

Remembering Brian Koester

We were all shocked and saddened to hear of the unexpected passing of our chairperson, colleague and friend Brian. Brian became a board member on May 20, 2011, appointed as the vice chair on January 27, 2014 and became the chairperson on May 17, 2016. He was a dedicated, thoughtful, and conscientious Board Chair and public official. We certainly will miss him, as will his family and the County that he served for so many years.



A Reminder about Fee Increase

State Board of Assessors Licenses and Reports

Fees as of July 1, 2018

Senior Accredited Minnesota Assessor License:	\$150.00
Accredited Minnesota Assessor License:	\$125.00
Certified Minnesota Assessor Specialist License:	\$ 95.00
Certified Minnesota Assessor License:	\$ 85.00
Grading a Form Appraisal:	\$ 80.00
Grading a Narrative Appraisal:	\$140.00
Reinstatement Fee:	\$ 50.00



Assessor Licensing System

We are very excited to announce the new assessor licensing system will be up and running this spring. The new system will allow you to renew your license online, apply for new licenses, make payments online, review completed education, and print education transcripts and licenses. The Department of Revenue will be sending email communication from the board with more details mid-March.



Rule Change Progress

The State Board of Assessors rule changes were sent to Minnesota Management & Budget office and the Governor's office for approval in December 2017. Once they are approved by both offices the board will publish a Notice of Intent to Adopt Rules in the State Register. [View the board's rule changes in the Minnesota State Register.](#) (See page 885.)



Continuing Education Hours Increase

Once the State Board of Assessors rule changes are adopted, the continuing education hours requirement will increase. CMAs and CMASs will go from 40 to 50 hours and AMAs & SAMAs will go from 50 to 60 hours for the current 4-year cycle (7/1/2016-6/30/2020).



Renewal Application Policy

When the rule changes are adopted, all license renewal applications received on or after July 1 will be charged a reinstatement fee in addition to the renewal fee. If a renewal application is received late, the effective date on the license will be determined by the date the application was received.



Jurisdictional License Levels

The Jurisdictional License Level list shows the current license level required for every city and township in Minnesota. The board will review and discuss any changes after July 1, 2022 when the AMA law takes effect. The list can be found on the Minnesota State Board of Assessors [website](#) in the Additional Information tab.



CMA License Types

There are two levels of Certified Minnesota Assessor license: CMA and CMA-IQ (Income Qualified). CMA-IQs complete additional courses and may appraise commercial properties. See the table below for details.

Type of License	Duties/Requirements
Certified Minnesota Assessor (CMA)	<ul style="list-style-type: none"> • May classify any type of property • May appraise only non-commercial property: <ul style="list-style-type: none"> ○ Agricultural ○ Residential (including mobile homes) ○ Seasonal recreational (cabins) ○ Vacant land • Cannot appraise income-producing (commercial) property • Must complete minimum CMA requirements
Certified Minnesota Assessor-Income Qualified (CMA-IQ)	<ul style="list-style-type: none"> • May perform any of the CMA duties (above) • May appraise income-producing (commercial) property • Must complete two board-approved income courses in addition to the minimum CMA requirements



Reinstatement

Before a license will be issued to a person who has not been licensed for a period of five years or more, that person must have successfully completed a board-approved Minnesota Assessment, Laws, and Procedures course within the previous five years, pay a reinstatement fee, pay the appropriate license fee, and supply documentation of having completed all required continuing education requirements for the most recent four-year period.



Moving?

If you move from one assessing jurisdiction to another or retire, please notify the State Board of Assessors to have your records updated for future correspondence, and to keep the assessors list on the website accurate.



Questions?

Email: assessors.board@state.mn.us

Phone: 651-556-6086