



Minnesota Department of Commerce
85 7th Place East, Suite 280, Saint Paul, MN 55101

PHONE: 651-539-1599
FAX: 651-529-0112

OFFICE USE ONLY

Date: _____ CE Course #: _____

PE Course #: _____

APPROVED DENIED RETURNED

By _____

CLASSROOM INTERACTIVE INTERNET

Number of credits approved _____ **6** _____

MN SUPERVISOR/TRAINEE APPRAISER COURSE

Please Note: A current, correctly completed application with all required attachments and fee must be submitted at least 30 days before the initial proposed course offering date.

SUPERVISOR / TRAINEE APPRAISER COURSE APPROVAL APPLICATION

(Please Print or Type - Writing Must Be Legible)

(MUST Contain 100% Supervisor/Trainee Outline Topic Only)

Course Title: **MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE**

Initial Proposed Date(s) of Course: _____

PROVIDER/COORDINATOR INFORMATION - (All Boxes Must Be Completed)

NOTE: MN PROVIDER / COORDINATOR APPLICATION & FEE MUST BE SUBMITTED WITH THIS COURSE APPLICATION IF PROVIDER / COORDINATOR IS NOT ALREADY MN APPROVED

Provider Name (In Full – Exactly as it appears on your MN approval letter):	MN Provider ID#
---	-----------------

Provider Physical Location - Street Address: _____

City:	State:	Zip:
-------	--------	------

Mailing Address if different from above: _____

City:	State:	Zip:
-------	--------	------

Provider Phone Number: ()	Provider Fax: ()	Provider Toll-Free: ()
-------------------------------	----------------------	----------------------------

Coordinator Name: _____

Coordinator <u>Direct</u> Phone:	Coordinator <u>Direct</u> Business Email:
----------------------------------	---

Federal Employer Identification Number – (FEIN)	Website:
---	----------

APPLICATION FEE (Only check or money order accepted)	License Type: APPRAISER
New Course: \$10 per hour or fraction of an hour.	Number of Hours: (6 Hours Required)
Total Fee Submitted: \$60 Required	Check Number: _____

Make sure that you are submitting the most current revision of this application located at <http://mn.gov/commerce/>. Outdated submissions will be returned without review.

Method of Presentation / Instruction

For

MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE

Step 1

Choose ONLY ONE Instruction Method per Application and Fee From the Two Boxes Below

See APPENDIX B regarding internet interactive course requirements and verifiable proctors.

Classroom course. "Classroom course" means an educational process based on live or real-time instruction including, but not limited to:

- a course in which there is no geographic separation of instructor and learner

Distance learning course. "Distance learning course" means an education process that is based on the geographical separation of instructor and learner.

- an interactive internet course

Special Note for interactive internet Appraiser Courses: (The design and delivery of any interactive internet appraiser education course must be pre-approved by the International Distance Education Certification Center (IDECC) before the course is submitted for the MN commissioner's approval. Attach a current IDECC certification with your submission.)

Step 2

Attach an IN-DEPTH explanation for each of the following:

- Method of Instruction/Presentation
- Exam & Exam Presentation
- Use & Verification of Proctors

SYLLABUS FOR STUDENTS

(Please Print or Type - Writing Must Be Legible)

Complete this page (or attach your own Syllabus containing all of the information below) before your application can be processed. **Syllabus must be distributed to all students, along with a copy of the detailed, timed course outline.**

(Textbook / Workbook is a requirement for this course.)

Provider Name & Number: _____

Course Title:

MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE

Dates and times of course offerings: (if date/time unknown write TBD)

DATE & TIME	LOCATION

Required: Name and address or telephone number or direct email address of Course Coordinator and ALL Course Instructors (add pages as needed).

	Name	Address or Phone Number or Direct Email
Coordinator		
Instructor		

When distributing this syllabus to students, you MUST attach a copy of the detailed, timed course outline.

"MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE"
INSTRUCTOR QUALIFICATIONS AND CONTACT INFORMATION FORM

(All Sections of This Form Must Be Completed In Full.)
(Please Print or Type - Writing Must Be Legible)

Copy and attach additional forms as needed; one for every course instructor.

Attach a Bio or Resume to this completed form showing dates of experience.

(Page 1 of 2)

Instructor Full Legal Name:	
Date of Birth:	
Business Address:	
City, State, Zip:	
Phone Number:	Business Email Address: (Required)
Do you <u>currently hold or have you ever held</u> any Appraiser license in any state, including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license number, state, and status.	
<input type="checkbox"/> Resident Appraiser License #	Name of Resident State
<input type="checkbox"/> Non-Resident Appraiser License #	Name of State
Do you currently hold or have you ever held <u>any other type of occupational / professional license in any state,</u> including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license type, number, state, and status.	
Has instructor applicant ever had <u>any</u> occupational / professional license in any state including Minnesota that has been suspended, revoked, or terminated, or been the subject of inquiry or investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach documentation and detailed explanation signed & dated by instructor.	
Has instructor applicant ever been convicted of a felony or gross misdemeanor, or been a defendant in any lawsuit involving claims of fraud, misrepresentation, conversion, mismanagement of funds, breach of fiduciary duty or breach of contract? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach documentation and detailed explanation signed & dated by instructor.	

Mandatory Instructor Qualifications

(Section 1 of 2)

Basic Mandatory Instructor Qualifications (Please check **at least one** of the three below)

Minn. Stat. Chapter 45.32. Subd.2. Qualified Continuing Education instructors must have one of the following three qualifications.

- a four-year degree in any area plus two years practical experience in the subject area being taught;
- five years of practical experience in the subject area being taught; or
- a college or graduate degree in the subject area being taught.

