

FROM THE BOARD...

MINNESOTA STATE BOARD OF ASSESSORS

APRIL 2024



License Renewals

Fiscal Year 2025 renewal applications will be available on **May 16, 2024**. Log in to your online assessor account in the [Assessor Licensing System](#) to renew your license no later than June 30, 2024.

- 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.
- During the renewal timeline of May 16, 2024 – June 30, 2024, upgrade applications will not be available.



Continuing Education Requirements

June 30, 2024 marks the end of the current 4-year cycle. To renew your assessor's license for fiscal year 2025, you must have completed the continuing education requirements. Look at your home page to see your continuing education hours summary in the **CEH Requirements Met** section.

| CEH Requirements Met | |
|------------------------------|------|
| CEH Courses | |
| CEH Required Hours | 60 |
| CEH Accumulated Hours | 45 |
| Ethics Requirement Fulfilled | Yes |
| PACE Courses | |
| PACE Required Hours | 30 |
| PACE Accumulated Hours | 3 |
| PACE Requirement Fulfilled | No |
| CEH Requirement Fulfilled | No |
| 4-Year CEH Reporting Level | SAMA |

- 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 held when the four-year cycle started on July 1, 2020.
- Requirements are based on the license level you held at the start of the current licensing cycle.
- Select the Education Records tab for a detailed view of courses you took (in either the CEH Courses list or Transcripts tab).



"New" CMA Income-Qualified Application Type

The CMA IQ application type was added as an option on the Application tab shortly after last year's newsletter was released. Assessors with this level of licensure may appraise income-producing properties.

- For those currently licensed as CMA, the application can be selected after two income courses are completed and the completion certificates have been submitted.
- When you upgrade your license to the CMA Income-Qualified license, there is no fee for this application type. The system will bypass the payment screen when it sends it through the system for review.



Requesting Course Approval

Courses must first be approved by the board to be eligible for continuing education hours. 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 in the [Assessor Licensing System](#).

Note: The course outline and description of the course must be included in the request along with a timeline anticipated for each topic.



Short on PACE Credits at the End of the Licensing Cycle?

A new reinstatement process was approved at the March 12, 2024 board meeting for those who fail to meet the PACE requirements by 6/30/2024 (the end of the current 4-year licensing cycle):

- Assessors will be required to take a test on PACE information to be proctored during the July 9, 2024 board meeting.
- Assessors must pay a late fee of \$100 plus an additional \$50 per remaining PACE credit required (for example, an assessor who has acquired 20 PACE credits still needs an additional 10 credits to meet the requirement and will pay a total fee of \$600).

Note: The test must be passed, and the fees paid before an assessor is eligible for reinstatement.

If you are short on hours, it is in your best interest to continue taking PACE courses during the current licensing cycle! PACE offerings and information can be found on the [Minnesota Revenue PACE webpage](#).



PACE Courses Available at MAAO Summer Seminar

Minnesota Revenue has partnered with the Minnesota Association of Assessing Officers (MAAO) to sponsor PACE approved courses offered at the upcoming Summer Seminars in St. Cloud, MN on May 22 & 23, 2024.

[Visit the MAAO website for registration and more information.](#)



Residential Form Appraisal Report

Completing a [Residential Form Appraisal Report](#) is one of the requirements to be licensed as an Accredited Minnesota Assessor (AMA).

- [Form Report Checklist](#) – Use this checklist to ensure your form report is complete and has the required elements before you submit it for grading.
- [Form Report FAQs](#) – Explains the difference between the Residential Form Appraisal Report and the Demonstration Narrative Appraisal Report and provides information about submitting a narrative appraisal report that you prepared and testified to in Tax Court.
- [Form Report Graders](#) – Lists the Minnesota licensed assessors who grade Residential Form Appraisal Reports.

It is highly recommended that you attend the [Minnesota Association of Assessing Officers](#) (MAAO) form report writing seminar before attempting to write your Residential Form Appraisal Report.

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



Thank You Graders!

The board would like to express their sincere gratitude to all the Form Report Graders for their hard work and time when grading Residential Form Appraisal Reports:

- Tammy Anderson
- Tom Brandt
- Patrick Chapman
- Kyle Holmes
- Ryan Johnson
- Keith Kern
- Judy Lazar
- Ann Miller
- Dave Parsons
- Mark Vagts

The past few years were very busy with so many assessors required to get their AMA license, every one of these graders stepped up and helped by grading over 400 reports since January 1, 2020. We are very grateful for your support!!!



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 assessor will submit the CMA IQ application. There is no fee for this application. • 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.



Trainee Registration

The State Board of Assessors requires all individuals who are actively working under a licensed Minnesota Assessor to be licensed by the board.

Individuals who do full-time assessment work for an assessor's office are required to:

- Register with the State Board of Assessors within 30 days of hire.
- Become licensed at the level required for that position within three years of hire.

Registration allows the board to track your progress toward meeting the requirements necessary for licensure.

The trainee registration process is located on the [State Board of Assessors website](#).

Note: Individuals working for an assessor as an intern for a short time are not required to be registered with the board as a trainee.



Board Member Changes

Over this past year, board members had to step down from the board due to retirements or career changes. The board would like to thank them for their time and commitment.

Thank you, Bobbi!

Bobbi Spencer served as the board's Program Administrator for 11 years. Bobbi made the Board of Assessors what it is today by continuously organizing, documenting, and implementing while ensuring assessors received exceptional guidance when it came to tracking licensure and education.

Thank you, Charlie!

Charlie Blekre served on the board for 7 years as the Appraisal member. Charlie's experience in the private appraisal field was very valuable to the board, especially when it came to his involvement in the continuing education committee.

Thank you, Lori!

Lori Schwendemann served on the board for 6 years as one of the County Assessor members. Lori's contributions to the board and complaint committee were valued and appreciated.

The board is very excited to welcome the following new board members:

Welcome, Nicole Halling! Nicole became the Program Administrator on August 21, 2023, replacing Bobbi Spencer.

Welcome, Pat Grengs! Pat was appointed as the Appraisal member as of January 9, 2024, replacing Charlie Blekre.

New County Assessor Member Coming Soon!



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 ensure the board has the most accurate contact information for correspondence.



Questions?

Email: assessors.board@state.mn.us

Phone: 651-556-6086