

FROM THE BOARD...

MINNESOTA STATE BOARD OF ASSESSORS

APRIL 2022



License Renewals

Fiscal Year 2023 renewal applications will be available on May 12, 2022. Log in to your online assessor account on the [Assessor Licensing System](#) to renew your license no later than June 30, 2022.

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.



Tracking Continuing Education

Did you know that you can track how many hours you have completed and how many you still need for the continuing education requirements? If not, let me show you how!

On the home page of your online assessor's account in the Assessor Licensing System, there is a box titled "Continuing Education Requirements Met". This box is associated with your personal course records and will continuously show accumulated course hours as you complete them through the current 4-year cycle (7/1/2020 – 6/30/2024).

Required hours are based on the requirements for the license level you had at the start of the licensing cycle ("4-Year CEH Reporting Level").

The screenshot shows the Minnesota State Board of Assessors website. The navigation bar includes: Home, My Profile, Employment, Education Records, Application, Submit Education, Grading Request, Attachments. Two panels display CEH Requirements Met:

CEH Requirements Met	
Ethics	No
PACE	No
Fulfilled CEH's	No
Required Hours	60
Accumulated Hours	11
4-Year CEH Reporting Level	SAMA

CEH Requirements Met	
Ethics	No
Fulfilled CEH's	No
Required Hours	50
Accumulated Hours	45
4-Year CEH Reporting Level	CMA



One-Hour Seminars

One-hour seminars can be offered at MAAO Region Meetings sponsored by MAAO. Regions offering assessment-related training and education can apply for CEHs by emailing the board at assessors.board@state.mn.us.



Board Survey

The Board of Assessors sent out a survey last summer to all county & city assessors to gain insights on how assessment offices hire personnel, promote on-the-job training, and provide resources for formal education.

There was a 98% response, and the board would like to give a great thanks to all county and city assessors who took the time to respond to the survey. Board members are using these results when considering administration changes and policies for assessor licensure.



Assessment

If you sign off on someone else's assessment who does not have the appropriate license, who is responsible? If an assessor releases field data for income-producing property to someone who isn't income qualified, it's the assessors responsibility, not the local jurisdiction to monitor this requirement. For example, if a county assessor released field data to a local assessor who was not properly licensed, the county assessor may be in violation of the code of conduct.



What can CMA's do

If you help a local or county assessor make decisions about property values, classification, or tax exemptions, you must get a Certified Minnesota Assessor (CMA) license within three years of being hired. During that time, you may work only under the supervision of a licensed assessor.

There are two levels of Certified Minnesota Assessor license: CMA and CMA-IQ (Income Qualified). CMA-IQs complete additional courses and may appraise commercial properties.

TYPE OF LICENSE	DUTIES/REQUIREMENTS
Certified Minnesota Assessor (CMA)	<ul style="list-style-type: none"> • May classify any type of property • May appraise only: <ul style="list-style-type: none"> ◦ Agricultural ◦ Residential (including mobile homes) ◦ Seasonal recreational (cabins) ◦ Vacant land • Cannot appraise income-producing property • Must complete minimum CMA requirements
Certified Minnesota Assessor-Income Qualified (CMA-IQ)	<ul style="list-style-type: none"> • May perform any of the CMA duties (above) • May appraise income-producing property • Must complete two board-approved income courses in addition to the minimum CMA requirements • After two income courses are completed, and the completion certificates are submitted, the board's administrator will process the CMA IQ application and will be in touch via email.

Note: If you do not have an active license, you may not make subjective decisions as part of the assessment process.



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.

The Residential Form Appraisal Report is an AMA requirement. It may take four to six weeks to grade this report, and some reports require a second grading.



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](#).



Continuing Education Committee

The Board of Assessors has a committee that reviews all courses and seminars that are submitted for continuing education. This committee hit a milestone by reviewing their 300th course in November since the CEH committee members decided to start numbering the requests in May 2014.



Board Vision Statement

The board created a vision statement to guide our work on behalf of Minnesota's assessors. The board's vision is: "Minnesota property assessment is equitable, uniform, and transparent."



Board Member Changes

Thank you, Gregg!

Gregg Larson served on the board for 15 years as one of the public members. Gregg's knowledge and perspective was very valuable to the board. He will be missed!

Welcome, Averi M Turner!

Averi was appointed as the new public member as of March 23, 2022. Averi brings a background in education, and we look forward to her perspectives and contributions. Our public members serve a valuable role on the board, especially as we seek to be transparent to all property owners in the state and to uphold our values of professionalism for all assessors.



Moving?

If you move from one assessing jurisdiction to another or retire, make sure to 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