

State Tax Commission
How to File Application Form 5569
Appraisal Institute, American Society of Appraisers or
International Association of Assessing Officers Course Approval Request

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 hours. AI, ASA and IAAO pre-approved courses are included on the *2018 Approved Continuing Education Course List*. The list is available on the State Tax Commission's website (www.michigan.gov/statetaxcommission) under the Assessor Education and Certification heading.

An IAAO, ASA or AI course that is **NOT** included on the *2018 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 Form 5569 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 *2018 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.

Common Problems to Avoid:

- Submitting an application for a course that is already approved and listed on the *Approved Continuing Education Course List*.
- Submitting an application less than 30 days prior to the start date of the course.
- Submitting an application form that is not been fully completed.
- Omitting documentation that is required to be submitted with the application, specifically; the course description and timed outline.

Prior to submitting Form 5569, *Application to Request Approval of an Appraisal Institute, American Society of Appraisers or International Association of Assessing Officers Educational Course*, confirm that you can answer YES to the following:

- The course is not listed on the *Approved Continuing Education Course List*.
- All fields within the application are fully completed.
- All additional required documentation in Part 3 is attached to the completed application.
- The course is not held for less than four hours.
- The application will be submitted 30 days prior to the date the course will be held.