

# State Tax Commission



## Michigan Certified Assessing Technician (MCAT) Organization Program Packet

On December 16, 2015, the State Tax Commission approved the opportunity for organizations, defined as associations and educational institutions, to sponsor and directly offer the Michigan Certified Assessing Technician education course. This *MCAT Organization Program Packet* supplies a detailed overview of the requirements of the application process.

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# **State Tax Commission**

## **Michigan Certified Assessing Technician**

### **Guidelines for Sponsoring the MCAT Course**

An organization wishing to sponsor and offer an MCAT course, must complete all documents contained within this *MCAT Organization Program Packet (Organization Application, Organization Security Agreement, Instructor Agreement and Agreement to Proctor an Examination)* and send the completed packet to the State Tax Commission. Complete packets will be reviewed, and written notification of approval or denial will be provided to the organization. Incomplete or altered packets will be returned unprocessed. A denial will be accompanied by the reason for the denial. The *Student Registration Form* is to be sent later. To process a request, a complete *MCAT Organization Program Packet* must be received by the State Tax Commission no less than 60 days prior to the begin date of the MCAT course.

The designated contact person for the organization will complete the *MCAT Organization Application* and the *Organization Security Agreement*. The selected instructor will complete the *Instructor Agreement*, and either the contact person for the organization or the instructor for the MCAT course may request approval to proctor the MCAT course exam at the conclusion of the course by completing the *Agreement to Proctor an Examination*.

The organization handles securing a qualified instructor. Determination that an instructor is qualified to instruct an STC MCAT course falls under the purview of the STC and will be based upon the written information sent with the *Instructor Agreement*. Organizations who would like help securing a qualified instructor may contact the STC.

If approved to offer the course, the contact person for the organization will be provided with an electronic version of the STC MCAT course material, hard copies of secured MCAT course exams and a sign-in sheet. As shown in the attached *Organization Security Agreement*, the contact person for the organization must secure the course material and exams and agrees to distribute the MCAT course material and exams only to students who have properly, and promptly registered for the course specified in the *MCAT Organization Application*. MCAT courses must be offered in a classroom format supplying a minimum of twenty total hours of instruction, which includes the hours allowed for examination.

The contact person for the organization must provide the STC with a copy of the completed registration form and \$50 exam fee for each student no later than three (3) weeks prior to the start date of the class. The STC is unable to offer exceptions to this deadline due to the time needed to compile the secured exams and promptly deliver them to the organization. Student registration forms that are not provided to the STC by the deadline will not be allowed to take the MCAT course exam. Timely submission of the student registration forms and fees to the STC is essential in ensuring the success

of the course offering. The STC will provide to the contact person for the organization a secure course exam for every student whose registration is promptly received.

Secure MCAT course exams and the completed course sign-in sheet must be returned to the STC by the contact person, using the overnight-mail envelope(s) provided, no later than the day after the course is completed. The STC will grade the exams and provide students with a pass/fail notification letter, MCAT certificate, MCAT course credit and assessor renewal credit. Two weeks after completion of the course, the contact person for the organization may request to be provided with an overall pass/fail rate for the course. Individuals who fail an examination must repeat the course to be eligible to retake the exam.

Please call (517) 335-3429 and select option four for help and information about sponsoring a State Tax Commission Michigan Certified Assessing Technician Course.

## State Tax Commission Michigan Certified Assessing Technician Organization Application

The State Tax Commission is pleased to help organizations, defined as associations and educational institutions, in offering a Michigan Certified Assessing Technician Course. Successful completion of the course and exam will result in the State Tax Commission issuing students MCAT certification. To process a request, a complete *MCAT Organization Program Packet* must be received by the State Tax Commission no less than 60 days prior to the date the course begins.

