Minnesota State Board of Assessors

Request Form for Course Approval

Requestor Name:	
Date(s) of Course/Seminar being offered:	address: assessors.board@state.mn.us
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 ○ 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).	
 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)	
· · · · · · · · · · · · · · · · · · ·	must provide <u>at least one</u> code representing a schmark for each standard checked:

Please submit request at least 60 days before course/seminar attendance date to ensure the

board can act on your request before the

course/seminar is attended.

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