

State Tax Commission



Michigan Advanced Assessing Officer (MAAO) Self-Paced Course Organization Program Packet

On December 16, 2015, the State Tax Commission approved the opportunity for organizations, defined as associations and educational institutions, to sponsor and directly offer Michigan Advanced Assessing Officer education courses to assessing officers who possess a valid MCAO certificate. This *MAAO Organization Program Packet* provides a detailed overview of the requirements of the application process.

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State Tax Commission
Michigan Advanced Assessing Officer Self-Paced Course
Guidelines for Sponsoring the MAAO Course

An organization wishing to sponsor a MAAO course, must complete all documents contained within this *MAAO Organization Program Packet (Organization Application, Organization Security Agreement, Instructor Agreement and Agreement to Proctor an Examination)* and submit the completed packet to the State Tax Commission. Complete packets will be reviewed and written notification of approval or denial will be provided to the organization. Incomplete or altered packets will be returned unprocessed. A complete *MAAO Organization Program Packet* must be received by the State Tax Commission no less than 60 days prior to the begin date of the MAAO course.

The designated contact person for the organization will complete the *MAAO Organization Application* and the *Organization Security Agreement*. If approved to offer the course, the contact person for the organization will be provided with an electronic version of the STC MAAO course material, hard copies of secured MAAO course exams and a sign-in sheet. As indicated in the *Organization Security Agreement*, the contact person for the organization is required to secure the course material and exams and agrees to distribute the MAAO course material and exams only to eligible students who have properly and timely registered for the course specified in the *MAAO Organization Application*. MAAO courses must be offered providing a minimum of 40 hours of coursework, which includes classroom instruction and the examination.

The organization is responsible for securing a qualified instructor. Determination that an instructor is qualified to instruct an STC MAAO course falls under the purview of the STC and will be based upon the written information submitted with the *Instructor Agreement*. Organizations who would like assistance securing a qualified instructor may contact the STC. The selected instructor may be required to complete the *Instructor Agreement* if one is not currently on file with the STC.

Either the contact person for the organization or the instructor for the MAAO course may request approval to proctor the MAAO course exam at the conclusion of the course by completing the *Agreement to Proctor an Examination*.

The contact person for the organization must provide the STC with a copy of the completed registration form and \$50 exam fee for each student no later than three (3) weeks prior to the start date of the class. The STC is unable to offer exceptions to this deadline due to the time required to compile the secured exams and timely deliver them to the organization. Student registration forms that are not provided to the STC by the deadline will not be permitted to take the course exam and will not receive course credit.

Secure MAAO course exams and the completed course sign-in sheet must be returned to the STC by the contact person, using the overnight-mail envelope(s) provided, no later than the day after the course is completed. The STC will grade the exams and provide students with a pass/fail notification letter, appropriate MAAO course credit and assessor renewal credit.

Please note: The STC has changed their policy regarding the self-paced courses and are provided a retake exam for any student taking a self-paced course from the State Tax Commission.

However any individuals who take a course from an approved outside organization and fail an examination must repeat the course and pass the exam in order to receive course credit, they are not entitled to a retake opportunity.

Please call (517) 335-3429 and select option 4 for assistance and information regarding sponsoring a Michigan Advanced Assessing Officer Course.

**State Tax Commission
 Michigan Advanced Assessing Officer Self-Paced Course
 Organization Application**

The State Tax Commission is pleased to assist organizations, defined as associations and educational institutions, in offering a Michigan Advanced Assessing Officer Course. Successful completion of the course and exam will result in students receiving Michigan Advanced Assessing Officer Self-Paced course credit. In order to process a request, a complete *MAAO Organization Program Packet* must be received by the State Tax Commission no less than 60 days prior to the begin date of the course.

