

# Minnesota State Board of Assessors

## Request Form for Course Approval

Requestor Name: \_\_\_\_\_

Title of Course/Seminar: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Date(s) of Course/Seminar being offered: \_\_\_\_\_

Location: \_\_\_\_\_  
(City) (State) (Zip Code)

### Check one of the following

- Request for approval of course/seminar to be used for **Continuing Education**  
\_\_\_\_\_ Number of hours requested for continuing education.
- Request for approval of a course to be used for licensure (course must be similar to the required course and the subject must apply to assessment or appraisal).
  - Which required course does your request apply to (Check One):
    - Residential Appraisal Principles
    - Residential Appraisal Procedures
    - Mass Appraisal Basics
    - Income Course
    - Property Type Specific
    - Management & Leadership

### Information must include:

- Synopsis or outline of Course/Seminar
- Length of time anticipated for each topic  
(Provide a complete breakdown of time for the course/seminar excluding lunch breaks)

### Requirements for Continuing Education: (Course/Seminar)

- Subject must apply to assessment or appraisal
- Course/Seminar must be a minimum of 1 hour in length  
**Note:** one-hour seminars require a specific sponsoring organization, see the [board's continuing education policy](#).
- Course/Seminar must apply to assessors in general and not to a specific CAMA/tax system or taxing jurisdiction

### Requirements for Licensure Course:

- Course must be a minimum of 15 hours in length
- Course must offer an exam, specify allowed timeframe for exam
  - This requirement does not apply to management & leadership courses
- Course submitted for approval as an alternate to a required course must be similar to the required course

Please submit request at least 60 days before course/seminar attendance date to ensure the board can act on your request before the course/seminar is attended.

**Send to:** Minnesota State Board of Assessors email address; [assessors.board@state.mn.us](mailto:assessors.board@state.mn.us)