

State Tax Commission Instructor Approval Process

On October 30, 2012, the State Tax Commission approved the following Instructor Approval Process:

State Tax Commission (STC) Instructors are individuals that teach an STC MAAO or MMAO pre-requisite course or are an instructor for an STC Educational Program. All STC Instructors are Michigan Advanced Assessing Officers (MAAO), Michigan Master Assessing Officers (MMAO) or subject matter experts. To qualify as a subject matter expert an individual must hold a bachelor's degree in any field directly related to the subject matter to be taught and/or have five years teaching experience directly related to the subject matter to be taught.

Individuals who wish to become an STC Instructor must complete the application process as described below.

Application Process:

An individual must submit to the STC a completed application Form 4938. The application must be accompanied by a resume/bio which fully describes the applicant's education background, teaching experience, a list of courses taught within the previous five years, professional assessing experience, additional certifications or licenses held, and any additional relevant information. STC staff will review the application and required attachments to determine completeness. If an application is determined to be incomplete, it will be returned to the applicant unprocessed identifying the missing information. If the application is determined to be complete, it will move to the Review Process.

Review Process:

All complete applications will be reviewed by the Education Advisory Committee (EAC) to determine qualifications as an MAAO or MMAO certified assessor or a subject matter expert. The EAC reserves the right to request additional information to assist in completing the review process. Applicants that meet the qualifications will be approved and will receive written notification. Applicants that do not meet the qualifications will be denied and will receive written notification. A denial of the EAC may be appealed to the STC in writing. The appeal must be received within 30 days of the date on the denial notification letter and include specific reasons why the individual believes they qualify for STC Instructor status according to the required qualifications.

All STC Instructors who have instructed an STC MAAO or MMAO pre-requisite course or has instructed an STC Educational Program during the 2011 or 2012 year may utilize a shortened application process by completing application Form 4938 only.

Maintain Instructor Status:

Individuals are required to instruct at least one STC MAAO or MMAO pre-requisite course or instruct for an STC Educational Program every five year period. The first five year period will run from January 1, 2013 to December 31, 2017. The Instructor is responsible to provide proof of the required instruction. If an instructor does not instruct a required class during the five year period, or they do not provide proof of the instruction, they will be removed from the STC Instructor List. Individuals removed from the STC Instructor List will be notified in writing. Once removed, an individual must complete the application process. Instructors must be in good standing with the STC. Instructors surveys will be utilized to ensure instructors are providing quality instruction and a positive learning environment as directed by the STC. The STC reserves the right to remove an instructor from the STC Instructor List. If the STC exercises this right, the individual will be notified in writing which will include specific reasons for the removal.

Conduct:

The STC requires that Instructors conduct themselves with integrity during teaching assignments and maintain an appropriate professional relationship with students both in and outside the classroom. It is the direction of the STC that instructors establish a positive learning environment. Harassment and/or discriminatory behavior toward a student bases on his or her race, ethnicity, sex or physical disability is expressly prohibited. Instructors are expected to discourage such behavior from occurring by others within the classroom. Only STC approved material is to be used in the classroom.

List of STC Instructors:

An official list of approved instructors will be maintained by the STC and made available online. The STC will not maintain a list of instructors who teach approved STC continuing education courses. Those instructors will be approved individually for specific courses as part of the continuing education course approval process completed on Form 4738. A list of approved continuing education courses will be maintained by the STC and made available online.