

SAMA Requirements List

License

- ☐ An existing AMA license

Courses

- ☐ Mass Appraisal Basics (If not completed at the CMA Level)
- ☐ Assessment Administration Course
- ☐ Management and Leadership Courses with a minimum of 30 hours ([see board approved licensure course list](#))

Note: Post-secondary management courses may be considered as an equivalent.

Per the [Board's licensure education policy](#), any post-secondary degree or professional certificate submitted for approval must have been received within 8 years of applying for SAMA licensure.

Income: Reports, Exams & Designations (Select One)

- ☐ Income Case Study Exam
- ☐ Income Demonstration Narrative
- ☐ Obtain one of the following designations: **MAI or CAE**

Note: These designations are equivalent to the Income Demonstration Narrative

Assessment Experience

- ☐ Five years of assessment experience

Note: (Review the board's [experience policies](#) for more details)

Interview: (If not completed at the AMA Level)

The oral interview is the final review of a candidate's knowledge and experience in the assessment profession. The purpose of the oral interview is to ensure that individuals are prepared and qualified to perform the job duties that may require the SAMA designation. This includes the ability to communicate effectively on questions related to Minnesota property tax and assessment laws and procedures.

- ☐ Oral interview with the State Board of Assessors (If not completed at the AMA Level)

Note: Contact the board's program administrator at assessors.board@state.mn.us or 651-556-6086 to set up an appointment with the board.

Application & Fee

- Once all of the above requirements are completed, submit SAMA application and pay the application fee on the [Assessors Licensing System](#).

Note:

- Assessors who move from one license level to another **within the same fiscal year** need only pay the fee difference between the two levels.
- The Board does not act on applications until **ALL** requirements have been met.

- [Timeline Policy](#): Applications for SAMA license and fees must be received no later than three business days prior to a board meeting.

Equivalent Assessor Education

Review the [board's policies](#) for education equivalent to assessor's education requirements for the following:

- Minnesota Real Property Appraiser License
- 4-Year Real Estate Degree
- Designations