Additional Mandatory Instructor Qualifications

Instructor Full Legal Name: _____

(Please Print or Type - Writing Must Be Legible)

(Section 2 of 2)

ADDITIONAL Mandatory Instructor Qualifications specifically required for this course

(Please check *one* of the following two below)

Minn. Stat. Chapter 45.32. Subd.2a. Qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course. In addition to qualifying under subdivision 2, an instructor of the Minnesota Supervisor/Trainee Appraiser Course offered as continuing education must:

- (1) be licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser, and must have been so licensed for the three-year period immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course; **and**
- (2) not have been the subject of any license or certificate suspension or revocation, or been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course.

Minn. Stat. Chapter 45.32. Subd.3a. Qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course. In addition to qualifying under subdivision 3, an instructor of the Minnesota Supervisor/Trainee Appraiser Course offered as prelicense education must:

- (1) be licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser, and must have been so licensed for the three-year period immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course; **and**
- (2) not have been the subject of any license or certificate suspension or revocation, or been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course.

COORDINATOR CERTIFICATION AND SIGNATURE PAGE

As an approved education coordinator I understand that:

- I am responsible for ensuring that instructors are qualified to teach the course offering and that failure to have only qualified instructors teach an approved course offering will result in loss of course approval.
- I am responsible for supervising and evaluating courses and instructors. Supervision includes assuring, especially when a course will be taught by more than one instructor, that all areas of the curriculum are addressed without redundancy and that continuity is present throughout the entire course.
- I am responsible for investigating complaints related to course offerings and instructors and forwarding a copy of the written complaints to the Department of Commerce.
- Courses may not be advertised before approval, unless this application has already been submitted to the MN Department of Commerce and the course is described in the advertising as “approval pending”;
- The number of approved hours must be accurately displayed on any advertisement for the course, and if the course offering is longer than the number of approved continuing education hours, any advertisement must be clear that continuing education credit is not earned for the entire course;
- I am responsible for furnishing the commissioner, upon request, with copies of course and instructor evaluations and qualifications of instructors. Evaluations must be completed by students and coordinators.
- I am responsible for maintaining accurate records relating to course offerings, instructors, tests taken by students.
- I am responsible for notifying the MN Department of Commerce in writing within 10 days of any change in the information in this application for approval, including any addition or change in the name(s) of instructors who will teach the course.
- In conjunction with the instructor, I will assure and certify attendance of students enrolled in courses.

I understand that as an approved education coordinator I shall not:

- recommend or promote the services or practices of a particular business;
- encourage or recruit individuals to engage the services of, or become associated with, a particular business;
- use materials, clothing, or other evidences of affiliation with a particular entity;
- require students to participate in other programs or services offered by the instructor, coordinator, or provider;
- attempt, either directly or indirectly, to discover questions or answers on an examination for a license;
- disseminate to any other person specific questions, problems, or information known or believed to be included in licensing examinations;
- misrepresent any information submitted to the commissioner;
- fail to cover, or ensure coverage of, all points, issues, and concepts contained in the course outline approved by the commissioner during the approved instruction; and
- issue inaccurate course completion certificates.

I certify that all of the information submitted in this application is true and complete, and that this document has not been altered in any manner from the form adopted by the MN Department of Commerce.

Name of Course:

MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE

I certify that I have either applied for provider/coordinator approval in conjunction with this appraiser course application submission, or I am already an approved MN Coordinator/Provider for this Providership; that I am responsible for compliance with all MN education laws and regulations found in **Minn. Stat. 45 and 82B**. Furthermore, I accept responsibility for instructor conduct and their compliance with course content. I declare that the information provided for the above named course on the attached education course approval application, the core matrix outline content, and all the attachments are true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Printed name of Coordinator: _____
(Mandatory)

Signature of Coordinator: _____ Submission Date: _____
(Signature & Date are Mandatory)

Full Printed name of Provider: _____ Provider #: _____
(Mandatory) (Mandatory)

Appendix A - REQUIRED ATTACHMENTS - Appendix A

The application will be processed in a timely manner, assuming it is a complete application. If your application does not include all of the mandatory items listed below, it will be considered deficient, will be returned to you, and we will be unable to process the application until it is completed. *In most cases, a deficient application will result in your course not being approved before the first offering date.* Therefore, it is in your best interest to initially submit a complete application.

A. Course Materials

1. Detailed "Timed" Course Outline – timed in 15 minute increments or less (If multiple Instructors, identify section of outline for each Instructor).
2. Attach an in-depth explanation of your (1) Method of Instruction/Presentation, (2) Exam Presentation & the (3) Use & Verification of Proctors
3. Instructional Material for Instructors – overheads, PowerPoint, videos, etc. (if used, you must attach them, if none are used, put it in writing)
4. Instructional Material for Students – textbooks, notebooks, guides, documents, brochures, any handouts, etc. Hand out a Syllabus to each student in the class. **Textbook/workbook is required for this course.**
5. **Examination and Answer Key REQUIRED** – (Submit a copy of the entire bank of questions along with an answer key.) **Note:** A closed-book, end of course, 30 question, exam is required for this required course. Student must pass with 70% (21 correct answers) in order to receive credit for course. Provider must create a minimum bank of 75 questions and must ensure that the 30 questions appearing on any exam are randomly selected each time the exam is offered.

B. Provider Policies

1. **Regarding Instructor Qualifications:** Attach statement that ALL instructors meet or exceed the instructor requirements as stated in **Minn. Statute Chapter 45.32. Subd2., Subd2a., Subd3**

Read Minn. Law Chapter 45.32 before submitting your application.

Classroom: Any individual speaking to licensees during your course is considered an instructor.

Interactive Internet: For the purposes of this section **any author** of an internet course is considered an instructor.

Interactive Internet: For the purposes of this section **any** individual used as a contact for students to answer questions regarding a course is considered an instructor.

2. Attendance:

1. How do you verify attendance throughout the course for Classroom? How do you physically monitor the students? Include a description.
2. How do you verify attendance throughout the course for Distance Learning? Certification is required. What type of certification method do you use? Include a description.
3. **Cancellation & Refund** – Attach a copy of your required course cancellation and refund procedures. **Note:** If no fees are charged attach details as to who pays the fee.

