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Assessor Licensing System Guide

Logging In

Licensed Assessors

Once you are on the [Assessor Licensing System](#), enter your username and password and click “Sign in” to access your account.

Note: If you experience issues with the Internet Explorer internet browser try using Google Chrome or Microsoft Edge.

Assessors without Licenses

Create an Account: If you are **not** a licensed assessor, you will need to create an account on the Assessor Licensing System. See the [Create an Account](#) section for more instructions.

User Guide

The user guide has step by step instructions for actions in the Assessor Licensing System.

NOTE: If a password is entered 3 times incorrectly the reCaptcha box will appear. User must click on the “I’m not a robot” and sometimes match pictures. The reCaptcha box will continue to appear for the rest of the day.

Forgot Password

Step 1: Click on the “Forgot your Password” link

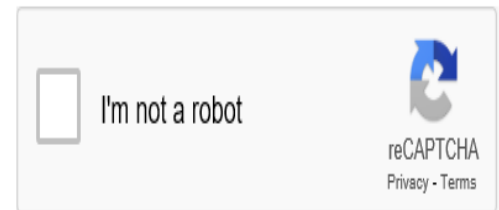
Step 2: Enter your username **or** email address to reset your password. Click on “Submit”.

Step 3: You will receive a link to reset your password in your designated email inbox. You may need to check your Junk/Spam email folder as well.



Assessor Licensing System

<p>Sign in to your account</p> <hr/> <p>Username <input type="text"/></p> <p style="text-align: right;">Forgot your Username?</p> <p>Password <input type="password"/></p> <p style="text-align: right;">Forgot your Password?</p> <p style="text-align: center;">Sign in ▶</p> <p style="text-align: right;">User Guide</p>	<p>Create an account</p> <hr/> <p>Welcome to the State Board of Assessors Licensing system. If you are currently a licensed assessor please sign in to your account. If you do not have an account, select Create an Account to get started.</p> <p style="text-align: center;">Create an account</p>
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Assessor Licensing System

<p>Sign in to your account</p> <hr/> <p>Username <input type="text"/></p> <p style="text-align: right;">Forgot your Username?</p> <p>Password <input type="password"/></p> <p style="text-align: right;">Forgot your Password?</p> <p style="text-align: center;">Sign in ▶</p> <p style="text-align: right;">User Guide</p>	<p>Create an account</p> <hr/> <p>Welcome to the State Board of Assessors Licensing system. If you are currently a licensed assessor please sign in to your account. If you do not have an account, select Create an Account to get started.</p> <p style="text-align: center;">Create an account</p>
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Password Recovery

Enter your username or an email associated with your account.

Username

Email Address

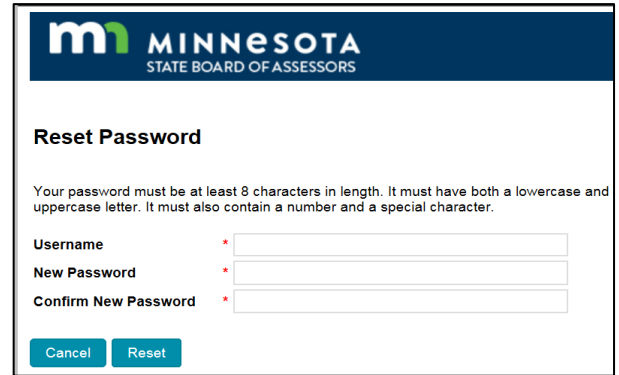
[Cancel](#) [Submit](#)

Assessor Licensing System Guide

Step 4: Reset Password by completing all three required (*) fields.

- Username
- Create new password
- Confirm new password

Step 5: Click Reset

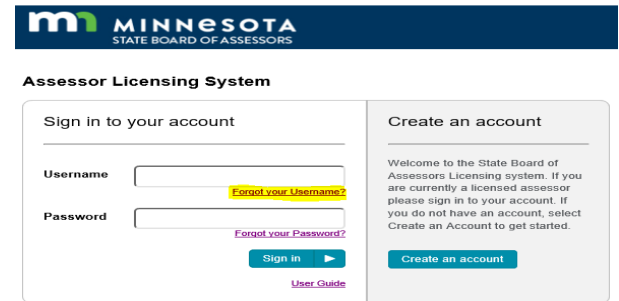


Step 6: Your password has been reset. Click on the link in the password confirmation to return to the log in page.



Forgot Username

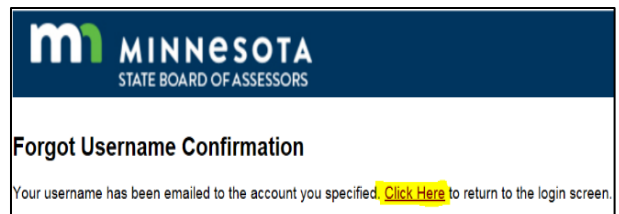
Step 1: Click on the “Forgot your username” link.



Step 2: Retrieve your username by entering your email address in both required (*) fields. Click on “Submit”.

Step 3: You will receive an email with your current username. You may need to check your Junk/Spam email folder as well.

Step 4: Return to the login screen by clicking on the link on the Forgot Username Confirmation page.

Assessor Licensing System Guide

Password Expired

Passwords expire every year; users will get a Password Expired popup when they try to log in after one year.

Step 1: Follow the instructions to create a new password.

Note: If user does not remember the current password, user will need to reset the password by selecting the “Forgot your Password” link on the log in screen and follow the instructions above in the Forgot Password.

Create an account

If you do not have an assessors license or an online assessors account, go to the [Assessor Licensing System](#) to create an account.

Step 1: Click **Create an account** on [the Assessor Licensing System](#) page.

Step 2: Fill out all the required (*) fields.

- **Create Username:** Must be at least 8 characters and contain letters and numbers only.
- **Create Password:** Must be at least 8 characters in length, have both upper and lowercase letters and contain a number and special character.
- **Confirm Password:** Re-enter the password you entered above and ensure they match.
- **Personal Email:** Enter your home email address.
- **Personal Contact Information:** Enter your first, middle, last name, date of birth, social security number, address, county, city, state, zip code and phone number.
- **Felony:** Select Yes or No button. If yes, a field will pop up for more details.
- **Work Contact Information:** Enter address, county, city, state, zip code, work phone number and work email address.
- After you complete all the required (*) fields, check the “I’m not a robot” box.
- Then click the **Create** button.



Password Expired

Your password must be at least 8 characters in length. It must have both a lowercase and uppercase letter. It must also contain a number and a special character.

