Michigan Assessors Association
Spring 2020 Educational Session

April 27 - May 1, 2020
Wisner Center in Cascade’s Kent District Library
2870 Jack Smith Ave SE, Grand Rapids, MI 49546
(616)784-2007

For answers to questions regarding your registration, please contact Heather Bouck at 517-925-8862 or maamemberservices@gmail.com
For answers to questions regarding this or other educational offerings, please contact Beth Botke at 517-204-3752 or maaeduservice@gmail.com

Register on-line at www.maa-usa.org/education/spring
MAAO “Introduction to Appraisal Statistics” (STC Tested) – Instructors: Tony Meyaard, MMAO
April 27 thru May 1, 2020; Monday – Friday; 8:00 am – 5:00 pm
Description - This course will assist students in developing techniques for reviewing, for analyzing and for condensing data in hopes of finding single values that typify most of the data. Students will also learn techniques that will allow them to draw inferences about a data set from a sample of the data. This is a tested course and students must pass the exam with 75% or higher to receive credit for the course. **A CALCULATOR IS REQUIRED.**

**Restricted to:** Individuals taking the self-paced courses to obtain MAAO/3 certification who meet the prerequisite requirements.
**Limit 35 Students; Minimum 12 Students**
**Registration Deadline: March 20, 2020**

Reading and Writing Simple Tax Descriptions (Non-Tested) - Instructors: Ted Droste, MMAO and Liz Tobias, MAAO
April 27, 2020; Monday; 8:00 am – 12:00 pm
Learn of or review the two most common types of parcel descriptions with the primary focus on those based on the Rectangular Land Survey. The student will learn to locate a simple description within a township. Problems will ask students to both draw parcels onto a section map or to write descriptions for parcels outlined for them, and then determine their areas. **A CALCULATOR IS REQUIRED and a SCALE IS RECOMMENDED.**

**Recommended for:** All Assessors
Approved for 4 Hours of Continuing Education Credit
**Limited to 30 students**

MAA Equalization 101 (Non-Tested)—Instructor: Shila Kiander, MAAO
May 1, 2020; Friday; 8:00 am – 12:00 pm
This course covers the basics of county equalization including history, statutes, functions, the calendar/annual cycle, and property classification. Resources, records management and equalization department communication will be discussed. This course is for the student who wants to understand the foundation of the county equalization process. Qualifies for the “MAA Equalization Designation” coursework.

**Recommended for:** All Assessors
Approved for 4 Hours of Continuing Education Credit
**Limited 45 students**

MAA Equalization 102 (Non-Tested)—Instructor: Shila Kiander, MAAO
May 1, 2020; Friday; 1:00 am – 5:00 pm
This course covers the equalization process discussing procedures and best practices, time management, and reporting requirements. Forms L-4015 through L-4037 used by the Equalization and/or Assessing offices will be studied in detail including proper and timely reporting. Qualifies for the “MAA Equalization Designation” coursework.

**Recommended for:** All Assessors
Approved for 4 Hours of Continuing Education Credit
**Limited 45 students**

Excel – The Basics and Then Some (Non-Tested) – Instructor: Amy DeHaan
April 29, 2020; Wednesday; 8:00 am – 5:00 pm
This course will provide Excel users with the knowledge to easily create spreadsheets, graphs and charts that have meaning, not just a bunch of data on a page. The basics of the program's mechanics will be reviewed, along with tips and tricks that even seasoned users may not know exist. Throughout the day participants will work through practical examples -- most of which are specifically related to assessing functions including the analysis of data pulled from BS&A -- to reinforce what they’ve learned. **A COMPUTER WITH EXCEL IS REQUIRED FOR THIS CLASS.**

**Recommended for:** All Assessors
Approved for 8 hours of STC Assessor Continuing Education Credit
**Limit 30 Students**

Market Analysis & Highest and Best Use (Non-Tested) –Instructors: Roger McCarty, MMAO and Deborah Ring, MMAO
April 27 and 28, 2020; Monday and Tuesday; 8:00 am – 5:00 pm
Description – Identifying and analyzing market forces affecting the buyers’ and sellers’ behavior is key to understanding and reporting values. This course is designed to give appraisers tools to properly collect and analyze market data. Markets, sub-markets, market segmentation, supply side analysis demand analysis and the market appraisal process are covered. With an understanding of the market, highest and best use determination is covered in detail including a case study. The two step analysis and four tests for Highest and Best Use will be covered in detail. The $45 textbook fee covers materials: there is not a digital option. **A CALCULATOR IS REQUIRED.**