C. Assorted Attachments - Attach copy of:

1. Internet Address, Login & Password for any internet course.
2. Current IDECC course approval certification. (**Required** for Interactive Internet)
3. Current IDECC instructor approval.
4. Current AQB course approval certification; if approved by AQB.
5. Students' Course and Instructor Evaluation Form (Required)
6. ALL Course Instructors' Resumes or Bios including dates of experience (**Note:** See above regarding Instructors.)
7. Course Schedule
8. Proposed Advertising – if there is no advertising, you must state that.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

COURSE COMPLETION CERTIFICATES

REQUIRED INFORMATION FOR COURSE COMPLETION CERTIFICATES WHEN DISTRIBUTED BY PROVIDER

1. **Course Title:** MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE
2. **MN Department of Commerce Approved Course Number**
3. **Date of Course Completion**
4. **Name of Approved Provider**
5. **Name and Signature of the Approved Coordinator**
6. **Name and Address of the Student**
7. **License Number of the Student**
8. **Number of Hours Completed** – This must be the number of hours the course was approved for by the MN Department of Commerce; partial credit may not be given.
9. **License Type Course is Approved for:** Appraiser
10. **Education Type Course is Approved for:** Pre-license & Continuing Education
11. **Presentation Type Course is Approved for:**
Classroom – Traditional
Internet – Interactive
12. **MN Department of Commerce’s Current Address and Licensing Unit’s Contact Information**
MN Department of Commerce PHONE Number: 651-539-1599
85 7th Place East, Suite 500 FAX Number: 651-539-0112
St. Paul, MN 55101 E-MAIL: Education.Commerce@state.mn.us
13. **This statement must be included on the Certificate:**
“If you have any comments about this course offering, please mail them to the Minnesota Commissioner of Commerce.”

Minnesota Statutes, Chapter 45.31 Subd - Responsibilities, Provides:

The approved coordinator must provide course completion certificates within ten days of, but not before, completion of the entire course. Course completion certificates must be completed in their entirety. A coordinator may require payment of the course tuition as a condition for receiving the course completion certificate.

Important Notice Effective August 1, 2013:

45.43 REPORTING REQUIREMENTS.

Subdivision 1. **Course completions.** Required education must be reported in a manner prescribed by the commissioner within ten days of the course completion.

Subd. 2. Violations and penalties.

(a) Each failure to report an individual licensee's course completion in the manner prescribed by subdivision 1 constitutes a separate violation.

(b) The commissioner may impose a civil penalty not to exceed \$500 per violation upon an education provider that violates subdivision 1.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE
COURSE OBJECTIVES AND COURSE CONTENT OUTLINE

Course Objectives

Per The Appraisal Foundation / Appraiser Qualifications Board:

In developing the course, providers must include the following course objectives addressing both the Supervisory Appraiser and Trainee Appraiser.

Supervisory Appraiser Objectives

The course must provide adequate information to ensure the Supervisory Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser;
- Jurisdictional credentialing requirements for both Supervisory Appraisers and
- Trainee Appraisers that may exceed those of the *Criteria*;
- Expectations and responsibilities of being a Supervisory Appraiser;
- Responsibilities and requirements of a Supervisory Appraiser in maintaining and
- signing all appropriate Trainee Appraiser experience logs; and
- Expectations and responsibilities of the Trainee Appraiser.

Trainee Appraiser Objectives

The course must provide adequate information to ensure the Trainee Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming a Trainee Appraiser;
- Jurisdictional credentialing requirements for Trainee Appraisers that may exceed those of the *Criteria*;
- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser,
- as well as jurisdictional credentialing requirements that may exceed those of the *Criteria*;
- Processes and roles of the entities involved in establishing qualifications for credentialed appraisers;
- Expectations and responsibilities of the Trainee Appraiser;
- Qualifications to become a credentialed appraiser;
- Basics of the Uniform Standards of Professional Appraisal Practice (USPAP); and
- Responsibilities and requirements of a Trainee Appraiser's role in maintaining and
- signing all appropriate Trainee Appraiser experience logs.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

Core Matrix Course Content Outline

Per The Appraisal Foundation / Appraiser Qualifications Board:

In developing this course, developers must include the topics contained in the following outline when creating the course content:

REQUIRED CORE CURRICULUM

This FULLY COMPLETED Core Matrix Outline must be submitted along with the course application for:
MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE

(This is a 4 page outline.)

TOPIC	Min/Hrs Requested By Provider	MATERIAL X-Ref Textbook Pg #'s	EXAM X-Ref Question #'s	Reviewer Notes
I. Table of Contents				
II. Course Introduction and Overview				
III. Qualification and Credentialing Entities				
A. The Appraisal Foundation				
1. Overview of the creation and role of The Appraisal Foundation				
B. The Appraiser Qualifications Board (AQB)				
1. Overview of the role of the AQB in establishing qualifications for real property appraisers				
C. Individual State or Territory Credentialing Authorities				
1. Overview of a jurisdiction's role in issuing appraiser credentials and disciplining appraisers.				
2. Specific information regarding the regulatory structure of the individual jurisdiction (Optional)				
D. Professional Appraiser Organizations				
1. Overview of the role of professional appraiser organizations				
2. Explain difference between required regulatory state appraiser <i>credentials</i> and "voluntary" professional appraiser organization <i>designations</i>				
IV. Qualifications for Appraiser Credentials				
A. AQB Qualifications				
1. Overview of the AQB minimum qualifications for real property appraisers, including the education, experience and examination requirements for the following categories:				
a) Trainee Appraiser				
b) Licensed Residential				
c) Certified Residential				
d) Certified General				
Comment: For section (IV) above, course developers must include a summary matrix outlining the minimum education, experience and examination requirements necessary for each of the different credentials.				
2. Overview of Supervisory Appraiser qualifications				
a) AQB minimum qualifications				
b) Discussion noting individual credentialing jurisdictions could have qualifications that may exceed AQB minimum qualifications (See 82B.094)				

