



The Board of Assessors has developed a brief overview of best practices recommendations for new assessors, including training requirements and resources available. This document does not represent new policy; rather it provides best practices recommendations based on existing board policies.

### **Timeline for licensure**

As new assessors continue to enter into the profession, it is important to remind everyone that new assessors have three years from their first day before getting Certified Minnesota Assessor (CMA) licensure, and they can spend three years as a “trainee”. New assessors should know that it is not immediately required by the Board of Assessors that they have CMA licensure.

For newer CMA assessors, there is an additional five years before being required to achieve Accredited Minnesota Assessor (AMA) licensure. Because assessors have 8 years from their first day on the job before achieving AMA licensure, we would anticipate that they have the opportunity to mindfully learn about their new profession through both experience and education.

### **Helpful reminders for classroom training for new assessors**

The board believes that it is important to have a strong balance between class time and field work so that ideas from each can be incorporated with each other and build off each other. Ideally, what an assessor learns in the field will be solidified by what they learn in the class, and vice versa. Their experience in the office will provide them with valuable skills they cannot get in a classroom, and classroom experience should provide them with “big picture” context that deepens their understanding and improves on the work they do.

We also strongly believe that the first licensure course, Assessment Laws and Procedures (ALP), should not be taken within the first six months of employment – and ideally would be taken after closer to a year. ALP provides very high-level information on assessment laws, as well as an overview of multiple classifications, special programs, and nuances of our state’s property tax system. Without a solid understanding of their role as an assessor, new staff may not get the information they most need from this class experience. Additionally, as ALP is the foundational educational opportunity for Minnesota assessment licensure, we believe that having a strong start will help assessors throughout all of the following courses.

We believe that the balance between field work and education should continue throughout the first three years of training. It is not necessary (or even encouraged) to take all of the CMA licensure courses in one year.

Board-approved licensure classes are listed [on our website](#), and many include online options. If new assessors are balancing the demands of their new career with their life outside of work, they may find this to be a helpful resource.

### **Mentoring opportunities**

Finally, we wanted to remind assessors of the other onboarding opportunities available, such as the [Minnesota Association of Assessing Officer's mentorship program](#). The board has seen first-hand a lot of the rising talent and enthusiasm in assessment, and believes that there is great opportunity to be had if new assessors can work with and learn from each other.

### **Questions?**

If you have any questions about licensure timelines, educational opportunities, or Board of Assessors resources, please contact us at [assessors.board@state.mn.us](mailto:assessors.board@state.mn.us).