



A Reminder About Form Reports

If you were licensed as a Certified Minnesota Assessor or a Certified Minnesota Assessor Specialist **by July 1, 2017**, and appraise properties, you must get your Accredited Minnesota Assessor license by July 1, 2022.

In order to receive your AMA, the Residential Form Report is required. It may take four to six weeks to grade this report, and some reports require a second grading. You may want to submit it at least three months in advance for grading. You will also need to have your AMA application submitted before the May 2022 board meeting.



Adopted Rule Changes

The State Board of Assessors rule changes were adopted on April 8, 2019. These changes take effect for the current licensing cycle beginning on July 1, 2016. The changes govern assessor licensure, education, trainee registration, record retention, and reinstatement. You can find a brief description of each rule change on the [State Board of Assessors website](#). One major change impacting all assessors is increased continuing education hours needed for the current licensing cycle.



Check Your Continuing Education Requirements

Look at your home page to find out where you're at with required continuing education hours. They are listed in the **CEH Requirements Met** section.

The section indicates whether you have taken Ethics (and PACE if you are required to take it), the total number of CEHs you have already accumulated, if the required hours are met, and the license level you were at when the four-year cycle started on July 1, 2016. Select the Education Records tab for a detailed view of courses you took in the CEH Courses list or select the Transcripts tab.

CEH Requirements Met	
Ethics	No
Fulfilled CEH's	Yes
Required Hours	50
Accumulated Hours	163
4-Year CEH Reporting Level	CMA



Continuing Education Hours Increase

Continuing education hours have been increased for the current four-year cycle (July 1, 2016 to June 30, 2020). CMAs and CMASs are required to complete 50 hours, and AMAs and SAMAs are required to complete 60 hours.



License Renewals

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.

Please note that your 2020 assessor's license will not be available to print until it becomes effective on July 1, 2019. We will send an email notification when printing is available.



Employment Verification

An Employment Verification Letter and First Year Exposure Check List are required when an initial license application is submitted for board review.

- **Employment Verification Letter:** This letter verifies your start date and gives a brief description of job duties for new assessors and for upgraded license applications. It must be signed by either a licensed supervisor or county assessor.
- **The First Year Exposure Checklist:** This checklist determines if the requirement for one year of assessment experience has been met. It is found on the [Minnesota State Board of Assessors website, CMA home page, on the Licensing tab](#), and can be uploaded to the employment record.



Assessment Experience Policy

One calendar year (twelve calendar months) of assessment experience is required to be a Certified Minnesota Assessor.

Note: Individuals who do not physically view properties for property tax purposes can apply for a license at any time. The board will review those applications on a case-by-case basis and may also develop criteria to determine whether the experience meets the requirement.

Assessment experience includes:

- Technical/clerical assessment-related experience
- More than six months of appraisal experience
- Actual assessment experience (for an initial application)

The maximum experience granted for an initial license is one year, unless actual experience under a licensed assessor is longer than that.



Submitting Proof of Education

If you have completion certificates that need to be submitted for continuing education, you can process them through your online account. Select the **Submit Education** tab, then click on the Submit Proof of Education link. Make sure to have your completion certificates ready to upload as they are required with the request.



Board Member Changes

Thank you, Dave!

Dave Marhula served on the board for 13 years as one of the public members. Dave's real estate knowledge and northern Minnesota experience ("Do you know where Baudette is?") was always valuable to the board. He will be missed at our meetings.

Welcome, Mike!

Mike Reed was appointed as the new public board member as of January 7, 2019. We are very excited to have Mike on the board to share his real estate experience.



Moving?

If you move from one assessing jurisdiction to another or retire, please update your account on the Assessors Licensing System to make sure the board has the most accurate contact information for correspondence.



Questions?

Email: assessors.board@state.mn.us

Phone: 651-556-6086