



## Property Tax Division Appraiser Designation Requirement Checklist

Name of Applicant: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Work Email Address: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

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### Associate Residential Appraiser Designation:

<input checked="" type="checkbox"/>	License # (not required)	<i>not required</i>
<input type="checkbox"/>	Course #101 Appraisal Principles	_____
<input type="checkbox"/>	Course #102 Appraisal Procedures	_____
<input type="checkbox"/>	Course #103 USPAP (two-day course)	_____
<input type="checkbox"/>	Course #104 Supervisor/Trainee	_____
<input type="checkbox"/>	Course #501 date completed:	_____
<input type="checkbox"/>	Course #502 date completed:	_____
<input type="checkbox"/>	Course #506 date completed:	_____
<input type="checkbox"/>	Course #508 date completed:	_____
** <input type="checkbox"/>	Course #509 date completed (course	_____
	** only required after 01/01/26)	_____
<input type="checkbox"/>	Practicum:	_____
	Demonstrating residential work similar to what is completed for the	
	County Assessment roll	

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### Residential Appraiser Designation:

<input type="checkbox"/>	License # (Must be Licensed)	_____
<input type="checkbox"/>	Course #501 date completed:	_____
<input type="checkbox"/>	Course #502 date completed:	_____
<input type="checkbox"/>	Course #506 date completed:	_____
<input type="checkbox"/>	Course #508 date completed:	_____
** <input type="checkbox"/>	Course #509 date completed:	_____
	** only required after 01/01/26)	_____
<input type="checkbox"/>	Practicum:	_____
	Demonstrating residential work similar to what is completed for the	
	County Assessment roll	

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### General Real Property Appraiser Designation:

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License # (Certified Res or General) \_\_\_\_\_

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Course #501 date completed: \_\_\_\_\_

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Course #502 date completed: \_\_\_\_\_

☐

Course #505 date completed: \_\_\_\_\_

☐

Course #508 date completed: \_\_\_\_\_

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Course #509 date completed: \_\_\_\_\_

\*\* only required after 01/01/26)

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Practicum: \_\_\_\_\_

Demonstrating commercial work similar to what is completed for the  
County Assessment roll

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Practicum: \_\_\_\_\_

Narrative Commercial appraisal report suitable for presentation to the  
Utah State Tax Commission or the DRE

**Note: If candidate is Certified General, only the first practicum is required**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Associate Centrally Assessed Valuation Analyst:

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License # (not required)

*not required*

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Course #101 date completed:

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Course #102 date completed:

☐

Course #103 date completed:

☐

Course #104 date completed:

☐

Course #501 date completed:

☐

Course #504 date completed:

☐

Practicum:

Completed with a member of the Utah State Property Tax Division  
Centrally Assessed section

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### Centrally Assessed Valuation Analyst:

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License # (Licensed or Certified required)

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Course #501 date completed:

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Course #504 date completed:

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Practicum:

Completed with a Supervisor from the Utah State Property Tax Division  
Centrally Assessed section

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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☐ **Administrator Designation:**

☐ License # (Class 1-3 required)

\_\_\_\_\_  
*\* (Class 4-6 is required per code w/in 3 years)*

☐ Course #500 date completed: \_\_\_\_\_

☐ Course #501 date completed: \_\_\_\_\_

☐ Course #503 date completed: \_\_\_\_\_

☐ Course #508 date completed: \_\_\_\_\_

\*\* ☐ Course #509 date completed: \_\_\_\_\_

\*\* only required after 01/01/26)

☐ Practicum: \_\_\_\_\_

Demonstrating residential work similar to what is completed for the  
County Assessment roll

☐ **Personal Property Auditor/Appraiser Designation:**

☒ License # (not required)

\_\_\_\_\_  
*not required*

☐ Course #101 date completed: \_\_\_\_\_

☐ Course #103 date completed: \_\_\_\_\_

☐ Course #501 date completed: \_\_\_\_\_

☐ Course #503 date completed: \_\_\_\_\_

☐ Practicum: \_\_\_\_\_

Completed with a member of the Utah State Property Tax Division  
Personal Property section

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_