



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

## **Permanent certification renewal requirement**

64:02:03:16.02

### **FOR RECERTIFICATION 1<sup>st</sup> thru fourth renewal periods:**

Within five-years after certification or your last recertification one must:

1. Attend three annual assessor schools and receive a passing grade on the final exam. One school must be a 30-hour course from the IAAO education 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.

New people in the certification program must take the 15-hour tested USPAP course first. After that, they can take the 7-hour untested. **Both the 15-hour and 7-hour are required in your first recertification period.**

A one-time exemption from the requirements is permitted if they possess a professional designation as listed in the administrative rule 64:02:03:17.

Any educational courses, conferences, or continuing ed hours taken online must be submitted to the certification supervisor for credit.

Certification Supervisor Contact information:

Amber Jensen

Property Tax Specialist

[Amber.jensen@state.sd.us](mailto:Amber.jensen@state.sd.us)

605-773-6559