



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

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**Bulletin No. 8 of 2011**  
**Assessor Certification**  
**August 31, 2011**  
**Revised October 31, 2011**

**TO:** All Certified Assessors  
**FROM:** The State Tax Commission  
**SUBJECT:** Assessor Certification Requirements for the 2012 Year

The purpose of this Bulletin is to describe the requirements for assessor certification for the 2012 year.

1. **Timeframe:** All assessors must complete 10 hours of continuing education and the mandatory STC class by October 31, 2011 and pay their recertification fee by December 31, 2011 in order to be certified for the 2012 year. Assessors are encouraged to check on their renewal credit status on the STC website prior to the deadline.

Assessors who have successfully completed their required continuing education will be sent their annual renewal form during the month of November. Assessors who do not receive their renewal form in November should check the Commission's website for the status of their continuing education and contact the office of the Commission immediately if they have completed continuing education that is not showing on the website report. Assessors who have not paid their annual renewal fee by January 15 will receive one notification that they are delinquent in their payment. Assessors who do not complete their required continuing education by October 31 and/or do not submit their fee, plus any late fee, by March 1 will no longer be certified and must recertify as an entry level assessor. There will be no appeal process.

2. **Fees:** All assessors must pay a \$125 fee to be recertified for the 2012 year. Certification will remain on an annual basis. Assessors should note that the fee will increase to \$150 in 2013.
3. **Available Continuing Education Courses:** A list of classes approved for continuing education credit is available on the STC website. This list is updated regularly. If you would like to have a course approved for credit, please submit your request with the appropriate form found on the website. Be sure to include supporting materials including a timeline, syllabus, and detailed course description.

4. **Continuing Education for 2012 Recertification:** For their 2012 renewal, assessors must complete 10 hours of continuing education through elective classes. In addition all certified assessors must attend a mandatory class on assessing updates to be offered by State Tax Commission staff. These 10 hours of continuing education and the mandatory assessing updates class must be completed between November 1, 2010 and October 31, 2011. *As a reminder, continuing education hours can not “roll over” to the next year.*
5. **Continuing Education for 2013 Recertification:** For their 2013 renewal, assessors must complete 10 hours of continuing education through elective classes. These 10 hours of continuing education must be completed between November 1, 2011 and October 31, 2012. Only 6 of the required 10 hours can be completed with an on-line course. *As a reminder, continuing education hours can not “roll over” to the next year.*
6. **Late Renewal and Escrow Policy:** Assessors who do not submit their annual renewal fee by December 31 will be required to pay twice their regular annual renewal fee.

If there are unforeseen circumstances, including but not limited to serious illness of the assessor or serious illness or death of an immediate family member, that affect the ability of the assessor to complete their continuing education or pay their required fee, the assessor or their authorized representative may request the Commission place their certification in escrow until they are able to complete their requirements. Requests must be made in writing and must include appropriate documentation of the special circumstances. Requests must be made on or before March 1 of the year immediately following the expiration of their certificate. A request to escrow a certificate must be made on an annual basis and expires annually on December 31.

7. **Certification Levels:** The names of the certification levels changed effective January 1, 2011. Levels 1 and 2 are now Michigan Certified Assessing Officer, the former Level 3 is now Michigan Advanced Assessing Officer (3) and the former Level 4 is now Michigan Master Assessing Officer (4). Assessors are reminded that they should refer to certification levels by their appropriate title.

Current Level 1 assessors who have not successfully completed the transition examination will continue to use Level 1 designation until they complete the transition.

8. **Transition from Level 1 to MCAO:** 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 assessor who does not pass the exam by November 1, 2012 will no longer be certified.

The exam is available and is offered free of charge. A study guide is available on the STC website, also free of charge. The exam is being 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.

Candidates must receive a score of 75% to pass the exam. Candidates may repeat the exam in 90 days if they fail.

9. **Supervising Preparation of the Assessment Roll:** Effective with the 2011 year, all assessors are required to certify that they have met the requirements contained within the Supervising Preparation of the Assessment Roll document when signing their assessment roll certification and when signing the L-4022. The full text of this document can be found in Bulletin 9 of 2010 – Assessor Certification, available on the STC website.
10. **Assessor Contact Information:** It is extremely important that all assessors remember to report *any* change in their contact information or assessing status on Form 4689. Not only is it vital for the Commission to know who the assessor of record is in each unit, but this information is shared with the rest of the Local Government Bureau and MTT for their communications. Assessors who fail to contact the STC with changes will miss important information and could face discipline.
11. **Contacts:** State Tax Commission and Treasury staff is available to assist and answer questions that any assessor may have. The following are key contacts:

Kelli Sobel 517-335-3429, STC Executive Secretary  
Nancy Armstrong 517-241-4890, General Questions  
Heather Frick 517-335-1215, Transfer of Ownership/Uncapping  
Barb Duncanson 517-373-8320 Education Questions, Continuing Ed Credit, General Assessor Information  
Kyle TenBroeke 517-335-2532, DNR PILT, General Questions  
Eli Prout 517-335-2311, Classification, General Questions  
Tim Schnelle 517-373-6262, Personal Property, General Questions  
Roni Sionakides 517-335-6519, L-4154 Petitions  
Lori Parr 517-373-3489, Equalization  
Kevin Van Gieson 517-241-4338, Transfer of Ownership/ Uncapping/ Qualified Ag/ State Assessed Properties  
Darcy Marusich 517-335-1218, Millages/ Truth in Taxation/ Millage Rollbacks/ School District Levies  
LaNiece Densteadt 517-335-3429, Computerized Tax Rolls