

# State Tax Commission Application for Michigan Certified Assessing Officer (MCAO) Self-Study Program

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

**Instructions:** To obtain the MCAO Self-Study Program material, this form and the attached Non-Disclosure Agreement must be completed in its entirety and submitted to the State Tax Commission along with a \$250 fee. MCAO Self-Study exams are held on the quarterly State Tax Commission exam dates. Incomplete applications or applications submitted without the signed Non-Disclosure Agreement and/or payment will be returned to the applicant unprocessed. Checks may be made out to the State of Michigan. Please allow two to four weeks for processing.

**Submit the completed application, the signed Non-Disclosure Agreement and the \$250 fee 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
PART 2: COMPREHENSIVE EXAMINATION			
<b>Choose the date and location that you wish to take the comprehensive exam.</b>			
April 28, 2017 _____ July 28, 2017 _____ October 27, 2017 _____			
Okemos Site _____ Marquette Site _____			
PART 3: CERTIFICATION			
<b>The following certification statements must be completed in order for your application to be considered complete.</b>			
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 Michigan Certified Assessing Officer (MCAO) Self-Study Program Non-Disclosure Agreement

The State Tax Commission’s Michigan Certified Assessing Officer (MCAO) Self-Study Program Material and Comprehensive Examination (the “Exam”), including the content and wording of the text and written exam questions, constitute State Tax Commission confidential information and is protected by intellectual property laws. MCAO Self-Study program candidates receiving course material and/or completing an Exam must agree to the Non-Disclosure Agreement (NDA), which obligates them to maintain the confidentiality of the course material and Exam.

This Non-Disclosure Agreement (NDA) is made and entered into by and between the State Tax Commission, (“STC”) and you (the “Candidate”). The course material and Exam are made available to the Candidate solely for the purpose of demonstrating competency in the content area referenced within the Exam. This policy is enforced to ensure the integrity of the course material, Exam and the MCAO Program.

1. **Confidential Information.** The content of the course material and Exam, including without limitation, questions, answers, or any communication, including oral communication, regarding or related to the Exam is STC confidential information (“Confidential Information”). Any disclosure of Confidential Information is a violation of this NDA and could compromise the integrity and security of the MCAO Certification Program. 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.
2. **Certification Revocation.** The Candidate acknowledges and agrees his/her assessing 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's Printed Name	
Candidate's Signature	Date
State Tax Commission Representative's Signature	Date

Approved by the State Tax Commission on December 6, 2011.