

## **CERTIFICATION AT LEVEL 4**

To become certified at level 4, the applicant must have completed all level 3 requirements. The applicant must provide proof of passing a list of courses, write and submit to the State Assessors Board a passing narrative appraisal report and pass an oral examination covering all of the courses listed in the outline. The oral examination will be given by the State Assessors Board. The courses for level 4 certification are as follows:

<b><u>COURSE TITLE</u></b>	<b><u>CLASSROOM HOURS</u></b>
Advanced Income Approach	30
Personnel Relations/Management/Labor Relations	15
Budget Preparation/Government Financing	15
Statistics in Assessing or IAAO 300, 301 or 302	15
Ethics and Standards of Professional Practice	15
Narrative Appraisal Report Writing Workshop (Not Tested)	15
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Submit a Narrative Appraisal Report	Estimated Time
Oral Examination	1 Year

### **Phone Numbers**

Appraisal Institute – (312) 335-4100

Holloway’s Real Estate Institute, Inc. – (517) 394-3943

International Association of Assessing Officers (IAAO) – (800) 616-4226

Michigan Assessors Association (C. Jan Markowski) – (517) 788-4033

State Assessors Board – (517) 373-8320

01/25/2007

## **LEVEL 4**

### **Advanced Income Approach – 30 hours**

IAAO Advanced Income Approach to Value – Course 202  
Appraisal Institute Course 510  
Lansing Community College – Business 288  
MAA Advanced Income Approach Parts 1 and 2

### **Personnel Relations/Management/Labor Relations – 15 hours**

Community College Management Course  
IAAO Course 400 Assessment Administration  
MAA Strategic Leadership (not valid after 1/96)  
MAA Principles of Public Administration

### **Budget Preparation/Government Financing – 15 hours**

Basic Government Accounting  
Intermediate Government Accounting  
Advanced Government Accounting  
Budgeting Workshop  
    15 classroom hours of any of the Michigan Townships Association  
    Courses above (must include Budgeting Workshop)  
MDPA-203 Henry Ford Community College  
MAA Planning and Administering Finance

### **Statistics in Assessing – 15 hours**

IAAO Mass Appraisal Residential Property  
IAAO Mass Appraisal Commercial/Industrial Property  
MAA Statistics in Assessing

### **Ethics and Standards of Professional Practice – 15 hours**

IAAO Standards of Practice & Professional Ethics  
Appraisal Institute 410 Standards of Professional Practice, Part A  
Holloway Uniform Standards of Professional Appraisal Practice  
MAA Appraiser Standards and Ethics

### **Narrative Appraisal Report Writing Workshop (Not Tested) – 15 hours**

2005 SAB Narrative Appraisal Report Writing Workshop  
2006 MAA Quest 4 the 4

01/25/2007