**Recommended for:** All Assessors
Approved for 16 hours of STC Assessor Continuing Education Credit
**Limit 45 Students**
MAA Instructor in Training Workshop (Non-Tested) – Instructor: Deborah Ring, MMAO
April 30 and May 1, 2020; Thursday and Friday; 8:00 am – 5:00 pm

Have you considered becoming an instructor for MAA? How do students learn? What motivates the adult learner? How does an instructor best stimulate learning in a classroom? This workshop covers these and other important considerations for instructors of concepts and technical skills for assessment professionals. There will be opportunity to learn about MAA instructor contracts, expense reimbursement, tools for developing materials, and other nuts and bolts information. Finally, each student will be asked to develop and deliver a very short presentation for class evaluation. This class is one of the requirements for an "MAA Instructor Designation".

An application is required for this class due three weeks prior to class. Those meeting the qualifications will be admitted without a fee. Send request for application to shrp2@att.net.

Recommended for: Those with assessing experience and an interest in teaching others

Limit 20 Students

Accommodations

Drury Inn & Suites Grand Rapids
5175 28th Street SE, Grand Rapids, Michigan 49512

Reservation information can be obtained by calling Drury directly at (616)942-8511. Tax exempt status documentation must be provided at least 3 days prior to cut-off date for reservations. Ask for details when making your reservations.

Room Rates: $85.00 (single/double/triple/quad occupancy) subject to state and local taxes. The above rate includes free hot breakfast, free evening drinks and hot food from 5:30 to 7:00, free Wi-Fi, business center, pool and fitness center. Evening beverages include beer, wine, mixed drinks and soft drinks. Those who stayed at Drury last year highly recommend this hotel.

Reference "Michigan Assessors Association" when making reservations.

For more information regarding the MAA Spring Education Session, please contact:
Beth Botke, MAA Education Coordinator, at (517) 204-3752 or maaeduservice@gmail.com

Important Information Regarding all MAAO Courses

MAAO candidates must complete seven tested courses and a USPAP Course in order to achieve MAAO Certification. Students must first take Principles of Appraising, then Statistics and then Basic Income before any other courses can be taken. MAA students are advised to check the STC’s MAAO Self-Paced Course Credit Report on their website to be certain they are in compliance with the prerequisites before registering for class. Questions should be addressed to Treasury staff.

Cancellation/Transfer/Substitution Policy

State Tax Commission (tested courses):
STC courses are non-transferable; substitutions are not allowed; exam fees are non-refundable

Cancellation Fees (all courses):
• $15.00 processing fee for cancellations made on or before April 5, 2020.
• $25.00 processing fee for cancellations made after April 5, 2020 and before April 27, 2020.
• No refunds will be made for cancellations requested after April 26, 2020.

Transfers & Substitutions Fees:
• State Tax Commission courses cannot be transferred or substituted.
• $15.00 Processing fee for transfers to another course or location made on or before April 5, 2020.
• $25.00 Processing fee for transfers to another course or location made after April 5, 2020 and before April 27, 2020.
• No transfers or substitutions are allowed after April 26, 2020.

For answers to questions regarding your registration, please contact Heather Bouck at 517-925-8862 or maamembersservices@gmail.com
MAA 2020 SPRING EDUCATION SESSION
REGISTRATION FORM

April 27 - May 1, 2020
Wisner Center in Cascade’s Kent District Library

Registration Deadlines
STC Tested Courses: March 20, 2020 Non-Tested Courses: April 17, 2020

LATE REGISTRATIONS OR REGISTRATIONS NOT ACCOMPANIED WITH
FULL PAYMENT OR A P.O. NUMBER WILL NOT BE ACCEPTED.*
*Purchase orders must be paid in full prior to class attendance.