<b>Organization Name</b>	
<b>Name of Contact Person Representing the Organization</b>	
<b>Mailing Address</b>	<b>City, State and ZIP Code</b>
<b>Daytime Phone Number of Contact Person</b>	<b>E-Mail Address of Contact Person</b>
<b>Location where course will be held</b>	
<b>Date(s) MCAT Course will be held</b>	<b>Instructor Name</b>
<b>Do you wish this course to be added to the STC MCAT Course Offering List Published on the STC Website?</b> Yes: _____ No: _____	<b>If yes, check the contact information you wish included on the list</b>  Phone No: _____ Email Address: _____
<b>Certification:</b>  <i>I hereby certify that all the information contained within, and attached to, this Organization Application Packet is true and correct to the best of my knowledge, information, and belief. I acknowledge and agree to abide by the State Tax Commission's Guidelines for Sponsoring the MCAT Course.</i>	
<b>Signature of Contact Person</b>	<b>Date</b>

The sponsoring organization will receive written notification of approval or denial. To obtain more information about sponsoring an MCAT course, please contact Jacob Thurston by email at [thurstonj1@michigan.gov](mailto:thurstonj1@michigan.gov)

**Submit the completed MCAT Organization Program Packet to:**

State Tax Commission  
 MCAT Course  
 PO Box 30471  
 Lansing, MI 48909

**State Tax Commission**  
**Michigan Certified Assessing Technician Course**

**Organization Security Agreement**

**Terms of Agreement:**

The State Tax Commission requires sponsoring organizations that offer a Michigan Certified Assessing Technician course use only State Tax Commission approved material and examinations.

As part of the preparation for offering MCAT courses, an organization may have access to restricted course information. To protect the integrity of the MCAT education process, organizations are prohibited from releasing any MCAT course material unless expressly allowed by the State Tax Commission and must agree to supply proper security of the course material and examinations throughout the process of offering the course.

State Tax Commission examinations are provided to the organization for proctoring in secure envelopes, which may only be opened by the student who is eligible to take the exam. Once the student completes the exam, the student will place the completed exam in a return envelope provided by the State Tax Commission and secure it with a confidential sticker. Exams are not to be opened by the contact person, instructor, or organization. Tampering with a State Tax Commission's MCAT course examination is prohibited and may jeopardize the organization's further ability to sponsor STC courses.

**Acknowledgement and Acceptance of Terms:**

As the contact person for the sponsoring organization, I agree to secure the MCAT course material and examinations to the best of my ability. I agree not to distribute MCAT course material or exams to any person other than the students who have promptly registered for the course with our organization. I will verify the registrants who will receive the course material and exams from our organization by providing the State Tax Commission with a copy of all student registration forms at least two weeks prior to the start date of the course. I agree that the \$50 fee per exam will be sent to the State Tax Commission for each registered student who will take the exam.

By signing below, I acknowledge the full right and authority to enter into this *Organization Security Agreement* and accept and agree, within my ability, to the stated terms. This *Organization Security Agreement* is effective throughout the MCAT course and exam as shown below. I also acknowledge that our organization may be removed as a sponsoring organization by the State Tax Commission and prohibited from sponsoring further State Tax Commission courses if I do not abide by the above stated terms.

<b>Printed Name of Organization Contact Person</b>	<b>Title</b>
<b>Signature of Contact Person</b>	<b>Date</b>
<b>Date(s) MCAT Course will be held</b>	<b>Date of MCAT Course Exam</b>

**State Tax Commission**  
**Michigan Certified Assessing Technician Course**

**Instructor Agreement**

**Terms of Agreement:**

The State Tax Commission requires instructors of Michigan Certified Assessing Technician courses to conduct themselves with integrity throughout the teaching assignment. A proper professional relationship must be kept with students both in and outside the classroom. It is the direction of the State Tax Commission that instructors strive to set up a positive learning environment within the classroom.

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

Only the State Tax Commission approved course material and examination may be used in the classroom when conducting an MCAT course. Added material must be pre-approved by the State Tax Commission. The MCAT course must be offered in a classroom format supplying a minimum of twenty total hours of instruction, which includes the hours allowed for examination.

As part of the preparation for an MCAT instructor assignment, the instructor will have access to restricted course material and information. To protect the integrity of the education process, the instructor is prohibited from releasing any MCAT course information unless expressly allowed by the State Tax Commission.

**Acknowledgement and Acceptance of Terms:**

By signing below, I acknowledge the full right and authority to enter into this *Instructor Agreement* and accept and agree, within my ability, to the stated terms and conditions. This *Instructor Agreement* is effective for the course and date(s) shown below. I also acknowledge that I may be removed as an instructor for State Tax Commission courses and may be prohibited from supplying further instruction for STC courses if I do not uphold the terms within this *Instructor Agreement*.

