

 MICHIGAN
TOWNSHIPS
ASSOCIATION
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Lansing, MI 48917

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*Register early:
Board of Review Training
classes fill up fast!*



2022 Board of Review Training



MTA's 2022 Board of Review Training

Every board of review member (and alternate!) is required, under Public Act 660 of 2018, to complete training once per term—by the end of 2022 for the current term of office. But don't worry, MTA's got you covered! We're offering both in-person and live online learning options this February.

To ensure every township's board of review team meets the training mandate, this year we bring you one class that satisfies the training mandate AND includes a 'board in action' segment which demonstrates how to handle common trouble spots, hot topics and other issues encountered by boards of review. That's right, one class designed to meet your needs regardless your level of experience! Dates, locations and online options appear at right. (*Assessors seeking renewal credit will find it at our April 25 class held in conjunction with MTA's Annual Conference & Expo in Lansing. You'll find all the details on our website!*)

Ready to attend in-person training? Each location will have two separate, but concurrent sessions to allow participants to choose between an "all-comers" general session or a more cautious room with their vaccinated colleagues. We will not require proof of vaccination, instead relying on the honor system. Given that an inherent risk of exposure to COVID-19 exists in any public place, MTA will abide by all federal, state, local and facility requirements in place at the time of the event. Masks will be available and we encourage you to wear one, regardless your vaccination status. Room setup will allow some social distancing. We anticipate classes will fill up quickly so register early!

Sessions for vaccinated individuals are from 11:30 a.m. to 4:30 p.m. Check-in and lunch begin at 11 a.m. The "all-comers" session is from noon to 5 p.m., with check in and lunch beginning at 11:30 a.m. Please don't come too early—we'll need time to get the other group settled in.

LIVE online classes will be available for those seeking to participate risk free, or that just appreciate the convenience of online learning. If you are seeking certification for online participation you **must** join a live stream on Feb. 9, 14 or 25 from 11:30 a.m. to 4:30 p.m. Watching a recorded version will not satisfy the state requirement to receive certification.

Special discount on MTA's Board of Review Guide: Registrants may purchase the 2022 edition at the discounted rate of \$34.50 (member rate only; non-members call for rates), when signing up for the class. Books will be handed out on-site or shipped to online registrants. Add \$5 shipping/handling for orders up to \$150; \$10 for orders up to \$350.

In-Person Training:

- Feb. 1: Alpena Events Complex (APlex), Alpena
- Feb. 2: Treetops Resort Conference Center, Gaylord
- Feb. 3: Evergreen Resort, Cadillac
- Feb. 8: Comfort Inn Conference Center, Mt. Pleasant
- Feb. 10: Fetzner Center at WMU, Kalamazoo*
- Feb. 11: DoubleTree, Ann Arbor (*formerly the Holiday Inn North*)
- Feb. 16: Michigan-Tech University, Houghton*
- Feb. 17: Island Resort Conference Center, Harris
- Feb. 18: Little Bear East Arena, St. Ignace
- Feb. 23: Bavarian Inn Lodge, Frankenmuth
- Feb. 24: Quality Inn Forward Conference Center, West Branch
- Feb. 28: LCC West Campus, Lansing*

*as of Dec. 13, masks currently required in these public universities

Live Online Training:*

- Feb. 9 Feb. 14 Feb. 25

* Select preferred date below; **ONLY** online registrants may switch dates without notifying MTA; see your confirmation email for details.

Instructor varies by location:

Cindy Dodge, MCAO, MTA Member Information Services Liaison
 Shila Kiander, MAAO, Director, Mecosta County Equalization
 Debby Ring, Michigan Master Assessing Officer (MMAO)
 Laurie Spencer, MMAO, Director, Leelanau County Equalization

Need to cancel, substitute or switch? Written cancellation requests received at MTA at least two weeks prior to the event date will receive a full refund. No refunds will be issued thereafter. In-person registrations can be switched to live online registrations upon timely request; the price difference is applied to administrative processing, no refunds will be issued. Online registrants must participate live to receive certification. If space allows, in-person registrants may switch locations at no charge if MTA is notified at least one week before the event; otherwise, a \$25/person fee will be assessed. Another individual from the same township may be substituted for your registration at any time without incurring a charge; please notify MTA of the change.

Registration Form

This form must include **which session EACH person will attend**. In-person registrants acknowledge the inherent risk of exposure to COVID-19.

Township	County
Name & Title	Email Address
Will be attending: <input type="checkbox"/> General session <input type="checkbox"/> Vaccinated session <input type="checkbox"/> Online session Needs a book: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name & Title	Email Address
Will be attending: <input type="checkbox"/> General session <input type="checkbox"/> Vaccinated session <input type="checkbox"/> Online session Needs a book: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name & Title	Email Address
Will be attending: <input type="checkbox"/> General session <input type="checkbox"/> Vaccinated session <input type="checkbox"/> Online session Needs a book: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name & Title	Email Address
Will be attending: <input type="checkbox"/> General session <input type="checkbox"/> Vaccinated session <input type="checkbox"/> Online session Needs a book: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name & Title	Email Address
Will be attending: <input type="checkbox"/> General session <input type="checkbox"/> Vaccinated session <input type="checkbox"/> Online session Needs a book: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Check enclosed (payable to MTA) **OR** Charge to: (circle one) MasterCard VISA
 Invoice township (ONLY for live online registrations)

Card #	Expiration Date
Print Card Holder's Name	Signature

Choose your date/method of participation:

In-Person Training

- Feb. 1: Alpena
- Feb. 2: Gaylord
- Feb. 3: Cadillac
- Feb. 8: Mt Pleasant
- Feb. 10: Kalamazoo
- Feb. 11: Ann Arbor
- Feb. 16: Houghton
- Feb. 17: Harris
- Feb. 18: St. Ignace
- Feb. 23: Frankenmuth
- Feb. 24: West Branch
- Feb. 28: Lansing

Live Online Training

- Feb. 9: Online
- Feb. 14: Online
- Feb. 25: Online

Select preferred date to help us gauge attendance; ONLY online registrants may switch dates without calling MTA; see your confirmation for details.

- In-Person Early-bird Rate*:** \$103 *Expires two weeks prior to event date*
 Premium subscribers pay: \$ 82
 - In-Person Regular Rate*:** \$128 *Begins two weeks from event date*
 Premium subscribers pay: \$102
 - Live Online Only Rate*:** \$ 78 *Must be received one week prior to event*
 Premium subscribers pay: \$ 62
- _____ (# registered for in-person) x \$ _____ (rate) = \$ _____
 _____ (# registered for live online) x \$ _____ (rate) = \$ _____
 _____ (# of books) x (\$34.50/book* + shipping online only) = \$ _____
- AMOUNT ENCLOSED** = \$ _____

* Rate applies to MTA members; non-members, call MTA for rates.



Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908. Or register online at www.michigantownships.org. Questions? Call (517) 321-6467 Ext. 221