MAAO Self-Paced Courses include:

- Principles of Appraising (Sales & Cost)
- Introduction to Appraisal Statistics
- Basic Income Approach
- Commercial & Industrial Real Property Valuation
- Land Value Determination & Economic Condition Factors
- Equalization & Data Collection
- Property Tax Administration

Organization Name	Declaration of Organization Type Association: _____ Educational Institute: _____
Name of Contact Person Representing the Organization	
Mailing Address	City, State and ZIP Code
Daytime Phone Number of Contact Person	E-Mail Address of Contact Person
Name of Course	Location where course will be held
Date(s) Course will be held	Instructor Name (must be MAAO or MMAO certified)
Certification: <i>I hereby certify that all the information contained within, and attached to, this Organization Application Packet is true and accurate to the best of my knowledge, information and belief. I acknowledge and agree to abide by the State Tax Commission's Guidelines for Sponsoring the MAAO Course.</i>	
Signature of Contact Person	Date

The sponsoring organization will receive writing notification of approval or denial.

Submit the completed MAAO Organization Program Packet to:

State Tax Commission
 MAAO Course
 PO Box 30471
 Lansing, MI 48909

State Tax Commission
Michigan Advanced Assessing Officer Self-Paced Course
Organization Security Agreement

Terms of Agreement:

The State Tax Commission requires that an organization that sponsors and offers a Michigan Advanced Assessing Officer course utilize State Tax Commission approved material and examinations. Eligibility to register and participate in a MAAO Self-Paced course is determined by the student’s possession of a valid MCAO certificate.

As part of the preparation for offering MAAO courses, an organization may have access to restricted course information. In order to protect the integrity of the MAAO education process, organizations are prohibited from releasing any MAAO course material unless expressly authorized by the State Tax Commission and must agree to provide appropriate security of the course material and examinations throughout the process of offering the course.

State Tax Commission examinations are provided to the organization for proctoring in secure envelopes, which may only be opened by the student who is eligible to take the exam. Once the student completes the exam, the student will place the completed exam in a return envelope provided by the State Tax Commission and secure it with a confidential sticker. Exams are not to be opened by the contact person, instructor or organization. Tampering with a State Tax Commission’s MAAO course examination is prohibited and may jeopardize the organization’s further ability to sponsor STC courses.

Acknowledgement and Acceptance of Terms:

As the contact person for the sponsoring organization, I agree to secure the MAAO course material and examinations to the best of my ability. I agree not to distribute MAAO course material or exams to any person other than the students who have timely registered for the course with our organization. I will verify the registrants who will receive the course material and exams from our organization by providing the State Tax Commission with a copy of all student registration forms at least three weeks prior to the start date of the course. I agree that the \$50 fee per exam will be sent to the State Tax Commission for each registered student who is eligible to take the exam.

By signing below, I acknowledge the full right and authority to enter into this *Organization Security Agreement* and accept and agree, within my ability, to the terms as stated. This *Organization Security Agreement* is effective throughout the MAAO course and exam as indicated below. I also acknowledge that our organization may be removed as a sponsoring organization by the State Tax Commission and prohibited from sponsoring further State Tax Commission courses if I do not abide by the above stated terms.

Printed Name of Organization Contact Person	Title
Signature of Contact Person	Date
Name of MAAO Course	Date(s) Course will be held
Date(s) of MAAO Course	Date of MAAO Course Exam

State Tax Commission

Michigan Advanced Assessing Officer Self-Paced Course

Instructor Agreement

Terms of Agreement:

The State Tax Commission requires an instructor of a Michigan Advanced Assessing Officer Self-Paced course be certified at the MAAO or MMAO level and conduct themselves with integrity throughout the teaching assignment. An appropriate professional relationship should be maintained with students both in and outside the classroom. It is the direction of the State Tax Commission that the instructor strive to establish a positive learning environment within the classroom.

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

State Tax Commission course material and examination must be utilized in the instruction of an MAAO course. MAAO courses must be offered providing a minimum of 40 hours of coursework, which includes classroom instruction and the examination.

As part of the preparation for an MAAO instructor assignment, the instructor will have access to restricted course material and information. To protect the integrity of the education process, the instructor is prohibited from releasing any STC MAAO course information unless expressly authorized by the State Tax Commission.

Acknowledgement and Acceptance of Terms:

By signing below, I acknowledge the full right and authority to enter into this *Instructor Agreement* and accept and agree, within my ability, to the terms and conditions as stated. This *Instructor Agreement* is effective for the course and date(s) indicated below. I also acknowledge that I may be removed as an instructor for State Tax Commission courses and may be prohibited from providing further instruction for STC courses if I do not uphold the terms as stated within this *Instructor Agreement*.