Current Password *

New Password *

Confirm New Password *



Assessor Licensing System

<p>Sign in to your account</p> <p>Username <input type="text"/> Forgot your Username?</p> <p>Password <input type="password"/> Forgot your Password?</p> <p><input type="button" value="Sign in"/> User Guide</p>	<p>Create an account</p> <p>Welcome to the State Board of Assessors Licensing system. If you are currently a licensed assessor please sign in to your account. If you do not have an account, select Create an Account to get started.</p> <p><input type="button" value="Create an account"/></p>
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Create a New Account

Username * • Your username must be at least 8 characters and contain letters and numbers only

Password * • Your password must be at least 8 characters in length.

Confirm Password * • It must have both a lowercase and uppercase letter.

• It must also contain a number and a special character.


Home Email *


First Name *

Middle Initial

Last Name *

Suffix

Date of Birth * 

Social Security Number * 

Home Address *

Home County *

Home City *

Home State *

Home ZIP *

Home Phone *

Felony * Yes No

Work Address

Work County


Work City

Work State *

Work ZIP

Work Phone

Work Email

I'm not a robot 

Assessor Licensing System Guide

Step 3: Email Pending Confirmation: You will receive a confirmation email. If you do not receive an email, check your junk/spam email folders for the email.

Step 4: Click on the link in the confirmation email to confirm your account. The link will expire after 24 hours.

Step 5: Click on the link in the email confirmed page to log in to your account.

Step 6: Enter your username and password and click on the sign in button to access your account.

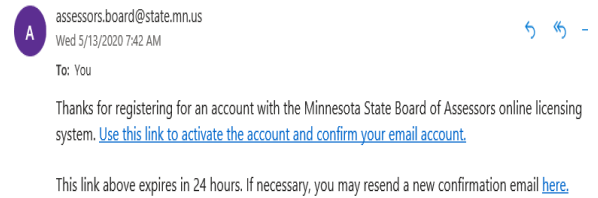


Email Pending Confirmation

A confirmation email from assessorLicensing@state.mn.us has been sent to the email address you entered. It may take a few minutes to receive this email. If you do not see it, please check your spam or junk email folders.

The link in the email remains active for 24 hours. You will not be able to log in without using the link in the email. If necessary, you may [resend](#) a new confirmation email.

Confirm your account



Email Confirmed

Thank you for confirming your email. Please [Click here to Log in](#)



Assessor Licensing System

<h3>Sign in to your account</h3> <p>Username <input type="text"/> Forgot your Username?</p> <p>Password <input type="password"/> Forgot your Password?</p> <p>Sign in</p> <p>User Guide</p>	<h3>Create an account</h3> <p>Welcome to the State Board of Assessors Licensing system. If you are currently a licensed assessor please sign in to your account. If you do not have an account, select Create an Account to get started.</p> <p>Create an account</p>
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Assessor Licensing System Guide

Home

The Home page consists of all the assessors personal and work contact information. If your contact information has changed, select My Profile tab to update contact information.

Fiscal Year

The Fiscal Year box displays the most recent fiscal year a license was active and the Four Year Cycle the fiscal year is associated with.

License Level History

This license level history box lists the assessor's license level(s) and the date the license was approved by the board.

CEH Requirements Met

The CEH Requirements Met box shows the status of the required continuing education courses, hours and 4-year reporting license level.

License Status

The license status box displays the status of the most current license.

Employment Experience & Jurisdictions

The employment experience box shows the most current employer details along with the jurisdictions the assessor is actively working in.

Outside Activities and Elected/Appointed Positions

The outside activities box displays any reported activity being performed by a licensed assessor within or outside of their assessment jurisdictions.

The elected or appointed box displays the position that an assessor has reported they have been elected or appointed to. The State Board of Assessors compiled a [list of compatibility of offices for elected or appointed positions for county and local assessors](#).



m1 MINNESOTA STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ New12345 Log off

Designated Address and Email

Assessor Information				
Last Name	First Name	Middle Initial	Suffix	Date of Birth
Account	Test			06/13/1965
Home Address	County of Residence	Home Phone	Home Email	
123 Happy Lane Afton, MN 55123	Washington	651-555-5555	boaext1@gmail.com	
Work Address	Work County	Work Phone	Work Email	
600 E 4th St Chaska, MN 55318	Carver	952-555-5555	bobbi.spencer@state.mn.us	
Social Security Number	License #	Dept. Commerce License #		
***-**-1111	4235			
License Level	Began Assessing	Income Qualified	Felony	
CMA	06/03/2019	No	No	

[Edit Profile](#)

Fiscal Year		
Fiscal Year	Begin Date	End Date
2020	07/01/2019	06/30/2020
Four Year Cycle		
07/01/2016 - 06/30/2020		

License Level History	
License Level	Board Decision
AMA	01/14/2020
CMA	07/16/2019

Continuing Education Requirements Met	
Ethics	Yes
Fulfilled CEH's	Yes
Required Hours	50
Accumulated Hours	60
4-Year CEH Reporting Level	CMA

License Status	
License Status	Status Change Date
Active	02/27/2020

Employment Experience				
Start Date	Type of Position	Employment Status	Official Title	Employer Name
06/03/2019	Assessor - Physically Inspect Properties	Full Time	Assessor I	Carver County

Jurisdictions			
County	City/Township	Hold Contract	Physically Inspect Properties
Carlton	Countywide	No	Yes

Outside Activities	
Activities	Jurisdictions
Fee Appraiser	St. Paul, Ramsey

Elected/Appointed			
Title or Position	Name of Jurisdiction	Start Date	End Date
Clerk	Lake Elmo...	03/14/2018	12/31/2020

Assessor Licensing System Guide

My Profile

The My Profile page contains all of your personal and work contact information. You can change your username and password on the My Profile page.

Step 1: Click **My Profile** tab at the top of the page.

Step 2: Check your profile information, make sure all of your information is current.

Step 3: Update and fill out all the required (*) fields to ensure all your contact information is current.

Step 4: Select a designated address

Note: An official address where we can contact you about any administrative or legal proceedings involving the board. Your designated address will be available to the public.

Step 5: Select a designated email in the Manage Emails button. (See next page for instructions on managing emails)

Note: An official email where we can contact you about any administrative or legal proceedings involving the board). Your designated email will be available to the public.

Step 6: Click the “Save” button to update your profile.

