

Chapter RL 84

EDUCATION

RL 84.01	Course approval.	RL 84.03	Certified residential appraiser course requirements.
RL 84.02	Licensed appraiser course requirements.	RL 84.04	Certified general appraiser course requirements.

Note: The revisions in ch. RL 84 affecting ss. RL 84.02 (2) (a), 84.03 (2) (a) and 84.04 (2) (a), published in November, 2002, that relate to the 15-hour AQB-approved USPAP course first apply to credential qualifications received by the department on or after January 1, 2003.

RL 84.01 Course approval. (1) Except as provided in sub. (12), all educational courses designed to meet the requirements in s. 458.06 (2) (d), (3) (b) or (4) (b), Stats., s. 458.08 (3) (c), Stats., and this chapter, shall be submitted to the department for approval.

Note: Information relating to course approval is available from the Department of Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(3) Credit toward the course requirement may be granted only if the length of the educational course is at least 15 hours of instruction and the individual successfully completes an examination pertinent to that course.

(4) Credit shall be granted for educational courses regardless of when the courses were completed.

(6) Credit may be granted for a distance education course that satisfies all requirements for a continuing education course established by the appraiser qualifications board of the appraisal foundation that are in effect at the time the course is completed.

Note: The Appraiser Qualifications Board of the Appraisal Foundation may be contacted at 1155 15th Street, NW, Suite 1111, Washington, D.C. 20005, (202) 347-7722, www.appraisalfoundation.org.

(7) Course instructors shall be approved by the department. An instructor whose appraiser certificate has been limited, suspended or revoked may not instruct in approved courses while the disciplinary action is in effect. An approved instructor shall possess at least one of the following qualifications:

(a) Be an instructor of appraisal courses who teaches or has taught appraisal courses at an accredited college or university.

(b) Be a licensed or certified appraiser who practices in the aspects of appraising being taught such as, appraisal, appraisal review, appraisal consulting or mass appraisal, and who has engaged in the practice for at least 5 years.

(c) Be an instructor of assessor education courses who is approved by the department of revenue to teach assessor education programs that are relevant to appraisal practice.

(d) Be an instructor who teaches appraisal courses approved by the appraiser qualifications board of the appraisal foundation.

(e) If applying to teach the 15-hour national USPAP course, or its equivalent, be a certified residential or general appraiser, and be certified by the appraiser qualifications board of the appraisal foundation as an instructor to teach that course.

(8) Credit may be granted for teaching an approved appraisal course.

(9) The course provider shall retain records of attendance of qualifying education programs for a period of 5 years that shall include all of the following:

- The name of the course.
- The date the course was offered.
- The names and addresses of individuals who completed the course.
- The number of hours of instruction in each required subject area.
- The examination results for each individual.

(10) The course provider shall monitor attendance by requiring each participant to sign an attendance sheet at the beginning and end of each program and shall furnish each participant with written evidence of having completed the course.

(11) The licensed and certified residential appraiser programs of study are expected to provide all appraisers with a foundation of knowledge. The courses that satisfy the requirements for appraiser licensure and residential appraiser certification may be acceptable towards satisfying the course work requirement for general appraiser certification.

(12) An appraisal course approved by the appraiser qualifications board of the appraisal foundation shall be approved by the department without receipt of an application for course approval from the course provider.

Note: To obtain information about courses approved by the Appraiser Qualifications Board of the Appraisal Foundation write to: 1155 15th Street, NW, Suite 1111, Washington, D.C. 20005.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1) and (6), eff. 10-1-91; am. (1) and (6), Register, May, 1992, No. 437, eff. 6-1-92; am. (1), renum. (6) to be (9), cr. (6) to (8), Register, April, 1994, No. 460, eff. 5-1-94; am. (6) (intro.), Register, June, 1996, No. 486, eff. 7-1-96; am. (6) (intro.), (a), (b), (c), (7) (a) and (9), Register, January, 1998, No. 505, eff. 2-1-98; am. (1) and (6) (intro.), cr. (7) (c) and (d) and (10), Register, January, 1999, No. 517, eff. 2-1-99; CR 01-100; am. (1), r. and recr. (6), cr. (7) (e), (7g), (9), (10), and (13), r. (8), renum. (9) and (10) to be (11) and (12), Register February 2002 No. 554, eff. 3-1-02; CR 02-067: cr. (6) (c), renum. (7g) to be (8), am. (11) Register November 2002 No. 563, eff. 12-1-02; **CR 06-033: am. (1), (7) (b), (c), (9) (d), (e) and (12), r. (2), (5), (6) (a) to (c) and (13), renum. (6) (intro.) to be (6) and am., r. and recr. (7) (e) Register November 2006 No. 611, eff. 12-1-06.**

