

**Week of October 26, 2009**

**Topic: Certification Notices for 2010**



Dear SABby,

As an assessor, I know for the 2010 year I need to complete my continuing education credit hours by October 31, 2009 and that I also need to submit my renewal fee by December 31, 2009. Can you tell me when I should expect to receive my application form to renew my assessing certification from the State Assessors Board? I'm a bit worried that I haven't received mine yet. My co-worker received hers yesterday – can I make a copy of hers and send that with my payment? Can I pay my renewal fee with a credit card or an electronic payment?

Sincerely,  
Wilma Worrier

Dear Ms. Worrier:

You bring a very timely subject to mind. You are correct in saying that your continuing education requirements must be successfully completed by October 31, 2009 and that your renewal fee payment must be received by December 31, 2009. Both of these requirements must be accomplished in order to renew your assessing certification for the 2010 year.

Concerning your application form, the State Assessors Board office has already mailed forms (2010 forms are purple) to all assessing officers who have completed the continuing education requirements to date. Assessing officers who had not completed their education requirements prior to the initial mailing will receive their form as they fulfill their continuing education requirements. **All eligible assessing officers should receive their 2010 renewal application form by November 15, 2009.** If you do not receive your application renewal form by November 15, 2009 please contact the State Assessors Board office immediately.

To address your other questions, application forms are completed with each assessor's personal information and can not be copied and used by another assessing officer. An application form is required for a payment to properly be processed by the State. Credit card and electronic payments are not accepted at this time. Renewal fees must be mailed to the State Assessors Board at PO Box 30471, Lansing, MI 48909-7971.

You can check the status of your renewal requirements and fee payment by visiting the State Assessors Board website at [www.michigan.gov/stateassessorsboard](http://www.michigan.gov/stateassessorsboard) (not a live link) and clicking on the *2010 Status List of Assessors Renewal Credits* listed under the heading titled *2008-2011 Mandatory Renewal Programs, Renewal Status & Elective Renewal Programs*.

**If you have any questions please call the State Assessors Board at 517-373-8320 or email their office at [state-assessors-board@michigan.gov](mailto:state-assessors-board@michigan.gov).**

Sincerely,  
SABby