

**State Tax Commission**  
**Assessor Continuing Education Course Cancellation Policy**

Form 4738, *State Tax Commission Application for Assessor Continuing Education Course Approval* is required to be completed by the sponsor. The contact person for the sponsor who is listed under Part 1 of the form must have the authority to represent the sponsor and to sign the form providing the certification required under Part 5.

If a sponsor determines that it is necessary to cancel an assessor continuing education course that has already received approval, a written request for cancellation should be submitted to the State Tax Commission as early as possible, but prior to the start date of the course. A request to cancel may be submitted as follows:

1. The request to cancel an approved assessor continuing education course must be submitted in writing by the contact person of the sponsor who signed and certified the original Form 4738.
2. In the absence of the contact person who signed the original form, the sponsor may authorize another representative to submit the written request for cancellation. In this circumstance, written authorization must be provided with the request to cancel the course.

A request to cancel a course may be submitted by email to Nancy Armstrong at [armstrongn@michigan.gov](mailto:armstrongn@michigan.gov) or may be submitted by mailed to the State Tax Commission, PO Box 30471, Lansing, Michigan 48909.