

Application to Request Board of Review Member Training Program Material

This form is issued under authority of Public Act 206 of 1893.

Public Act 660 of 2018 requires Board of Review members to complete Board of Review training at least once every two years in order to acquire relevant knowledge and information related to current legislation that is necessary to accurately and uniformly carry out the duties and responsibilities of an appointed Board of Review Member. The State Tax Commission, in conjunction with outside stakeholders, developed materials for a course which can be offered to Board of Review members to satisfy the training requirement. Proof of completion of this training for each board member and a completed Form 5731 must be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records.

Instructions to Request Training Material: A sponsoring organization may request to receive the Board of Review Training material by submitting a completed Form 5511, "Application to Request Board of Review Member Training Program Material," and the required instructor information in Part 2 of this form to the State Tax Commission for each class session. The instructor must be certified as Michigan Advanced Assessor Officer (MAAO) or Michigan Master Assessing Officer (MMAO). A Michigan Certified Assessing Officer (MCAO) may serve as an instructor if the organization receives prior, written authorization from the State Tax Commission to instruct the training session. All instructors must submit qualifications to instruct the Board of Review Training Program, including resume, list of previously instructed courses, and certifications.

Approved organizations will be provided with the course material, which includes both an instructor version of the presentation (with notes) and a student version of the presentation, in electronic format. The course material may be distributed in electronic format to the course instructor and in electronic format or hard copy format to registered students. Each approved training will be provided a course number, certificate, and attendance record. The assigned course number must be included on the attendance record and certificate for each registered student that completed the entire training. Following completion of the training session, the organization will provide Treasury staff with an attendance record to assist with the Commission's audit of the training requirement.

By applying for and requesting the Board of Review training material, the organization consents to staff from the State Tax Commission or Michigan Department of Treasury attending and auditing the approved training in order to confirm compliance with any applicable Commission policy and ensure that the course instruction is accurate. If the training will not be conducted through in-person instruction, the organization shall provide a link to the virtual class to allow staff to observe the virtual training session.

Submit the completed application (one application for each session) and additional supplemental documentation by e-mail to Treas-STC-Certification@michigan.gov.

PART 1: COURSE INFORMATION		
Sponsoring Organization Name	Sponsoring Organization Contact Person	
Contact Telephone Number	Contact E-mail Address	
Course Location	Course Date	
PART 2: INSTRUCTOR INFORMATION		
Instructor Name		
Assessor Certification Number R-	Assessor Certification Level	Other Relevant Certifications
Please list and or attach qualifications to instruct the Board of Review Member Training Program, such as; resume, list of previously instructed courses, certifications, etc.		
PART 3: ACKNOWLEDGEMENT & CERTIFICATION		
I hereby certify by my signature below that all the information contained within and attached to this application is true and accurate to the best of my knowledge, information and belief. I acknowledge the understanding that the Board of Review Member Training Material may not be published, broadcast, rewritten or redistributed in whole or part without the express written permission of the State Tax Commission.		
Sponsoring Organization Contact Person Signature		Date

BOARD OF REVIEW MEMBER TRAINING PROGRAM INSTRUCTOR AGREEMENT

Instructor Agreement Terms:

As the instructor(s) of the State Tax Commission's Board of Review Member Training Program I shall conduct myself with integrity throughout the teaching assignment. An appropriate and professional relationship shall be maintained with students both in and outside the classroom throughout the teaching assignments. I shall strive to establish a positive learning environment within the classroom and shall work to further knowledge of the legislation and policies of the Board of Review process for efficient administration of property taxation throughout the State of Michigan.

Harassment and/or discriminatory behavior within the classroom based on race, ethnicity, sex or physical disability is expressly prohibited. I shall actively discourage such behavior from occurring within the classroom and directly report such behavior to the sponsoring organization.

The State Tax Commission *Board of Review Member Training Program* material may not be published, broadcast, rewritten or redistributed in whole or part without the express written permission of the State Tax Commission.

Acknowledgement and Acceptance of Instructor Terms:

By signing below, I acknowledge the full right and authority to enter into this Instructor Agreement and accept and agree, within my ability, to the terms and conditions as outlined. This Instructor Agreement is effective for the date of the training course indicated below.

Printed Instructor Name	BOR Member Training Program Course Date
Instructor Signature	Date