



MINNESOTA DEPARTMENT OF  
**COMMERCE**

Minnesota Department of Commerce  
85 7<sup>th</sup> Place East, Suite 500, Saint Paul, MN 55101

PHONE: 651-539-1599

**OFFICE USE ONLY**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED

DENIED

RETURNED  
(Deficiency)

Generic

Course # \_\_\_\_\_

COMPANY-SPONSORED

Number of Extra Credits Approved for Instructor: \_\_\_\_\_

**APPLICATION FOR INSTRUCTOR EXTRA CE CREDIT**

**Choose One License Type**

APPRAISAL

REAL ESTATE

INSURANCE

(See Explanation of Credits on page 2)

Name of MN Approved Education Provider		MN Provider #
Name of MN Approved Coordinator		Email Address:
Name of MN Approved Instructor Claiming Extra Credit		Instructor License #
Course Name		
Total Course Hours Approved by Commerce	Date of Course Offering	Commerce Course #
Exact Start/Finish Timeframe(s) when Instructor taught		Total Time This Instructor Taught (in hours and minutes)
Did instructor <i>attend</i> entire approved course time; <b>attending all other instructor led portions of course if multiple instructors?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Instructors Must Attend the Entire Course, including all other instructors' portions of the course, in order to receive <b>ANY</b> Student or Extra course credit.)		
List <b>ALL</b> Other Instructors Speaking at this Particular Course Offering (Required if any other Instructors) (Attach additional pages as necessary)		
Name	Date & Timeframe Taught	Total Time Taught
Name	Date & Timeframe Taught	Total Time Taught
Name	Date & Timeframe Taught	Total Time Taught

**APPLICATION SIGNATURE AND CERTIFICATION**

I certify that I am pre-approved by the Minnesota Dept. of Commerce as the education Coordinator for the Provider listed above and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Stat. Chapter 45, 60K, 72B, 82, and 82B. Furthermore, I declare that all of the details in the information above regarding the Instructor credit claimed by the above-named Instructor are true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I certify that all of the information submitted in this form is true and complete, and that this document has not been changed in any manner from the form adopted by the MN Department of Commerce.

Printed name of Approved Coordinator \_\_\_\_\_  
(Mandatory)

Signature of Approved Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
(Mandatory) (Mandatory)

## Explanation of Instructor Continuing Education Credit

- Not allowed for an internet course author.
- An Instructor cannot claim credit for the same course again in the same license period.
- The course in question must have been pre-approved by MN Department of Commerce (Commerce) for the date taught and the Instructor must have been pre-approved by Commerce for the course.
- If an Instructor speaks for part of a course and then leaves without completing the entire course, they receive no credit as no licensee can receive partial credit for any course.
- If an Instructor is presenting their portion of a course, repeating their own portion multiple times throughout a prescribed timeframe, while other instructors are *concurrently* presenting their own portions, none of these instructors would qualify for CE credit because they are not attending the instruction portion of all other instructors.
- The Education Provider must upload the regular student roster (CE course credits) for that instructor/student into the Sircon or Pulse database for the regular number of hours the course was approved for.
- The Education Provider must submit a completed “Application for *Instructor* Extra CE Credit” (Page 1) to Commerce.
- The MN Department of Commerce will manually enter the extra instructor hours into the Sircon or Pulse database if it is determined that the instructor qualifies for the credit.

**Example:** If the applicant was the only instructor for a 4 hour course, the Education Provider will upload the 4 hours and Commerce will enter 8 hours for a total of 12 full hours of credit.

**Example:** If the applicant was one of multiple instructors *for a course over 2 hours in length* and attended the course in its entirety, (for the example use 4 hours for the course with 2 instructors, each teaching for 2 hours) they would receive the full amount of the course time (in this case 4 hours) as a student and then 2 times the amount of time the instructor taught  $2\text{Hrs} \times 2 = 4$ . In this case the instructor would receive a total of 8 hours of credit.

**Example:** If the applicant was one of multiple instructors *for a course of 2 hours or less*, and attended the course in its entirety, **each** instructor will receive credit for the full 2 hour course regardless of how long each instructor spoke. The Education Provider will upload the 2 hours and Commerce will enter 4 hours for a total of 6 full hours of credit.

**(Very Important Note: Regardless of the number of hours of course time, if the method of instruction is set up with multiple instructors repeating their own topic multiple times, with the students moving from one instructor to another throughout a specified course time, no instructor can be allowed any CE course credit; not as a student or for extra instructor CE credit. They would not be attending the entire course in its entirety, as they would only be repeating their own topic while the other instructors are concurrently doing the same.)**

**Important to Note:** No more than half of the continuing education hours required for renewal of a license may be earned as a qualified instructor.

### **45.30 CONTINUING EDUCATION.**

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(a) Upon completion of approved courses, students must earn one hour of continuing education credit for each hour approved by the commissioner. Continuing education courses must be attended in their entirety in order to receive credit for the number of approved hours.

(b) Qualified instructors will earn three hours of continuing education credit for each classroom hour of approved instruction that they deliver (1) independently, or (2) as part of a team presentation in a course of two hours or less, if they attend the course in its entirety. For licensees other than appraisers, no more than one-half of the continuing education hours required for renewal of a license may be earned as a qualified instructor at the rate of three hours of continuing education credit for each classroom hour of approved instruction. For licensed appraisers, no more than one-half of the continuing education hours required for renewal of a license may be earned as a qualified instructor. No credit will be earned if the licensee has previously obtained credit for the same course as either a student or instructor during the same licensing period.

(c) A licensee must not receive credit for more than eight hours of continuing education in one day.