

## State Assessors Board Course 1 Registration

Course 1 is a two-week course for individuals wanting to become knowledgeable in the field of assessment administration and for individuals wanting to pass the level 1 assessing certification examination. The exam will be offered on the last day of the course.

There is no fee for parking at the course location. An engineer's scale, a protractor, and a **SILENT** battery-operated calculator are needed for the course. The *Assessor's Training Manual* and the General Property Tax Act are required texts for this course. The General Property Tax Act can be acquired using the following link: [General Property Tax Act](#).

### COURSE TOPICS

Local Government Finance/Property Taxation  
Assessment Administration/Public Relations  
SAB/MTT/STC  
Personal Property  
Mass Appraisal/Computer  
Real Property Descriptions  
Vacant Land Valuation  
Sales Comparison Approach (Value Land)  
Special Assessments

Valuation Concepts  
Cost Approach  
Property Tax Law/Tax Calendar  
Taxable Value  
Required Reports  
Board of Review  
Equalization  
Farm Property  
Forest/Timberlands

### DATES/TIMES

November 2-6, 2009/  
8:30 a.m. – 4:30 p.m.  
November 16-20, 2009/  
8:30 a.m. – 4:30 p.m.

### LOCATION

Ingham County Fairgrounds  
700 East Ash Street  
Mason, Michigan

### FEEES

\$400 Course Fee  
\$50 Exam Fee\*  
\$180 *Assessor's Training Manual*,  
Volumes 1-4\*

\*A separate form is required to order this item. Click [here](#) for the exam registration form. Click [here](#) for the form to order the *Assessor's Training Manual*.

### PLEASE REGISTER AT LEAST TWO TO THREE WEEKS IN ADVANCE

(Course 2 will be offered in May or June of 2010.)

### STATE ASSESSORS BOARD COURSE 1 REGISTRATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, AND ZIP CODE (REQUIRED): \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: (      ) \_\_\_\_\_

ALTERNATE TELEPHONE NUMBER: (      ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PLEASE CHECK ONE OF THE FOLLOWING:\*\*

\_\_\_\_\_ I ALREADY HAVE AN UPDATED TRAINING MANUAL IN MY POSSESSION.

\_\_\_\_\_ I HAVE RECENTLY ORDERED AN UPDATED TRAINING MANUAL.

**\*\*Note:** Students will be expected to have a current hard copy of the *Assessor's Training Manual* at the course site. Enclose \$400 check or money order payable to "STATE OF MICHIGAN". Mail fee with registration to: **State Assessors Board, PO Box 30471, Lansing, Michigan 48909-7971**. Please note that no receipts will be given. Your cancelled check will serve as your receipt. If you have any questions, please call (517) 373-8320.