<b>Printed Name of Instructor</b>	<b>Assessor Certification No.</b> R-	<b>Certification Level</b>
<b>Signature of Proctor</b>		<b>Date</b>
<b>Date(s) of MCAT Course</b>	<b>Date of MCAT Course Exam</b>	
<b>Please Submit the Following Documentation with this Instructor Agreement:</b>		
Current resume: Yes ____ No ____ (If no, write down the reason)		
List of courses I have instructed in the last five years: Yes ____ No ____		

**State Tax Commission**  
**Michigan Certified Assessing Technician Course**

**Agreement to Proctor an Examination**

**Terms of Agreement:**

For an organization to proctor a State Tax Commission MCAT exam, the approved proctor must agree to assume responsibility for the security of the MCAT course exams by completing the *Agreement to Proctor an Examination*. MCAT exams may be proctored by the contact person for the organization or by the approved instructor for the course.

An exam packet is provided to the contact person of the organization. The exam packet will include instructions for the proctor, instructions for the students, a sign-in sheet and individual secure exam envelopes for each student whose registration and payment were promptly received by the STC. The individual secure envelopes may only be opened by the student who is eligible to take the exam. Once the exam is completed by the student, the student will place the completed exam in the return envelope provided by the STC and secure it with a confidential sticker. Secure exams may not be opened by the contact person, instructor, or organization. Tampering of secure MCAT course exams may jeopardize the organization's further ability to sponsor STC courses and may result in further action by the State Tax Commission. Secured MCAT exams must be returned to the STC by the contact person no later than the day after the course is completed.

**Acknowledgement and Acceptance of Terms:**

As part of the preparation for proctoring an examination, I will have confidential exam information in my possession. To protect the integrity of the MCAT exam, I acknowledge that I am prohibited from opening or reviewing the exams and agree to keep the security of the exams during my proctor.

By signing below, I acknowledge the full right and authority to enter into this *Agreement to Proctor an Examination* and accept and agree, within my ability, to the stated terms and conditions. This *Agreement to Proctor an Examination* is effective for the course and dates below. I also acknowledge that I may be prohibited from supplying further instruction or proctoring of exams for State Tax Commission courses if I do not uphold the terms within the Agreement.

<b>Printed Name of Contact Person</b>	<b>Printed Name of Instructor</b>
<b>Name of Person Proctoring the Exam</b>	<b>Signature of Proctor</b>
<b>Date Signed</b>	<b>Name of MCAT Course</b>
<b>Date(s) of MCAT Course</b>	<b>Date of MCAT Course Exam</b>

**State Tax Commission  
Michigan Certified Assessing Technician Course Student Registration Form**

The State Tax Commission is pleased to offer a Michigan Certified Assessing Technician (MCAT) Course through the **insert organization name** on **insert dates** at **insert location and address**.

Students who attend the MCAT course **and** successfully pass the MCAT course examination with a score of 75% or higher will be issued MCAT certification and assessor continuing education credit for the current assessor renewal cycle.

You may register for the course by sending a completed registration form to **insert organization name** no later than **insert deadline date**. Late registration, registration at the door and auditing of the MCAT course is not allowed.

By signing below, you acknowledge that all MCAT course material you receive from the sponsoring organization may not be published, broadcast, rewritten or redistributed in whole or part without the express written permission of the State Tax Commission.

To obtain more information regarding MCAT certification, please visit the State Tax Commission’s website at [www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission).

<b>Applicant Name</b>	
<b>Street Address</b>	<b>City, State and ZIP Code</b>
<b>Daytime Phone Number</b>	<b>E-Mail Address</b>
<b>Name of Sponsor Organization</b>	<b>Date(s) of MCAT Course</b>
<b>Location of MCAT Course</b>	<b>Instructor Name</b>
<b>Amount of Enclosed Course Payment</b> \$	<b>Amount of Enclosed STC Exam Fee</b> <b>(\$50 needed)</b> \$

**Submit the completed registration form and required payment to:** (Make checks payable to **insert organization name**)

**Insert Organization Mailing address**