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State of Minnesota  
HOUSE OF REPRESENTATIVES

NINETY-THIRD SESSION

H. F. No. 3606

02/13/2024

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The bill was read for the first time and referred to the Committee on State and Local Government Finance and Policy

1.1 A bill for an act  
1.2 relating to professional licensing; requiring the Board of Architecture, Engineering,  
1.3 Land Surveying, Landscape Architecture, Geoscience, and Interior Design to  
1.4 provide notice by email to license and certificate holders whose license or certificate  
1.5 is about to expire; amending Minnesota Statutes 2022, section 326.10, subdivision  
1.6 8.

1.7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.8 Section 1. Minnesota Statutes 2022, section 326.10, subdivision 8, is amended to read:

1.9 Subd. 8. **Expiration and renewal.** (a) All licenses and certificates, other than in-training  
1.10 certificates, issued by the board expire at midnight on June 30 of each even-numbered  
1.11 calendar year if not renewed. A holder of a license or certificate issued by the board may  
1.12 renew it by completing and filing with the board an application for renewal consisting of a  
1.13 fully completed form provided by the board and the fee specified in section 326.105. Both  
1.14 the fee and the application must be submitted at the same time and by June 30 of each  
1.15 even-numbered calendar year. The form must be signed by the applicant, contain all of the  
1.16 information requested, and clearly show that the licensee or certificate holder has completed  
1.17 the minimum number of required professional development hours or has been granted an  
1.18 exemption under section 326.107, subdivision 4. An application for renewal that does not  
1.19 comply with the requirements of this subdivision is an incomplete application and must not  
1.20 be accepted by the board.

1.21 (b) No later than 30 days before the expiration of a license or certificate, the board must  
1.22 send the holder of the license or certificate a notice by email that the license or certificate  
1.23 is about to expire. The notice must include information on the process and requirements for  
1.24 renewal. The application form for a new or renewed license or certificate issued by the

2.1 board must request that the applicant provide an email address for the purpose of providing  
2.2 this notice. If the board does not have a record of a license or certificate holder's email  
2.3 address, the board must send the notice to the holder by standard mail.

2.4 **EFFECTIVE DATE.** This section is effective August 1, 2024, and applies to licenses  
2.5 and renewals scheduled to expire on or after that date.