



SOUTH DAKOTA DEPARTMENT OF REVENUE
445 East Capitol Avenue • Pierre, SD 57501
(605) 773-3311 • dor.sd.gov

Program Certification

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FOR FIRST TIME CERTIFICATION: A one-year temporary permit is issued upon receipt of required documentation. Required documentation includes the State Certification Program Registration Application and the Request for Temporary Certificate. In order for the applicant to become certified the following listed below must be met in the first year.

1. Take and pass the required training courses approved for credit by the department. All online course transcripts must be submitted to the certification supervisor for credit. Approved training courses can be taken online at <https://learn.iaao.org/self-study-courses> and are listed as below.
 - *IAAO Self Study 801: Site Analysis* – This self-study course reviews the topics of collecting data, principles influencing value, neighborhood analysis, site valuation, and commercial and residential site analysis.
 - *IAAO Self Study 802: An Introduction to the Cost Approach to Value* – This self-study course reviews the topics of principles influencing value, the cost approach to value, computing area and volume, costing methods, and depreciation.
 - *IAAO Self Study 803: An Introduction to the Sales Comparison Approach to Value* – This self-study course reviews the topics of principles influencing value, the sales comparison model, methods of collecting data, neighborhood analysis, site and building analysis, and property valuation.
 - *IAAO Self Study 804: An Introduction to the Income Approach to Value* – This self-study course reviews the topics and principles influencing value, estimating net income, selecting the capitalization rate and technique, and annuity and sinking fund methods of capitalization.
 - *IAAO Self Study 805: Mass Appraisal of Residential Property* – This self-study course reviews the topics of the mass appraisal process, statistics in mass appraisal, assessment uniformity, and implementation methods and techniques.
2. Attend the annual school and receive a passing grade.
3. Pass with a minimum score of 80 % on the CAA examination.

Certification Supervisor Contact information:

Amber Jensen

Property Tax Specialist

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Permanent certification renewal requirement

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FOR RECERTIFICATION 1st thru fourth renewal periods:

Within five-years after certification or your last recertification one must:

1. Attend three annual assessor schools and receive a passing grade on the final exam. One school must be a 30-hour course from the IAAO education curriculum, unless the individual has previously successfully completed a total of five different department-approved IAAO courses;
2. Attend three department-approved conferences, one of which must be an SDAAO conference;
3. Complete 12 approved continuing education hours. Any continuing education hours must be approved by the secretary prior to completion; and
4. Complete and pass a USPAP course approved by the secretary in an even numbered year. For the first renewal period, the individual must also complete a tested 15-hour USPAP course in an even numbered year. The individual may complete the 15-hour tested course prior to beginning the first renewal period.

New people in the certification program must take the 15-hour tested USPAP course first. After that, they can take the 7-hour untested.

A one-time exemption from the requirements is permitted if they possess a professional designation as listed in the administrative rule 64:02:03:17.

Any educational courses, conferences, or continuing ed hours taken online must be submitted to the certification supervisor for credit.

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Fifth or subsequent permanent certification renewal period requirements

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FOR RECERTIFICATION 5th renewal periods or subsequent consecutive renewal period:

Within five-years after your last recertification one must:

1. Attend a total of four annual assessors' schools or department-approved conferences, two of which must be the annual assessors' school and an SDAAO conference. All courses taken by the applicant, except the IAAO course, shall be pass/fail;
2. Complete eight approved continuing education hours. Any continuing education hours must be approved by the secretary prior to completion; and
3. In addition, during any even numbered year, the individual must complete a USPAP course approved by the secretary.

A one-time exemption from the requirements is permitted if they possess a professional designation as listed in the administrative rule 64:02:03:17.

Any educational courses, conferences, or continuing ed hours taken online must be submitted to the certification supervisor for credit.

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