TOPIC	Min/Hrs Requested By Provider	MATERIAL X-Ref Textbook Pg #'s	EXAM X-Ref Question #'s	Reviewer Notes
B. Individual Jurisdiction Qualifications				
1. Overview explaining how AQB sets minimum qualifications, but states may have qualifications that exceed AQB <i>Criteria</i> (See 82B)				
2. Outline and explain the specific steps/requirements to becoming licensed or certified in the particular jurisdiction in which the course is being provided (See 82B.08)				
V. Overview of USPAP				
A. Provide brief overview of sections of USPAP relevant to Trainee Appraisers including overviews of:				
1. ETHICS RULE				
2. COMPETENCY RULE				
3. SCOPE OF WORK RULE				
4. RECORD KEEPING RULE				
5. STANDARD 1 (Development) and STANDARD 2 (Reporting)				
Comment: Section (V) above is NOT a substitute for the 15-Hour National USPAP Course (or its equivalent) or the 7-Hour National USPAP Update Course (or its equivalent).				
VI. Overview of Supervisory Appraiser Expectations and Responsibilities				
A. The Course material must include a presentation of the requirements, expectations and responsibilities of Supervisory Appraiser. At a minimum, the Course materials must include and discuss the following topics:				
1. The expectations and responsibilities of the Supervisory Appraiser to provide the Trainee Appraiser with a basic understanding of USPAP requirements				
2. The expectations and responsibilities of the Supervisory Appraiser to understand the AQB minimum requirements of both the Supervisory Appraiser and Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the <i>Criteria</i> (See 82B.093 & 82B.094)				
3. The expectations and responsibilities of the Supervisory Appraiser to provide proper guidance to the Trainee Appraiser when he or she selects a specific credentialing path (i.e., Licensed Residential, Certified Residential or Certified General)				
4. The expectations and responsibilities of the Supervisory Appraiser to monitor the Trainee Appraiser's progress in satisfying both the education and experience requirements necessary to achieve his or her selected credentialing path				
5. The expectations and responsibilities of the Supervisory Appraiser to verify that the Supervisory Appraiser and Trainee Appraiser are properly documenting all appropriate experience logs				

TOPIC	Min/Hrs Requested By Provider	MATERIAL X-Ref Textbook Pg #'s	EXAM X-Ref Question #'s	Reviewer Notes
6. The expectations and responsibilities of the Supervisory Appraiser to accompany the Trainee Appraiser on all inspections until the Trainee Appraiser is competent to conduct inspections independently, and has met all specific requirements pertaining to property inspection established by the credentialing jurisdiction (See 82B.094)				
7. The expectations and responsibilities of the Supervisory Appraiser to monitor and provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value				
8. The expectations and responsibilities of the Supervisory Appraiser to verify that the Trainee Appraiser is properly identified and acknowledged in the appraisal report in compliance with USPAP requirements				
9. The expectations and responsibilities of the Supervisory Appraiser to immediately notify the Trainee Appraiser if the Supervisory Appraiser is no longer qualified to supervise and/or sign the Trainee Appraiser's experience log				
VII. Overview of Trainee Appraiser Expectations and Responsibilities				
A. The Course material must include a presentation of the requirements, expectations and responsibilities of the Trainee Appraiser. At a minimum, the Course materials must include and discuss the following topics:				
1. The expectations and responsibilities of the Trainee Appraiser to have a basic understanding of the AQB minimum requirements to become a Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the Criteria (See 82B.093)				
2. The expectations and responsibilities of the Trainee Appraiser to have an understanding about the importance of selecting an appropriate Supervisory Appraiser. Points covered shall include:				
a) The Supervisory Appraiser-Trainee Appraiser relationship is a long-term commitment by both parties				
b) The Trainee Appraiser is inherently connected to the "good standing" of the Supervisory Appraiser				
c) The importance of selecting a Supervisory Appraiser with the experience and competency that best matches the Trainee Appraiser's selected credentialing path				
d) Options for the Trainee Appraiser if a Supervisory Appraiser is no longer qualified to serve as a Supervisory Appraiser				

TOPIC	Min/Hrs Requested By Provider	MATERIAL X-Ref Textbook Pg #'s	EXAM X-Ref Question #'s	Reviewer Notes
3. The expectations and responsibilities of the Trainee Appraiser to have an understanding of how to determine if an appraiser is qualified and in good standing to be a Supervisory Appraiser by searching the Appraisal Subcommittee (ASC) National Registry and/or jurisdictional websites				
4. The expectations and responsibilities of the Trainee Appraiser to understand it is the Supervisory Appraiser's responsibility to monitor the progression of the Trainee Appraiser's education and experience necessary to achieve the Trainee Appraiser's selected credentialing path				
5. The expectations and responsibilities of the Trainee Appraiser to understand it is the Supervisory Appraiser's responsibility to provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value				
6. The expectations and responsibilities of the Trainee Appraiser to understand the responsibilities of both the Trainee Appraiser and the Supervisory Appraiser in properly documenting all appropriate Trainee Appraiser's experience logs				
7. The expectations and responsibilities of the Trainee Appraiser to understand the Supervisory Appraiser must accompany the Trainee Appraiser on all inspections until he or she is competent to conduct inspections independently, and has met all requirements pertaining to property inspection established by the credentialing jurisdiction (See 82B.093)				
VIII. Overview of Jurisdictional Requirements for Supervisory Appraiser and Trainee Appraiser Requirements (See 82B)				
A. Provide Summary of jurisdictional requirements that may exceed those of the AQB Criteria (See 82B)				
B. Course Developers may elect to present jurisdictional requirements as a separate add-on module, or incorporate differences between AQB minimum and jurisdictional requirements in each appropriate section of the outline (See 82B)				
IX. Summary				
X. Definitions				
A. Provide glossary of definitions utilized throughout the course				
TOTAL COURSE TIME - (6 Hours Required)	6 HOURS			
XI. End of Course Closed Book EXAM - (Required)				
A. 30 Questions per Exam from Bank of 75 Questions (Must ensure that the 30 questions appearing on any exam are randomly selected each time the exam is offered.)				
B. Must Pass With 70% (21 Correct Answers) to Receive Credit for Course.				

