



License Renewals

Fiscal Year 2021 renewal applications will be available on May 20, 2020. Log into to your online assessor account on the [Assessor Licensing System](#) to renew your license no later than June 30, 2020.

Note: If you forgot your username or password, select the links and follow the instructions (do **not** create a new account).

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 after July 1, the effective date on the license will be determined by the date the application and payment was received.



Continuing Education Requirements

June 30, 2020 marks the end of the current 4-year cycle. In order to renew your assessor’s license for fiscal year 2021, you must have completed the 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 either the CEH Courses list or Transcripts tab).

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



Proposed Rule Changes

The Board of Assessors is proposing updates to the rules governing education and licensure. These updates, when adopted, will take effect for the upcoming licensing cycle beginning on July 1, 2020. You can find the proposed rule changes on the [State Board of Assessors website](#).



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.



Appraisal Assignments

Clarification of Code of Conduct, Conflicts of Interest When Appraisal Information is Requested by a Governing Body

- An assessor can provide any public information related to the assessment to a governing body such as a city or county (e.g., if an effective age was determined for purposes of a normal assessment/valuation, the effective age information can be given to the city/county).
- Anything beyond that is considered an appraisal assignment, and may be a violation of prohibited activity (e.g., estimating a new highest and best use value if that analysis wasn't completed as part of the normal assessment.)



Residential Form Appraisal 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 (AMA) license by July 1, 2022.

In order to receive your AMA, the Residential Form Appraisal 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.



Trainee Registration

Per [MN Rule 1950.1020 subp.4](#), all individuals who have started working for an assessor and doing assessment work are required to register with the Board within 30 days of hire. The Trainee registration process is located on the [State Board of Assessors website](#).



Best Practices

The Board of Assessors has developed a brief overview of best practices recommendations for new assessors, including training requirements and resources available. The Best Practices memo can be found on the [Board of Assessors website on the CMA Licensing page](#).



Moving?

If you move from one assessing jurisdiction to another or retire, please update your online assessor 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



Submitting Residential Form Appraisal Report for Grading

A completed [Grading Request for the Residential Form Appraisal Report](#) must be submitted with the grading fee to the Minnesota State Board of Assessors. Submit your Form Report for grading on your online assessor account in the [Assessor Licensing System](#).