Manage Emails

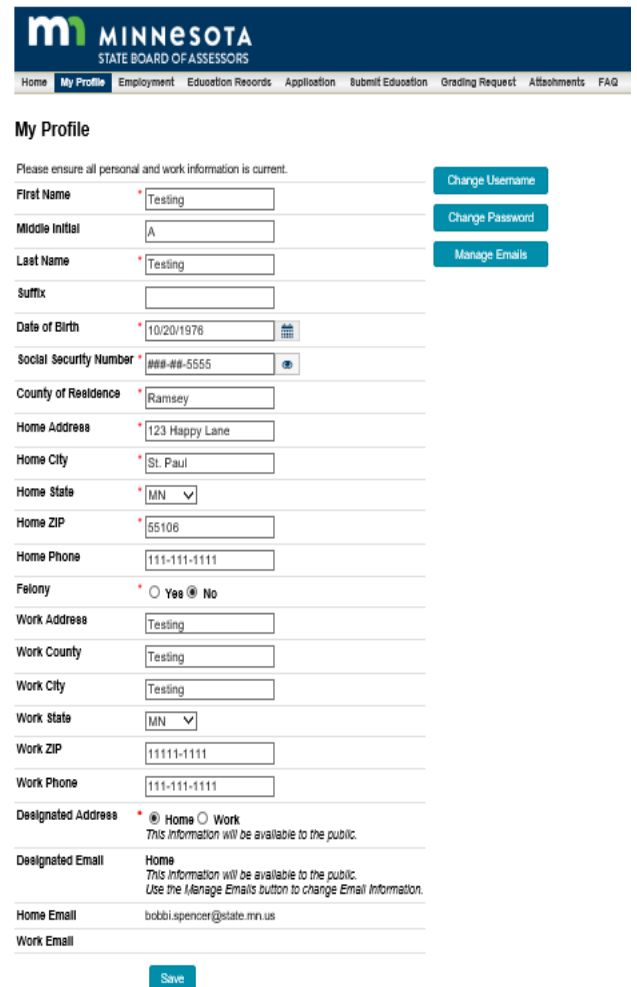
Add, change and designate email addresses.

Step 1: Click Manage Emails button.

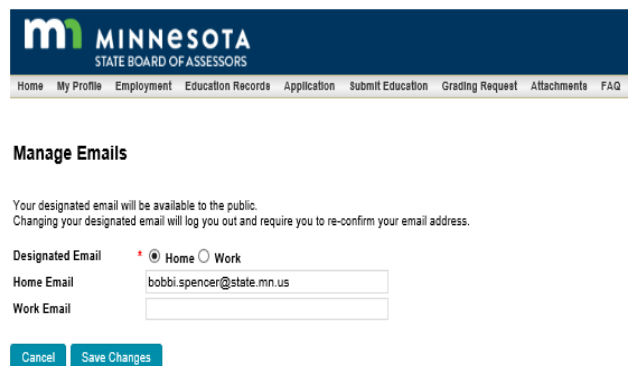
Step 2: Add or change email addresses. Select Home or Work email to designate as the one you want to receive communication from the board.

Note: Your designated email will be available to the public.

Step 3: Save Changes



- [Change Username](#)
- [Change Password](#)
- [Manage Emails](#)



Assessor Licensing System Guide

Step 4: After changes are made to your designated email address, you will be directed to an Email Pending Confirmation page.

Step 5: Look for the confirmation email in the email you selected as the designated email. You may need to check your Junk/Spam email folder as well.

Step 6: After selecting “Use this link to confirm your new email address” in the email you will be directed to the Email Confirmed page. Click on the link to log back into your assessors online account.



Email Pending Confirmation

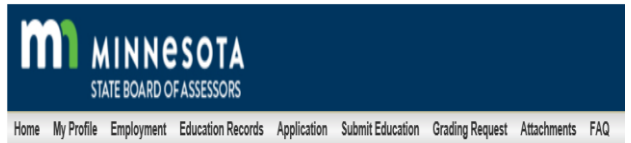
A confirmation email from assessorLicensing@state.mn.us has been sent to the email address you entered. It may take a few minutes to receive this email. If you do not see it, please check your spam or junk email folders.

The link in the email remains active for 24 hours. You will not be able to log in without using the link in the email. If necessary, you may [resend](#) a new confirmation email.

Your designated email with the Minnesota State Board of Assessors online licensing system has been updated. [Use this link to confirm your new email address.](#)

The link above expires in 24 hours. If necessary, you may resend a new confirmation email [here](#).

If you didn't attempt to change your email please report this by calling 651-556-6086.



Email Confirmed

Thank you for confirming your email. Please [Click here to Log in](#)

Employment

The Employment page displays the most current employer(s) details. If your employer has changed, please follow the instructions below to update your employment record.

Step 1: Click the **Add Employer** button to add an employer.

Step 2: Complete all the required (*) fields on the pop-up window.

- **Start Date:** enter your start date.
- **Type of Position:** select the type of position in the drop-down menu.
- **Official Title:** enter your job title such as city assessor, supervisor, commercial appraiser, etc.
- **Employment Status:** select Full Time or Part Time.
- **Employer Name:** enter your employer’s name.

For example, Hennepin County, Mower County, etc.

Note: If you are a local assessor and contract with cities and townships, your employer name will be your own, since you are a self-employed contracted assessor.

Step 3: Click **Save**.

Step 4: Click **OK** in the pop up stating, “The Employer has been added.”

Note: You need to **add the jurisdiction(s)** where you assess property.

Step 5: Adding jurisdiction where you assess property.

- Click **Add Jurisdictions**.



Employment

List your employer and the jurisdictions where you assess property.



Add New Record
✕

Start Date *

Type of Position * ▼

Official Title *

Employment Status * ▼

Employer Name *

Jurisdictions can be added after the Employment Experience is saved.

Cancel
Save

Complete
✕

The Employer has been added.
Please add the jurisdiction where you assess property.

OK

Jurisdictions - Must add at least one.

Hold Contract: The assessor is appointed by the town board to do assessment work for property tax purposes in cities (non-statutory) and townships.

Physically Inspect Properties: Valuing or classifying property for property tax purposes.



Assessor Licensing System Guide

- Select the **county** in the drop-down list where you are employed.
- Select the **city/township** in the drop-down list where you do your assessment work.

Note: If you are employed by a county, you will select “**Countywide**” in the city/township drop-down list. Because you can assess any jurisdiction in the entire county, you need to select countywide.

- Check *Hold Contract* box if it applies to you (see definition). Leave it blank if it does not.
- Check *Physically Inspect Properties* if it applies to you (see definition). Leave it blank if it does not.
- Click the **Add** button.

- To edit your saved jurisdiction, click the edit icon and re-select your *County* and *City/Township*.

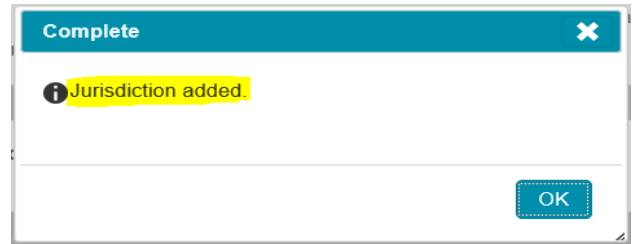
- Click the **Update** button.
- To add multiple jurisdictions, select the Add Jurisdictions button and follow Step 5.



