



SOUTH DAKOTA  
Native Homeownership  
Coalition

[www.sdnativehomeownershipcoalition.org](http://www.sdnativehomeownershipcoalition.org)

## SDNHOC APPRAISER TRAINEE REQUIREMENTS

### Requirements:

- Attendees must meet the SD minimum education requirements
- Attendees must complete the ABQ trainee course requirements (75 hours through SDNHOC in person classes & McKissock online classes)
- Attendees must complete the Training Course for Supervisory Appraisers and State-Registered Appraisers

### General Education Requirements – (degree/classes)

20:14:05:07.02. Educational requirements for state-certified residential appraiser --

**General education.** An applicant for the state-certified residential appraiser credential must satisfy one of the following general education options:

- (1) Hold a bachelor's degree, or higher from an accredited college or university;
- (2) Hold an associate's degree from an accredited college or university in a field of study related to:
  - (a) Business administration;
  - (b) Accounting;
  - (c) Finance;
  - (d) Economics; or
  - (e) Real estate;
- (3) Successful completion of 30 semester hours of college-level courses from an accredited college or university in the following specific topic areas:
  - (a) English composition (3 semester hours);
  - (b) Microeconomics (3 semester hours);
  - (c) Macroeconomics (3 semester hours);
  - (d) Finance (3 semester hours);

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- (e) Algebra, geometry, or higher mathematics (3 semester hours);
- (f) Statistics (3 semester hours);
- (g) Computer science (3 semester hours);
- (h) Business or real estate law (3 semester hours); and
- (i) Two elective courses in:
  - (i) Accounting (3 semester hours);
  - (ii) Geography (3 semester hours);
  - (iii) Agricultural economics (3 semester hours);
  - (iv) Business management (3 semester hours); or
  - (v) Real estate (3 semester hours); or

(4) Successful completion of at least 30 hours of College Level Examination Program® (CLEP®) examinations from the following subject matter areas:

- (a) College algebra;
- (b) College composition;
- (c) College composition modular;
- (d) College mathematics;
- (e) Principles of macroeconomics;
- (f) Principles of microeconomics;
- (g) Introductory business law; and
- (h) Information systems.

The applicant for state-certified residential appraiser may use any combination of the specific topic areas listed in (3) above and subject matter areas listed in (4) above to satisfy the 30 semester hours of college-level courses.

The college or university shall be a degree-granting institution accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

## Appraiser Qualifications Board (AQB) Education Requirements

The table below shows the Appraiser Qualifications Board's education requirements for holding a valid appraiser credential at each level of certification, along with the requirements for upgrading certification to the next level. Shaded areas indicate no additional hours in the coursework listed to the left is required for that level of certification.

Education Requirements for State-Registered Appraisers (75 Hours Required)					
Number of Hours Required to Obtain the Credential		Numbers of Hours Required to Upgrade if Appraiser Already Holds Credential as a ...			
Course Content		State-Registered N/A	State-Licensed	State-Certified Residential	State-Certified General
Basic Appraisal Principles	30				
Basic Appraisal Procedures	30				
National USPAP 15-hour	15				

## Supervised Experience

### State-Registered Appraiser

In order for a state-registered appraiser to be able to claim appraisal experience credit for an assignment requiring a supervisory appraiser, the individual must:

- Report the name of each endorsed supervisory appraiser to the Department by submitting an **Application to Register Supervisory Appraiser/Supervisory Agreement** (Adobe PDF format) before any supervision occurs.
- Maintain an Appraisal **Experience Log** (Microsoft Excel format) that includes each appraisal performed. (Separate logs must be maintained for each supervisory appraiser.) **Only this form** will be accepted for assignments and experience hours claimed on or after June 1, 2015. For experience documented prior to June 1, 2015, you may submit the log that you have completed using the "old" log form.
- Complete the Department of Labor & Regulation Appraiser Certification Program's course entitled "Training Course for Supervisory Appraisers and State-Registered Appraisers" before becoming licensed/certified as a state-registered appraiser.

State-registered appraisers are responsible for affirming the Department's supervisory appraiser/state-registered applicant registration. For confirmation, see **Supervisory Appraisers & State-Registered Appraisers Log**.

You must notify the Department in writing when you cease to be associated with a supervisory appraiser.

### Training Course for State-Registered Appraisers

The state-registered appraiser must attend and successfully complete the Department of Labor & Regulation, Appraiser Certification Program's approved course entitled: "Training Course for Supervisory Appraisers and State-Registered Appraisers" before becoming licensed/certified. **Please note:** This is the only course that satisfies this requirement.

Visit **paasd.com** for course offering information. Verification of successful completion must be submitted to the Department.