

State Assessors Board Educational Program Approval Request

The State Assessors Board is responsible for providing education and training to assessing officers. The Board may grant approval for educational institutions, organizations, or individuals to provide education and training to assessing officers per State Assessors Board Rule 211.421.

State Assessors Board General Rule 211.421 states:

“An educational institution, organization, or individual who seeks to have an assessor training program, course, or class approved shall submit a syllabus of the program, course, or class to the board. The syllabus shall include all of the following information: (a) An outline of the course or classes offered. (b) The number of hours for each course. (c) The instructor to be used. (d) Reference and text material. (e) Any other pertinent information. The information shall be submitted not less than 30 days before the board’s meeting at which the approval is requested.”

Approval of an educational program, course, or class, may be requested of the State Assessors Board by completing this form and including all of the required information described in State Assessors Board General Rule 211.421. This form is to be used to request approval for an assessor level 3 or 4 educational course, or for a program, course, or class that provides educational elective renewal credit. Submit the request to the following address:

Michigan Department of Treasury
State Assessors Board
PO Box 30471
Lansing, Michigan 48909-7971

| EDUCATIONAL PROGRAM, COURSE OR CLASS INFORMATION | |
|---|--|
| Name of Educational Program, Course, or Class (complete a separate form for each course or class) | Number of Course Hours |
| Name of Educational Institution, Organization or Individual | |
| Name of Instructor(s) | |
| Indicate Type of Credit Requested (Level 3, Level 4, Elective Renewal) | Course Frequency (once, annually, bi-annually, etc.) |

| REQUESTOR CONTACT INFORMATION | | |
|---|--------------------------|----------------|
| Name of Requestor | | |
| Title or Position | Daytime Telephone Number | E-mail Address |
| Mailing Address (include City, State, ZIP Code) | | |

| STATE ASSESSORS BOARD OFFICE USE ONLY | |
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| State Assessors Board Approval/Denial | SAB Meeting Date |