Hold Contract: The assessor is appointed by the town board to do assessment work for property tax purposes in cities (non-statutory) and townships.

Physically Inspect Properties: Valuing or classifying property for property tax purposes.

County	City/Township	Hold Contract	Physically Inspect Properties
[select a county] v	[<<< choose a county first] v	<input type="checkbox"/>	<input type="checkbox"/>



Jurisdictions - Must add at least one.

County	City/Township	Hold Contract	Physically Inspect Properties	Add Jurisdiction
Carver	Countywide	No	Yes	

Jurisdictions - Must add at least one.

County	City/Township	Hold Contract	Physically Inspect Properties	Add Jurisdiction
Carver	Countywide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Employment Verification

If you are applying for new or upgraded licenses, follow these instructions to attach your employment verification letter.

Step 1: Click the **Attach Employment Verification** button.

Step 2: Click the **Browse** button.

Step 3: Choose the file you want to upload from your computer then click the **Open** button.

Step 4: Choose employment verification in the drop-down menu.

Step 5: Click the **Upload** button.

Step 6: View your attachment by clicking on the **View Attachment** button.

Note: If you are applying for renewal or reinstate licenses, skip the employment verification steps.

Edit Employment

Step 1: Click the **Edit Icon** to update employment record.

Step 2: Make changes in the “Edit” pop up and click the “Save” button.

New Employer

Step 1: If you have changed employers, click the **No** button in your current employment record.

Step 2: Enter your last date of employment with this employer in the **End Date** field.

Step 3: Click the **Save** button.

Step 4: Click on the **Add Employer** button and follow Employment steps 1-5 above.

Note: You can store multiple employers on your record.

Attachments

Employment verification is only necessary for new and upgraded licenses. The First Year Exposure Checklist is only required for new licenses.

Note: To verify your employment, a signed letter from your supervisor, who must be a licensed assessor, is required. It must indicate your employment start date, position in the assessor's office, and duties.

Attach Employment Verification & First Year Checklist

Edit

Employment verification is only necessary for new and upgraded licenses. The First Year Exposure Checklist is only required for new licenses.

Note: To verify your employment, a signed letter from your supervisor, who must be a licensed assessor, is required. It must indicate your employment start date, position in the assessor's office, and duties.

File Name	Attachment Type
Browse No files currently selected for upload	<input type="text"/>

Cancel Upload

Attachments

Type Name	File Name	
First Year Exposure Checklist	Employment Verification for 2017-2018.pdf	View Attachment

Employment Experience

Start Date	Type of Position	Employment Status	Official Title	Employer Name	
02/17/2020	Technical	Part Time	Test	Test	

Edit

Start Date	*	<input type="text" value="02/17/2020"/>	
End Date		<input type="text"/>	
Current Employer	*	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Type of Position	*	<input type="text" value="Technical"/>	
Official Title	*	<input type="text" value="Test"/>	
Employment Status	*	<input type="text" value="Part Time"/>	
Employer Name	*	<input type="text" value="Test"/>	

Cancel Save

Education Records

The education records tab allows you to view all of your completed education and documents attached to each course record.

Courses Taken

To view all your completed courses and attached documents click the **Courses Taken** tab.

Note: Continuing education courses will be shown in your courses taken for two 4-year cycles, the previous and most current. Once a new 4-year cycle begins, the courses from the earlier 4-year cycle will automatically be deleted.

Course Date	Course Title	Sponsoring Org	Results	Course Hours	Exam Hours	4 Year Cycle		
01/09/2020	Assessment...	MAAO	Pass	28 hours	2 hours	2016-2020		Attach Proof
05/23/2019	Measuring &...	MAAO	CEH Only	4 hours	0 hours	2016-2020		Attach Proof
05/22/2019	Effective...	MAAO	CEH Only	4 hours	0 hours	2016-2020		Attach Proof
02/28/2019	Basic...	Kaplan	Pass	28 hours	2 hours	2016-2020		Attach Proof
02/14/2019	Basic...	Appraisal...	Pass	28 hours	2 hours	2016-2020		Attach Proof
08/24/2018	Mass Appraisal...	MAAO	Pass	28 hours	2 hours	2016-2020		Attach Proof
09/14/2017	Even Odder...	McKissock	CEH Only	7 hours	0 hours	2016-2020		Attach Proof

Page 1 of 1 Record Count: 7

Licensure Courses

To view your completed courses that apply to licensure requirements, click the **Licensure Courses** tab.

Note: The courses listed here will also appear on your licensure transcript.

Licensure Requirements	Sponsoring Org	Course Title	CEH Hrs	Exam Hrs	Classroom/Online	Course Date		
Appraisal...	Appraisal...	Basic...	28 hours	2 hours	Classroom	02/14/2019		Attach Proof
Appraisal...	Kaplan	Basic...	28 hours	2 hours	Classroom	02/28/2019		Attach Proof
Assessment...	MAAO	Assessment...	28 hours	2 hours	Classroom	01/09/2020		Attach Proof
Mass Appraisal...	MAAO	Mass Appraisal...	28 hours	2 hours	Classroom	08/24/2018		Attach Proof

CEH Courses

To view your completed continuing education courses, click the **CEH Courses** tab.

Note: Continuing education courses will be shown in your CEH Course list for two 4-year cycles, the previous and most current. Once a new 4-year cycle begins, the courses from the earlier 4-year cycle will automatically be deleted.

Course Date	Course Title	Sponsoring Org	Course Results	Course Hours	Exam Hours	4 Year Cycle		
01/09/2020	Assessment...	MAAO	Pass	28 hours	2 hours	2016-2020		Attach Proof
05/23/2019	Measuring &...	MAAO	CEH Only	4 hours	0 hours	2016-2020		Attach Proof
05/22/2019	Effective...	MAAO	CEH Only	4 hours	0 hours	2016-2020		Attach Proof
02/28/2019	Basic...	Kaplan	Pass	28 hours	2 hours	2016-2020		Attach Proof
02/14/2019	Basic...	Appraisal...	Pass	28 hours	2 hours	2016-2020		Attach Proof
08/24/2018	Mass Appraisal...	MAAO	Pass	28 hours	2 hours	2016-2020		Attach Proof
09/14/2017	Even Odder...	McKissock	CEH Only	7 hours	0 hours	2016-2020		Attach Proof

Page 1 of 1 Record Count: 7

Education Attachments

Click on the **eye** icon to view attached documents.



Click on **Attach Proof** to add a completion certificate.



Assessor Licensing System Guide

Transcripts

Step 1: To view and print **Continuing Education Transcript**, and **Licensure Transcript**, click the PDF link associated to your needs.

