



SOUTH DAKOTA DEPARTMENT OF REVENUE

All personnel appraising property for taxation purposes in South Dakota must be certified by the South Dakota Department of Revenue. To obtain the CAA (Certified Appraiser Assessor) designation all persons in the program must complete the following within a year of receiving a temporary permit.

64:02:01:03. Certification required. Any individual assessing or appraising property in this state for property tax purposes shall be certified by the department.

64:02:01:03.01. Temporary certification. The department may issue a temporary certificate to an individual under the condition that the individual receives a permanent certificate under 64:02:01:03.02 within one year of the temporary certificate's issuance.

64:02:01:03.02 Program certification – Program requirements. To receive a permanent certificate, an individual shall successfully complete the following:

- (1) Attend and pass the department annual assessor school;
- (2) Successfully complete training courses, as prescribed in 64:02:01:16; and
- (3) Successfully complete the department certification examination by earning a passing score.

A permanent certificate earned by a temporary certificate holder is effective for a five-year period from the date immediately following the expiration of the temporary certificate.

64:02:01:16 Training courses.

An individual participating in the department certification program must complete training courses related to the laws governing the assessment and taxation of all classes of property and the fundamentals of appraising property. The required training courses may include IAAO courses; courses developed and hosted by the department; and other courses deemed necessary and approved for credit by the department.



Requirements for 1st – 4th Renewal Period

Please review and contact Amber Steinke with any questions

64:02:03:02. Requirements for renewal of permanent certificate.

Each individual holding a permanent certificate shall renew the certificate by meeting the applicable renewal requirements in this chapter within five years from the date of initial certification and every five years thereafter.

64:02:03:16.02. Permanent certification renewal requirements. The following requirements to renew a permanent certificate must all be completed during each of the first, second, third, and fourth renewal periods:

- (1) Attend three annual assessors schools and receive a passing grade on the final exam. One school must be a 30-hour (excluding final examination time) course from the IAAO educational 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.



Requirements for 5th and subsequent Renewal Periods

64:02:03:16.03. Fifth or subsequent permanent certification renewal period requirements.

The following requirements must be completed for permanent certification renewal of individuals in their fifth and subsequent renewal period:

- (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 individual, 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

Please remember that the Department will try to help you keep track, but it is your responsibility to meet the requirements for the certification and recertification.

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