

State of South Dakota
Appraiser Certification Program

Frequently Asked Questions

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Complaints & Investigations

Complaint Procedures

Q: How do I file a complaint?

A: If you believe an appraiser has violated a state or federal law or regulation, you may file a complaint using the [official complaint form](#). All sections of this form must be completed, and the form must be submitted electronically (do not print and mail).

Q: Can I file an anonymous complaint?

A: Because the Program must have the ability to contact a complainant to request further information in connection with a 36-1C complaint ([SDCL 36-1C-2](#)), a complaint cannot be made anonymously. The Program is required to provide a full copy of the complaint to the respondent, which will include the name of the complainant and the full details and evidence supporting the complaint.

Q: What happens after I file a complaint?

A: After a complaint is filed, the Appraiser Certification Program will review the complaint and conduct an initial investigation in compliance with SDCL 36-1C. If there is sufficient probable cause to support a full investigation into the allegations noted in the complaint, the Appraiser Certification Program will initiate a full investigation.

If there is insufficient probable cause to warrant further investigation, the complaint will be dismissed, and the complainant will be informed of the dismissal.

Investigations

Q: What happens if a complaint is filed against me?

A: If a complaint is filed against an appraiser or appraisal management company, the Appraiser Certification Program will review the complaint and conduct an initial investigation in compliance with SDCL 36-1C. If there is sufficient probable cause to support a full investigation into the allegations noted in the complaint, the Program will initiate a full investigation.

If there is insufficient probable cause to warrant further investigation, the complaint will be dismissed, and the respondent will be informed of the dismissal.

In either case, a copy of the complaint will be sent to the respondent and he or she will be required to provide a written response to the allegations within 20 business days.

If the findings of the investigation prove a violation of a relevant state or federal statute or regulation, the Department of Labor and Regulation may take disciplinary action against the licensee, up to the revocation of licensure.

Licensing

Appraisers/AMC's/Course Providers

- Fees

Q: What is the cost to apply for a license or certificate?

A: Please reference the ['Fee Schedule'](#) for information about the cost to apply for or renew a license or certificate.

Appraisers

- Appraiser Classifications & Licensure Requirements

Q: Who is required to be licensed as an appraiser?

A: Any person who performs a real estate appraisal or advertises or holds himself or herself out to the general public as a real estate appraiser in South Dakota shall be certified, licensed, or registered by the Department of Labor and Regulation unless exempt under another provision in law.

Q: What are the different classifications of appraisers?

A: There are four appraiser levels:

- Trainee Appraiser
- State Licensed Appraiser
- State Certified Residential Appraiser
- State Certified General Appraiser

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Q: What are the requirements to become an appraiser?

A: A full list of requirements for appraiser licensure can be found in the [education requirements FAQ](#).

▪ **Examinations**

Q: Am I required to take an examination?

A: All trainee appraisers and upgrade candidates are required to pass a national examination approved by the Appraisal Subcommittee (ASC) and Appraiser Qualifications Board (AQB).

Q: When do I take my examination?

A: A licensure applicant may sit for the national examination once he or she has completed the education and experience requirements outlined in [ARSD 20:14](#) and received approval from the Appraiser Certification Program.

Q: How long do I have to take my examination once I'm approved?

A: Once approved for examination, an applicant must successfully complete the examination within 24 months.

Q: How long are examination results valid?

A: Examination results are valid for 24 months from the date of successful completion.

▪ **Application Process**

Q: How do I apply for a license or certification?

A: To apply for a license or certification, please:

- Complete the required application: [Click here](#)
- Submit all required documents – **coming soon**
- Make payment for your application once you have received a confirmation email with instructions for making payment.

Note: You must complete or have completed all required education and training for the license or certification you are applying for: [Click here](#)

Q: How do I apply for a temporary license or certification?

A: To apply for a temporary license or certification, please:

- Complete and submit the [Nonresident Appraiser Application for Temporary Practice](#).
- Make payment for the application fee once you receive an email confirming receipt of your application. This email will include details for making payment.

Q: How do I apply for reciprocity licensure or certification?

A: To apply for a license or certification, please:

- Complete the required application: [Click here](#)
- Submit all required documents – **coming soon**
- Make payment for your application once you have received a confirmation email with instructions for making payment.

Note: You must complete or have completed all required education and training for the license or certification you are applying for. See [education requirements FAQ](#).

- **Letter of Good Standing**

Q: How can I request a letter of good standing?

A: To request a letter of good standing – **coming soon**

Appraisal Management Companies (AMC)

- **AMC Defined**

You must register as an AMC if you perform any of the following function of an AMC:

1. Recruit, select, and retain appraisers.
2. Contract with licensed or certified appraisers to perform appraisal assignments.
3. Manage the process of having an appraisal performed, including providing administrative duties including:
 - a. Receiving appraisal orders and appraisal reports;
 - b. Submitting completed appraisal reports to creditors and underwriters;
 - c. Collecting fees from creditors and underwriters for services provided; or
 - d. Reimbursing appraisers for services performed.
4. Review and verify the work of appraisers for compliance with the Uniform Standards of Professional Appraisal Practice.

Note: Certain exemptions may apply, please refer to the laws and rules governing AMC's in South Dakota: [Click here](#)

- **Application & Renewal**

Q: How do I apply to become a registered Appraisal Management Company in South Dakota?