Appendix B
Minnesota Department of Commerce (DOC)
Interactive CE Training On-Line Basic Requirements

45.306 CONTINUING EDUCATION COURSES OFFERED OVER THE INTERNET.

Subdivision 1. Appraiser Internet continuing education courses.

The design and delivery of an appraiser continuing education course must be approved by the International Distance Education Certification Center (IDECC) before the course is submitted for the commissioner's approval.

Subd. 2. Interactive Internet course requirements.

An interactive Internet continuing education course must:

- (1) specify the minimum system requirements;
- (2) provide encryption that ensures that all personal information, including the student's name, address, and credit card number, cannot be read as it passes across the Internet;
- (3) include technology to guarantee seat time; (*See clarification below.)**
- (4) include a high level of interactivity;
- (5) include graphics that reinforce the content;
- (6) include the ability for the student to contact an instructor within a reasonable amount of time;
- (7) include the ability for the student to get technical support within a reasonable amount of time;
- (8) include a statement that the student's information will not be sold or distributed to any third party without prior written consent of the student. Taking the course does not constitute consent;
- (9) be available 24 hours a day, seven days a week, excluding minimal down time for updating and administration, except that this provision does not apply to live courses taught by an actual instructor and delivered over the Internet;
- (10) provide viewing access to the online course at all times to the commissioner, excluding minimal down time for updating and administration;
- (11) include a process to authenticate the student's identity;
- (12) inform the student and the commissioner how long after its purchase a course will be accessible;
- (13) inform the student that license education credit will not be awarded for taking the course after it loses its status as an approved course;
- (14) provide clear instructions on how to navigate through the course;
- (15) provide automatic bookmarking at any point in the course;
- (16) provide questions after each unit or chapter that must be answered before the student can proceed to the next unit or chapter;
- (17) include a reinforcement response when a quiz question is answered correctly;
- (18) include a response when a quiz question is answered incorrectly;
- (19) include a final examination;
- (20) allow the student to go back and review any unit at any time, except during the final examination;
- (21) provide a course evaluation at the end of the course. 10.1 At a minimum, the evaluation must ask the student to report any difficulties caused by the online education delivery method; and
- (22) provide a completion certificate when the course and exam have been completed and the provider has verified the completion. Electronic certificates are sufficient.

Subd. 3. Final examination. The final examination must be either an encrypted online examination or a paper examination that is monitored by a proctor who certifies that the student took the examination. The student must not be allowed to review the course content once the examination has begun.

*** Minnesota Seat Time Clarification for 45.306 Subd2. (3):**

While seat time is a definite requirement and you must include technology to guarantee it, this does not mean that to accomplish it, a licensee should be sitting in front of a computer waiting for X number of hours to pass. The course itself must contain the right amount of interactive instruction content to take the same X number of hours, or more, as requested by the provider. If a provider is asking for 2 hours of credit, that course must take a licensee 2 hours, or more, of interactive learning to complete. This also means that your course must have the technology to time out (automatically log out) if a licensee leaves the course inactive for more than ten minutes. The system should not allow a student to log into a course and then either walk away from the computer or visit other computer sites for the 2 hours and still receive credit.

****Minnesota Proctor Guidelines are as follows:**

45.25 DEFINITIONS. Subd. 12. Proctor.

"Proctor" means a disinterested third party with no conflict of interest who verifies a student's identity and processes an affidavit testifying that the student received no outside assistance with the course or examination.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

CE Course &/or Exam Proctor Affidavit

Student / Licensee Name and Certification

(Please Print or Type - Writing Must Be Legible)

Name of Course &/or Exam _____

Date & Time of Course &/or Exam Completion _____

Company & Address where course &/or exam was completed _____

City _____ State _____ Zip Code _____

Student's Full Legal Name

(Please Print or Type - Writing Must Be Legible)

_____ License # _____ (____/____/____)
(Date of Birth)

Business Address _____

City _____ State _____ Zip Code _____

Mailing Address (if different than above) _____

City _____ State _____ Zip Code _____

Daytime Phone _____ E-mail _____

I certify that I personally completed the above-named course &/or exam *without outside assistance of any kind.*

Student Signature

Date (____/____/____)

(Must match course &/or exam)

Proctor Name and Certification

Proctor's Full Legal Name

(Please Print or Type - Writing Must Be Legible)

Note any relationship to the student. _____

Are you being compensated by student or their employer to proctor this course &/or exam? Yes No

I certify that I am a disinterested third party *with no conflict of interest.* I verified the identity of the student listed above on this form (i.e. valid photo ID), and I ensured that:

the course was completed in its entirety and that I physically monitored the student throughout the entire course process.

the exam was completed without outside assistance of any kind (i.e. human, study material, notes, computer, cell phone, etc.), and that I physically monitored the student throughout the entire exam process.

Proctor Signature

Date (____/____/____)

(Must match course &/or exam)

Employer & Job Title _____

Business Address _____

City _____ State _____ Zip Code _____

Business/Daytime Phone _____ E-mail _____

(Rev 6.11.14)

(Please Print or Type - Writing Must Be Legible)

2013 Minnesota Statutes Chapter 82B. Real Estate Appraisers

Can be found in full at: <https://www.revisor.mn.gov/statutes/?id=82B&view=chapter>

82B.093 TRAINEE REAL PROPERTY APPRAISER.

(a) A trainee real property appraiser shall be subject to direct supervision by a certified residential real property appraiser or certified general real property appraiser in good standing.

(b) A trainee real property appraiser is permitted to have more than one supervising appraiser.

