

State Tax Commission
Michigan Advanced Assessing Officer 3 (MAAO) Program FAQ's

What is the MAAO Program?

The MAAO program is a multi-stage program designed to prepare assessing officers to hold the Advanced Level Assessing Officer Certification.

What does multi-stage mean?

The program consists of prerequisite courses and then a one-year program of study in specific areas of concentration.

Who can apply to the program?

Individuals who hold a Michigan Certified Assessing Officer Certificate, have completed the prerequisite courses and passed the entrance exam, may apply to the one-year program.

What are the prerequisite courses?

The prerequisite courses are: Principles of Appraising, Basic Income, Statistics in Assessing, Commercial/Industrial Valuation of Property & Valuation and Economic Concepts.

Where can I take the prerequisite courses?

The Michigan Assessors Association (MAA) is our primary partner in education and all of the prerequisite courses are offered through the MAA at their Spring and Fall Schools. Additionally, courses through the International Association of Assessing Officers (IAAO) and the Appraisal Institute do meet some requirements. More information is available on the STC website.

Once I finish my prerequisite courses, what then?

Once you have finished your pre-requisite courses you can take the entrance exam. The exam is offered the first Friday of each month. Call Barb Duncanson to schedule to take the exam.

What does the entrance exam cover?

It covers a variety of assessment administration topics. A review of prerequisite course material and the STC Basic Guide to Assessing should help prepare you for the exam.

What is considered a passing score for the exam?

In order to pass the exam you must receive 75%. If you do not pass the exam you can take it again in 90 days.

Once I have passed the entrance exam, what do I do next?

Once you have passed the entrance exam, you can apply to the program. Applications must be received by the STC by March 1 in order to enter the program.

Is it hard to get into the Program?

It is a competitive program. However, currently, the STC has not received more applications than we have slots available.

How many students do you accept into each Program?

We accept a maximum of 35 students into each Program.

How do you decide who gets into the Program?

The 35 students are randomly selected from those that apply.

If I don't get in do I have to reapply?

Applications are kept on file and reconsidered for admittance for the next available program. If an applicant is unsuccessful the second time, they will have to reapply.

How long is the Program?

The Program is a 12 month program.

When is the Program offered?

The program begins May 1 each year.

What is the format for the Program?

The program is an on-line lecture hybrid. Each Chapter is taught over a Semester. Students have on-line posting requirements and assignments due for each Chapter. At the middle of each Chapter the students attend a one day practicum session with their instructor in Lansing. Students will then take an exam at the end of each Semester.

Wait, so I have to come to Lansing 12 times over the year?

No, the program is four semesters long. Students will come to Lansing only four times during the 12 months for classroom instruction. Exams are in Lansing or arrangements can be made to take the exam in the Upper Peninsula for our students from the northern part of the State.

What am I going to study over the four Semesters?

The four areas of concentration are: Land Valuation and Economic Condition Factors, Equalization & Classification, Data Collection and Property Tax Administration (which includes exemptions, personal property and transfer of ownership).

How is the program graded?

The Program is a point's based program. Points are given for on-line postings, assignments and the exam at the end of each semester. Students must receive 75% of the total possible points at the end of the program in order to become Michigan Advanced Assessing Officers.

Is there an overall exam that I have to take at the end?

No there is no overall exam but there is an oral exam at the end of the program.

How much does the Program cost?

The current cost of the program is \$2,000 paid in four payments of \$500 each, due at the beginning of each semester.

What can I certify after I graduate?

For 2014, an assessor holding an MAAO certification can assess any local unit with a State equalized value is greater than or equal to **\$442,000,000** but less than **\$1,923,000,000**, or a combined state equalized value of the commercial and industrial classifications, both real and personal property which includes utility and special acts properties, is greater than or equal to 20 percent of \$442,000,000 (or **\$88,000,000**) but less than 20 percent of \$1,923,000,000 (or **\$385,000,000**). The Commission annually determines these amounts and that information is available on the STC website.

Is it true I am going to be on probation after I graduate?

No, Michigan Advanced Assessing Officers are not placed on probation at the end of the program.

I heard it is impossible to fail out of the program once you get in?

Not true. MAAO students must achieve a minimum 70% for each semester. Students whose overall semester grade falls between 65% and 70% will be allowed one probationary semester to bring their accumulative overall grade to 70% or above. If after the probationary semester your grade remains below 70%, you are removed from the program.

Is it true that if I want to be an Equalization Director I have to first finish the MAAO or Master Level Program and then take another year long program to get an Equalization Director Certification?

No, that is not true. The Commission had discussed at one time offering an Equalization Director Certification or designation but no program has been developed and there is no plan to develop a program in the foreseeable future.