

SDACO Continuing Education Certification Form 2025 – 2026

Maintaining Certification or Initial Certification

First Name: _____ Last Name: _____

County: _____ Title: _____

First Date Sworn In: _____

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

SDACO Workshop Credits (minimum 10 required)

(Courses Listed on Reverse Side)

2025 Convention: (7 available) _____ On-line: (4.2 available) _____

2026 Spring Workshop: (11 available) _____ On-line: (6.6 available) _____

Total SDACO Workshop Credits (minimum 10 credits required) _____ (A)

Elective Credits

District Meetings:

Date/Location 1: _____ / 1
 Date/Location 2: _____ / 1
 Date/Location 3: _____ / 1
 Date/Location 4: _____ / 1

SD State Legislature committee testimony:

(2 credits) DATE: _____ / 2

Legislative Cracker Barrels:

Date/Location 1: _____ / 1
 Date/Location 2: _____ / 1
 Date/Location 3: _____ / 1
 Date/Location 4: _____ / 1

SDACO Committee Participation: _____ / 1

2025 Convention Electives _____ / 9

2025 Convention - Roundtable Session _____ / 1

2026 Annual Report Workshop _____ / 4

2026 Spring Workshop - Roundtable Session _____ / 1

SD Counties Membership Webinars _____ / 1
 & Legislative Updates (Attending at least 10 = 1 Credit)

Other Pre-Approved Elective Credits

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

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 Periods run August 1 - August 1**
2. **Certification Requires a TOTAL of at least 20 Credits each certification period.**
 - i. **A Minimum of 10 Credits must be SDACO Workshop Credits**
3. SDACO Workshop and Elective Credits are awarded in the following manner:
 - i. **1 hour of class time = 1 credit.**
 - ii. **Workshop credits gained through watching the videos on the Continuing Education Portal are worth 60% of regular in-class credits.**
 - iii. **Newly Certifying Officials are required to attend New Officials Workshop prior to initial certification.**
 - iv. 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 must submit a Waiver Request Form for consideration to the CEC.

SDACO Workshop Credits

2025 Convention:

- (1) Lead with Purpose - Employee Engagement from the Top Down
- (1) SD Secretary of State
- (1) Ensuring Justice for All: Reforming Indigent Legal Services in South Dakota
- (2) Tax Increment Financing (TIF)
- (3) SD DOR Motor Vehicles
- (1) Jeopardy - The Magic of e-Recording
- (1) ChatGPT for Beginners - A Hands-On Intro to AI
- (1) Lien Collections
- (1) Safeguarding Your Digital Assets
- (1) Property Tax 101
- (1) Safety Committee Toolkit
- (1) Vital Records Update
- (1) Governor Rhoden

2026 Spring Workshop:

- | | |
|---|----------------------------------|
| (1) SD DPS - Drivers Licensing | (1) SD DOR – Abatements |
| (1) SD SOS - Elections | (1) SD FIT |
| (1) SD DOR - Legislative Updates | (1) SD Vital Records |
| (1) SD Historical Society | (1) Consumer Protection |
| (1) Website ADA Compliance | (1) SDPAA/SDML Work Comp |
| (1) County Budgets 101 | (1) Plats & Other Items |
| (1) SD SOS - Business Services | (1) Responding to Property Fraud |
| (1) SD DOR - Tax Deeds | (1) 9-1-1 Reports |
| (1) Land Titles | (3) SD DOR Motor Vehicles |
| (1) SD Vital Record | (1) SD Dept of Legislative Audit |
| (1) SDPAA and SDML WC | (1) SD Dept of Veteran Affairs |
| (1) DOR-Budgets & E-file Changes | (1) Cybersecurity - SecureSD |
| (1) Assessment Freeze & Homestead Exemption | |

Elective Credits (from Workshops)

2025 Convention:

- (1) Rural Attorney Recruitment Program
- (1) Old Bridges to New Box Culverts
- (2) Highway Budget Overview
- (1) Intersection PUC & County Permitting Authority
- (1) DeerePath - OPS Center & You
- (1) Highway State of the State
- (1) Impact of USDA Rural Development on Rural Communities
- (1) 404 Permitting

- (1) Office-specific Roundtable Session

2026 Spring Workshop:

- (1-3) Office-specific Roundtable Session