Registration is available on-line at www.maa-usa.org (All fields are required to be completed)

Name: _____________________________________________________________
STC Cert #: _______________________________________________________
Title: _____________________________________________________________
Cert. Level: ________________________________________________________
Organization: _______________________________________________________
Email Address: ______________________________________________________
Address: __________________________________________________________
City: ______________________________________________________________
State: ___ Zip: __________________

Work Phone: (______) __________________________
Home Phone: (______) __________________________

April 27 - May 1, 2020 Monday-Friday (5 day courses)
☐ SPRIAS MAAO Introduction to Appraisal Statistics

✓ $50.00 Test Fee Incl. $400.00/$525.00 __________

April 27 & 28, 2020, Monday-Tuesday (2 day course)
☐ SPRHBU Market Analysis & Highest and Best Use

✓ + $45.00 Lab Fee Incl. $165.00/$290.00 __________

April 27, 2020 Monday (1/2 day course)
☐ SPRRWD Reading and Writing Simple Tax Description (AM) ~ not a tested class

$60.00/$185.00 __________

April 29, 2020 Wednesday (1 day course)
☐ SPREXC Excel® – The Basics and Then Some

~ not a tested class $75.00/$200.00 __________

April 30 & May 1, 2020 Thursday-Friday (2 day course)
☐ SPRITW MAA Instructor in Training Workshop

~ not a tested class $120.00/$245.00 __________

May 1, 2020 Friday (1/2 day courses)
☐ SPREQ101 MAA Equalization 101 (AM)

~ not a tested class $60.00/$185.00 __________

☐ SPREQ102 MAA Equalization 102 (PM)

~ not a tested class $60.00/$185.00 __________

Course Material
☐ I request that MAA print and deliver my course material on the first day of class.*

$25.00 __________
(include a $25.00 fee for each registered course)

*Leave this box unchecked if you prefer to download/print the course material prior to class at no additional cost. Instructions for downloading your course text will be sent to the email address listed above approximately one week prior to the start date of the course.

REGISTRATION GRAND TOTAL ENCLOSED $______________

Make Check Payable to: Michigan Assessors Association

Mail Course Registration and payment to: P.O. Box 638, Grand Ledge, Michigan 48837

Direct any questions to Education Coordinator Beth Botke (517) 641-6728 or maaeduservice@gmail.com
Michigan Assessors Association

Membership Application

Please Print Clearly

** ALL Fields must be completed

Register Online at www.maa-usa.org

First Name: ____________________________ Last Name: ____________________________

Title: ____________________________________ District #: ____________________

Certification Level: ___________________________ Certification #: ________________________

Primary County: __________________________________________________________________

Unit/Company: ______________________________________ Unit Type: ____________________

City, County, Township, Private, etc.

Street Address: _________________________________________

City, State, Zip: __________________________________________________________________

Please enter the address you wish to have Association correspondence and magazine mailed to.

Office Phone: __________________________ Home/Cell Phone: __________________________

Fax Phone: __________________________ Other Designations: __________________________

Other Units: _____________________________________________________________________

Other Professional Memberships:

- Regular Membership is available to any employee of any department, commission, board, bureau or agency of the state, county, city, village or township who has duties that are directly concerned with assessment administration in the State of Michigan.

- Subscribing Membership is available to those individuals not eligible for regular membership but interested in assessment administration and the objectives of the Association.

- Lifetime Membership is available to a regular member who retired from active service in assessment administration. An active member, following retirement, may petition the Board of Directors in writing for life membership status.

Membership Status: [ ] New Member [ ] Renewing Member

Sponsoring Member:* _______________________________________

* Only valid for new memberships

Requested Membership Type: [ ] Regular [ ] Subscribing [ ] Lifetime

Amount Enclosed

[ ] 2020 Membership Fee: (effective 1/01/2020 - 12/31/2020) (Regular & Subscribing) $100.00

[ ] 2020 eMembership Fee:* (effective 1/01/2020 - 12/31/2020) (Regular & Subscribing) $90.00

* By selecting this membership category, the member agrees to receiving the electronic version of "The Michigan Assessor" magazine.

[ ] 2020 Life Membership Fee: (effective 1/01/2020 - 12/31/2020) (Lifetime) $50.00

NOTE: All Life members receive the electronic version of "The Michigan Assessor". $50.00 of membership dues is for the magazine.

* Once the eMembership category is selected, members cannot opt out of the electronic version of the magazine for the remainder of the year.

Total Enclosed: _____________

[ ] YES! I would like to receive "MAA eAlert!".

("MAA eAlert!" Subscribers receive periodic e-mail alerts regarding MAA events, opportunities and legislative updates).

[ ] YES! I would like to receive "MAA eNotes".

("eNotes" is a periodic newsletter containing information regarding events such as educational opportunities, conferences, legislation, and other information of interest to assessors and appraisers).

Mail application and membership fees, made payable to:

Michigan Assessors Association, P.O. Box 638, Grand Ledge, MI 48837