

**State Tax Commission November 23, 2015 Tip**

**Topic: Personal Property Examiner Continuing Education & Renewal Requirements**

# PPE Certification

Dear STaCy,

I have completed my PPE continuing education for the current renewal cycle and received my renewal application. I am currently the assessor of record for multiple local units. Considering I am the assessor of record with the State Tax Commission, do I have to submit the written statement from all my supervisors when returning the application?

Thanks,  
Jus T. Checking

Dear Mr. Checking,

First, all PPE certificate holders who are eligible to renew their certification should have received a renewal application in early November. If you have not received your renewal application, please contact Barb Duncanson immediately at 517-373-8320 to discuss the matter further.

Next, in order to renew your PPE certificate for the next three year cycle, **all** of the following items must be submitted to the State Tax Commission in a single submission (do not send items separately):

1. A fully completed **original orange PPE renewal application** (copies are not acceptable).
2. A current written statement from the supervisor of **every local unit or county** where you are currently employed or under contract.

Note: This data is utilized by the State Tax Commission to identify the local unit(s) and/or county where you are eligible to examine personal property records. The State Tax Commission requires that this notice of employment be on file for every PPE holder regardless if you are the assessor of record for a local unit or an equalization director for a county. PPE holders should also be aware that any changes in employment that occur during the renewal cycle must be submitted to the State Tax Commission.

3. \$150 renewal fee.

Once you have compiled all of the required items listed above (original orange PPE renewal application, written statement(s) and renewal fee), you are then ready to submit the full packet to the State Tax Commission by mailing the packet to P.O. Box 30471, Lansing, MI 48909. Additional questions may be directed to Barb Duncanson at 517-373-8320.

Sincerely,  
STaCy