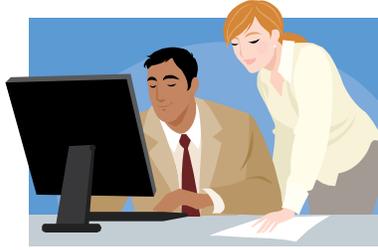


Week of September 7, 2009
Topic: Level 3 and 4 Coursework



Dear SABby,

I'm trying to sign up for MAA school and don't know which classes I have completed. How can I find out what I still have to take to upgrade my certification?

Signed,
Ed Ucation

Dear Mr. Ucation:

That is a question we get a lot these days! If you'd like to know the requirements for level 3 and level 4 courses, you can find that information on our website!

The SAB home page can be found at www.michigan.gov/stateassessorsboard (this is not a live link). Scroll down to the "Certification" heading where you will find the requirements for level 3 and level 4.

The best way to find out what courses you've successfully completed towards your level 3 or level 4 certification is check the report on Level 3 and 4 Course Completion Status. That report shows assessors and their course completion status. If you don't find your certification number on the list, then the SAB hasn't received any information regarding courses you've taken towards your level 3 or 4 certifications.

If you believe courses you have taken in college or at other approved schools, would suffice for required coursework, you can complete Form 3024 and forward it to our office via mail or fax. Please include certificates, transcripts, including course descriptions from the college catalog. That form can be found at the bottom of our site under State Assessors Board Forms: "Certification Forms" and then select "4651 State Assessors Board Educational Credit Request".

The State Assessors Board website is full of this kind of information – from obtaining a level 1 certification through forms required to have courses approved for elective renewals. There's so much information to be found at our site. Take some time and review it!

Good luck in your pursuing your assessing certification goals.

Sincerely,
SABby