

State Assessors Board Frequently Asked Questions

State Assessors Board (SAB) Web Page

1. Does the SAB have a presence on the Internet?

Yes. The SAB has a Web page which can be accessed using the following address: http://www.michigan.gov/treasury/0,1607,7-121-1751_2220---,00.html. This frequently asked questions (FAQ) document is located on the SAB Web page under the heading titled "State Assessors Board" and can be accessed directly using the following address: http://www.michigan.gov/documents/FAQSAB_146584_7.pdf.

Assessor Certification

1. What is the process to become a certified assessor?

A detailed explanation of how to become a certified assessor is located on the SAB Web page and can be accessed by clicking [here](#).

2. An appraisal record card, an assessor certification application fee, and a Form 44, *Application for Assessor Certification*, were submitted to the SAB last week and a reply has not been received. Is there anything else that needs to be done?

All payments submitted to the SAB are processed through the Receipts Processing Division of the Michigan Department of Treasury and require approximately two weeks for completion. Appraisal record cards are generally graded once a month prior to the next scheduled SAB meeting.

Assessor Certification Renewal

1. When other assessing officers have received a Form 94, *Application for Renewal of Assessment Administration Certification*, but I have not received a renewal form, is there anything I need to do?

It is possible the SAB has not received proof of your attendance in an assessor certification renewal program or the address our office has on file for you is incorrect. If you believe you have met the assessor certification renewal requirement, you may contact the SAB at 517-373-8320 for a Form 94, *Application for Renewal of Assessment Administration Certification*.

2. Is Form 94, *Application for Renewal of Assessment Administration Certification*, available on the SAB Web page?

Form 94 is not available on the SAB Web page because it is personalized for each individual assessor. Assessor renewal applications are only sent to assessing officers that are eligible to renew their certification in assessment administration.

3. Can a copy of Form 94, *Application for Renewal of Assessment Administration Certification*, that was sent from the SAB be copied for another assessor who has misplaced the application?

Assessor certification renewal applications cannot be copied for the following reasons:

- (a) Another assessing officer may not be eligible to renew his or her certification.
- (b) The personalized information on the renewal application will not be correct.
- (c) The forms are color-coded for use in the SAB office and the original color-coded renewal application must be submitted with the required payment.

4. Is it a requirement to submit proof of attendance of an assessor certification renewal program with Form 94, *Application for Renewal of Assessment Administration Certification*?

The SAB only sends a renewal application to assessing officers who have met the assessor certification renewal requirement. Therefore, there is no need to submit proof of attendance of a renewal program with the renewal application.

Education

1. What is the annual assessor certification renewal period?

The annual assessor certification renewal period runs from October 1 to September 30. During this period, assessing officers are to meet certain continuing education requirements established by the SAB to renew their assessing certification for the following calendar year.

2. How many hours of continuing education are needed during each annual renewal period?

Starting with the 2008-2009 renewal period (i.e., starting with the period October 1, 2008 through September 30, 2009), all assessing officers, regardless of their certification level, are required to attend 12 hours of approved assessor certification renewal education in each annual renewal period. This is an increase over prior renewal periods where 6 hours of approved assessor certification renewal education were required.

3. How often does the mandatory class for the Uniform Standards of Professional Appraisal Practice (USPAP) have to be taken?

All certified assessing officers, regardless of their certification level, are required to fulfill the USPAP requirement within a five-year period. The current five-year period runs from October 1, 2006 through September 30, 2011. The USPAP requirement may be met through a mail-in version of the USPAP course offered by the SAB or by attending an approved USPAP class. Detailed information regarding the USPAP renewal requirement is available on the SAB Web page and can be accessed by clicking [here](#).

