

State Tax Commission
Assessor Continuing Education Course Approval Request
How to File Application Form 4738

Form 4738, *State Tax Commission Application for Assessor Continuing Education Course Approval* is filed by a sponsoring organization or individual wishing to acquire approval to hold a course that may be used by assessing officers in obtaining annual continuing education renewal credit. Requests for approval are submitted on this form as **NEW** courses (requiring specific supporting documentation) or **PREVIOUSLY APPROVED** courses (requiring limited additional documentation). Courses are approved for the current renewal cycle (November 1 – October 31) and can be located on the *STC Approved Continuing Education Course List* published on the Commission's website (www.michigan.gov/statetaxcommission) under the Education & Certification heading.

Common Problems to Avoid:

- Submitting an outdated application. The most current version of Form 4738, dated September 2016, is required to be submitted to the State Tax Commission 30 days prior to the start date of the course. The application may be accessed on the Commission's website under the Forms heading and the Assessor Forms link.
- Submitting an application form that is not been fully completed.
- Omitting documentation that is required to be submitted with a **NEW** or **PREVIOUSLY APPROVED** application, specifically; the timed outline, the course description and the Instructor Agreement (if necessary). A list of supporting documentation is detailed on the form.

Prior to submitting Form 4738, *State Tax Commission Application for Assessor Continuing Education Course Approval*, confirm that you can answer YES to the following:

- The current version of the application has been obtained?
- I have determined if the course is a **NEW** course or a **PREVIOUSLY APPROVED** course?
- All fields within the application are fully completed, including Part 1, Part 2, Part 3, Part 4 and Part 5, and is the application is signed and dated?
- For a **NEW** course, I have attached to the application form a complete timed outline for the entire course (with all breaks and lunchtimes listed) and a detailed description of the course? This information will be used to determine the appropriate number of hours for approval.
- For a **NEW** course, the qualifications of the instructor are included, such as; resume, list of previously instructed courses, etc.? This information will assist in determining if the individual has the skill set to instruct the course topic.
- A signed Instructor Agreement is included (if necessary, see form for details)?