

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

**YOU MUST REGISTER BEFORE TAKING THE TRAINING**

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).
9. You have arrived! Scroll down for:
  - a. Register (NOTE: your username and password should arrive in FIVE business days)
  - 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 651-556-3097. Their email address is [proptax.bae@state.mn.us](mailto:proptax.bae@state.mn.us)

## **Reminder to Reclaim LBAE Powers**

One other consideration to make in light of the COVID-19 issues is that if your town was unable to conduct the local board of appeals and equalization (LBAE) meeting this year, then your township gave the LBAE power to the county for the next two years. MAT encourages townships to resume LBAE duties as soon as possible as it is an expression of local control and engagement. Townships may reclaim their LBAE powers by sending a resolution to the county assessor before February 1 of the year before the tax year that is to be reviewed by the township LBAE, notifying the assessor of the township's reclamation of LBAE authority. See Minn. Stat. § 271.014.

Towns that gave up their LBAE powers should create a reminder to notify the board, before February 1, 2022, to pass the resolution reclaiming township LBAE powers. Also, remember that township supervisors must complete LBAE training to remain eligible to hold the LBAE. The board should ensure at least one supervisor has taken LBAE training within the four years before the LBAE meeting.