

State Tax Commission Continuing Education Course Recertification Request

The State Tax Commission is responsible for approving education courses and instructors that assist assessors in fulfilling their continuing education requirements for annual recertification. Initial approval for a continuing education course is granted for the current renewal cycle (November 1 to October 31) in which the program is first held. Annual recertification of continuing education courses is required by completing and submitting this form.

RECERTIFICATION OPTIONS:

1. If changes have not occurred to the previously approved continuing education course material or instructor, please complete and submit this form for re-approval for continued use of the course in obtaining assessor renewal credit in the subsequent renewal cycle.
2. This form may also be completed and submitted for recertification of a previously approved continuing education course for presentation by a previously unapproved organization or unapproved instructor when the course material has not changed. The request for approval of a new instructor must include documentation of the qualifications of the Instructor(s), including programs previously instructed, resume, etc. and a signed Continuing Education Instructor Agreement (see page 2).

If changes have occurred to the course material, you must submit a new request for approval of the course on the *State Tax Commission Continuing Educational Course and Instructor Approval Request (Form 4738)*.

EDUCATIONAL COURSE INFORMATION FOR RECERTIFICATION		
Name of Previously Approved Course (must list course name as previously approved)		Number of Hours Previously Approved
Name of Organization or Individual that Previously Offered the Course		Is this a New Sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Instructor Previously Approved		Is this a New Instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Newly Requested Instructor	Daytime Telephone Number	E-mail Address
Name of Organization Representative	Daytime Telephone Number	E-mail Address
Date(s) the Course will be Offered During the Current Renewal Cycle (required)		
Location of Course Offering		
INSTRUCTOR CERTIFICATION		
The undersigned hereby certifies to the Michigan State Tax Commission that the course identified above on this form has not changed and that the same material is, or will be, used in presentation of the approved continuing education course. Furthermore, if the instructor remains the same, the instructor extends and agrees to the terms included in the previously signed Continuing Education Instructor Agreement that is on file with the State Tax Commission.		
Printed Name of Instructor		
Signature of Instructor		Date

State Tax Commission Use Only
Approved:
Disapproved:

MICHIGAN STATE TAX COMMISSION CONTINUING EDUCATION INSTRUCTOR AGREEMENT

Instructor Agreement Terms:

As part of the annual certification renewal process, the State Tax Commission approves continuing education courses and their instructors. The instructor listed on the *State Tax Commission Continuing Education Course Recertification Request (Form 5203)* and approved as part of the course approval is the only instructor permitted to instruct that course.

Approval for a continuing education course requires that the instructor who receives approval conduct themselves with integrity, act in a professional manner and maintain a positive learning environment while acting in the capacity of a State Tax Commission continuing education instructor.

Harassment and/or discriminatory behavior within the classroom based on race, ethnicity, gender or physical disability is expressly prohibited. Instructors are expected to actively discourage such behavior from occurring within the classroom and report such behavior directly to the State Tax Commission.

The only material that may be used in the instruction of an approved continuing education course is the material included in the original request and approved by the State Tax Commission. Any additional material or content must be pre-approved by the State Tax Commission.

Upon completion of an education course that has been approved by the State Tax Commission for use in obtaining assessor continuing education credit, the approved instructor will be granted assessor renewal credit hours for their preparation and instruction of the course. The credit hours granted to the instructor will equal the number of hours that were approved by the State Tax Commission for the course. Instructing the same course multiple times in the same renewal cycle will not result in the issuance of accumulated assessor renewal credit hours to the instructor. For example, a course approved for four (4) hours that is taught four (4) times, by the same instructor, in the same renewal cycle will result in four (4) hours of continuing education credit being issued not 16 hours.

Acknowledgement and Acceptance of Instructor Terms:

By signing below, I acknowledge the full right and authority to enter into this Continuing Education Instructor Agreement and accept and agree, within my ability, to the terms and conditions as outlined within this Agreement. This Agreement is effective as of the date below and applies to each instance in which I provide instruction for the continuing education course listed below. I also acknowledge that I will be removed as a State Tax Commission continuing education instructor and will be prohibited from providing further State Tax Commission instruction if I do not abide by the above stated Terms.

Printed Name	Name of Course
Signature	Date