

State Tax Commission Educational Credit Request

The State Tax Commission has established course requirements for Level 3 and Level 4 Certification in Assessment Administration. To request credit toward Level 3 or Level 4 Certification in Assessment Administration for a college course you have completed, complete this form and submit it to the State Tax Commission at the following address:

State Tax Commission
P.O. Box 30471
Lansing, Michigan 48909-7971

Educational credit requests for college courses must be accompanied by a college course description and a college transcript. One educational credit request form must be submitted for each course credit requested. You will be notified by telephone or email if your request is not approved. Otherwise, your credit will be posted to the State Tax Commission Web page using your certification number. **No direct notification will be made for approved credit requests.** Please allow two to three weeks for your request to be processed.

Name (Print or Type)	Daytime Telephone Number
E-mail Address	Certification Number
College Course Number	College Course Name

Indicate the State Tax Commission course credit that you are requesting for the above college course:

Level 3 Course Requirements

- Principles of Appraising
- Basic Income Approach
- Statistics in Assessing or IAAO 300, 301 or 302
- Personal Property
- Narrative Report Writing
- Communication or Public Speaking
- Michigan Tax Tribunal Procedures
- Property Tax Law
- Computers or Financial Calculators
- Ethics and Standards of Professional Practice

Level 4 Course Requirements

- Advanced Income Approach
- Personnel Relations/Management/Labor Relations
- Budget Preparation/Government Financing
- Statistics in Assessing or IAAO 300, 301 or 302
- Ethics and Standards of Professional Practice