(c) The scope of practice for the trainee real property appraiser classification is the appraisal of those properties which the supervising appraiser is permitted by his or her current credential and that the supervising appraiser is qualified and competent to appraise.

(d) A trainee real property appraiser must have a supervisor signature on each appraisal that he or she signs, or must be named in the appraisal as providing significant real property appraisal assistance to receive credit for experience hours on his or her experience log.

(e) The trainee real property appraiser must maintain copies of appraisal reports he or she signed or copies of appraisal reports where he or she was named as providing significant real property appraisal assistance.

(f) The trainee real property appraiser must maintain copies of work files relating to appraisal reports he or she signed.

(g) Separate appraisal logs must be maintained for each supervising appraiser.

History: 2009 c 178 art 1 s 53

82B.094 SUPERVISION OF TRAINEE REAL PROPERTY APPRAISERS.

(a) A certified residential real property appraiser or a certified general real property appraiser, in good standing, may engage a trainee real property appraiser to assist in the performance of real estate appraisals, provided that the certified residential real property appraiser or a certified general real property appraiser:

(1) has been licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser for a total of at least three years;

(2) has completed a course that is specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers;

(3) has not been the subject of any license or certificate suspension or revocation or has not been prohibited from supervising activities in this state or any other state within the previous two years;

(4) has no more than three trainee real property appraisers working under supervision at any one time;

(5) actively and personally supervises the trainee real property appraiser, which includes ensuring that research of general and specific data has been adequately conducted and properly reported, application of appraisal principles and methodologies has been properly applied, that the analysis is sound and adequately reported, and that any analyses, opinions, or conclusions are adequately developed and reported so that the appraisal report is not misleading;

(6) discusses with the trainee real property appraiser any necessary and appropriate changes that are made to a report, involving any trainee appraiser, before it is transmitted to the client. Changes not discussed with the trainee real property appraiser that are made by the supervising appraiser must be provided in writing to the trainee real property appraiser upon completion of the appraisal report;

(7) accompanies the trainee real property appraiser on the inspections of the subject properties and drive-by inspections of the comparable sales on all appraisal assignments for which the trainee will perform work until the trainee appraiser is determined to be competent, in accordance with the competency rule of USPAP for the property type;

(8) accepts full responsibility for the appraisal report by signing and certifying that the report complies with USPAP; and

(9) reviews and signs the trainee real property appraiser's appraisal report or reports or if the trainee appraiser is not signing the report, states in the appraisal the name of the trainee and scope of the trainee's significant contribution to the report.

(b) The supervising appraiser must review and sign the applicable experience log required to be kept by the trainee real property appraiser.

(c) The supervising appraiser must notify the commissioner within ten days when the supervision of a trainee real property appraiser has terminated or when the trainee appraiser is no longer under the supervision of the supervising appraiser.

(d) The supervising appraiser must maintain a separate work file for each appraisal assignment.

(e) The supervising appraiser must verify that any trainee real property appraiser that is subject to supervision is properly licensed and in good standing with the commissioner.

History: 2009 c 178 art 1 s 54; 2013 c 135 art 3 s 10

(NOTE: Page 17-22 do NOT need to be sent in as part of the application submission.)

82B.08 LICENSING REQUIREMENTS.

Subdivision 1. Generally.

The commissioner shall issue a license as a real estate appraiser to a person who qualifies for the license under the terms of this chapter.

Subd. 2. Qualification of applicants.

An applicant must be at least 18 years of age when making application.

Subd. 2a. Criminal history record check; fingerprints.

(a) An applicant for a license must:

- (1) consent to a criminal history record check;
- (2) submit a fingerprint card in a form acceptable to the commissioner; and
- (3) pay the fee required to perform criminal history record checks with the Minnesota Bureau of Criminal

Apprehension and the Federal Bureau of Investigation.

(b) The commissioner may contract for the collection and transmission of fingerprints required under this chapter and may order the fee for collecting and transmitting fingerprints to be payable directly to the contractor by the applicant. The commissioner may agree to a reasonable fingerprinting fee to be charged by the contractor.

(c) The commissioner shall submit the applicant's fingerprints, consent, and the required fee to the superintendent of the Bureau of Criminal Apprehension. The superintendent shall perform a check of the state criminal history repository and is authorized to exchange the applicant's fingerprints with the Federal Bureau of Investigation to obtain the national criminal history record. The superintendent shall return the results of the state and national criminal history records checks to the commissioner.

(d) This subdivision applies to an applicant for an initial license or a renewal license.

[See Note.]

Subd. 3. Application for license; contents.

(a) An applicant for a license must apply in writing upon forms prescribed by the commissioner. Each application must be signed and sworn to by the applicant and must be accompanied by the license fee required by this chapter.

(b) An application must contain information required by the commissioner consistent with the provisions and purposes of this chapter.

(c) An application must give the applicant's name, age, residence address, and the name and place of business.

(d) The commissioner may require additional information the commissioner considers appropriate to administer this chapter.

(e) When filing an initial application or application for renewal for a license, the applicant shall state that the person agrees to comply with the standards set forth in this chapter and that the person understands the types of misconduct for which disciplinary proceedings may be started against a licensed real estate appraiser.

(f) The application for original licensing, renewal licensing, and examination must specify the classification of licensing being applied for and previously granted.

Subd. 3a. Initial application.

The initial application for licensing of a trainee real property appraiser must identify the name and address of the supervisory appraiser or appraisers. Trainee real property appraisers licensed prior to the effective date of this provision must identify the name and address of their supervisory appraiser or appraisers at the time of license renewal. A trainee must notify the commissioner in writing within ten days of terminating or changing the trainee's relationship with any supervisory appraiser.

The initial application for licensing of a certified residential real property appraiser and certified general real property appraiser who intends to act in the capacity of a supervisory appraiser must identify the name and address of the trainee real property appraiser or appraisers the supervisory appraiser intends to supervise. A certified residential real property appraiser and certified general real property appraiser licensed and acting in the capacity of a supervisory appraiser prior to the effective date of this provision must, at the time of license renewal, identify the name and address of any trainee real property appraiser or appraisers under supervision.

