

State Tax Commission September 15, 2010 Tip
Topic: Transition Exam



Dear STaCy,

I'm currently a level 1 assessor and need to take a transition exam to become certified at the new Michigan Certified Assessing Officer (MCAO) certification. I am trying to figure out the best way to take the State Tax Commission's transition exam. Any suggestions?

Sincerely,
This Way and That

Dear Ms. That,

You have four options and you will need to plan in advance regardless of which option you end up choosing.

The four options available are as follows:

- 1) Take the exam in the Lansing office of the Commission.
- 2) Make arrangements with your Equalization Department to take the exam at the County.
- 3) Take the exam the day before the MAA schools begin.
- 4) Take the exam the day the MAA short course ends (you must take the course also).

Regardless of which option you decide to choose, please keep in mind **YOU MUST PRE-REGISTER** for the exam regardless of the location. If you do not pre-register you will not be able to take the exam because there **WILL NOT** be an exam prepared for you.

You must pre-register **AT LEAST 10** days in advance to allow enough time for the exams to be prepared and sent to your desired location. You will need to contact Barb Duncanson at (517) 373-8320 to pre-register.

There is no charge for the transition exam. All current level 1 assessors must pass the exam before November 1, 2012 to remain certified. And remember, there is a free Study Guide available on the Commission's website at www.michigan.gov/statetaxcommission (not a live link). Additional questions can also be directed to Barb.

Good luck with the transition,
STaCy