

**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)
<b>Property Administration</b>		
<b>Property Appraisal</b>		

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**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. _____	_____	_____