



85 7th Place East, Suite 280, Saint Paul, MN 55101
 PHONE: 651-539-1500
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Reviewed By _____ Date _____

CLASSROOM – LIVE WEBINAR - 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 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 30 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

APPLICANT INFORMATION *(please print or type)*

| | | | |
|---------------------------------|-------|------------------------------------|-----------------|
| Name | | Minnesota Appraiser License Number | |
| Business Address | | | |
| City | State | Zip Code | Foreign Country |
| E-mail Address For Business Use | | | |

COURSE AND PROVIDER INFORMATION

| | | |
|-------------------------|----------------|----------|
| Education Provider Name | | |
| Business Address | | |
| City | State | Zip Code |
| Business Phone Number | E-mail Address | |
| 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: _____

APPLICANT 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

Signature

Date