

# SDACO Continuing Education Certification Form

## 2024 – 2025

(Please Circle One): New Certification or Maintaining Certification

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

County: \_\_\_\_\_ Position: \_\_\_\_\_

☐ Check here if you are interested in serving on a SDACO Committee

### **SDACO Workshop Credits (minimum 10 required)**

(Courses Listed on Reverse Side)

2024 Convention: (9 available) \_\_\_\_\_

On-line: (5.4 available) \_\_\_\_\_

2025 Spring Workshop: (11 available) \_\_\_\_\_

On-line: (6.6 available) \_\_\_\_\_

**Total SDACO Workshop Credits (minimum 10 credits required) \_\_\_\_\_ (A)**

### **(Pre-Approved) Elective Credits**

#### **District Meetings ( 1 credit each)**

Date/Location 1: \_\_\_\_\_ /1

Date/Location 2: \_\_\_\_\_ /1

Date/Location 3: \_\_\_\_\_ /1

Date/Location 4: \_\_\_\_\_ /1

**SDACO Committee Participation**(1 Credit) \_\_\_\_\_ /1  
(Regardless of the number of committees)

**SD State Legislature committee testimony**  
(2 credits) DATE: \_\_\_\_\_ /2

#### **Elective Credits (from Workshops)**

(Courses Listed on Reverse Side)

**2024 Convention:** \_\_\_\_\_ /11

**2025 Spring Workshop:**  
- Roundtable Session \_\_\_\_\_ /1

**2025 Annual Report Workshop** \_\_\_\_\_ /2

**2025 New Officials Workshop** \_\_\_\_\_ /12  
(Elective Credit for Officials maintaining certification only)

### **Other Pre-Approved Elective Credits**

Please List additional Pre-Approved Electives with date and number of hours earned below

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**Total Pre-Approved Elective Credits \_\_\_\_\_ (B)**

**TOTAL CREDITS (Minimum of 20 Required) \_\_\_\_\_ (A + B )**

Signature \_\_\_\_\_

Date \_\_\_\_\_

1. Members will be responsible for tracking their credits and submitting a completed SDACO Certifying Form to the SDACO office by August 15 of that year.
  - i. **Certification Period runs August 2 - August 1**
2. Certification Requires a **TOTAL of at least 20 Credits each certification period.**
3. SDACO Workshop and Elective Credits are awarded in the following manner:
  - i. **A Minimum of 10 Credits must be SDACO Workshop Credits**
  - ii. 1 hour of class time = 1 credit.
  - iii. **Workshop credits gained through watching the videos on the Continuing Education Portal are worth 60% of regular in-class credits.**
  - iv. **Newly Certifying Officials are required to attend New Officials Workshop prior to initial certification.**
  - v. Newly Certifying Officials may receive elective credits by visiting another county or another county's official visiting the county of the new official for a specified number of hours.
4. Other Pre-approved Elective Courses include: Sessions administered by the SD Secretary of State, SD Department of Legislative Audit, SD Department of Revenue and Regulation, SD Department of Health, SD Association of County Commissioners, SD Association of County Welfare Officials, Software User Meetings, SD Professional Land Surveyors' Association, International Right of Way Association, the National Association of Counties (NACo), the National Association of County Recorders, Election Officials, and Clerks (NACRC), the National Association of County Collectors, Treasurers and Finance Officers (NACCTFO), the Property Records Industry Association (PRIA), and International Association of Government Officials (iGo).
5. Special Circumstances: The Continuing Education Committee may, for extraordinary circumstances, approve waivers for continuing education requirements. Officials applying for a waiver must submit an application to the CEC.

## **SDACO Workshop Credits**

### **2024 Convention:**

- (1) Situational Awareness
- (1) US Election Assistance Commission
- (1) Preservation & Prosperity:  
Counties' Role in Keeping Rural SD Alive
- (1) SD Consumer Protection
- (1) Reducing Election Misinformation
- (3) SD Department of Motor Vehicles
- (2) Tax Deeds & TIFS
- (1) SD Vital Records
- (1) I Don't Own the Minerals, What Do You Mean?
- (1) Passing the Baton
- (1) Civility at Work
- (1) Secretary of State: Elections
- (1) Artificial Intelligence

### **2025 Spring Workshop:**

- (1) Drivers Licensing
- (1) DOR Property Tax (2-Auditors)
- (1) Elderly Tax Freeze
- (1) SD Vital Records
- (1) Unclaimed Property
- (1) Document Preservation
- (1) Tax Deeds
- (1) SOS - Elections
- (1) Land Titles
- (1) Legislative Process
- (1) Local Gov Cyber Program
- (1) HR Compliance
- (1) Sovereign Citizens
- (3) DOR – Motor Vehicles
- (1) Dept of Legislative Audit
- (1) SOS Business Services
- (1) Budget Process
- (1) SDPAA/SDML Work Comp
- (1) Veteran Affairs

## **Elective Credits (from Workshops)**

### **2024 Convention:**

- (1) Community Health Workers
- (1) Motor Carriers
- (2) ACEs Training
- (1) Road Classifications and Maintenance
- (1) Veteran Affairs
- (1) Managing Roadway Weight Limits
- (1) Top of the Podium
- (1) Parliamentary Procedure
- (1) SDLTAP Staff Updates
- (1) Office-specific Roundtable Session

### **2025 New Officials Workshop:**

#### **(Maintaining Certification Only)**

- (10) Regular Sessions
- (2) Office-specific Roundtable Session

### **2025 Spring Workshop:**

- (1) Office-specific Roundtable Session