



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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GOVERNOR

ROBERT J. KLEINE
STATE TREASURER

DATE: April 27, 2010
TO: Level 1 Certified Assessing Officers
FROM: Kelli Sobel, Executive Director, State Tax Commission
SUBJECT: Transition for Level 1 Assessing Officers to the Michigan Certified Assessing Officer Certification

The State Tax Commission at their meeting on April 26, 2010 adopted the following policy to transition all current Level 1 Assessing Officers to the new Michigan Certified Assessing Officer Certification:

1. All current Level 1 Assessors will be required to pass an examination by November 1, 2012 in order to become a Michigan Certified Assessing Officer. Any Level 1 who does not pass the exam by November 1, 2012 will no longer be certified.
2. The exam will be available beginning May 1, 2010 and will be offered free of charge.
3. A study guide will be available on the STC website beginning May 1 free of charge.
4. Candidates must receive a score of 80% to pass the exam. Candidates may repeat the exam in 90 days if they fail.
5. The exam will be offered in Lansing or through your County Equalization Department. Please contact your local County Equalization Department to schedule or if you want to take the exam in Lansing, call Barb Duncanson at 517-373-8320.
6. The Michigan Assessors Association will be offering a prep class for the exam at their August Conference, contact MAA for more information.