Note: The transcript will open in a new tab on your computer.

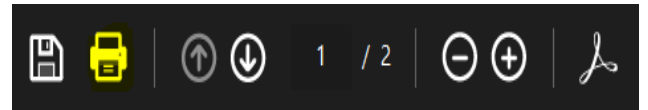


 [View & Print Continuing Education Transcript](#)

 [View & Print Licensure Transcript](#)

Step 2: Click the print icon on the hovering black bar to print your documents.

Note: You must allow the pop-up window on your computer to open the PDF transcripts.



License

Step 1: To view and print your **License**, click the PDF link **View & Print License**.

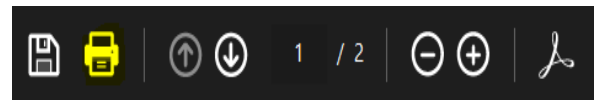
Note: The license will open in a new tab on your computer.



 [View & Print License](#)

Step 2: Click the print icon on the hovering black bar to print your license.

Note: You must allow the pop-up window on your computer to open the PDF transcripts.



Application

The application tab gives you the option to apply for a new license, upgrade your license, reinstate your license, or renew a current license.

Application Type

Step 1: Click the **Application** tab on the top of the page.

Step 2: Select the application type you would like to apply for.



Application Type

- New License - Trainee = \$50.00
- New License - Temporary IQ = \$85.00
- New License - CMA = \$85.00
- New License - CMAS = \$95.00
- New License - AMA = \$125.00
- New License - SAMA = \$150.00

If your assessor license has expired, choose a reinstatement option

- Reinstatement - CMA Reinstatement \$85 + \$50 = \$135.00
- Reinstatement - CMAS Reinstatement \$95 + \$50 = \$145.00
- Reinstatement - AMA Reinstatement \$125 + \$50 = \$175.00
- Reinstatement - SAMA Reinstatement \$150 + \$50 = \$200.00

Note: If you are an active duty military member, spouse of an active duty military member, or veteran, please contact the State Board of Assessors at 651-556-6086 or assessors.board@state.mn.us for specific information on the application process.

Application Form

Step 3: Fill out all the required (*) fields on Application Form page.

- **Fiscal Year:** Select the current fiscal year. Note: the State's fiscal year begins July 1 of the calendar year.
- **License Level:** select your current license level to renew. If you are upgrading your current license level, select the level you are applying for.

Note: If you are applying for your initial assessor's license, select either Trainee or CMA. The application fee will auto populate based on the type of application you selected.

Note: All renewal applications select the **upcoming** fiscal year. For example, if it is May 2, 2020 and you are renewing your license, you will select **2021** for the upcoming fiscal year.

- **Felony:** If "Yes", you must provide the felony details.
- **Elected or Appointed Position:** If "Yes", you must add your elected or appointed position details.
- **Outside Activities:** If "Yes", you must add your outside activities details.
- Click **Review My Profile** to verify everything is up to date.
- Click **Review Employment** to verify the most current employment is up to date.
- Click **Review Education** to verify all required education has been uploaded to your record.
- Click the **Application** tab to navigate back to the **Application Form** page.
- Check the checkboxes after reviewing the information.
- Carefully read **HOW WE USE INFORMATION**.
- Review and check all three checkboxes before clicking on **Submit Application to the Board**.



Application Form

Fiscal Year

License Level For CMA/CMAS who are income qualified, IQ will be visible on your license when your application is approved.

Fee **CMA = \$85.00**

Felony Have you ever been convicted of a felony?
 Yes No

Elected or Appointed Position I hold an elected or appointed position (other than County Assessor) in jurisdictions where I am employed as an assessor.
 Yes No

Outside Activities If you performed outside activities such as fee appraising, real estate sales, property management, etc., click the button Add or Edit Outside Activities to add those details here.
 Yes No

Review My Profile

Yes, I have reviewed my profile information and it is up to date.

Review Employment

Yes, I have reviewed my employment information and it is up to date.

- I have attached verification of employment related to assessment experience.
- For new licenses only, I have attached the First Year Exposure Checklist.

Review Education

Yes, I have reviewed my education information and it is up to date. It will be reviewed with new or upgraded license applications and at the end of a 4-year cycle.

HOW WE USE INFORMATION

The Minnesota State Board of Assessors (the "Board" or "we") uses the information requested on this form to process your assessor's license application. You are not required to provide this information, but if you choose not to provide it, your license will not be granted. Also, providing information that is incomplete or inaccurate may delay the granting of your license.

We ask you to provide an official (or "designated") home or business address, an email address, and a telephone number where we can contact you about this application. We will contact you through your designated address about any administrative or legal proceedings involving the Board.

Your name and designated address are public information. While we review your application, all of the other information on this form is private and can be accessed only by the Board. Once the Board grants your license, all of the information on this form, except for your Social Security Number and non-designated address (if you provided one), becomes public. Your Social Security Number and non-designated address remain private.

The Board may only release private data as permitted by law or if the information is required to comply with a court order.

I certify the information contained in this application is true and correct to the best of my knowledge.

I agree to adhere to the Code of Conduct and Ethics as adopted by the Minnesota State Board of Assessors.

I file and pay my Individual Income Taxes per MN Statute 289A.08

Save As Draft

Delete Draft

Submit Application to the Board

Payments

There are three types of payments:

- **Credit card** - Credit and debit cards are processed by US Bank and they charge a convenience fee for this service. The fee amount is a percentage of your payment amount, 1.25% for debit cards and 2.15% for credit cards.
- **Bank account** - Pay from your checking or savings account electronically. Have your bank routing number and account number ready. There is no fee to pay if you pay through your bank.
- **Pay through employer** - Print a voucher for county and city employers to submit a single check payment for multiple applications. There is no fee to pay through the employer.

Credit Card Payment

Step 1: Click **Credit Card**.

Note: There is a convenience fee that is charged by **US Bank** for this service. The fee amount is a percentage of your payment amount, 1.25% for debit cards and 2.15% for credit cards.

- The Credit Card payment system only accepts MasterCard, VISA, Discover, and American Express.
- Turn off Active X Filtering

Step 2: Enter the **email address** where you want to receive the payment confirmation receipt that will be sent electronically.

Step 3: Enter the **16-digit number** of the card.

Step 4: Enter the **CVV** number.

Step 5: Enter expiration **month and year**.

