



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. Temporary certificate -- Term -- Renewal. Any person assessing or appraising property in this state for property tax purposes must hold a permanent certificate or a temporary certificate, issued by the department, indicating that all requirements to hold such a position have been met. A temporary certificate may be issued for one year if the applicant agrees to enroll in a certification program prescribed by the department.

During the first year a temporary certificate holder must attend and pass the annual assessors' school scheduled by the secretary, successfully complete the five required courses, and take and pass the certification examination

Initial Certification Requirements

Complete successfully the following courses:

- IAAO Site Evaluation
- IAAO Market Evaluation
- IAAO Cost Approach to Value
- IAAO Income Approach to Value
- IAAO Mass Appraisal
- South Dakota Department of Revenue Assessor School

In addition, each candidate for certification must:

- Take and pass with a score of at least 80% the CAA test.
- Work for one year in an assessor's office.



Requirements for 1st – 4th Renewal Period

Please review and contact Amber Steinke with any questions

64:02:03:16.02. Course requirements for renewal certificates. Applicants for renewal certificates must successfully complete within each five-year renewal period the following:

Complete successfully:

1) Attend 3 assessors' schools.

- 1 school must be a 30-hour (excluding final examination time) course from the IAAO educational curriculum, unless the applicant has previously successfully completed a total of 5 different department-approved IAAO courses;

2) Attend 3 department-approved conferences, one of which must be an SDAAO conference; and

3) Attend 3 department or department-approved workshops. Any department approved workshop must be approved by the secretary for credit prior to the workshop.

4) In addition, during an even numbered year, the applicant must complete and pass one course on the Uniform Standards of Professional Appraisal Practice (USPAP) approved by the secretary.

5) During the initial (1st) renewal period, an applicant must complete and pass 2 USPAP courses in even numbered years, the first of which must be a tested 15-hour course approved by the secretary.

64:02:03:16.03. Course requirements for renewal certificates for applicants in their fifth of subsequent consecutive renewal period. Applicants for renewal certificates who are in their fifth of subsequent consecutive renewal period must successfully complete within each five-year renewal period the following:



SOUTH DAKOTA DEPARTMENT OF REVENUE

Requirements for 5th and subsequent Renewal Periods

Complete successfully:

- 1) 4 annual assessors' schools or department-approved conferences, 2 of which must be the annual assessors' school and an SDAAO conference. All courses taken by the applicant, except the IAAO course, will be pass/fail;
- 2) Attend 2 department or department-approved workshops. Any department approved workshop must be approved by the secretary for credit prior to the workshop.
- 3) In addition, during an even numbered year, the applicant must complete and pass one course on the Uniform Standards of Professional Appraisal Practice (USPAP) 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.

Amber Jensen

PROPERTY TAX SPECIALIST

amber.jensen@state.sd.us

445 East Capitol Avenue • Pierre, SD 57501

(605) 773-6559 • dor.sd.gov

