

Meeting Minutes
Appraiser Certification Program Advisory Council

In person and via Microsoft Teams
Wednesday July 2, 2025, 2:00 p.m. CDT

The meeting was called to order at 2:00 p.m., Program Director Tyler Evins, presided.

Members Present:	Scott Kopplin Amy Frink Paul Reisch Kimberly Larson
Members Absent:	Bret Afdahl Matt Van Zee
Others Present:	Tyler Evins, Program Director Jodi Aumer, Director for Professional Licensing Jerry McCabe, Director, Division of Labor & Management Jennifer Doubleddee, DLR Attorney Peter Fontana, Appraisal Foundation John Russell, Appraisal Foundation William DuVall

Evins reported that AMCs and Course Providers can now pay online and upload application documents through the licensee portal. The Program is working on creating application checklists for licensure applicants. Evins shared recent application numbers.

Peter Fontana and John Russell shared information about their task force which was created to help states implement laws and procedures to accept mass appraisal experience. Fontana shared that South Dakota's regulations allow the Appraiser Certification Program (Program) to accept mass appraisal experience, if other requirements are met.

The Council discussed different options for license renewal periods.

The Council would like to create a policy for council membership including term length and the selection process.

Members of the Council shared their thoughts on the application review process and the criteria for becoming licensed. The Council is going to form a task force to discuss this process.

The Council discussed the process for generating a random representative sample of applicant work experience.

The Program has worked to simplify the upgrade process, making it quicker for applicants to complete the process and receive a licensing determination.

Meeting adjourned at 3:57 p.m.