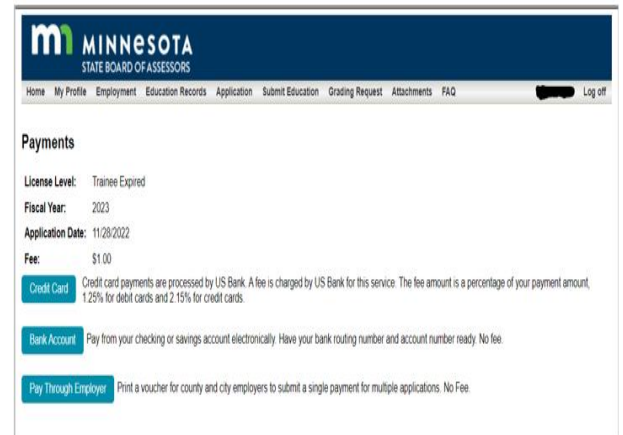
Step 6: Enter **Name on Credit Card**

Step 7: Enter cardholder's **billing address** information.

Step 8: Click **"I agree to the Terms and Conditions"**

Step 9: Click **"Pay"** button to submit your payment.

Step 12: Payment request complete confirmation page: select **Print** button to print the payment confirmation page for your records.

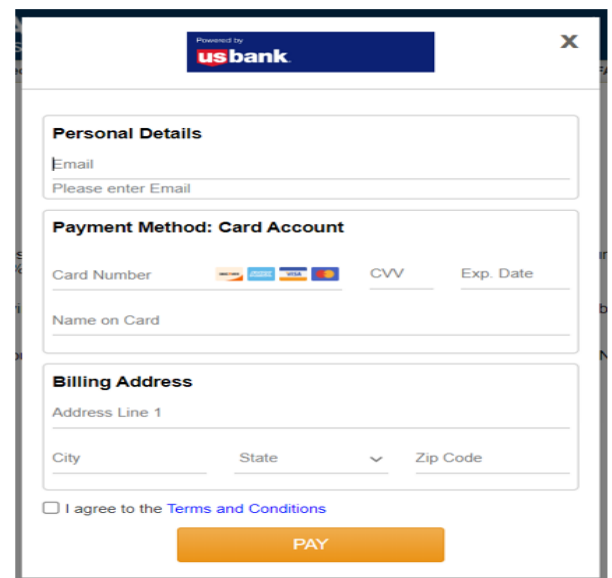


The screenshot shows the Minnesota State Board of Assessors website. The navigation menu includes Home, My Profile, Employment, Education Records, Application, Submit Education, Grading Request, Attachments, and FAQ. The main content area is titled "Payments" and displays the following information:

- License Level: Trainee Expired
- Fiscal Year: 2023
- Application Date: 11/28/2022
- Fee: \$1.00

There are three payment options available:

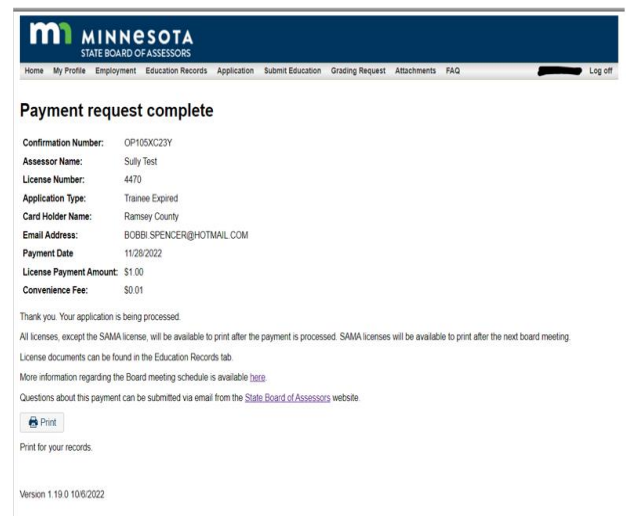
- Credit Card:** Credit card payments are processed by US Bank. A fee is charged by US Bank for this service. The fee amount is a percentage of your payment amount, 1.25% for debit cards and 2.15% for credit cards.
- Bank Account:** Pay from your checking or savings account electronically. Have your bank routing number and account number ready. No fee.
- Pay Through Employer:** Print a voucher for county and city employers to submit a single payment for multiple applications. No Fee.



The screenshot shows the US Bank payment form. It is titled "Personal Details" and includes the following fields:

- Email: Please enter Email
- Payment Method: Card Account
- Card Number: [Input field]
- CVV: [Input field]
- Exp. Date: [Input field]
- Name on Card: [Input field]
- Billing Address: Address Line 1, City, State, Zip Code

At the bottom, there is a checkbox for "I agree to the Terms and Conditions" and a large orange "PAY" button.



The screenshot shows the Minnesota State Board of Assessors website. The navigation menu is the same as in the previous screenshot. The main content area is titled "Payment request complete" and displays the following information:

- Confirmation Number: OP105XC23Y
- Assessor Name: Sully Test
- License Number: 4470
- Application Type: Trainee Expired
- Card Holder Name: Ramsey County
- Email Address: BOBBI.SPENCER@HOTMAIL.COM
- Payment Date: 11/28/2022
- License Payment Amount: \$1.00
- Convenience Fee: \$0.01

Below the information, there is a "Print" button and the text "Print for your records." At the bottom, it says "Version 1.19.0 10/6/2022".

Bank Account Payment

Step 1: Click **Bank Account**.

Note: There is no fee for Bank Account payment.

Step 2: Enter **Payor Name** on bank account.

Step 3: Select **Checking** or **Savings**.

Step 4: Enter the 9-digit **Routing Number**.

Step 5: Enter **Account Number**. Re-enter the account number to confirm.

Step 6: Read carefully and select **Yes** or **No**.

Step 7: Click the **Next** button.

Step 8: Review payment information for accuracy.

Step 9: Click the **Submit** button to complete the payment.

MINNESOTA STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ Log off

Payments

License Level: Trainee Expired
 Fiscal Year: 2023
 Application Date: 11/28/2022
 Fee: \$1.00

Credit Card Credit card payments are processed by US Bank. A fee is charged by US Bank for this service. The fee amount is a percentage of your payment amount, 1.25% for debit cards and 2.15% for credit cards.

Bank Account Pay from your checking or savings account electronically. Have your bank routing number and account number ready. No fee.

Pay Through Employer Print a voucher for county and city employers to submit a single payment for multiple applications. No Fee.

MINNESOTA STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ

Payment from Bank Account

Name on Bank Account *

Payment Amount **\$50.00**

Debit From * Checking Savings

Routing Number *

Account Number *

Confirm Account Number *

Payment Date

Will funding for this transaction be transmitted to or received from a financial agency located outside the territorial jurisdiction of the United States? * Yes No

MINNESOTA STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ

Review and Submit

Review the information below. If correct, click **Submit** to complete. If incorrect, click **Previous** to correct your payment information.

