Reset Form

Michigan Department of Treasury
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INDEX 04206

State Tax Commission Application for Michigan Certified Assessing Officer (MCAO) Online/Lecture Hybrid Lansing Program

This form is issued under the authority of the General Property Tax Act, PA 206 of 1893. Filing is mandatory.

The MCAO program is a six month program providing instruction over nine (9) chapters. Instruction of each chapter will be conducted in a two to three week format using online tools and classroom instruction. Program instruction will focus on providing the student with the necessary knowledge to successfully achieve MCAO certification.

At the end of the program, certification is achieved by passing a comprehensive exam covering all nine chapters. Students must obtain a score of 75% or higher to pass the exam. Students who achieve below 75% on the exam will have one opportunity to retake the exam on the next scheduled STC exam date. If a passing score is not obtained on the retake exam, options are exhausted and the student may reapply to the MCAO program or complete the self-study option.

The STC MCAO program will be offered twice a year in January and July at a cost of $1,000, with the first program beginning in July of 2016. The application window will be October 1 through November 1 for the January program and April 1 through May 1 for the July program. Each program will be limited to a maximum of 35 students.

Instructions: This form must be completed in its entirety. Incomplete applications will be returned to the applicant unprocessed. This application must be received no later than the due date indicated for the program. Applicants will receive written notification of their admission or denial into the MCAO program. If your application is denied, you must reapply to the next program for consideration.

Submit the completed application to:

Michigan Department of Treasury
State Tax Commission
PO 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
Current Place of Employment	Job Title		MCAT Certificate Number (if applicable)

PART 2: 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?

☐ No ☐ Yes (If yes, explain in the space below.)

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.

Signature	Date