Subd. 4. Effective date of license.

Initial licenses issued under this chapter are valid for a period not to exceed two years. The commissioner shall assign an expiration date to each initial license so that approximately one-half of all licenses expire each year. Each initial license must expire on August 31 of the expiration year assigned by the commissioner.

(NOTE: Page 17-22 do NOT need to be sent in as part of the application submission.)

Subd. 5. Renewals.

(a) Licenses renewed under this chapter are valid for a period of 24 months. Persons whose applications have been properly and timely filed who have not received notice of denial of renewal are considered to have been approved for renewal and may continue to transact business as a real estate appraiser whether or not the renewed license has been received on or before September 1 of the renewal year. Application for renewal of a license is considered to have been timely filed if received by the commissioner by, or mailed with proper postage and postmarked by, August 1 of the renewal year. Applications for renewal are considered properly filed if made upon forms duly executed and sworn to, accompanied by fees prescribed by this chapter and containing information the commissioner requires.

(b) Persons who have failed to make a timely application for renewal of a license and who have not received the renewal license as of September 1 of the renewal year are unlicensed until the time the license has been issued by the commissioner and is received.

Subd. 6. Notice.

Notice in writing must be given to the commissioner by each licensee of any change in personal name, trade name, address or business location not later than ten days after the change. The commissioner shall issue a new license if required for the unexpired period.

Subd. 7. Nonresidents.

A nonresident of Minnesota may be licensed as a real estate appraiser upon compliance with all provisions of this chapter.

Subd. 8. Cancellation of license.

A real estate appraiser's license must be canceled by the commissioner for failure of a licensee to complete continuing education requirements. In this case, the license must be returned to the commissioner within ten days of receipt of notice of cancellation.

Subd. 9. Reinstatement of license.

Within two years of a license cancellation, a person who was previously licensed may reinstate the license without examination by completing the required application, paying the required fee for a new license application, and reporting successful completion of all outstanding continuing education requirements for the period during which the license was canceled. The license must be reinstated without reexamination by completing the required instruction, filing an application, and paying the fee for the license within two years of the cancellation date.

Subd. 10. Withdrawal of license or application.

A licensee or license applicant may at any time file with the commissioner a request to withdraw from the status of licensee or to withdraw a pending license application. Withdrawal from the status of licensee or withdrawal of the license application becomes effective upon receipt by the commissioner unless a revocation, suspension, or denial proceeding is pending when the request to withdraw is filed or a proceeding to revoke, suspend, deny, or impose condition upon the withdrawal is instituted within 30 days after the request to withdraw is filed. If a proceeding is pending or instituted, withdrawal becomes effective at the time and upon the conditions the commissioner by order determines. If no proceeding is pending or instituted and withdrawal automatically becomes effective, the commissioner must institute a revocation or suspension proceeding within one year after withdrawal became effective and enter a revocation or suspension order as of the last date on which the license was in effect.

Subd. 11. Failure to renew license.

If a license lapses or becomes ineffective due to the licensee's failure to timely file a renewal application and the licensee continues to conduct business for which a license is required, the commissioner must institute a revocation or suspension proceeding within two years after the license was last effective and enter a revocation or suspension order as of the last date on which the license was in effect.

History:

1989 c 341 art 1 s 8; 1994 c 632 art 4 s 39,40; 2009 c 63 s 63-66; 2009 c 178 art 1 s 52; 2013 c 135 art 3 s 9

NOTE: Subdivision 2a, as added by Laws 2013, chapter 135, article 3, section 9, is effective January 1, 2015, and applies to persons applying for a license pursuant to Minnesota Statutes, chapter 82B, on or after that date who were not previously fingerprinted in compliance with the terms of subdivision 2a. Laws 2013, chapter 135, article 3, section 9, the effective date.

(All of Minnesota Statutes Chapter 82B can be found at: <https://www.revisor.mn.gov/statutes/?id=82B&view=chapter>)

(NOTE: Page 17-22 do NOT need to be sent in as part of the application submission.)

ADDITIONAL 2014 Minnesota Statutes Chapter 82B & 45

(Preliminary)

UNOFFICIAL VERSION - Will be updated at www.leg.state.mn.us when official version is published this summer of 2014.

Laws 88th Legislature 2014, Regular Session Chapter 198

Minnesota Session Laws

This document represents the act as presented to the governor. The version passed by the legislature is the final engrossment. It does not represent the official 2014 session law, which will be available here summer 2014.

CHAPTER 198-H.F.No. 2853

45.32 Subd. 2a. Qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course.

In addition to qualifying under subdivision 2, an instructor of the Minnesota Supervisor/Trainee Appraiser Course offered as continuing education must:

- (1) be licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser, and must have been so licensed for the three-year period immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course; and
- (2) not have been the subject of any license or certificate suspension or revocation, or been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course.

45.32 Subd. 3a. Qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course. In addition to qualifying under subdivision 3, an instructor of the Minnesota Supervisor/Trainee Appraiser Course offered as prelicense education must:

- (1) be licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser, and must have been so licensed for the three-year period immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course; and
- (2) not have been the subject of any license or certificate suspension or revocation, or been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course.

82B.094 SUPERVISION OF TRAINEE REAL PROPERTY APPRAISERS.