Applicant Information

Applicant Name: Test Account
 License Number: 4235

Payment Information

Application Type: Upgrade License
 Payment Amount: \$35.00
 Payment Date: 02/28/2020

Banking Information

Name on Bank Account: Test Account
 Account Type: Checking
 Routing Number: 091000019
 Account Number: *****3456
 WELLS FARGO BANK NA (MINNESOTA)

Assessor Licensing System Guide

Payment confirmation page. Review your payment details and click **Print** button to print the payment confirmation page for your records.

Email confirmation: A summary of your payment will be emailed to your designated email address.

After selecting the **Close** button, you will be directed back to the **Home** page.

Application pending approval

Select the Application button to view the application type, status and fee for the application just submitted.

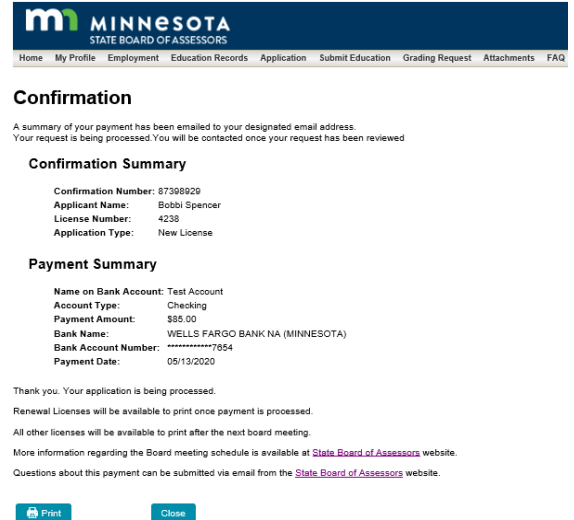
Pay Through Employer

This is set up for County and city employers to submit a single check payment for multiple applications. No fee is charged for this service.

Step 1: Click the **Pay Through Employer** button.

Step 2: Print this page.

Step 3: Mail this page and a check for the total license fee(s) to the address provided on the page.



m MINNESOTA
STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ

Confirmation

A summary of your payment has been emailed to your designated email address.
Your request is being processed. You will be contacted once your request has been reviewed.

Confirmation Summary

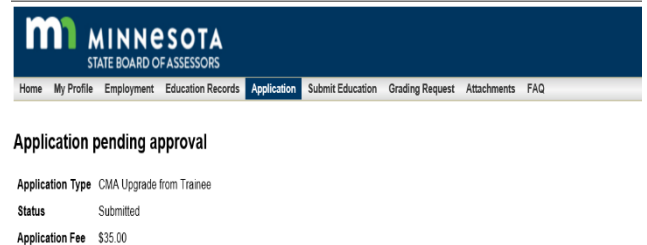
Confirmation Number: 87308920
Applicant Name: Bobbi Spencer
License Number: 4238
Application Type: New License

Payment Summary

Name on Bank Account: Test Account
Account Type: Checking
Payment Amount: \$85.00
Bank Name: WELLS FARGO BANK NA (MINNESOTA)
Bank Account Number: *****7854
Payment Date: 05/13/2020

Thank you. Your application is being processed.
Renewal Licenses will be available to print once payment is processed.
All other licenses will be available to print after the next board meeting.
More information regarding the Board meeting schedule is available at [State Board of Assessors](#) website.
Questions about this payment can be submitted via email from the [State Board of Assessors](#) website.

[Print](#) [Close](#)



m MINNESOTA
STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records **Application** Submit Education Grading Request Attachments FAQ

Application pending approval

Application Type CMA Upgrade from Trainee
Status Submitted
Application Fee \$35.00



m MINNESOTA
STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ [Log off](#)

Payments

License Level: Trainee Expired
Fiscal Year: 2023
Application Date: 11/28/2022
Fee: \$1.00

[Credit Card](#) Credit card payments are processed by US Bank. A fee is charged by US Bank for this service. The fee amount is a percentage of your payment amount, 1.25% for debit cards and 2.15% for credit cards.

[Bank Account](#) Pay from your checking or savings account electronically. Have your bank routing number and account number ready. No fee.

[Pay Through Employer](#) Print a voucher for county and city employers to submit a single payment for multiple applications. No Fee.

Mail this page and the check to:

Minnesota State Board of Assessors
Mail Station 3340
St. Paul, MN 55148-3340
Phone (651) 556-5086
Fax: (651) 556-5128

Assessor Name: Test 1 Account
License Number: 4235
Application Type: New License
License Level: Trainee
Payment Amount: \$50.00

Thank you. Your application is being processed.

Renewal Licenses will be available to print once payment is processed.

All other licenses will be available to print after the next board meeting.

More information regarding the Board meeting schedule is available [here](#).

Questions about this payment can be submitted via email from the [State Board of Assessors](#) website.

Submit Education

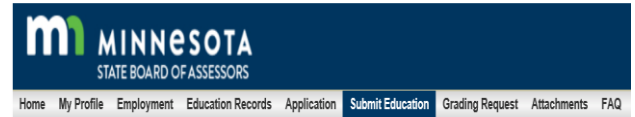
The Submit Education page allows you to submit proof of education or request approval for a new course/seminar.

Note: To view your courses taken, print transcripts and licenses, see **Education Records** tab.

Submit Proof of Education

The Submit Proof of Education page allows you to submit a board approved course completion certificate for a course/seminar that you attended.

- Step 1:** Click Submit Proof of Education.
- Step 2:** Select the sponsoring organization of the course you attended.
- Step 3:** Select the **Course Title**.
- Step 4:** Select Classroom or Online, depending on where you took the course.
- Step 5:** Enter the date you completed the course.
- Step 6:** Enter the number of hours for the course.
- Step 7:** Enter the number of hours the course allotted for the exam, if applicable.
- Step 8:** Select **Course Results** (Pass, Fail, or CEH only).
- Step 9:** Click **Attach Proof** to upload course completion documents.
- Step 10:** Click **Browse** to select course completion documents from your computer.
- Step 11:** Select the **Type of Verification Document** you are uploading.
- Step 12:** Click **Upload**.



Submit Education



View Courses or Seminars pending approval by clicking the buttons above. Approved courses show in the Records page.




Submit Proof of Education

Submit documentation about the course you have taken.
Your submission is subject to review by the board. Courses pending approval appear below. Approved courses will appear on the [Education Records](#) page.

