**2023 Annual Assessor School**

**September 18th – 22nd**

**Rapid City, SD**

**Hotel Accommodations**

**Best Western Ramkota Hotel & Conference Center (**[www.ramkotarapidcity.com](http://www.ramkotarapidcity.com)) will be the site for the school. All school participants will need to make their own room reservations. To reserve a room(s), you may phone the hotel at:

**1-605-343-8550 no later than August 18, 2023 or book online**

<https://www.bestwestern.com/en_US/book/hotel-rooms.42048.html?groupId=H88VQ9S7>

Room rates will be $119 plus 9.0% tax and $2.00 city occupancy tax. If you pay with a county check and have the county’s tax ID number, you will not have to pay the tax. If you are paying with a private credit card or check, taxes will apply. When making room reservations, let the hotel know that you are with the “***Department of Revenue 9.18.23”*** to insure you get the group rate. Please ask for confirmation of rates and confirmation number at the time you make your reservations.

**Registration**

Complete the form on the last page and return along with tuition payment to the SDAAO Treasurer. Do not return the registration form without the tuition. Please keep a copy of your registration form for your records. A listing of final class assignments will be sent prior to school.

**Tuition for SDAAO members and SD county personnel:**

**$350 for non-IAAO courses**

**$400 for IAAO courses**

*\*Non-county personnel may have a separate tuition rate. Please contact Amber Jensen at the Department of Revenue.*

**Class Schedule: Monday through Thursday**

All classes will begin at 8:00 am and adjourn at 5:00 pm.

All classes will test on Friday morning starting at8:00 AM.

Some courses may require some light homework.

There are breaks in the morning and afternoon where coffee and refreshments will be provided.

**Meals**

All school participants are responsible for their own meals. There is a restaurant and a bar onsite.

**School Rules**

**Attendance**

Students are required to attend all sessions of the course they are taking. Roll will be taken in the classes and those students absent from any session will have points deducted from their test score. If the student has been absent from more than one session, credit for the school may be withheld and the student’s supervisor may be notified.

**Cell Phones**

Please observe these common cell phone courtesies:

* Have the phone turned off or to silent in the classroom.
* If you must take or place a call, do not do so in the classroom or in the hallway directly outside of the classrooms
* Calculators on phones are not allowed during tests

**Required Texts and Class Materials**

All course material will be provided unless otherwise noted. Students are responsible for bringing the “required texts” listed for their respective course. If you need assistance in acquiring a text, contact the Department of Revenue.

In addition to the required texts, students should bring

* a calculator the student is familiar with
	+ cell phone calculators are not allowed during tests
* pencils, note pad, and other items normally used in class

**Course Tests**

No early tests will be allowed. Make up tests will be allowed only in accordance with the test policies laid out in administrative rule. Consult ARSD 64:02:03:19 for complete explanation of rules on testing and re-testing courses at the annual schools.

**Class Size**

To ensure that the course quality remains high we sometimes limit the size of our classes to around 30 students. Classes will be filled on a “first come, first served” basis. To be fair and impartial, we cannot register any student until we receive the tuition payment.Every attempt will be made to place students in their first-choice class. However, the Department reserves the right to assign students to classes based on availability of space and the needs and ability of the student.

In choosing which course to take or deciding whether to attend this year, consider the following:

* Choose a class that will increase your knowledge in an area you may be weak.
* Passing three schools in every five-year re-certification period is required.
* Passing one IAAO course in every five-year re-certification period is required.
	+ Even good students occasionally fail; don’t push the deadline on your re-certification requirements.
* If you have several students attending from your office, spread them around. They can share information back in the office.

**2023 Courses**

**Course 1 – IAAO 101- Fundamentals of Real Property Appraisal**

This course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills you need to estimate the market value of properties using two approaches to value: the cost approach and the sales comparison approach.

Instructor: David Cornell, MAI, CAE

Prerequisite: **none**

Required Texts: Property Assessment Valuation (PAV) (3rd edition)

Cost: $400

**Course 2 –** **IAAO 400 – Assessment Administration**

The course provides fundamental management concepts for management and supervisory personnel in the assessor’s office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling).

Instructor: Brent Dornon, RES, AAS

Prerequisite: IAAO 101

Required Texts: IAAO Assessment Administration – 1st Edition

Cost: $400

**Course 3 – Sales Ratio Analysis/Statistics**

This course will examine all steps to implementing a sales ratio analysis for your county. It will cover the basics of completing and verifying sales, how to complete an analysis for your county, and preparing intentions for the Department of Revenue. You will learn how to calculate the various statistical measures and learn what each means to the assessor. The advanced statistics portion of the class will include stratifying data, creating graphs, and working with quartiles.

Instructor: Shannon Rittberger, CAA, CSDA;

Prerequisite: Basics, 3+ years of office experience

Required Text: none

Cost: $350

**Course 4 – Residential Appraisal**

This course will offer four different topics related to residential appraisal. Topics include *Valuation of Residential Land* where guidance and suggestions on the process of valuing vacant residential land will be given. *Residential Quality, Condition, and Effective Age* where you will review the characteristics that determine construction quality and condition for residential properties which will lead directly into calculations for effective age. *Unique and Challenging Homes* will deal with appraisal problems and how to work through the process on such unique properties as tiny homes, container homes, and many more. *Valuation of Barndominiums* is to provide some guidance and suggestions on the process of analysis and valuation of metal buildings converted to living areas.

Instructors: Kara Endcott, CAE, RES, RMA

Prerequisite: Basics

Required Text: none

Cost: $350

This school is being held under the authority of SDCL 10-1-16. Authorization of tax entity: SDCL 7-7-24, SDCL 7-7-25. Please complete this registration form and return with tuition payment no later than August 1, 2023.

**2023 Annual Assessor School**

**Make all checks payable to SDAAO**

**Tuition is $350 for non-IAAO classes or $400 for IAAO courses.**

COUNTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email

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 Mail registration and payment to:

 **SDAAO**

 C/O Rhea Crane

 1300 Sherman St, Ste 222

Sturgis, SD 57785

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|  | STUDENT NAME (print or type) | Course Choice – 1st | Course Choice – 2nd  **required)** | Amountsubmitting |
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| 2. |  |  |  |  |
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|  |  |  | **TOTAL AMOUNT DUE:** | **$** |