



REQUEST FOR CONTINUING EDUCATION EXEMPTION FOR JULY 1, 2024 - JUNE 30, 2026 REPORTING PERIOD INSTRUCTIONS

DO NOT include this exemption request with your renewal; **your renewal will be returned.**
Exemption requests must be **pre-approved**.

This exemption request is for the time period of July 1, 2024 through June 30, 2026, and covers continuing education needed to renew licenses or certificates for July 1, 2026 - June 30, 2028.

A new licensee or certificate holder is automatically exempt from the continuing education requirements [MN Statutes 326.107 Subd. 4(1)] for the individual's first biennial renewal and need NOT submit this form.

Exemption Criteria

MN Statutes 326.107 Subd. 4(2) states that the following licensees or certificate holders are exempt from the continuing education requirements: "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.**"

Supporting documentation may include but is 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.

Your request may be discussed at an open meeting of the Board. Data provided to the Board maintains its data classification under MN Statutes 13D.05, subd. 1(c). Health records are private, and any requests based on medical issues will be discussed pursuant to MN Statutes 13D.05, subd. 2.

You will be notified by mail of the Board's decision.
If your exemption request is approved, the Board will send you a "**Letter of Acceptance.**"
You **must include** that document with your renewal, which must be submitted using the PDF (paper) renewal form (download from <https://mn.gov/aelslagid/renewals.html>).
You **cannot** renew through Online Renewal Services.

If you have questions regarding your application, please call the Board office at 651-296-2388.

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (MN Statutes §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this request for continuing education exemption. The data you furnish will be used by the Board to assess your request. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to approve your request. Pursuant to Minnesota Statutes §13.41, subdivision 2 (2022), all licensee and certificate holder data, except private data, are public record. The Board will not share your private data with other persons or agencies unless you authorize its release or it is required by law.



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Read the [instructions](#) before completing this form.

Contact Information

Legal Name _____
(Legal First Name) (Legal Middle Name) (Legal Last Name) (Suffix)

Profession _____ License/Certificate # _____

Street Address _____ Phone # _____
(no PO boxes)

City _____ State/Province _____ ZIP/Postal Code _____ Country _____
(if not United States)

Exemption Request

REASON: ☐ Serious Illness ☐ Injury
☐ Extenuating Circumstances ☐ Military Service

To aid the Board in its decision, you may attach **supporting documentation**, including but not limited to:

- pertinent medical documents
- a doctor's letter
- military orders
- a letter detailing how your situation prevented you from complying with the continuing education requirements



Signature

Date

THIS SECTION FOR BOARD USE ONLY

☐ Approved ☐ Denied Status letter sent to petitioner on the following date: _____