Reset Form

Michigan Department of Treasury
5512 (Rev. 03-23)

Michigan Master Assessing Officer (MMAO) Request for Acceptance and Waiver of Previous Project/Education

This form is issued under the authority of the General Property Tax Act, PA 206 of 1893.

The Michigan State Tax Commission offers a waiver of current educational requirements based upon specific completion of previous projects and education. Individuals who currently hold the CAE designation from the International Association of Assessing Officers (IAAO) or the Ad Valorem/Mass Appraisal – General designation from the American Society of Appraisers (ASA) **and** can demonstrate the designation was achieved by completing requirements directly with and through IAAO or ASA **and** that no other forms of waivers or reciprocity was provided through that organization in order to achieve the designation, may apply for an Acceptance and Waiver of Previous Project/Education. Individuals who meet all of these requirements must submit an application to the State Tax Commission and provide documentation proving the designation is current, is held in good standing and was achieved through the organization as required.

Upon verification of qualification, the applicant will be provided the *Guide to Michigan Assessing* at no cost and will be scheduled to take the Michigan Property Tax Administration Exam. Individuals who pass the exam with a score of 75% or higher will be issued MMAO certification. If a score of 75% or higher is not achieved on the exam, the individual will have one opportunity to retake the exam. If a passing score is not obtained on the retake exam, options are exhausted and certification may be further pursued by applying to the STC MMAO Program.

Instructions: Submit a completed form, the $50 exam fee and the required CAE designation from the International Association of Assessing Officers (IAAO) or the Ad Valorem/Mass Appraisal – General designation from the American Society of Appraisers (ASA) documentation to the State Tax Commission. Written notification will be provided to the applicant. Please allow two to four weeks for processing.

Submit the Completed Request for Acceptance and Waiver of Previous Project/Education Form, the $50 Exam Fee and all required supporting documentation to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing MI 48909

PART 1: APPLICANT INFORMATION (MUST PRINT LEGIBLY)

Name (First, Middle, Last)			
Street Address			Daytime Telephone Number
City	State	ZIP Code	E-mail Address

PART 2: RECIPROCITY EXAMINATION

After receiving approval, candidates will be contacted by Michigan Department of Treasury staff to schedule the in-person examination, which will be held at the Richard H. Austin Building, 430 W. Allegan Street, Lansing, MI 48933.

PART 3: CERTIFICATION The following certification statements must be completed in order for your application to be considered complete.

Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged?

☐ No ☐ Yes (If yes, attach a written explanation.)

I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.

Signature	Date