

FROM THE BOARD...

MINNESOTA STATE BOARD OF ASSESSORS

APRIL 2026



License Renewals

Fiscal Year 2027 renewal applications will be available starting **May 14, 2026**, and ending **June 30, 2026**.

Assessors must submit a renewal application every year.

What about CEH Requirements?

Great question! CEH requirements come due at the end of a licensing cycle. Since the current cycle doesn't end until 6/30/2028, CEH requirements will not come into consideration during FY27 renewals.

(But it is still a good idea to make sure you're on track to finish your requirements by the end of the licensing cycle!)

License upgrade applications
are not available
during the renewal period from
May 14 to June 30

Late Renewals

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.



New Login Process

Coming soon, you will use LoginMN to sign in to your Assessor Licensing System account. LoginMN is Minnesota's new and secure sign-on system that will let you access your information from multiple state services using one account.

You do not need to take any action at this time. Next month, you'll receive more information and instructions about using LoginMN with your Assessor Licensing System account.



Ethics – A Quick Refresher

As a licensed Minnesota assessor, it is your obligation to abide by the Code of Conduct. You must:

- ✓ Act professionally, honestly, and diligently in all assessment duties.
- ✓ Avoid conflicts of interest and never use your role for personal gain.
- ✓ Represent only the qualifications you truly hold.
- ✓ Cooperate fully with Department of Revenue and Board investigations.
- ✓ Report unethical behavior by licensed assessors.
- ✓ Be aware that violations may result in disciplinary action.

All licensed assessors are required to take Ethics once every licensing cycle. But did you know the free Ethics course can be taken any time*?!

Access the training module [here](#).

Contact proptax.outreach@state.mn.us with Ethics or PACE questions.

*** Credit can only be received
once per licensing cycle.**



Course Approval Requests

Are you interested in taking an assessment-related course that isn't on [the board-approved education lists](#)? Submit a request!

1. Gather course information in a word file or pdf.
2. Navigate to the **Submit Education** tab in the [Assessor Licensing System](#) and choose **Request Approval for a New Course/Seminar***.
3. Complete the required information, attach your document, and don't forget to click **Submit Course!**



*Sponsoring organizations requesting course approval must send a completed [Request Form for Course Approval](#) along with a course outline, description, and timeline for each topic to assessors.board@state.mn.us.



Form Report Q&A

What's the point? The purpose of the form report is to demonstrate that the assessor understands the appraisal process (specifically, the three approaches to value) and how it pertains to a residential property.

How long will it take to write my form report? Plan to spend 80-120 hours writing your report. Pat Chapman (Form Report Grading Committee Chair and a County Assessor Member of the board) recommends writing your report on a property from a city with lots of data.

Let the data be your guide.

-Pat Chapman

I submitted my report. Now what? The grader will spend 4-6 weeks reviewing your report and writing feedback. If you do not pass the first time, you will have the opportunity to make revisions and upload a second submission.



Board Member Changes

Thank you, Anne!

Anne Grunert served on the board for 3 years as a County Assessor member. The board is grateful for Anne's time and commitment, especially her work on the board's CEH committee.

Thank you, Averi!

Averi M. Turner served on the board for 3 years as a public member. Averi's contributions to the board and CEH committee were valued and appreciated.

Introducing the board's newest members:

Welcome, Pat Chapman! Pat was appointed as a County Assessor member in January 2026, replacing Anne Grunert.

Welcome, Jessi Glancey! Jessi was appointed as a public member in January 2026, replacing Averi M. Turner.



Questions?

Email: assessors.board@state.mn.us

Phone: 651-556-6086