

# Access BAE Training Instructions

1. Go to the main Department of Revenue [webpage](#)
2. In the search box type “Board of Appeal and Equalization Training.” Click the link displayed to take you to the Board of Appeal and Equalization main training page.



3. Scroll down to the “Complete the Training” section and click the link “Start the Training”

## Prepare for the Training

- Allow 45 minutes to complete the training. Your progress will not be saved if you do not finish.
- You may pause as needed.
- Do not close your browser. You must start the training over if your browser closes.
- [Download the Board of Appeal and Equalization Training Handbook](#) to assist you while taking the course, or for review after completion.

## Complete the Training

We recommend you use either Google Chrome or Microsoft Edge browsers. If you're having issues accessing the training, check your Pop-up Blocker Settings.

1. Watch and complete the video Board of Appeal and Equalization training. [Start the training.](#)
2. If you are a voting board member, fill out and submit the form at the end of the training to report you have completed the course. Non-voting members may still take the training, but should not report completion to the department.
3. You will receive email confirmation for your records. If you do not receive the email confirmation, [contact the Property Tax Division.](#)

4. Click either the large play button on the slide or the play button located on the control bar at the bottom of the screen



5. After the training is finished if you are voting member click the button labeled "Register." If you are **not a voting member** simply close the browser window.

You have reached the end of the training.  
If you are a **voting member** of a Board of Appeal and Equalization select the Report button below to notify the Department of Revenue that you have completed the course and be included on the trained member list.

**Report Button**

If you are not a voting member of a Board of Appeal and Equalization, Select the exit button below, or simply close the browser window.  
Thank you!

**Exit**

- For voting members, you will be directed to a page where you will enter your contact and jurisdiction information and attest that you have personally completed the training in compliance with state statute.

### Certify Board of Appeal and Equalization Training

Voting members of local and county Boards of Appeal and Equalization (BAEs) must complete and certify this training once every four years.

- Voting members of a BAE:** Submit this form to certify that you've completed the required online training as required by state law. All fields are required. Before filling out the form, you must [complete the training](#).
- Non-voting members or others:** Do not submit this form. You're not required to certify that you took the training.

FIRST NAME \*

LAST NAME \*

EMAIL ADDRESS \*

#### Contact Info

**EMAIL**  
Contact form

**PHONE**  
651-556-6922

**HOURS [+]**

**ADDRESS [+]**

#### Last Updated

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- Once you have registered your completion you will be taken to a page acknowledging that your registration has been completed. You will receive an email with your certificate.

## Certification of BAE Training

**Thank you for certifying that you completed the Board of Appeal and Equalization training!**

You will receive a confirmation email with your Certificate of Completion.

- Save or print the email and certificate for your records. We cannot issue duplicates.
- If you do not receive the email, check your spam email folder.

If you have questions about the training, see [Board of Appeal and Equalization](#) or contact us at [proptax.bae@state.mn.us](mailto:proptax.bae@state.mn.us).