

1950.1080 CONTINUING EDUCATION.

Subpart 1. **Requirement.** To maintain a specific level of licensure, an assessor must take continuing education. A certified Minnesota assessor or certified Minnesota assessor specialist license holder must obtain at least 40 continuing education hours during a four-year period. An accredited Minnesota assessor or senior accredited Minnesota assessor license holder must obtain at least 50 continuing education hours. Any assessment-related seminar or coursework mandated by statute qualifies for continuing education hours. The four-year educational period begins July 1 of every presidential election year and ends June 30 of the succeeding presidential election year. An assessor who upgrades a license, for example, by moving from a certified Minnesota assessor to an accredited Minnesota assessor, during this four-year period must only obtain the continuing education hours needed for the license held at the beginning of the educational period. Any continuing education units or board education units granted by the board prior to July 1, 2011, may be used during the current or transitional four-year education period.

Subp. 2. **Basis of continuing education hours.** Continuing education hours are given in three general categories.

A. Educational courses or seminars with a minimum of three hours of instruction in assessment or appraisal subjects are eligible for continuing education hours. The sponsor of such courses may apply to the board for continuing education hours approval, or the recipient of the instruction may apply either before or after the course has been given. One continuing education hour is given for each instructional hour.

B. In addition to the courses and seminars in item A, the board may grant continuing education hours for coursework and seminars in management, public relations, supervision, and computer applications training that are specific to the assessment field.

C. At the discretion of the board, continuing education hours may be given for such activities as writing, developing, revising, teaching or assisting in the presentation of an assessment or appraisal course or seminar. Continuing education hours may be granted in these instances after the board has reviewed such factors as time, content, professional level, and appropriateness of the activity.

Subp. 3. **Repetition of courses and seminars.** Continuing education hours are not given for repeating any course or seminar within a four-year educational period. Instructors of board-approved courses or seminars receive continuing education hours for each course or seminar taught, without limitation based on repetitions within a particular time period.

Subp. 3a. [Repealed, 35 SR 2012]

Subp. 4. **Licensing at a lower level.** An accredited Minnesota assessor or senior accredited Minnesota assessor who does not obtain the necessary 50 continuing education hours or does not successfully complete the weeklong Minnesota Laws course sponsored

by the Department of Revenue and required in Minnesota Statutes, section 273.0755, within an educational period may be licensed at the level of certified Minnesota assessor specialist if the assessor has obtained at least 40 continuing education hours. If the assessor has not obtained at least 40 continuing education hours, a license must not be issued. The issuance of a certified Minnesota assessor specialist license to an assessor does not entitle the assessor to work in a taxing jurisdiction that requires an accredited Minnesota assessor or senior accredited Minnesota assessor license.

Subp. 4a. **Record retention.** An assessor who does not have the required continuing education hours for issuance of a license, or for any other reason does not wish to obtain a license, may pay an annual record retention fee. The payment of this fee will keep the individual's files in a current status and enable the assessor to receive all mailings sent from the board. If neither a licensing fee nor a record retention fee is paid, the assessor's files will be purged from the system after a period of one year from the date the assessor's license expired. If an individual whose files have been purged wishes to be relicensed, that person must:

- A. submit a reinstatement fee;
- B. submit the required license fee; and
- C. supply documentation of having completed all continuing education requirements for the preceding four-year period.

Subp. 5. **Assessor responsibility.** The assessor is responsible for providing documentation for courses or seminars completed or other continued education hours earned. The board may require the assessor to submit proof of attendance, certificates of completion, educational transcripts, or other documentation it considers necessary to substantiate the fact that an assessor has completed the necessary educational requirements.

Subp. 6. [Repealed, 35 SR 2012]

Statutory Authority: *MS s 270.41; 270.47*

History: *13 SR 2751; 16 SR 135; 18 SR 1442; 26 SR 1334; 29 SR 1450; 35 SR 2012*

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