

State Assessors Board Course 1 Registration

Course 1 is a two-week course for individuals wanting to become knowledgeable in the field of assessment administration and for individuals wanting to pass the level 1 assessing certification examination. The exam will be offered on the last day of the course.

There is no fee for parking at the course location. An engineer's scale, a protractor, and a **SILENT** battery-operated calculator are needed for the course. The *Assessor's Training Manual* and the General Property Tax Act are required texts for this course. The General Property Tax Act can be acquired using the following link: [General Property Tax Act](#).

COURSE TOPICS

Local Government Finance/Property Taxation
Assessment Administration/Public Relations
SAB/MTT/STC/SBA
Personal Property
Mass Appraisal/Computer
Real Property Descriptions
Vacant Land Valuation
Sales Comparison Approach (Value Land)
Special Assessment

Valuation Concepts
Cost Approach
Property Tax Law/Tax Calendar
Taxable Value
Required Reports
Board of Review
Equalization
Farm Property
Forest/Timberlands

DATES/TIMES
November 3-7, 2008/
8:30 a.m. – 4:30 p.m.
November 17-21, 2008/
8:30 a.m. – 4:30 p.m.

LOCATION
Ingham County Fairgrounds
700 East Ash Street
Mason, Michigan

FEEES
\$400 Course Fee
\$50 Exam Fee*
\$180 *Assessor's Training Manual*,
Volumes 1-4*

*A separate form is required to order this item. Click [here](#) for the exam registration form. Click [here](#) for the form to order the *Assessor's Training Manual*.

PLEASE REGISTER AT LEAST TWO TO THREE WEEKS IN ADVANCE

(Course 2 will be offered in May or June.)

STATE ASSESSORS BOARD COURSE 1 REGISTRATION

NAME: _____

ADDRESS: _____

CITY, STATE, AND ZIP CODE (REQUIRED): _____

DAYTIME TELEPHONE NUMBER: () _____

ALTERNATE TELEPHONE NUMBER: () _____

EMAIL ADDRESS: _____

PLEASE CHECK ONE OF THE FOLLOWING:**

_____ I ALREADY HAVE AN UPDATED TRAINING MANUAL IN MY POSSESSION.

_____ I HAVE RECENTLY ORDERED AN UPDATED TRAINING MANUAL.

****Note:** Students will be expected to have a current hard copy of the *Assessor's Training Manual* at the course site. Enclose \$400 check or money order payable to "STATE OF MICHIGAN". Mail fee with registration to: **State Assessors Board, PO Box 30471, Lansing, Michigan 48909-7971**. Please note that no receipts will be given. Your cancelled check will serve as your receipt. If you have any questions, please call (517) 373-8320.