evaluating your eligibility. Applicants must earn at least 25 points to sit for the CMI exam.

Requirement	Description	Point Value towards Application
<input type="checkbox"/> Requirement 1	Current IPT Property Tax Member in good standing (all dues and fees paid)	0
<input type="checkbox"/> Requirement 2	Completed a minimum of five years varied full-time property tax experience. Applicants without a college degree receive 1 point for each full-time year of property tax work experience beyond the minimum five-year requirement.	10 maximum (for years of experience combined with college - see brochure for details.)
<input type="checkbox"/> Requirement 3	Successfully completed the following 2 IPT schools (A challenge exam is not accepted in lieu of attending the schools): a) Personal Property Tax School b) Real Property Tax School	0
<input type="checkbox"/> Requirement 4	Other Approved Professional Education	25 required from the following:

Years of College (Degree?)	10 maximum (see brochure for explanation)
Advanced Degree	5 maximum
Professional Designation (such as CPA)	5 maximum
Approved Property Tax Related Courses	5 maximum per course

- 1) Successful completion of appraisal, accounting, and ad valorem tax-related courses administered by recognized professional organizations. Each course must have a minimum of 25 hours of instruction and a written examination. A maximum of 5 points will be allowed per course.
- 2) Attendance at other appraisal, accounting and ad valorem tax-related courses, seminars, etc. for which no written examination is required. **Courses must be a minimum of 6 hours in length to be awarded points.** Points awarded are based on type of program and actual number of instructional hours. A maximum of 3 points will be allowed per course.
- 3) Attendance at additional IPT programs, such as Property Tax Symposia, conferences, seminars or Advanced Property Tax Academies. A maximum of 5 points will be allowed per program.
- 4) Successful completion of an IPT Property Tax School (in addition to requirement 3 above). A maximum of 5 points for successful completion of each school.

Items (1) through (4) above are not intended to exclude other possible qualifying designations or courses of instruction. The Professional Designation Committee will screen applications and make decisions on points based upon evidence offered for consideration by the candidate. **Non-IPT courses submitted for consideration must include a descriptive copy of the program indicating which sessions were attended as well as a certificate of completion indicating education hours awarded.**