



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

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