4. How can you check whether the assessor certification renewal requirements have been met?

You may visit the SAB Web page to access a listing of assessing officers which shows whether your renewal requirements have been met. Look under the heading titled “Certification”. A list titled “Assessor Certification List With Names, Levels, and 2009 Renewal Status”, for instance, shows whether educational requirements have been met during the period October 1, 2007 through September 30, 2008 to allow assessing officers to renew their certification for the 2009 calendar year. The listing shows whether the annual renewal requirement has been met for the upcoming calendar year. The listing also shows whether the USPAP requirement has been met for the current USPAP renewal period. The listing is normally updated each Friday. If your attendance of a renewal session is not listed, the Web page should be checked again the following week. Every effort is made to keep the listing current. Depending on the volume of renewal sessions and other workload factors, however, processing of renewal credit can be delayed somewhat.

5. Will a letter be sent confirming that renewal credit has been granted after proof of attending a renewal session has been submitted?

The SAB no longer sends letters regarding the granting of renewal credit. The SAB Web page may be checked to verify that credit has been awarded.

6. If an approved assessor certification renewal program sponsored by an organization other than the SAB was attended, will renewal credit automatically be received?

Most organizations do not send proof of student attendance to the SAB offices for their programs. It is the certified assessing officer’s responsibility to submit proof of attendance for approved assessor certification renewal programs offered by organizations other than the SAB.

7. Will reminders be sent to assessing officers if the assessor certification renewal requirements are not met or if the assessor certification renewal fee has not been paid?

Written reminders are no longer sent. It is the responsibility of the certified assessing officer to check the SAB Web page to verify whether the assessor certification renewal requirements have been met and whether the required renewal fee has been received. (The listing on the SAB Web page under the heading “Certification” which shows whether renewal requirements have been met also shows whether the renewal fee has been paid.)

Examinations

1. Is there a sample test for the level 1 and level 2 assessor certification examinations?

The SAB does not offer a sample examination. A candidate for level 1 or level 2 assessor certification may complete assessing classes or study the *Assessors Training Manual* before taking these examinations.

2. Is it possible to come to the Richard H. Austin Building (formerly the Treasury Building) and take a “walk-in” examination?

The SAB schedules examinations by appointment only. Information regarding the scheduling process for examinations in Lansing and in other areas is available on the SAB Web page. Testing site information can be accessed by clicking [here](#).

3. If an examination was taken last week and the results have not been received, can a call be placed to the SAB for the examination results?

Examination results will normally be mailed to the individual who took the test within two weeks of the date of the examination, if the examination fee has been received. Examination results will not be given over the phone.

Level 4 Assessor Certification

1. A demonstration narrative appraisal report writing class sponsored by the Michigan Assessors Association (or another organization) has been attended. Will the SAB waive the required attendance of the five Demonstration Narrative Appraisal Report Writing Workshops?

In addition to meeting other requirements, to obtain level 4 assessor certification, there is a requirement of attending five specific three-hour Demonstration Narrative Appraisal Report Writing Workshops. The content of these workshops differs from the content of narrative appraisal report writing classes. The workshops requirement is not waived or met through attendance of a narrative appraisal report writing class.

2. What are the timelines for writing a demonstration narrative appraisal report for level 4 assessor certification?

The demonstration narrative appraisal report must be submitted within three years of the effective date of the appraisal and a separate three-year period is allowed to complete all of the level 4 requirements. The three-year period starts when the subject property is approved and ends when the oral examination is successfully completed. Information regarding the requirements for level 4 assessor certification is available on the SAB Web page and can be accessed by clicking [here](#).

3. Is a second, corrected submission of a demonstration narrative appraisal report graded by the same grader who graded the first submission?

Although there are circumstances which may prevent the grader from being the same, the same grader is used for both the first submission and the second submission, if possible.

SAB Contact Information

1. How can the SAB be contacted?

The mailing address for the SAB is State Assessors Board, PO Box 30471, Lansing, Michigan 48909-7971. The phone number for the SAB is 517-373-8320. The fax number for the SAB is 517-241-3583. The SAB can also be contacted by email at State-Assessors-Board@Michigan.gov.