Sponsoring Organization *

Course Title *

Classroom/Online * Classroom Online

Course Date * 

Course Hours *

Exam Hours

Course Results

Attachments *

Courses submitted, pending approval by the board

Sponsor Org	Course Title	Status	Attachments

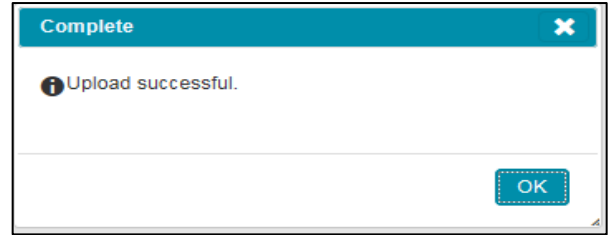
Edit ✕

Attached File	Type of Verification Document
<input type="button" value="Browse..."/>	<input type="text" value=""/>

Assessor Licensing System Guide

Step 13: Click “OK”.

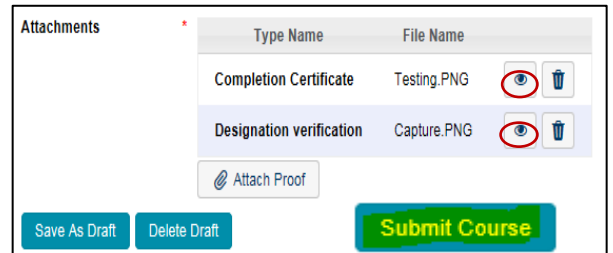
Note: You can upload multiple documents before you submit the request. To do this, repeat **Steps 9 through 12**.



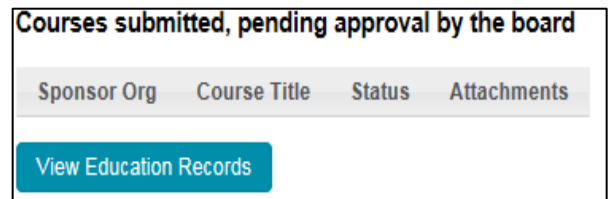
Step 14: View your uploaded documents by clicking the view icon. Delete documents by clicking the delete icon.

Step 15: Click “Submit Course”.

Note: By saving a draft of your request, it will allow you view other pages on the licensing system before submitting your request.



Courses submitted, pending approval by the board A list of submitted course completion documents will be listed here. Once they are approved, click on the “View Education Records” button or go to the Education Records tab and click on “Courses Taken” to view your approved course(s).



Request Approval for New Course/Seminar

The Request Approval for New Course/Seminar page allows you to submit courses/seminars not on the board approved course lists. The course outline and description of the course along with a timeline anticipated for each topic must be included in the request

Step 1: Click **Request Approval for a New Course/Seminar**.

Note: Courses submitted by others will appear in “**Courses Submitted, pending approval by the board.**”

Please check the list in “Courses Submitted, pending approval by the board” before you submit a new one to avoid duplicate submissions.



Submit Education



View Courses or Seminars pending approval by clicking the buttons above. Approved courses show in the Records page.

Assessor Licensing System Guide

Step 2: Select the **Course Type**.

Step 3: Select **Sponsoring Organization**.

Step 4: Enter **Course Title**.

Step 5: Select **Classroom or Online**.

Step 6: Enter the number of course hours.

Step 7: Follow steps 9-15 above for submitting attachments.

Courses Submitted, pending approval by the board

Your request for course approval will be listed under “pending approval by the board.”

Note: Courses submitted by others will appear here as well. Please check the submitted courses before submitting a new one to avoid duplicate submissions.

Grading Request

The **Grading Request** tab allows you to submit a Form Appraisal Report or a Demonstration Narrative Report for grading.

Step 1: Select Form Report or Narrative Report in the dropdown under **Type**.

Step 2: The **Fiscal Year** defaults to the current fiscal year; leave this as is.

Step 4: Grading Fee will automatically populate.

Step 5: Click on **Attach Document**.

Step 2: Click the **Browse** button.

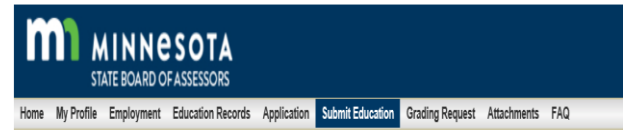
Step 3: Choose the file you want to upload from your computer and then click the **Open** button.

Step 4: Choose Form Report or Narrative Report in the **Type of Verification Document** drop-down menu.

Step 5: Click the **Upload** button. A “complete” pop-up will appear showing Upload successful. Click the **Ok** button.

Step 6: Click the **Submit Grading Request** button.

Step 7: See the **Payments** section of this document for payment instructions.



Request Approval for a New Course/Seminar

Submit the outline and description for the requested course. Your submission is subject to review by the board. Courses pending approval by the board appear below. Approved courses will appear in the course list on the Submit Proof of Education Page.

Course Type *

Sponsoring Org *

Course Title *

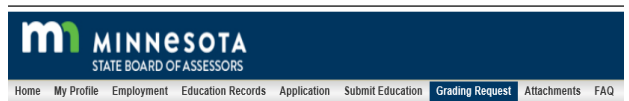
Classroom/Online * Classroom Online

Course Hours

Attachments *

Courses submitted, pending approval by the board

Sponsoring Org	Course	Status	Attachment
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Grading Request

Type *

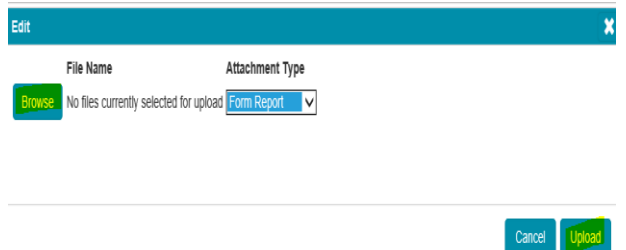
Fiscal Year *

Grading Fee **\$80.00**

Attachments *

Report Status

Document Type	Date Submitted	Status	Result Date	Result
Form Report				



Attachments

The Attachments page provides a list of all the attached documents on an assessors account. You can view the documents by selecting the “View Attachment” button.

	File Name	Type	Date of Attachment
View Attachment	Employment Verification for 2017-2018.pdf	First Year Exposure Checklist	02/21/2020
View Attachment	Procedures.docx	Completion Certificate	02/07/2020
View Attachment	0 Mass Appraisal_2019_Sep_Results Letter 42.pdf	Completion Certificate	02/07/2020
View Attachment	Procedures.docx	Completion Certificate	02/07/2020
View Attachment	Course Approval Request Form.docx	Narrative Report	09/18/2019
View Attachment	Additional Media Documents.docx	Form Report	09/09/2019

FAQ

The FAQ button is linked to the State Board of Assessors website, where you will find answers to common questions about assessor education and licensing.

Board of Assessors - FAQs

- [Where can I find board approved courses for continuing education?](#) [+]
- [Where can I find board approved courses for licensure education?](#) [+]
- [Where can I find the courses required for an assessor's license?](#) [+]
- [Is there a list of licensed assessors in the Minnesota?](#) [+]