

## Property Tax Division Designation Program

### Step-by-Step Instructions

1. Choose the appropriate USTC Designation path and successfully complete the necessary coursework.
2. Download the USTC Designation application from the Property tax website. Use this link <https://propertytax.utah.gov/form/appraiser-checklist.pdf> or go to [propertax.utah.gov](http://propertax.utah.gov) and click on “Training and Licensing” and scroll down to “Appraiser Designation Requirement Checklist” to download this form; fill out the corresponding designation and attach a copy of your license credential along with dates and/or certificates of successfully completed required courses.
3. Or use this QR code to locate the application:



4. Practicum information:

Purpose of the practicum is to demonstrate competency in ad valorem appraising.  
Designation options (as of 01/01/25):

#### **1. Associate Residential Designation:**

This designation is for the candidate that has completed all of the required education but does not have their license with the Division of Real Estate (yet). The required practicum is work similar to what is completed for the county assessment roll. This could include: a recent appeal that the candidate prepared for a hearing; or a report generated out of your CAMA data system, performed by the candidate, that demonstrates the candidate’s knowledge in county appraising. All work performed by an Associate Residential designee is required to be completed under the direction of an individual designated as a Residential or General Real Property Appraiser. These should be emailed ([tmelling@utah.gov](mailto:tmelling@utah.gov)) or delivered (210 North 1950 West, Salt Lake City, Utah, 84134) to Tamara Melling, USTC Education Manager, for review.

#### **2. Residential Designation:**

Since the candidate is required to be licensed, the only other required information for the practicum is work similar to what is completed for the

county assessment roll. This could include: a recent appeal that the candidate prepared for a hearing; or a report generated out of your CAMA data system, performed by the candidate, that demonstrates the candidate's knowledge in county appraising. These should be emailed ([tmelling@utah.gov](mailto:tmelling@utah.gov)) or delivered (210 North 1950 West, Salt Lake City, Utah, 84134) to Tamara Melling, USTC Education Manager, for review.

**3. General Real Property Appraiser Designation:**

- a. If the candidate is a Certified Residential Appraiser (with the DRE) then two practicums are required: one demonstrating commercial work similar to what is completed for the county assessment roll or an appeal; the second one is a full narrative commercial appraisal report suitable for presentation to the Utah State Tax Commission or the Division of Real Estate.
- b. If the candidate is a Certified General Appraiser, then only the first practicum is required: work similar to what is completed for the county assessment roll or an appeal.

These should be emailed to ([tmelling@utah.gov](mailto:tmelling@utah.gov)) or delivered (210 North 1950 West, Salt Lake City, Utah, 84134) to Tamara Melling, USTC Education Manager, for review.

**4. Associate Centrally Assessed Valuation Analyst:**

This designation is for the candidate that has completed all of the required education but does not have their license with the Division of Real Estate (yet).

All work performed by an Associate Centrally Assessed Valuation Analyst designee is required to be completed under the direction of an individual designated as a Centrally Assessed Valuation Analyst.

A practicum must be completed with a supervisor from the Utah State Property Tax Division Centrally Assessed section. The designation application should be emailed to ([tmelling@utah.gov](mailto:tmelling@utah.gov)) or delivered (210 North 1950 West, Salt Lake City, Utah, 84134) to Tamara Melling, USTC Education Manager, for review.

**5. Centrally Assessed Valuation Analyst:**

A practicum must be completed with a supervisor from the Utah State Property Tax Division Centrally Assessed section. The designation application should be emailed to ([tmelling@utah.gov](mailto:tmelling@utah.gov)) or delivered (210

North 1950 West, Salt Lake City, Utah, 84134) to Tamara Melling, USTC Education Manager, for review.

**6. Administrator Designation:**

This designation is intended for the County Assessor as required by Section 59-2-702.5. The County Assessor is required to successfully complete designation courses as outlined on the designation application. In addition, the Administrator is required to complete a comprehensive mass appraisal practicum demonstrating residential work similar to what is completed for the county assessment roll. This could include: a recent appeal that the candidate prepared for a hearing; or a report generated out of your CAMA data system, performed by the candidate, that demonstrates the candidate's knowledge in county appraising. These should be emailed ([tmelling@utah.gov](mailto:tmelling@utah.gov)) or delivered (210 North 1950 West, Salt Lake City, Utah, 84134) to Tamara Melling, USTC Education Manager, for review.

**7. Personal Property Auditor/Appraiser Designation:**

The candidate must contact a member of the Utah State Property Tax Division's Personal Property Section to arrange an audit that complies to their standard processes. The designation application should be emailed to ([tmelling@utah.gov](mailto:tmelling@utah.gov)) or delivered (210 North 1950 West, Salt Lake City, Utah, 84134) to Tamara Melling, USTC Education Manager, for review.

5. After the practicum information is collected, please send the practicum along with the completed "Appraiser Designation Requirement Checklist" to: [tmelling@utah.gov](mailto:tmelling@utah.gov) or it can be delivered or mailed to: USTC, attn. Property Tax, Tamara Melling, 210 North 1950 West, Salt Lake City, Utah, 84134
6. Please note that the approval process may take up to 3–4 weeks. Once your information is received, it will be reviewed as quickly as possible. After your application is approved, you will receive a "generic" copy of the certificate, confirming that your application has been approved and is awaiting signatures. The original certificate will then be sent to the USTC Commissioners for their signatures. Once finalized, the signed designation certificate will be mailed to the applicant's office.
7. If you have questions, please contact Tammy Melling at 385-377-6080 or [tmelling@utah.gov](mailto:tmelling@utah.gov).

Thank you for completing your designation. Congratulations!