Minnesota State Board of Assessors

Request Form for Course Approval

Requestor Name: _____

Date(s) of Course/Seminar being offered: _____

Title of Course/Seminar: _____

Sponsoring Organization: _____

Location: _____ _____ _____
                  (City)   (State)   (Zip Code)

Check <u>one</u> of the following:

☐ Request for approval of course/seminar to be used for **Continuing Education**
- o   Number of hours requested for continuing education: _____

☐ Request for approval of a course to be used for **Licensure Education** (course must be similar to the required course and the subject must apply to assessment or appraisal).
- o   Which required course does your request apply to? (Check One):

☐ Residential Appraisal Principles   ☐ Residential Appraisal Procedures

☐ Mass Appraisal Basics   ☐ Income Course

☐ Property Type Specific   ☐ Management & Leadership

Assessor Standards (check all that apply)

☐ Standard 1: Appraisal Theory
☐ Standard 2: Assessment Practices
☐ Standard 3: Appraisal Practices
☐ Standard 4: Mass Appraisal
☐ Standard 5: Management and Leadership

You **must** provide <u>at least one</u> code representing a benchmark for each standard checked:

_____

_____

_____

Information must include:
- Synopsis or outline of Course/Seminar
- Length of time anticipated for each topic
  (Provide a complete breakdown of time for the course/seminar excluding lunch breaks)
- Applicable assessor standards codes

Requirements for Continuing Education: (Course/Seminar)
- Subject must apply to assessment or appraisal
- Course/Seminar must be a minimum of 1 hour in length
- Course/Seminar must apply to assessors in general and not to a specific CAMA/tax system or taxing jurisdiction.
- Course/Seminar must be available and marketed to an entire region, at minimum.

Requirements for Licensure Course:
- Course must be a minimum of 15 hours in length
- Course must offer an exam, specify allowed timeframe for exam
  - o   This requirement does not apply to management & leadership courses
- Course submitted for approval as an alternate to a required course must be similar to the required course