

## **Michigan Master Assessing Officer (4) (MMAO) Program Summary**

The State Tax Commission in June 2010 approved a new program for obtaining the Michigan Master Assessing Officer (4) certification. The program consists of the following:

1. Assessors must successfully complete four pre-requisite classes which include: *Advanced Income, Personnel Relations/Labor Relations, How to Critique an Appraisal and Commercial/Industrial Valuation of Property.*
2. Once all four pre-requisite classes are completed, assessors are then required to successfully complete the MMAO Entrance Examination. Successful completion of the exam is achieving a score of 75% or higher. The exam consists of 50 multiple choice questions and covers a variety of master level topics related to assessment administration.
3. MMAO certified assessors who have successfully completed the four pre-requisite classes and the MMAO Entrance Examination are then eligible to sign up for the MMAO Online Writing Course that will be held annually in January. The writing course must be completed in the January immediately preceding your application to the MMAO Program to be held in May.
4. Upon successful completion of the MMAO Writing Course, an assessor will receive an MMAO application. The MMAO application must be completed in its entirety and submitted to the STC prior to the annual deadline. Incomplete or untimely received applications will not be considered for the current program. The application includes a series of questions which are assigned points. The points will be used in the candidate selection process to determine that minimum requirements have been met. MMAO programs begin annually in May and a maximum of 20 students are accepted to each program.
5. Accepted candidates will move through the program as a group. The program is a point's based, twelve month, four semester program in which candidates will complete assignments, a case study and five thesis papers. The thesis papers relate to the MMAO pre-requisite classes the candidate completed and will demonstrate knowledge and personal experience of each subject. Candidates will be mentored throughout the program by an STC panel consisting of current Master Level Assessing Officers. The panel will meet with candidates quarterly. Candidates are required to complete an oral exam at the end of the program.

6. Students who achieve 80% or higher of the total possible program points, will be recommended to the STC to receive a Michigan Master Assessing Officer (4) Certification.
7. The cost of the program is \$2,000 to be paid in quarterly \$500 non-refundable payments. The STC has determined that they will not issue scholarships for the MMAO program.

**Eligibility to Receive Pre-requisite Course Credit:**

In order to be eligible to receive MMAO pre-requisite credit, an individual must hold an MAAO certification. An individual currently enrolled in the MAAO Program who is within 8 months of graduating and is in good standing may begin taking MMAO pre-requisite courses for credit. Prior to taking a pre-requisite course, MAAO students should contact the STC office for verification of qualification.

<b>Course Name</b>	<b>No. of Hours</b>	<b>Qualifying Courses</b>
Advanced Income	30	MAA Advanced Income, IAAO course 112, Appraisal Institute Advanced Income
Personnel Relations /Labor Relations	15	MAA Personnel/Labor Relations, IAAO Course 400, Approved College Course
Commercial/Industrial Valuation of Property	15	MAA Com/Ind Valuation of Property
How to Critique an Appraisal	1 Day	MAA One Day Seminar
Writing for the MMAO Candidate	1 Month	STC Online Course

**Requesting Credit for a Pre-requisite Course:**

Requests for MMAO pre-requisite course credit for approved courses must be submitted to the office of the State Tax Commission on Form 4651 and must include proof of successful completion (certificate, approval letter, etc.). The form can be obtained on the State Tax Commission website under the Assessor Forms heading: [www.michigan.gov/statetaxcommission.com](http://www.michigan.gov/statetaxcommission.com)

**Qualification of a Course Not Listed:**

Questions regarding other courses qualifying for MMAO pre-requisite course credit may be addressed by submitting a written request to the State Tax Commission. The request must include a course description, which can be used to determine the content meets the pre-requisite qualifications, and an outline or syllabus which shows the daily classroom times which can be used to determine that the minimum number of course hours is met.