

## **STATE ASSESSORS BOARD ANNUAL CONTINUING EDUCATION AND CERTIFICATION RENEWAL PROCESS FOR THE 2008 THROUGH 2011 RENEWAL PERIODS**

- Assessor educational renewal period begins November 1.
- A total of 12 hours of renewal programming is required each year, 6 hours of State Assessors Board mandatory programming and 6 hours of assessing-related elective programming.
- Proof of attendance and completion of mandatory or elective programs is handled automatically by the State Assessors Board for programs taken through the State Assessors Board, Michigan Assessors Association or Michigan Association of Equalization Directors.
- Proof of attendance and completion of renewal programming must be provided by the assessing officer to the State Assessors Board for programs completed with other organizations (e.g.: International Association of Assessing Officers, Henry Ford Community College, etc.).
- Assessor education renewal period ends October 31.
- Certification renewal applications are mailed the first week of October by the State Assessors Board office to all assessing officers who have met the current renewal requirements by the October 31 deadline. An assessing officer should contact the State Assessors Board office at (517) 373-8320 if the renewal requirement has been timely completed and an application for renewal has not been received by November 15.
- An assessing officer completing the renewal requirements after the October 31 deadline will be required to pay the regular renewal fee and an additional penalty fee to qualify for renewal.
- Assessor certification renewal fees are due to the State Assessors Board December 31. Fees may be postmarked on or before December 31 to be considered timely received.
- An assessing officer who submits their renewal fee to the State Assessors Board after the December 31 deadline will be required to pay an additional late fee to qualify for renewal.
- Assessor certification licenses are mailed upon receipt of payment. Payments require two to four weeks to process from the date they are mailed to the State Assessors Board.
- The late certification renewal period runs through March 1. The State Assessors Board discourages late renewal as additional penalties and fees will apply.
- Assessor certification licenses are valid from January 1 through December 31 (the calendar year following the renewal period).

Assessing officers can verify the status of renewal requirements and course completions by visiting the State Assessors Board Web Page: [www.michigan.gov/stateassessorsboard](http://www.michigan.gov/stateassessorsboard)

Contact the State Assessors Board by phone at (517) 373-8320 or by email at [State-Assessors-Board@michigan.gov](mailto:State-Assessors-Board@michigan.gov) with any questions.