

State Tax Commission Application for Michigan Master Assessing Officer (MMAO) Online/Lecture Hybrid Program

This form is issued under the authority of the General Property Tax Act, PA 206 of 1893. Filing is mandatory.

The MMAO program is a twelve month program providing instruction covering topics in five (5) major areas of assessment. Instruction of each of the five areas will be conducted in an eight week format. The instructor will work with students using online tools and classroom instruction specifically related to each major area of study. Program instruction will focus on providing the student with the necessary knowledge to successfully achieve MMAO certification.

At the end of the twelve month program, certification is achieved by passing a multi-part comprehensive exam, proctored over two days, that covers the five areas of study. Individuals must achieve 75% on each part of exam. Individuals who achieve below 75% on any part of the exam may retake the part(s) that are not passed for up to one year after the date they first complete the exam. If a passing score is not obtained within one year, options are exhausted and the student may reapply to the MMAO program or complete the MMAO self-paced option.

The MMAO program will be offered twice a year in April and October at a cost of \$1,000. Do not submit payment with application. Applications for the April program will be accepted from February 1 to March 1. Applications for the October program will be accepted from August 1 through September 1 for the October program. Each program will be limited to a maximum of 35 students.

Instructions: This form must be completed in its entirety. Incomplete applications will be returned to the applicant unprocessed. This application must be received no later than the due date indicated for the program. Applicants will receive written notification of their admission or denial into the MMAO program. If your application is denied, you must reapply to the next program for consideration.

Note: Prior to applying to the MMAO Program an individual must hold an MAAO certificate for one year and must demonstrate to the State Tax Commission that they have one year experience working in a local unit assessing office.

Submit the completed application to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing MI 48909

PART 1: APPLICANT INFORMATION			
Name (First, Middle Initial, Last)			
Street Address			Daytime Telephone Number
City	State	ZIP Code	E-mail Address
MAAO Certificate Number			Date MAAO Certification was Obtained
Indicate the Dates of your Local Unit Assessing Office Experience (must attach a letter of verification from a local unit official which describes the experience obtained)			
Current Place of Employment		Job Title	Number of Years Employed
PART 2: CERTIFICATION			
The following certification statements must be completed in order for your application to be considered complete.			
Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged?			
<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, attach an explanation.)			
<i>I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.</i>			
Signature			Date