

## STEPS TO FIND LBAE TRAINING/CERTIFICATION ON THE DEPARTMENT OF REVENUE'S WEBSITE

1. [www.revenue.state.mn.us](http://www.revenue.state.mn.us)
2. Click on Governments (right of center). Click on Tax Administration (second on gray bar).
3. Under Tax Administration, click on Property Tax Administrators (on drop-down).
4. Click on Education and Manuals (second line).
5. Click on Education and Training (first line).
6. Click on Board of Appeal and Equalization Training (second line).
7. Click on Online Training and Certified Members.
8. Statement will say: The BAE training is now available. Go to the online training. You can check the Local Board Trained Member Roster (listed by county-fifth column). The roster is updated around the first of each month.
9. You have arrived! Scroll down for:
  - a. Register
  - b. how to access the training
  - c. how to print your Completion Certificate
10. On the right side of the screen are telephone #'s if you have questions: 651-556-6104, 651-556-6091, or 651-556-6922. Their email address is [proptax.bae@state.mn.us](mailto:proptax.bae@state.mn.us)