RL 84.02 Licensed appraiser course requirements.

(1) An individual who applies for a license as an appraiser shall submit evidence satisfactory to the department that the applicant has completed an approved program of study for licensed appraisers that consists of at least 90 hours of instruction. An applicant who fails to complete the 90 class hours before January 1, 2008, shall satisfy the requirements under sub. (4) instead.

(2) Any approved program of study for licensed appraisers shall include all of the following:

(a) The 15-hour national USPAP course and examination, or its equivalent, that is approved by the appraiser qualifications board (AQB) of the appraisal foundation. Course equivalency shall be determined through the AQB course approval program or by an alternate method established by the AQB.

(b) Not less than 20 hours of instruction in commercial income approach as described in sub. (3) (r).

(3) Any approved program of study for licensed appraisers shall include all of the following subject areas:

- Appraisal standards and ethics.
- Appraisal statistical concepts.
- Cost approach.
- Economic principles.
- Highest and best use analysis.
- Influences on real estate value.
- Legal considerations in appraisal.
- Property description.
- Real estate financing.
- Real estate markets and analysis.
- Reconciliation of values.
- Residential income approach.

- (m) Sales comparison approach.
- (n) Site value.
- (o) Types of value.
- (p) Valuation of partial interests.
- (q) Valuation process.
- (r) Commercial income approach:
 1. Mathematics of finance, including compounding, discounting, and mortgage loans.
 2. Property income and expense estimating, including lease analysis and analysis of operating statements.
 3. Methods of calculating property reversions.
 4. Methods of converting income to value:
 - a. Direct capitalization.
 - b. Residual methods, such as land, building, property, and equity.
 - c. Mortgage equity methods, such as simple mortgage equity and Ellwood/Akerson method.
 - d. Discounted cash flow methods and internal rate of return.

(4) An individual who fails to complete the 90 class hours required under sub. (1) before January 1, 2008, shall submit evidence satisfactory to the department that he or she has successfully completed the required 150 class hour core curriculum established by the appraiser qualifications board of the appraisal foundation that consists of the following subject areas and corresponding class hours:

- (a) Basic appraisal principles – 30 hours.
- (b) Basic appraisal procedures – 30 hours.
- (c) The 15-hour national USPAP course or its equivalent – 15 hours.
- (d) Residential market analysis and highest and best use – 15 hours.
- (e) Residential appraiser site valuation and cost approach – 15 hours.
- (f) Residential sales comparison and income approaches – 30 hours.
- (g) Residential report writing and case studies – 15 hours.

History: Cr. Register, May, 1992, No. 437, eff. 6-1-92; am. (1), Register, April, 1994, No. 460, eff. 5-1-94; am. (3) (intro.), Register, June, 1996, No. 486, eff. 7-1-96; am. (1), (2) and (3) (a) to (p), cr. (3) (r), Register, January, 1998, No. 505, eff. 2-1-98; CR 02-067; am. (1), renum. (2) to be (2) (intro.) and am., cr. (2) (a) and (b), Register November 2002 No. 563, eff. 12-1-02; **CR 06-033: renum. from s. RL 84.04 and am. Register November 2006 No. 611, eff. 12-1-06.**

RL 84.03 Certified residential appraiser course requirements. (1) An individual who applies for certification as a certified residential appraiser shall submit evidence satisfactory to the department that the applicant has completed an approved program of study for certified residential appraisers that consists of at least 120 class hours of instruction. An applicant who fails to complete the 120 class hours before January 1, 2008, shall satisfy the requirements under sub. (4) instead.

