

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. Simply go to proptax.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 reach the application:



4. Practicum information: the purpose of the practicum is to demonstrate competency in ad valorem appraising.
 - A. **Ad Valorem Residential Designations:** because 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) or delivered (210 North 1950 West, Salt Lake City, Utah, 84134) to Tamara Melling, USTC Education Manager, for review.
 - B. **Ad Valorem General Designations:** Two Practicums are required for a candidate that is Certified Residential: 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. If the candidate is a Certified General, then only the second practicum is required. These should be emailed (tmelling@utah.gov) or delivered (210 North 1950 West, Salt Lake City, Utah, 84134) to Tamara Melling, USTC Education Manager, for review.
 - C. **Ad Valorem 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.

- D. **Ad Valorem Centrally Assessed Valuation Analyst:** a practicum must be completed with a supervisor from the Utah State Property Tax Division Centrally Assessed section.
5. After the practicum information is collected, send the practicum with the completed "Appraiser Designation Requirement Checklist" to: 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, it may take up to 3-4 weeks to receive approval. Once the information is received, it is reviewed as quickly as possible; after approval, the certificate is sent to the USTC Commissioners for their signatures.
 7. If you have questions, please contact Tammy Melling at 385-377-6080 or tmelling@utah.gov.