

**Minnesota Board of Architecture, Engineering, Land Surveying,  
Landscape Architecture, Geoscience, and Interior Design**

**REQUEST FOR CONTINUING EDUCATION EXEMPTION**

**MN Statute 326.107**

**Subd. 4. Exemptions.** The following licensees or certificate holders are exempt from the continuing education requirements:

- (1) a new licensee or certificate holder for the individual's first biennial renewal; or
- (2) a licensee or certificate holder who has experienced during the biennial renewal a serious illness, injury, or other extenuating circumstances, or who has been called to active duty in the military services for a period of time exceeding 120 consecutive days, as reviewed and approved by the board, and where such activities restrict compliance with the continuing education requirements, as supported by documentation furnished to the board.

Name \_\_\_\_\_ Profession \_\_\_\_\_

License or Certificate Number \_\_\_\_\_

Time period Exemption Request covers: \_\_\_\_\_

Reason for exemption request:

\_\_\_\_\_ Serious Illness    \_\_\_\_\_ Injury    \_\_\_\_\_ Extenuating Circumstances    \_\_\_\_\_ Military Service

To aid the Board in its decision, you must **attach supporting documentation**, including but not limited to: pertinent medical documents, a doctor's letter, military orders, and/or a letter detailing how your situation prevented you from complying with the continuing education requirements.

Please be advised that according to the Minnesota Data Practices Act (MN Statutes Chapter 13) information in your licensing file is public information and must be made available to any person or entity who requests to see your file. Your request for an exemption from the continuing education requirements will be discussed at open meetings of the Credentialing Committee and full Board. Information discussed and documents presented at these meetings become a matter of public record, **unless the request is for medical reasons**. Pursuant to MN Statute §144.335, health records are confidential and any requests based on medical issues will be discussed in a closed session and records will remain confidential.

**A new licensee or certificate holder is exempt from the continuing education requirements for the individual's first biennial renewal and need NOT submit this form.**

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This exemption request is for the time period of July 1, 2010 through June 30, 2012 and covers continuing education needed to renew licenses or certificates expiring on June 30, 2012. If circumstances persist, a new exemption request form will need to be submitted for subsequent license or certificate renewals.