(2) Any approved program of study for certified residential appraisers shall include all of the following:

(a) The 15-hour national USPAP course and examination, or its equivalent, that is approved by the appraiser qualifications board (AQB) of the appraisal foundation. Course equivalency shall be determined through the AQB course approval program or by an alternate method established by the AQB.

(b) Not less than 20 hours of instruction in commercial income approach as described in sub. (3) (r).

(3) Any approved program of study for certified residential appraisers shall include all of the following subject areas:

- (a) Appraisal standards and ethics.
- (b) Appraisal statistical concepts.
- (c) Cost approach.
- (d) Economic principles.

- (e) Highest and best use analysis.
- (f) Influences on real estate value.
- (g) Legal considerations in appraisal.
- (h) Property description.
- (i) Real estate financing.
- (j) Real estate markets and analysis.
- (k) Reconciliation of values.
- (L) Residential income approach.
- (m) Sales comparison approach.
- (n) Site value.
- (o) Types of value.
- (p) Valuation of partial interests.
- (q) Valuation process.
- (r) Commercial income approach:
 1. Mathematics of finance, including compounding, discounting, and mortgage loans.
 2. Property income and expense estimating, including lease analysis and analysis of operating statements.
 3. Methods of calculating property reversions.
 4. Methods of converting income to value:
 - a. Direct capitalization.
 - b. Residual methods, such as land, building, property, and equity.
 - c. Mortgage equity methods, such as simple mortgage equity and Ellwood/Akerson method.
 - d. Discounted cash flow methods and internal rate of return.

(4) An individual who fails to complete the 120 class hours required under sub. (1) before January 1, 2008, shall submit evidence satisfactory to the department that the individual has successfully completed all of the following:

(a) The required 200 class hour core curriculum established by the appraiser qualifications board of the appraisal foundation that consists of the following subject areas and corresponding class hours:

1. Basic appraisal principles – 30 hours.
2. Basic appraisal procedures – 30 hours.
3. The 15-hour national USPAP course or its equivalent – 15 hours.
4. Residential market analysis and highest and best use – 15 hours.
5. Residential appraiser site valuation and cost approach – 15 hours.
6. Residential sales comparison and income approaches – 30 hours.
7. Residential report writing and case studies – 15 hours.
8. Statistics, modeling and finance – 15 hours.
9. Advanced residential applications and case studies – 15 hours.

10. Appraisal subject matter electives that may include hours over the minimum required in the subject areas described in subs. 1. to 9. – 20 hours.

(b) An associate degree, in any field of study, or equivalent education from an accredited college or university. Equivalent education shall consist of at least 21 semester credit hours successfully completed at an accredited college or university, or completed through the College Level Examination Program (CLEP), that covers all of the following subject matter courses:

1. English composition.
2. Principles of micro or macro economics.
3. Finance.
4. Algebra, geometry, or higher mathematics.
5. Statistics.
6. Introduction to computers including word processing and spreadsheets.

7. Business or real estate law.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1), (2) and (3) (intro.), eff. 10-1-91; am. (1) to (3) (intro.), Register, May, 1992, No. 437, eff. 6-1-92; am. (1) and (2), Register, April, 1994, No. 460, eff. 5-1-94; am. (1), (3) (intro.), Register, June, 1996, No. 486, eff. 7-1-96; am. (2) and (3) (a) to (q), cr. (3) (r), Register, January, 1998, No. 505, eff. 2-1-98; CR 01-100: am. (2), Register February 2002 No. 554, eff. 3-1-02; CR 02-067: am. (1), renum. (2) to be (2) (intro.) and am., cr. (2) (a) and (b) Register November 2002 No. 563, eff. 12-1-02; **CR 06-033; renum. from s. RL 84.02 and am. Register November 2006 No. 611, eff. 12-1-06.**

RL 84.04 Certified general appraiser course requirements. (1) An individual who applies for certification as a certified general appraiser shall submit evidence satisfactory to the department that the applicant has completed an approved program of study for certified general appraisers that consists of at least 180 hours of instruction. An applicant who fails to complete the 180 class hours before January 1, 2008, shall satisfy the requirements under sub. (4) instead.

