Reset Form

Michigan Department of Treasury
4738 (Rev. 10-24)

State Tax Commission Application for Assessor Continuing Education Course Approval

The State Tax Commission approves education courses and instructors that assist Assessing Officers and Technicians in fulfilling their continuing education requirements for recertification. Continuing education courses are approved for the current renewal cycle (November 1 – October 31). Courses are approved for even hours only and are not approved for less than two hours. Requests for approval must be submitted by filing a separate Form 4738 for each course not less than 30 days prior to the course start date.

Failure to submit a completed form and all of the required documentation may result in the application being returned unprocessed. Allow four weeks for processing each request. The requestor will be notified upon completion of the review. Approved courses will be listed on the STC Approved Assessor Continuing Education Course List located on the State Tax Commission's website (**www.michigan.gov/statetaxcommission**) under the Assessor Education and Certification heading.

PART 1: COURSE SPONSOR INFORMATION

Name of Course Sponsor

Name of Contact Person Representing the Sponsor

Contact Person Daytime Telephone Number	Contact Person E-mail Address

PART 2: COURSE INFORMATION

Name of Course	No. of Continuing Education Hours

Name of Instructor(s)	Is there a live, virtual option? ☐ Yes ☐ No

Course Date(s)	Course Location

PART 3: APPROVAL REQUEST OPTION

Is this request for a NEW continuing education course that has not received approval in the current or two previous renewal cycles?

☐ Yes (Complete Option 1, *New Course Approval*)

☐ No (Complete Option 2, *Previously Approved Courses*)

OPTION 1: NEW COURSE APPROVAL

If you answered YES to the question in PART 3 and your request is for a NEW course approval, the Supporting Documentation listed below must be submitted with the application:

☐ Detailed description of the course, including all materials utilized by instructor and/or provided to attendees.

☐ Timed outline of the course, including the time expected to be spent on each covered subject and breaks/lunch.

☐ Documentation of the qualifications of the Instructor(s), including programs previously instructed, resume, etc.

☐ For online programs, include an explanation of the testing and accountability procedures.

☐ Any additional relevant information that will assist in completing the review process.

Documentation will be retained for the current and two previous renewal cycles.

OPTION 2: PREVIOUSLY APPROVED COURSES

If you answered NO to the question in PART 3 and your request is for a course that has received approval in the current or two previous renewal cycles, you are only required to complete this form and submit it to the State Tax Commission for notification of the course offering. Additional approval or supporting documentation is not required.

(By checking NO to the PART 3 question, the requestor is affirming the course material has not changed since the initial course approval.)

PART 4: INSTRUCTOR AGREEMENT

Is a valid Continuing Education Instructor Agreement on file with the State Tax Commission for the Instructor(s) listed under Part 2?

☐ Yes (An Instructor Agreement is not required to be refiled.)

☐ No (A signed Instructor Agreement on Page 2 must be attached to the application)

PART 5: CERTIFICATION

I hereby certify that the information contained within, and attached to, this Application is true and accurate to the best of my knowledge, information and belief. Further, I acknowledge a Continuing Education Instructor Agreement is attached, or the instructor has previously signed a Continuing Education Instructor Agreement that is on file with the State Tax Commission. I affirm the course sponsor will not advertise that the course is approved until written course approval is obtained from the State Tax Commission.

Contact Person Signature	Date

Submit the completed form and required documentation by email to the State Tax Commission at **State-Tax-Commission@michigan.gov**. The form may also be mailed to: State Tax Commission, PO Box 30471, Lansing MI 48909.

MICHIGAN STATE TAX COMMISSION
ASSESSOR CONTINUING EDUCATION INSTRUCTOR AGREEMENT

Instructor Agreement Terms:

As part of the annual certification renewal process, the State Tax Commission approves continuing education courses and their instructors. The instructor listed on the State Tax Commission Application for Assessor Continuing Education Course Approval (Form 4738) and approved as part of the course approval is the only instructor permitted to instruct that course.

The State Tax Commission requires that instructors of assessor continuing education courses approved by the State Tax Commission conduct themselves with integrity throughout their teaching assignments. An appropriate and professional relationship must be maintained with students both in and outside the classroom throughout the teaching assignments. It is the direction of the State Tax Commission that instructors strive to establish a positive learning environment within the classroom and instructors work to further the goals and policies of the State Tax Commission for efficient administration of property taxation throughout the State of Michigan.

In order for a course to qualify to receive assessor continuing education renewal credit, the sponsor and/or instructor must agree to meet the following:

> Four-hour classes are generally offered from 8 a.m. to noon or 1 p.m. to 5 p.m. Each hour of instruction is 60 minutes. There is one 15-minute break provided during a four-hour class.
>
> Eight-hour classes are generally offered from 8 a.m. to 5 p.m. Each hour of instruction is 60 minutes. There is one 15-minute break provided in the morning and one 15-minute break provided in the afternoon. There is one hour provided for lunch.

Harassment and/or discriminatory behavior within the classroom based on race, ethnicity, sex or physical disability is expressly prohibited. Instructors are expected to actively discourage such behavior from occurring within the classroom and directly report such behavior to the State Tax Commission.

Upon completion of an education course that has been approved by the State Tax Commission for use in obtaining assessor continuing education credit, the approved instructor will be granted assessor renewal credit hours for their preparation and instruction of the course. The credit hours granted to the instructor will equal the number of hours that were approved by the State Tax Commission for the course. Instructing the same course multiple times in the same renewal cycle will not result in the issuance of accumulated assessor renewal credit hours to the instructor.

Acknowledgement and Acceptance of Instructor Terms:

By signing below, I acknowledge the full right and authority to enter into this Assessor Continuing Education Instructor Agreement and accept and agree, within my ability, to the terms and conditions as outlined within this Instructor Agreement. This Instructor Agreement is effective as of the date below and remains in full force and effect for the current and two successive assessor renewal cycles (November 1 – October 31). I affirm that the State Tax Commission may remove my approval as a continuing education instructor if the above stated terms are violated.

Printed Name	
Signature	Date