(a) A certified residential real property appraiser or a certified general real property appraiser, in good standing, may engage a trainee real property appraiser to assist in the performance of real estate appraisals, provided that the certified residential real property appraiser or a certified general real property appraiser:

- (1) has been licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser for the three-year period immediately preceding the individual's application to become a supervisor;
- (2) has completed a six-hour course, approved in advance by the commissioner and provided by an education provider approved by the commissioner, that is specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers. A course approved by the commissioner for the purposes of this section must be given the course title "Minnesota Supervisor/Trainee Appraiser Course";
- (3) has not been the subject of any license or certificate suspension or revocation or has not been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become a supervisor;
- (4) has no more than three trainee real property appraisers working under supervision at any one time;
- (5) actively and personally supervises the trainee real property appraiser, which includes ensuring that research of general and specific data has been adequately conducted and properly reported, application of appraisal principles and methodologies has been properly applied, that the analysis is sound and adequately reported, and that any analyses, opinions, or conclusions are adequately developed and reported so that the appraisal report is not misleading;

(NOTE: Page 17-22 do NOT need to be sent in as part of the application submission.)

- (6) discusses with the trainee real property appraiser any necessary and appropriate changes that are made to a report, involving any trainee appraiser, before it is transmitted to the client. Changes not discussed with the trainee real property appraiser that are made by the supervising appraiser must be provided in writing to the trainee real property appraiser upon completion of the appraisal report;
 - (7) accompanies the trainee real property appraiser on the inspections of the subject properties and drive-by inspections of the comparable sales on all appraisal assignments for which the trainee will perform work until the trainee appraiser is determined to be competent, in accordance with the competency rule of USPAP for the property type;
 - (8) accepts full responsibility for the appraisal report by signing and certifying that the report complies with USPAP; and
 - (9) reviews and signs the trainee real property appraiser's appraisal report or reports or if the trainee appraiser is not signing the report, states in the appraisal the name of the trainee and scope of the trainee's significant contribution to the report.
- (b) The supervising appraiser must review and sign the applicable experience log required to be kept by the trainee real property appraiser.
 - (c) The supervising appraiser must notify the commissioner within ten days when the supervision of a trainee real property appraiser has terminated or when the trainee appraiser is no longer under the supervision of the supervising appraiser.
 - (d) The supervising appraiser must maintain a separate work file for each appraisal assignment.
 - (e) The supervising appraiser must verify that any trainee real property appraiser that is subject to supervision is properly licensed and in good standing with the commissioner.

82B.105 RECIPROCITY.

The education, experience, and examination requirements of this chapter may be waived by the commissioner for individuals of other jurisdictions if: **(1)** the individual is licensed in another jurisdiction and is listed in good standing on the National Registry maintained by the Appraisal Subcommittee, and **(2)** the licensing requirements of that jurisdiction are substantially similar to the provisions of this chapter.

82B.13, Subdivision 1. Trainee real property appraiser.

- (a) As a prerequisite for licensing as a trainee real property appraiser, an applicant must present evidence satisfactory to the commissioner that the person has successfully completed:
 - (1)** at least 75 hours of prelicense courses approved by the commissioner. Fifteen of the 75 hours must include successful completion of the 15-hour national USPAP course; and
 - (2)** in addition to the required hours under clause (1), a six-hour course that is specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers. A course approved by the commissioner for the purposes of this subdivision must be given the course title "Minnesota Supervisor/Trainee Appraiser Course." This course must not be counted toward qualifying education to upgrade to a higher level appraiser license.
- (b) All qualifying education must be completed within the five-year period prior to the date of submission of a trainee real property appraiser license application.

82B.135, Subdivision 1. Submitting to commissioner. An applicant for a real estate appraiser license must submit to the commissioner, along with an application for licensure and in a manner prescribed by the commissioner, evidence that the applicant has completed all required prelicensing education coursework applicable to the class of license sought.

82B.19, Subdivision 1. License renewals.

- (a) The commissioner must determine that a licensed real estate appraiser has met the continuing education requirements of this chapter before the commissioner renews a license. This determination must be based on, for a resident appraiser, course completion records uploaded electronically in a manner prescribed by the commissioner and, for a nonresident appraiser, course completion records presented by electronic transmission or uploaded electronically in a manner prescribed by the commissioner.

(NOTE: Page 17-22 do NOT need to be sent in as part of the application submission.)

The basic continuing education requirement for renewal of a license is the completion by the applicant either as a student or as an instructor, during the immediately preceding term of licensing, of at least 30 classroom hours of instruction in courses or seminars that have received the approval of the commissioner. Classroom hour credit must not be accepted for courses of less than two hours. As part of the continuing education requirements of this section, the commissioner must require that all real estate appraisers successfully complete the seven-hour national USPAP update course every two years. If the applicant's immediately preceding term of licensing consisted of six or more months, but fewer than 24 months, the applicant must provide evidence of completion of 15 hours of instruction during the license period. The credit hours required under this section may be credited to a person for distance education courses that meet Appraiser Qualifications Board criteria. An approved prelicense education course may be taken for continuing education credit.

(b) The 15-hour USPAP course cannot be used to satisfy the requirement to complete the seven-hour national USPAP update course every two years.

82B.19, Subd. 1a. Deferral. (a) Deferrals may not be granted to appraisers, except in the case of individuals returning from active military duty, or individuals impacted by a state-declared or federally declared disaster. The commissioner may allow appraisers returning from active military duty to be placed in active status for a period of up to 90 days pending completion of all continuing education requirements. The commissioner may allow appraisers impacted by a state-declared or federally declared disaster that occurs within 90 days before the end of the continuing education cycle to remain or be placed in active status for a period of up to 90 days after the end of the appraiser's continuing education cycle, pending completion of all continuing education requirements.

(b) This subdivision supersedes any conflicting provision in section 326.56, subdivision 2.

82B.19, Subd. 3. Reinstatements. A license as a real estate appraiser that has been suspended for less than two years as a result of disciplinary action by the commissioner may not be reinstated unless the applicant presents evidence of completion of the continuing education required by this chapter. This requirement may not be imposed upon an applicant for reinstatement who has been required to successfully complete the current experience, education, and examination requirements for real estate appraiser licensure as a condition to reinstatement of a license.

82B.10, subdivision 7, is repealed.

(NOTE: Page 17-22 do NOT need to be sent in as part of the application submission.)