

Minnesota State Board of Assessors

Request Form for Course Approval

Requestor Name: _____

Title of Course/Seminar: _____

Sponsoring Organization: _____

Date(s) of Course/Seminar being offered: _____

Location: _____
(City) (State) (Zip Code)

Check one of the following

- Request for approval of course/seminar to be used for **Continuing Education**
_____ Number of hours requested for continuing education.
- Request for approval of a course to be used for licensure (course must be similar to the required course and the subject must apply to assessment or appraisal).
 - Which required course does your request apply to (Check One):
 - Residential Appraisal Principles
 - Residential Appraisal Procedures
 - Mass Appraisal Basics
 - Income Course
 - Property Type Specific
 - Management & Leadership

Information must include:

- Synopsis or outline of Course/Seminar
- Length of time anticipated for each topic
(Provide a complete breakdown of time for the course/seminar excluding lunch breaks)

Requirements for Continuing Education: (Course/Seminar)

- Subject must apply to assessment or appraisal
- Course/Seminar must be a minimum of 1 hour in length
Note: one-hour seminars require a specific sponsoring organization, see the [board's continuing education policy](#).
- Course/Seminar must apply to assessors in general and not to a specific CAMA/tax system or taxing jurisdiction.
- Course/Seminar must be available and marketed to an entire region, at minimum.

Requirements for Licensure Course:

- Course must be a minimum of 15 hours in length
- Course must offer an exam, specify allowed timeframe for exam
 - This requirement does not apply to management & leadership courses
- Course submitted for approval as an alternate to a required course must be similar to the required course

Please submit request at least 60 days before course/seminar attendance date to ensure the board can act on your request before the course/seminar is attended.

Send to: Minnesota State Board of Assessors email address: assessors.board@state.mn.us