Printed Name of Instructor	MAAO or MMAO Certification Number	
	R-	
Signature of Instructor	Date	
Name of MAAO Course		
Date(s) of MAAO Course	Date of MAAO Course Exam	
Please Submit the Following Documentation with this Instructor Agreement:		
<p>Current resume: Yes ___ No ___ (If no, indicate the reason)</p> <p>List of courses I have instructed in the last five years: Yes ___ No ___</p>		

State Tax Commission
Michigan Advanced Assessing Officer Self-Paced Course
Agreement to Proctor an Examination

Terms of Agreement:

In order for an organization to proctor a State Tax Commission MAAO exam, the approved proctor must agree to assume responsibility for the security of the MAAO course exams by completing the *Agreement to Proctor an Examination*. MAAO exams may be proctored by the contact person for the organization or by the approved instructor for the course.

An exam packet is provided to the contact person of the organization. The exam packet will include; instructions for the proctor, instructions for the students, a sign-in sheet and individual secure exam envelopes for each student whose registration and payment was timely received by the STC. The individual secure envelopes may only be opened by the student who is eligible to take the exam. Once the exam is completed by the student, the student will place the completed exam in the return envelope provided by the STC and secure it with a confidential sticker. Secure exams may not be opened by the contact person, instructor or organization. Tampering of secured MAAO course exams may jeopardize the organization's ability to sponsor STC courses and may result in further action by the State Tax Commission. Secured MAAO exams are required to be returned to the STC by the contact person no later than the day after the course is completed.

Acknowledgement and Acceptance of Terms:

As part of the preparation for proctoring an examination, I will have confidential exam information in my possession. To protect the integrity of the MAAO exam, I acknowledge that I am strictly prohibited from opening or reviewing the exams and agree to maintain the security of the exams during my proctor.

By signing below, I acknowledge the full right and authority to enter into this *Agreement to Proctor an Examination* and accept and agree, within my ability, to the terms and conditions as stated. This *Agreement to Proctor an Examination* is effective for the course and dates below. I also acknowledge that I may be prohibited from providing further instruction or proctoring of exams for State Tax Commission courses if I do not uphold the terms as stated within the Agreement.

Printed Name of Contact Person	Printed Name of Instructor
Name of Person Proctoring the Exam	Signature of Proctor
Date Signed	Name of MAAO Course
Date(s) of MAAO Course	Date of MAAO Course Exam

State Tax Commission Michigan Advanced Assessing Officer Self-Paced Course Student Registration Form

The State Tax Commission's **insert course name** Michigan Advanced Assessing Officer (MAAO) Course is being offered through the **insert organization name** on **insert dates** at **insert location and address**. Eligibility to register and participate in a MAAO Self-Paced course is determined by the student's possession of a valid MCAO certificate.

Students who attend the MAAO course **and** successfully pass the MAAO course examination with a score of 75% or higher will be issued MAAO Self-Paced course credit and assessor continuing education credit for the current assessor renewal cycle.

Students may register for the course by submitting a completed registration form to **insert organization name** no later than **insert deadline date**. Late registration, registration at the door and auditing of the MAAO course is not permitted.

By signing below you acknowledge that all MAAO course material you receive from the sponsoring organization may not be published, broadcast, rewritten or redistributed in whole or part without the express written permission of the State Tax Commission.

To obtain additional information regarding MAAO certification, please visit the State Tax Commission's website at www.michigan.gov/statetaxcommission.

Applicant Name	
Street Address	City, State and ZIP Code
Daytime Phone Number	E-Mail Address
Name of Sponsor Organization	MCAO Certification Number R-
Name of Course	Date(s) of Course
Location of Course	Instructor Name
Amount of Enclosed Course Payment \$	Amount of Enclosed STC Exam Fee (\$50 required) \$

Submit the completed registration form and required payment to:
(Make checks payable to **insert organization name**)

Insert Organization Mailing address