

**DIRECTIONS TO LOT B – CORNER OF LAUREL STREET AND CAPITOL AVENUE**

**VISITOR'S PARKING**

All examination attendees **MUST** park at Lot B (Corner of Laurel Street and Capitol Avenue) and take the shuttle bus to **410-470 Capitol Avenue Complex**. Please allow additional time for parking. *You will find a copy of driving directions and the shuttle schedule with your examination approval letter.*

Handicapped parking spaces are available at the 410 - 470 Capitol Avenue Complex as well as at the satellite parking lots at Oak and Capitol, and Forest and Capitol.



From I-91 (North or South) and from east of the river  
In Hartford, take I-84 West and take Exit 47 Sigourney Street. At the end of the ramp turn left onto Sigourney Street and stay in the middle lane. As you go through the light get into the left lane and bear left toward the traffic light located on Park Terrace. At the stop sign turn left onto Park Terrace. Proceed to the next light at the corner of Capitol Avenue and Park Terrace and turn left onto Capitol Avenue. At the third light turn left onto Laurel Street. Lot B will be on your right. A shuttle bus to take you to our complex will either be waiting or will appear in a few minutes.

From I-84 East for Exit 46  
Take I-84 East to Exit 46 (Sisson Ave.) left exit. Turn left at the 1<sup>st</sup> light onto Sisson Avenue. At the next light turn left onto Capitol Avenue. At the 2<sup>nd</sup> light turn right onto Laurel Street. Lot B will be on your right. A shuttle bus for our complex will either be waiting or will appear in a few minutes.

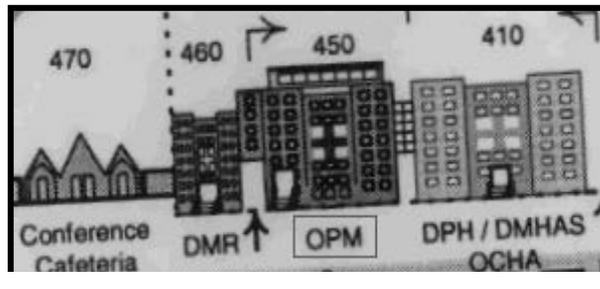
Upon arriving at 470 Capitol Avenue, you **must** sign in and out at the security desk where you will be issued a visitor pass. A photo I.D. will be required. Proceed straight 470 Capitol Avenue Conference Room C (**located next to the cafeteria, just past the ATM machine**).

Please refer to the Capitol Avenue Shuttle Schedule for specific arrival and departure times to and from off-site parking (included with examination approval letter).



*The Office of Policy and Management (OPM) is located at 450 Capitol Avenue in Hartford, Connecticut. We are located 0.3 miles west of the Legislative Office Building and 0.4 miles west of the State Capitol.*

OPM is housed in a five (5) story red brick building that has a green roof, green window trim, and green handrails.



The last building in the complex, 470 Capitol Avenue, houses both the cafeteria and several conference rooms. Visitors must check in with the security guard located at 470 Capitol Avenue. The security guard will direct visitors to Conference Room C.



**Thursday, March 31, 2016**

**470 Capitol Avenue  
Conference Room C**



**STATE OF CONNECTICUT**  
Office of Policy and Management  
Intergovernmental Policy Division  
450 Capitol Ave. - MS#54FOR  
Hartford, CT 06106-1379

## **Revaluation Examination(s) Announcement**

The Office of Policy and Management (OPM) announces that the examinations for Revaluation Personnel Certification will be held on **Thursday, March 31, 2016**. The following examinations will be offered:

-  Land/Residential
-  Commercial/Industrial
-  Personal Property
-  Supervisor

### **Time and Place**

The examinations will be held at 470 Capitol Avenue, Hartford, Connecticut (Conference Room C.) **The morning session examinations will begin at 8:30 a.m. and the afternoon session examinations will start at 1:00 p.m.** Each examination session will last three (3) hours. All four examinations will be offered at both the morning and afternoon sessions. Please note that applicants are allowed to complete only one examination per session.

### **What to Bring**

Persons taking the examination(s) will be required to produce photo identification prior to being admitted. A valid current driver's license is recommended. Two sharpened #2 pencils and an eraser. Silent battery operated calculators may be used during the examination. **CELL PHONES ARE NOT PERMITTED IN THE TEST ROOM.**

## **Application Form**

Each applicant must complete and return an application form to the Office of Policy and Management. The application **must be received** by OPM no later than **March 16, 2016**.

An application form is enclosed with this announcement. Please make additional copies as needed. You may also download additional applications from [www.ct.gov/opm](http://www.ct.gov/opm), under Intergovernmental, Databases and Resources, then Certified Revaluation Employee Guidebook.

### **Mail Application To:**

Office of Policy and Management  
Intergovernmental Policy Division  
450 Capitol Avenue, MS #54FOR  
Hartford, Connecticut 06106-1379  
Attn: Shirley Corona

### **Parking**

Parking is available in the designated **PARKING LOT B** (CORNER OF LAUREL STREET AND CAPITOL AVENUE). Please allow additional time to park and take the shuttle bus from the parking lot to 410-470 Capitol Avenue complex.

### **Information**

If you need additional information, clarification, or applications, please visit our web site at: <http://www.ct.gov/opm> Intergovernmental Policy Division - News and Updates or call Shirley Corona at (860)418-6221 or via e-mail at [Shirley.corona@ct.gov](mailto:Shirley.corona@ct.gov).

## **Applicant Requirements**

Admission to an examination will be allowed only if the applicant meets all the minimum experience requirements as stated within "*The Regulations of Connecticut State Agencies*."

Applicants for certification in *Residential Value Estimation* shall furnish documentary evidence of having not less than two (2) years of experience in the fields of assessing, revaluation or appraising.

Applicants for certification in *Commercial and Industrial Value Estimation* shall furnish documentary evidence of having not less than three (3) years of experience in the fields of assessing, revaluation or appraising.

Applicants for certification in *Personal Property Value Estimation* shall furnish documentary evidence of having not less than two (2) years of experience in the fields of assessing, revaluation or appraising.

Applicants for certification as a *Supervisor* shall furnish documentary evidence of having not less than three (3) years of experience in the fields of assessing, revaluation or appraising and of having received a passing grade for both the Residential Value Estimation examination and the Commercial and Industrial Value Estimation examination.