

# 2025 Annual Assessor School

**September 15<sup>th</sup> – September 19<sup>th</sup>**

**Sioux Falls, SD**

## **Hotel Accommodations**

A block of rooms has been reserved at the **Holiday Inn – City Centre**. To reserve a room(s), you may phone the hotel at:

**1-605-339-2000** or [SD Department of Revenue](#)

**Room rates will be \$139.** If you pay with a county check and have the county's tax ID number, you will not have to pay the tax, be sure to let them know at time of booking that you are with a tax-exempt entity. If you are paying with a private credit card or check, taxes may apply. When making room reservations, let the hotel know that you are with the "**SD Department of Revenue**" 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.

**Tuition for SDAAO members and SD county personnel:**  
**\$400 for non-IAAO courses**  
**\$500 for IAAO courses**

## **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 at 8:00 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.

*The Annual Assessor School is conducted by The South Dakota Department of Revenue in cooperation with the South Dakota Association of Assessing Officers Inc.*

## **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.

# **2025 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: \$500

## **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: Kara Endicott, CAE, RES, RMA

Prerequisite: IAAO 101

Required Texts: IAAO Assessment Administration – 1<sup>st</sup> Edition

Cost: \$500

## **Course 3 – Writing a Demonstration Appraisal**

This course details how to create an appraisal report to be prepared for appeal purposes and a demonstration appraisal report generally used for obtaining a professional designation. The cost Approach, Sales Comparison Approach, and the Income Approach to value will be discussed as well as some information regarding handling an appeal and gathering information.

Instructor: Shannon Rittberger, CAA; CSDA and Karla Goossen, CAA

Prerequisite: Basics

Required Text: none

Cost: \$400

## **Course 4 – Rural and Commercial Appraisal Topics**

This course details a wide variety, some examples include green energy, property rights, soils and ag adjustments, construction types, unique high end above normal rural properties, horse equine facilities and the market/cost, income, green houses and hemp facilities, special use facilities, etc.

Instructor: Brian Gatzke, Certified General Appraiser, Thad Rogers, Certified General Appraiser, and additional guest speakers

Prerequisite: Basics

Required Text: none

Cost: \$500

## 2025 Annual Assessor School

**Make all checks payable to SDAAO**

Mail registration and payment to:

**SDAAO**

C/O Rhea Crane

1300 Sherman St, Ste 222

Sturgis, SD 57785

COUNTY \_\_\_\_\_

Contact email

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	STUDENT NAME (print or type)	Course	Amount submitting
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
		<b>TOTAL AMOUNT DUE:</b>	<b>\$</b>