



FROM THE BOARD....

MINNESOTA STATE BOARD OF ASSESSORS

APRIL 2021



License Renewals

Fiscal Year 2022 renewal applications will be available on May 13, 2021. Log in to your online assessor account on the [Assessor Licensing System](#) to renew your license no later than June 30, 2021.

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 were received.



Rule changes adopted on August 3, 2020

AMA Licensing Requirements:

- Removed assessment administration course
- Removed the 30-hour elective course requirement
- Removed the 15-hour USPAP requirement
- Added a 15-hour property type specific course

SAMA Requirements:

- Added assessment administration course
- Added management and leadership courses with a minimum of 30 hours

Reinstatement Requirements:

- Removed the seven-hour USPAP update course for a former licensee seeking reinstatement

Continuing Education Minimum Hour Requirement:

- Removed the three-hour minimum requirement
- Added a one-hour minimum requirement



Income Qualified

Licensed assessors who have successfully completed at least two income-producing property appraisal courses may value income-producing property for property tax purposes (such as businesses and apartments).

After you submit completion certificates from two income courses, the board's administrator will upgrade your license to the CMA income qualified license. You will be notified via email of the change.



Requesting Course Approval Process

All courses must be board approved. If a course is not listed on the board approved lists, the Request Form for Course Approval will need to be completed and submitted for board approval.

All licensed assessors **must** submit their request for course approval on the [Assessor Licensing System](#). **Note:** The course outline and description of the course along with a timeline anticipated for each topic must be included in the request.



Submitting Proof of Education

If you have course completion certificates that need to be submitted for continuing education, you can process them through your [online assessor's account](#). Select the Submit Education tab, then click on the Submit Proof of Education link. Make sure to have our completion certificates ready to upload as they are required with the request.



Residential Appraisal 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 (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.



Submitting Residential Appraisal Form Reports

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



Trainee Registration

Per [MN Rule 1950.1020 subp.4](#), all individuals who have started working for a county or city 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](#).

Individuals working for an assessor as an **intern** for a short time are **not** required to be registered with the board as a trainee. Only those individuals who do full-time assessment work for a county or city assessor's office should register with the board within 30 days of hire to help us track their progress for meeting the requirements necessary for licensure within 3 years of first hire.



Board Mission Statement

The board has recently created a mission statement to reflect our purpose. The board's mission is: "Promote public trust in the Minnesota property tax system and provide oversight of assessor licensing, continuing education, and ethical conduct."



Board Member Changes

Thank you, Reed!

Reed Heidelberger served on the board for 5 years as the city assessor member. Reed's knowledge and experience of assessing and assessors' issues was very valuable to the board. He will be missed!

Welcome, Matt!

Matt Gersemehl was appointed as the new city assessor member as of January 4, 2021. Matt joins us from the city of Bloomington, and we look forward to his perspectives and contributions.



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