

State Tax Commission Application for Personal Property (PPE) Self-Study Course Material For Individuals Not Certified as Michigan Assessing Officers

Pursuant to State Tax Commission policy, all individuals certified as a Michigan Assessing Officer are also certified as Personal Property Examiners. Individuals who work for or under contract with a local unit or County may receive Personal Property Examiner Certification by passing the PPE Exam and paying the required fees. **To obtain the PPE Self Study material and register to take the exam, the following must be submitted to the State Tax Commission: 1) a fully completed application, 2) a signed PPE Non-Disclosure Agreement, 3) the \$50 examination fee, and 4) a written statement from each local unit/county supervisor verifying employment.** PPE exams are held on the State Tax Commission quarterly exam dates, Checks are to be made payable to the State of Michigan. Please allow two to four weeks for processing.

Submit your request to: State Tax Commission, P.O. Box 30471 Lansing, MI 48909

PART 1: APPLICANT INFORMATION			
Name (First, Middle Initial, Last)			
Street Address			Daytime Telephone Number
City	State	ZIP Code	E-mail Address
PART 2: PERSONAL PROPERTY EXAMINER (PPE) EXAMINATION			
Select the date and location for your exam below.			
Please Note: Exam registration closes 30 days prior to the exam date.			
January 25, 2019 _____	April 26, 2019 _____	July 26, 2019 _____	November 1, 2019 _____
Okemos Testing Site _____	Escanaba Testing Site _____		
PART 3: CERTIFICATION			
The following certification statements must be completed in order for your application to be considered complete.			
Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged?			
<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, explain in the space below.)			
<i>I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.</i>			
Signature			Date

State Tax Commission
Personal Property Examiner Non-Disclosure Agreement

The State Tax Commission's course material and examination for Personal Property Examiner (PPE) Certification, including the content and wording of the written text and examination questions, constitutes State Tax Commission confidential information and is protected by intellectual property laws. An individual (Candidate) completing the PPE course and PPE examination must agree and accept the Non-Disclosure Agreement (NDA) by signing below which obligates that the Candidate maintain the confidentiality of the PPE course material and the PPE examination.

This NDA is made and entered into by and between the State Tax Commission (STC) and the Candidate. The PPE course material and PPE examination is made available to the Candidate solely for the purpose of demonstrating competency in the content area. This NDA is required to be signed by the Candidate prior to receiving the PPE course material.

1. **Confidential Information**: The entire content of the PPE course material and PPE examination is considered STC confidential information. The Candidate is expressly prohibited from disclosing, publishing, reproducing, copying, selling, posting, downloading or transmitting any Confidential Information, in whole or in part, in any form or by any means; oral or written, electronic or mechanical, for any purpose. Any disclosure of the confidential information is a violation of this NDA.
2. **Certification Revocation**: The Candidate acknowledges and agrees that his/her PPE certification may be jeopardized and/or revoked by the STC if this NDA is violated in any manner.

By signing below, the Candidate acknowledges the full right and authority to enter into this NDA and accepts and agrees to be bound by the terms and conditions as outlined within the NDA. This NDA is effective as of the date below and remains in effect indefinitely.

AGREED AND ACCEPTED BY:

Candidate:

State Tax Commission Representative:

Signature: _____

Signature: _____

Date: _____

Date: _____