A: To apply for registration as an Appraisal Management Company, please:

1. Complete the [Initial/Renewal Application for Registration as an Appraisal Management Company \(AMC\)](#)
2. Make payment for the associated application fee.
3. Complete and submit the [Registration Surety Bond](#)

Q: How long is the AMC registration valid for?

A: The registration term is from January 1 through December 31 of each year.

Q: How do I renew my AMC's registration?

A: To renew your AMC's registration, please:

1. Complete the [Initial/Renewal Application for Registration as an Appraisal Management Company \(AMC\)](#)

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2. Make payment for the associated application fee.
3. Complete and submit the [Registration Surety Bond](#)

- **Letter of Good Standing**

Q: How can I request a letter of good standing?

A: To request a letter of good standing (in development – link coming soon), call the Appraiser Certification office

- **Changes to AMC Registration**

Q: How do I change the name of my AMC?

A: To request a name change, please:

1. Submit a letter explaining the changes and requesting a name change for the registered AMC.
2. Identify the controlling persons and a designated officer.
3. Provide verification of registration name change with the South Dakota Secretary of State's office.
4. Provide the surety bond and power of attorney with the name change or a rider to the current bond.

Q: How do I change my AMC's address, designated office, or controlling person?

A: The Appraiser Certification Program must be notified, in writing, within five days of a change of address, designated officer or controlling person. Please send the Appraiser Certification Program a signed letter requesting the change. The letter can be sent via US Mail or via email as a PDF.

Education

Initial Education

Q: What education is required to become a licensed or certified appraiser?

A: Resources and information regarding the requirements for appraiser education can be found here: [Click here](#)

Continuing Education

Q: Am I required to complete continuing education to renew my license or credential?

A: All appraisers with an active license or credential must complete continuing education every two years. Detailed information about continuing education requirements, approved education providers, and available courses can be found in this [FAQ](#).

Approved Education Providers

Q: How do I know which courses and providers are approved for continuing education?

A: A complete list of approved education courses and providers can be found here: [Click here](#)

Resources for Education Course Providers

Q: What are the steps to receive initial course approval?

A: Please complete the following steps:

1. Complete the [Course Approval Program Application](#) (from the Association of Appraiser Regulatory Officials).
2. Submit to the address on the bottom of the page:
 - Completed [Course Approval Program Application](#) (See number one above.)
 - \$50.00 fee for each course application with a check made payable to the Appraiser Certification Program.
 - Course outline or syllabus.
 - All texts, workbooks, hand-outs, or other course materials.
 - Instructor qualifications.
 - Course examinations.
 - Length of the course offering.
 - Description of procedures for measuring and validating attendance.

Q: What are the steps to renew my course's approval?

A: Please complete the following steps:

Submit the following:

- Completed [Course Approval Program Application](#) (Adobe PDF format, from the Association of Appraiser Regulatory Officials).
- \$50.00 fee for each course application with a check made payable to the Appraiser Certification Program.
- If there are any changes since initial approval, submit the applicable current:
 - Course outline or syllabus.
 - Texts, workbooks, hand-outs, or other course materials.
 - Instructor qualifications.
 - Course examinations.
 - Length of the course offering.
 - Description of procedures for measuring and validating attendance.

Q: What are the requirements for course approval?

A: Qualifying education course(s) must be at least 15 class hours and a closed-book examination must be successfully completed.

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Continuing education course(s) must be at least two class hours. Credit may be granted for courses that cover appraisal-related real estate topics and that maintain or increase the appraiser's skill, knowledge, and competency in real property appraising.

Courses and seminars are approved for three years from the date of approval unless it is determined that the course has changed and does not meet the required criteria.

Any change in instructors, program content or location must be reported for review.

Distance education courses are acceptable under certain conditions (See [Administrative Rule of South Dakota \[ARSD\] 20:14:13:05.](#))

A list of participants must be retained for a minimum of three years.

A certificate of attendance must be provided to each student who attends and successfully completes an approved course.

Each student must be provided with a course evaluation form upon completion of the course. The provider must then compile a tally which must be sent to the Secretary along with the completed course evaluation forms within 15 days of course completion.

Please see [ARSD 20:14:13](#) for further information.

State Laws & Administrative Rules

Appraisers

South Dakota Codified Law (SDCL): [SDCL 36-21B](#)

Administrative Rules of South Dakota: [ARSD 20:14](#)

Appraisal Management Companies

South Dakota Codified Law (SDCL): [SDCL 36-21D](#)

Administrative Rules of South Dakota (ARSD): [ARSD 20:77](#)

Additional Resources

Websites

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[Appraisal Foundation](#)

[Appraisal Subcommittee](#)

[Association of Appraiser Regulatory Officials](#) (AARO)

[Other States' Appraiser Regulatory Programs](#) (on the Appraisal Subcommittee website)

[South Dakota Department of Revenue](#) (for business tax requirements)

[National Registry of Registered Appraisers](#)

[National Registry of Appraisal Management Companies](#)

Roster of Certified Appraisers

Link to Roster: [Click here](#)

Advisory Council Information

Advisory Council Information: [Click here](#)

Contact Information

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