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 mn.gov/commerce

OFFICE USE ONLY

APPROVED DENIED Deficient/Pending & Letter/Email Sent

Reviewed By _____ Date _____

CLASSROOM/SYNCHRONOUS - LIVE

Number of CE credits approved _____

APPRAISER OUT-OF-STATE CONTINUING EDUCATION CREDIT APPLICATION

Minn. Stat. § 82B.19, subd. 5 provides that, notwithstanding Minn. Stat. § 45.30, subdivisions 1 and 6, a real estate appraiser or course provider may submit an application for continuing education credit for a synchronous educational offering that has not been submitted for prior approval in Minnesota. "Synchronous educational offering" has the meaning given in the most recent version of the Real Property Appraiser Qualification Criteria, as established by the Appraiser Qualifications Board, and includes an educational process based on live or real-time instruction where there is no geographic separation of instructor and student. **Continuing education credit may not be requested for an asynchronous (on-demand) course that has not been submitted for prior approval in Minnesota.**

Eligibility Requirements (all must be true)

- The course was at least two hours long
- The course was a synchronous educational offering, not an on-demand course
- The course has not been submitted for prior approval in Minnesota
- The course has been approved for continuing education credit by the regulator of real estate appraisers in at least one other state or United States territory
- You are submitting this application within 60 days of your successful completion of the course
- You are submitting this application on or before August 1 of the year in which your real estate appraiser license is due for renewal

INDIVIDUAL APPRAISER APPLICANT INFORMATION *(please print or type)*

NOTE: ONLY ONE MN APPRAISER LICENSEE PER APPLICATION AND FEE

Name		Minnesota Appraiser License Number	
Business Address			
City	State	Zip Code	Daytime phone
E-mail Address For Business Use			

APPRAISER OUT-OF-STATE CONTINUING EDUCATION CREDIT APPLICATION (Page 2)

COURSE AND EDUCATION PROVIDER INFORMATION

Education Provider Name (print – must be legible)		MN Provider Number (if applicable)
Education Coordinator Name (print – must be legible)		
Business Address	State	Zip Code
City	E-mail Address	
Business Phone Number		
Course Title		
Date Course Attended		

REQUIRED ATTACHMENTS

These items must be submitted with your application:

- A certificate of successful completion from the education provider
- A check for the required fee (see below)

APPLICATION FEE CALCULATION

The fee is \$10 per hour or fraction of an hour (*example: 2.5 hours = \$30*). To calculate your fee, enter the number of continuing education hours approved for the course by the out-of-state real estate appraiser regulatory authority here: _____

Multiply by 10: × 10 = _____

The result is your fee amount. The total fee, in the form of a check made payable to “**Minnesota Department of Commerce,**” must accompany the application. **Enter the check number here:** _____

INDIVIDUAL APPRAISER SIGNATURE AND CERTIFICATION

I certify that I attended and completed in full the above-named course on the date and for the number of hours listed in this application.

I further certify that all of the information provided in this application and its attachments is true and complete.

Print Name (must be legible)

Signature

Date

APPRAISER OUT-OF-STATE CONTINUING EDUCATION CREDIT APPLICATION (page 3)

EDUCATON PROVIDER SIGNATURE AND CERTIFICATION

I certify that the above Minnesota appraiser licensee attended and completed in full the above-named course on the date and for the number of hours listed in this application.

I further certify that all of the information provided in this application and its attachments is true and complete.

Print Education Coordinator Name (must be legible)

Title

Signature of Education Coordinator

Date