(2) Any approved program of study for certified general appraisers shall include all of the following:

(a) The 15-hour national USPAP course and examination, or its equivalent, that is approved by the appraiser qualifications board (AQB) of the appraisal foundation. Course equivalency shall be determined through the AQB course approval program or by an alternate method established by the AQB.

(b) Not less than 40 hours in commercial income approach as described in sub. (3) (c).

(3) Any approved program of study for certified general appraisers shall include all of the following subject areas:

(a) Appraisal standards and ethics.
(b) Appraisal statistical concepts.
(c) Commercial income approach, including all of the following:

1. Mathematics of finance, including compounding, discounting, and mortgage loans.

2. Property income and expense estimating, including lease analysis and analysis of operating statements.

3. Methods of calculating property reversions.

4. Methods of converting income to value including all of the following:

a. Direct capitalization.

b. Residual methods, such as land, building, property, and equity.

c. Mortgage equity methods, such as simple mortgage equity and Ellwood/Akerson method.

d. Discounted cash flow methods and internal rate of return.

(d) Cost approach.

(e) Economic principles.

(f) Highest and best use analysis.

(g) Influences on real estate value.

(h) Legal considerations in appraisal.

(i) Property description.

(j) Real estate financing.

(k) Real estate markets and analysis.

(L) Reconciliation of values.

(m) Residential income approach.

(n) Sales comparison approach.

(o) Site value.

(p) Types of value.

(q) Valuation of partial interests, including leasehold and leased fee valuation.

(4) An individual who fails to complete the 180 class hours required under sub. (1) before January 1, 2008, shall submit evidence satisfactory to the department that the individual has successfully completed all of the following:

(a) The required 300 class hour core curriculum established by the appraiser qualifications board of the appraisal foundation that consists of all of the following subject areas and corresponding class hours:

1. Basic appraisal principles – 30 hours.

2. Basic appraisal procedures – 30 hours.

3. The 15-hour national USPAP course or its equivalent – 15 hours.

4. General appraiser market analysis and highest and best use – 30 hours.

5. Statistics, modeling and finance – 15 hours.

6. General appraiser sales comparison approach – 30 hours.

7. General appraiser site valuation and cost approach – 30 hours.

8. General appraiser income approach – 60 hours.

9. General appraiser report writing and case studies – 30 hours.

10. Appraisal subject matter electives that may include over the minimum required in the subject areas described in subds. 1. to 9. – 30 hours.

(b) A bachelor's degree, in any field of study, or equivalent education from an accredited college or university. Equivalent education shall consist of at least 30 semester credit hours successfully completed at an accredited college or university, or completed through the College Level Examination Program (CLEP), that covers all of the following subject matter courses:

1. English composition.

2. Micro economics.

3. Macro economics.

4. Finance.

5. Algebra, geometry, or higher mathematics.

6. Statistics.

7. Introduction to computers including word processing and spreadsheets.

8. Business or real estate law.

9. Two elective courses in accounting, geography, agricultural economics, business management or real estate.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1), (2) and (3) (intro.), eff. 10-1-91; am. (1), (2) (intro.) and (3) (intro.), Register, May, 1992, No. 437, eff. 6-1-92; am. (2) (a), (3) (intro.), Register, June, 1996, No. 486, eff. 7-1-96; am. (1), (2) (intro.), (3) (a), (b), (c) 1., to 4. c., and (d) to (q), Register, January, 1998, No. 505, eff. 2-1-98; CR 01-100: am. (2) (a), Register February 2002 No. 554, eff. 3-1-02; CR 02-067: am. (1), (2) (intro.) and (a) Register November 2002 No. 563, eff. 12-1-02; **CR 06-033; renum. from s. RL 84.03 and am. Register November 2006 No. 611, eff. 12-1-06.**