

# FROM THE BOARD...

MINNESOTA STATE BOARD OF ASSESSORS

APRIL 2025



## License Renewals

Fiscal Year 2026 renewal applications will be available on **May 15, 2025**. Log in to your online assessor account in the [Assessor Licensing System](#) to renew your license no later than June 30, 2025.

- 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 of \$50 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.

**License upgrade applications will not be available during the renewal timeline of May 15, 2025 – June 30, 2025.**



## Employment Records and Contact Info

When a new opportunity comes along and you must update your employment records, do not change the current record.

Navigate to the **Employment** tab, then select the **Edit** button for the previous employment record. A pop-up box will appear with the details for that employer. Select the **No** button and an **End Date** field will appear. Enter the date you last worked for that employer. Don't forget to click **Save**!

The screenshot shows the 'Employment' section of the Minnesota State Board of Assessors website. It includes a navigation menu with 'Home', 'My Profile', 'Employment', 'Education Records', 'Application', 'Submit Education', 'Grading Request', 'Attachments', and 'FAQ'. Below the menu, there is an 'Add Employer' button. Underneath, there is an 'Employment Experience' table with columns for 'Start Date', 'Type of Position', 'Employment Status', 'Official Job Title', and 'Employer Name'. A table row is visible with the following data: Start Date: 01/04/2020, Type of Position: Assessor – Physically Inspect Properties, Employment Status: Full Time, Official Job Title: Assessor I, Employer Name: Carver County. An orange box highlights the 'Edit' icon in the rightmost column of the table row.

The screenshot shows an 'Edit' pop-up box for an employment record. It contains the following fields: 'Start Date' (04/11/2016), 'End Date' (highlighted with an orange box), 'Current Employer' (radio buttons for 'Yes' and 'No'), 'Type of Position' (Assessor – Physically Inspect Properties), 'Official Job Title' (Assessor), 'Employment Status' (Full Time), and 'Employer Name' (Happy County). There are 'Cancel' and 'Save' buttons at the bottom.

Then, select the **Add Employer** button to create a new record with the details of your new employer.

The screenshot shows the 'Employment' section of the Minnesota State Board of Assessors website. It includes a navigation menu with 'Home', 'My Profile', 'Employment', 'Education Records', and 'Application'. Below the menu, there is an 'Add Employer' button highlighted with an orange box. Underneath, there is an 'Employment' section with the text 'List your employer and the jurisdictions where you assess property.'



## Thank You Graders!

The board would like to express their sincere gratitude to all the Form Report Graders for their dedicated time and effort put into grading Residential Form Appraisal Reports:

- Tammy Anderson
- Tom Brandt
- Patrick Chapman
- Kyle Holmes
- Ryan Johnson
- Judy Lazar
- 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!!!



## Assessor Standards

In 2014, the Board of Assessors, MAAO, and Revenue began development of knowledge-based standards for licensed assessors. These standards were created to provide a framework for what assessors should know when they are applying for and maintaining a specific assessor license.

Revenue and MAAO use these standards to assist with course development. The standards can also be used by assessor offices to help with creating interview questions, onboarding new assessors, setting goals for staff development, and much more.

The Board of Assessors uses these standards as part of their education review process and is now asking sponsoring organizations to identify at least one standard code when submitting education for review. See the updated [Request Form for Course Approval](#) for more information.

The standards are owned and maintained by the Board of Assessors, are reviewed annually, and updated when needed. You can view the assessor standards on the board's [education page](#) in the **Related Content** box.



## Rule changes adopted May 2024

### 1950.1000 Definitions

- Added definition of “felony.”

### 1950.1020 Licensure

- Updated license reinstatement language to reflect adjusted licensure education and interview requirements.

### 1950.1035 Temporary License

- Corrected language governing qualification for persons with military status.
- Added clarification for certified general appraisers seeking a temporary license.

### 1950.1040 CMAS

- License level eliminated due to changes to statutes governing assessor licensure.

### 1950.1050 AMA and 1950.1060 SAMA

- Added text so each license category similarly describes the acts assessors can perform.

### 1950.1080 Continuing Education

- Eliminated subpart regarding licensing at a lower level due to changes to statutes governing assessor licensure.

For more information, go to [the board's website](#) and expand the **Rulemaking Docket** ribbon.



## Trainee Registration

Per [Minnesota Rules 1950.1020](#), all individuals who are actively working under a licensed Minnesota Assessor are required to be licensed by the board.

Individuals who do full-time assessment work for an assessors' 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.

The trainee registration process is located on [the board's website](#).



The assessor licensing system has a User Guide with step-by-step instructions and tips!

For more information, see [the assessor licensing system page](#) on the board's website.



## New Licensing Cycle, New CEH Requirements

To track your continuing education, log into the [Assessor Licensing System](#). Your continuing education requirements for the current 4-year cycle (7/1/2024-6/30/2028) are in the **CEH Requirements Met** box on the home page.

Remember, if you held an AMA or SAMA license at the beginning of this licensing cycle, you have PACE requirements and must be registered in Absorb, the Department of Revenue learning management system (**this system is separate from the assessor licensing system**).

Email [proptax.outreach@state.mn.us](mailto:proptax.outreach@state.mn.us) to start the registration process.



## Board Member Changes

### Thank you, Kelly!

Kelly Ydstie served on the board for 2 years as a Department of Revenue member and the board's Executive Secretary. The board is grateful for Kelly's time and considerable contributions.

### The board is thrilled to announce the following new board members:

**Welcome, Ryan Johnson!** Ryan was appointed as a County Assessor member on May 14, 2024, replacing Lori Schwendemann.

**Welcome, Emily Anderson!** Emily was appointed as a Department of Revenue member and the board's Executive Secretary on January 6, 2025, replacing Kelly Ydstie.



**Moving?** If you move from one assessing jurisdiction to another or retire, make sure to update your online assessor account in the [Assessors Licensing System](#) to ensure the board has the most accurate contact information for correspondence.



### Questions?

Email: [assessors.board@state.mn.us](mailto:assessors.board@state.mn.us)

Phone: 651-556-6086