

STATE OF MICHIGAN  
DEPARTMENT OF TREASURYGRETCHEN WHITMER  
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STATE TREASURER

**DATE:** October 14, 2019

**TO:** Members of the State Tax Commission

**FROM:** David A. Buick, Executive Director

**SUBJECT:** Online Certification Renewal System

During the past three years, staff have been working with the Department of Management, Technology and Budget and with our contractor, Tax Management Associates on the development of an online certification renewal system (CERTS). As you are aware, we currently have a paper based system for assessors to provide proof of completion of their continuing education requirements and to pay their renewal fee. This paper based system requires significant time and effort on the part of staff and assessors.

CERTS will allow all assessors to log their continuing education hours, update personal information, update assessor of record information, pay online (a print and pay by mail option is also available) and print their certificate at home. The system will also send frequent reminders regarding continuing education reminders and payment reminders. Assessors will begin using CERTS to record their hours and keep their information updated beginning November 1, 2019.

As a part of the implementation, we are setting up each certified assessor in the system using their email address on file with the STC. We began preparing for this by the STC directing that all assessors have a valid email address to receive STC notices through the listserv on [June 7, 2010](#), [March 13, 2012](#), [August 12, 2013](#) and [October 30, 2017](#). We have continued to work to obtain valid email addresses for all assessors by including that information on the annual renewal form, starting in 2016. We also began sending email reminders to assessors to complete their continuing education requirements and make payments. This has allowed us to identify email addresses that are not valid or situations where multiple assessors share the same single email address.

In order for the successful implementation of the system, we need to ensure we have separate valid email addresses on file for each certified assessor. We ask the Commission to direct that all assessors must use the online system in order to renew their certification. This will require assessors that do not have a separate valid email address on file to be notified of this requirement.

This system will be a great tool for assessors and provide a much easier path for recording of continuing education hours, certification payments and access to printing certificates at home.