

**DEPARTMENT OF TREASURY
DIVISION OF TAXATION, PROPERTY ADMINISTRATION
ASSESSOR CERTIFICATION RENEWAL PROGRAM**

CONTINUING EDUCATION SPONSOR AGREEMENT

IMPORTANT: This request for continuing education credit approval must be postmarked no later than 30 calendar days prior to the start of the course or seminar.

Part 1 - Sponsoring Organization Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Person: _____
Telephone Number: _____
Fax Number: _____
E-Mail Address: _____

Part 2 - Program Details

Title of Program: _____
Start Date: _____ End Date: _____
Location of Session: _____ No. of Course Hours: _____

Check here if this is a repeat course with prior CEE Board approval. A copy of the approval letter must be included.

Summary of Course Content (attach detailed syllabus and timed agenda):

Name(s) of Instructor(s) (attach resume(s) or biography (ies)):

Important: Upon completion of the approved course, the sponsoring organization will be required to provide the Board approved Attendance Record and Evaluation Forms to the Division of Taxation at the address below.

As the sponsor, I hereby certify that I will comply with the Division of Taxation procedures, rules and regulations for continuing education programs.

Signature of Authorized Representative: _____

Name: _____ Position: _____

Date: _____

Individuals can apply to CEE Board for appraisal courses taken out of state offered by a member of the Appraisal Foundation if sponsoring agency has not previously applied.

Send completed forms to: Tax Assessor Continuing Education Eligibility Board
(CEE Board), c/o Division of Taxation, Property Administration, PO Box 251, Trenton, NJ
08695-0251. If you have any questions, please call the Division at (609) 292-7975.

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Curriculum Areas and Credit Hours		
	Proposed Credit Hours	Approved Credit Hours (CEE BOARD USE)
Property Administration		
Property Appraisal		

For CEE Board Use Only: Date Received: _____ **Date Approved:** _____

Course #s: _____

CE Eligibility Board Reviewer	Approved/Denied	Comments (Attach separate sheet of paper)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____