

Application to Request Approval of an Appraisal Institute, American Society of Appraisers or International Association of Assessing Officers Educational Course

The State Tax Commission has pre-approved courses from the Appraisal Institute (AI), American Society of Appraisers (ASA) and International Association of Assessing Officers (IAAO) that relate to qualifying assessing topics and may be used to obtain assessor continuing education credit. AI, ASA and IAAO pre-approved courses are included on the annual *Approved Continuing Education Course List*, which is available on the State Tax Commission's Web site (**michigan.gov/statetaxcommission**) under the Assessor Education and Certification heading.

An IAAO, ASA or AI course that is not included on the annual *Approved Continuing Education Course List* may be submitted by a certified assessor to the State Tax Commission for assessor continuing education consideration no later than 30 days prior to the begin date of the course. For consideration, complete this form and submit it to the State Tax Commission along with all of the required documentation identified in Part 3. The applicant will be notified in writing upon completion of the review. Courses that receive approval will be added to the annual *Approved Continuing Education Course List*. Allow two to four weeks for processing. Assessors will not receive credit for an AI, ASA or IAAO course that is taken prior to obtaining STC approval for the course.

PART 1: SPONSOR AND COURSE INFORMATION		
Course Sponsor <input type="checkbox"/> AI <input type="checkbox"/> ASA <input type="checkbox"/> IAAO	Course Name	
Type of course <input type="checkbox"/> Classroom course <input type="checkbox"/> Online course	Total Course Hours (include exam, if any)	Course Date
PART 2: APPLICANT INFORMATION		
Applicant Name	Assessor Certification Number (if applicable) R -	
E-mail Address	Phone Number	
PART 3: REQUIRED COURSE DOCUMENTATION		
In order to review the request, the information listed here in Part 3 must accompany the completed application. The requested course information may be available on the sponsor's Web site (appraisalinstitute.org, appraisers.org, iaao.org). Check all appropriate boxes indicating the information included with this application.		
<input type="checkbox"/> Detailed course description	<input type="checkbox"/> Timed course outline	
PART 4: COURSE VERIFICATION		
Check the appropriate boxes that apply to the course named above:		
<input type="checkbox"/> The course is not less than four (4) hours.	<input type="checkbox"/> The course is assessment related.	
PART 5: APPLICANT CERTIFICATION		
<i>I hereby certify that the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.</i>		
Applicant Signature	Date	

Submit the completed form and all required course documentation by e-mail to **Treas-STC-Certification@michigan.gov**.

The form and required documentation may also be mailed to:

State Tax Commission
PO Box 30471
Lansing MI 48909