

**1950.1020 LICENSURE.****Subpart 1. Basic requirement for licensure.**

A. Except as provided in subparts 4 and 5, no person shall be employed as a city, county, or local assessor without being licensed as qualified by the board.

B. Except as provided in subparts 4 and 5, no person shall be employed to work under the supervision of a licensed assessor to assist in making exemption, classification, or valuation decisions without being licensed as qualified by the board.

Subp. 2. **Term of license.** Assessors' licenses are issued on a fiscal year basis beginning July 1 of each year and expiring June 30 of the succeeding year.

Subp. 3. [Repealed, 45 SR 91]

Subp. 3a. [Repealed, 45 SR 91]

Subp. 4. **New hires; initial registration and deadline for obtaining and upgrading license.** County and city assessors must be licensed as of the date of employment, and must obtain licensure at the level required for the position within two years from the date of employment. The commissioner of revenue shall not approve the appointment of a county or city assessor to the remainder of a four-year term if that person has not obtained licensure at the required level within two years of the person's probationary appointment as county or city assessor.

A local assessor must be licensed at the date of employment, except that a city, other than a city of the first class, or township requiring an assessor with a license level greater than that of a certified Minnesota assessor may hire a person with a license one level lower than the required level, and this person has one year from the date of hire to attain the required license. A local assessor who fails to obtain the required license within the one-year period must be dismissed.

Every person employed by an assessor to assist in making exemption, classification, or valuation decisions who is not yet licensed is required to register with the board within 30 days of hire, and must become licensed at the level required for that position within three years from the date of employment. A person employed to assist an assessor in making exemption, classification, or valuation decisions who does not obtain the required license within the time allowed must be dismissed.

**Subp. 5. Reinstatement.**

A. Before a license will be issued to a person who has not been licensed for a period of five years or more, that person must:

(1) have successfully completed:

(a) a board-approved Minnesota assessment laws and procedures course within the previous five years; and

(b) all courses required for the applicable license under Minnesota law;

- (2) pay a reinstatement fee;
- (3) pay the appropriate license fee;
- (4) supply documentation of having completed all required continuing education requirements for the most recent four-year period; and
- (5) if applying for reinstatement of a senior accredited Minnesota assessor license, complete the interview required under part 1950.1060, subpart 2, item F.

B. An applicant for renewal must pay a reinstatement fee in addition to the license fee if the application for renewal is received after June 30.

**Statutory Authority:** *MS s 270.41; 270.47*

**History:** *13 SR 2751; 16 SR 135; 26 SR 1334; 35 SR 2012; 43 SR 1145; 45 SR 91; 48 SR 1055*

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