

State Tax Commission Application for Michigan Certified Assessing Officer (MCAO) Program

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

The MCAO program covers ten chapters on various topics in assessment administration. Students must participate in online assignments, attend and participate in virtual classroom sessions, and pass the comprehensive examinations. Virtual classroom sessions will be held weekly, on either Monday or Tuesday evenings. Specific classroom dates will be given after acceptance to the program. Program instruction will focus on providing the student with the necessary knowledge to successfully achieve MCAO certification. In order to sit for the exams, student participation, completion of online work and attendance at all classroom sessions is mandatory.

MCAO certification is achieved by passing a midterm exam after the completion of chapter five, and a final exam after the completion of chapter ten. Exams will be held in person and assigned locations will be based on the student's home address.

The State Tax Commission MCAO Program will be offered at a cost of \$1,000. **Do NOT submit payment for the program with the application.** Applications must be submitted by mail, **be received (not postmarked)** by the State Tax Commission no later than November 27, 2024, **and must include a \$50 non-refundable application fee.** Program course fees are subject to the STC refund policy.

Instructions: This form must be completed in its entirety. Incomplete applications and applications received after the deadline will be returned unprocessed. Applicants will receive written notification of acceptance into the program approximately two weeks after the deadline. **Applicants may include a written explanation of the reasons for applying to the program, resume and/or letter(s) of recommendation.** Please allow up to 14 days for payments to clear banking and to be received by the STC. The January 2025 MCAO program is limited to 70 students. Submitting an application does not guarantee acceptance.

Submit the completed application along with the \$50 non-refunding application fee (check made out to the State of Michigan) to:

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

PART 1: APPLICANT INFORMATION (MUST PRINT LEGIBLY)			
Name (First, Middle Initial, Last)			
Street Address			Daytime Telephone Number
City	State	ZIP Code	Email Address
Current Place of Employment	Job Title		MCAT Certificate Number (if applicable)
PART 2: 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?			
<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, attach an explanation.)			
MCAO January 2025 Virtual Classroom Session Dates: Either Monday or Tuesday evenings throughout the program, however, there will be scheduled breaks. Classroom sessions are virtual and will be 1½ to 2 hours long. Full schedules will be given after acceptance into the program.			
Exam Dates: May 5, 2025, and Septemer 22, 2025.			
Exam Retake: May 12, 2025, and September 29, 2025.			
<i>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 and that I acknowledge and understand I must fully participate in the program requirements including attending all classroom sessions and exams.</i>			
Signature			Date