

## Chapter SPS 84

## EDUCATION

SPS 84.001 Definition.  
SPS 84.01 Course approval.  
SPS 84.02 Licensed appraiser course requirements.

SPS 84.03 Certified residential appraiser course requirements.  
SPS 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. **Chapter RL 84 was renumbered chapter SPS 84 under s. 13.92 (4) (b) 1., Stats., Register November 2011 No. 671.**

**SPS 84.001 Definition.** In this chapter CLEP means college level examination program.

**History:** CR 10-135: cr. Register August 2011 No. 668, eff. 9-1-11; (title) created under s. 13.92 (4) (b) 2., Stats., Register August 2011 No. 668.

**SPS 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 Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708-8935.

**(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 15<sup>th</sup> Street, NW, Suite 1111, Washington, D.C. 20005, (202) 347-7722, [www.appraisalfoundation.org](http://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.

(f) Be an instructor who teaches an appraiser or assessor course approved by another state of the United States that is relevant to appraisal practice.

(g) Be an instructor who, in the judgment of the department, is qualified to teach course work that is relevant to appraisal practice.

**(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:

(a) The name of the course.

(b) The date the course was offered.

(c) The names and addresses of individuals who completed the course.

(d) The number of hours of instruction in each required subject area.

(e) 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.

**(13)** An appraisal course approved by another state or territory of the United States, which complies with the real property appraiser qualification criteria established 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 other state or territory.

**(14)** Credit awarded for the class hour requirement when a licensed appraiser seeks a certified appraiser certification, or a certified residential appraiser seeks a certified general appraiser certification, may also be awarded for the continuing education requirement of the license or certification held.

**Note:** To obtain information about courses approved by the Appraiser Qualifications Board of the Appraisal Foundation write to: 1155 15<sup>th</sup> 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; CR 10-135: am. (1), cr. (7) (f), (g), (13), (14) Register August 2011 No. 668, eff. 9-1-11.

**SPS 84.02 Licensed appraiser course requirements.** An individual who applies for a license as an appraiser 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 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) 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.

**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; CR 10–135: r. and recr. Register August 2011 No. 668, eff. 9–1–11.

**SPS 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 he or she 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 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.

(2) A licensed appraiser who applies for a certified residential appraiser credential shall complete all of the following class hour courses identified under par. (a) and the college–level educational requirements under sub. (1) (b):

- (a) Statistics, modeling and finance — 15 hours.
- (b) Advanced residential applications and case studies — 15 hours.

(c) Appraisal subject matter electives, as provided in par. (a) — 20 hours.

**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; CR 10–135: r. and recr. Register August 2011 No. 668, eff. 9–1–11.

**SPS 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 he or she 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 appraisal 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 appraisal 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 the minimum required in the subject areas described in subs. 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 10 semester credit hours successfully completed at an accredited college or university, or completed through the CLEP, that covers all of the following subject matter courses:

**Note:** Clearinghouse Rule 10–135 contains an error in stating equivalent education shall consist of at least 10 semester credit hours. The Federal Institutions Reform, Recovery and Enforcement Act requires 30 hours. DSPS intends to correct in a future rulemaking order.

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.

(2) A licensed appraiser who applies for a certified general appraiser credential shall complete all of the following 150 hour course work, which is identified in the core curriculum under sub. (1) (a), and the college–level educational requirements under sub. (1) (b):

- (a) General appraiser market analysis and highest and best use — 15 hours.
- (b) Statistics, modeling and finance — 15 hours.
- (c) General appraiser sales comparison approach — 15 hours.
- (d) General appraiser site valuation and cost approach — 15 hours.

- (e) General appraiser income approach — 45 hours.
- (f) General appraiser report writing and case studies — 15 hours.
- (g) Appraisal subject matter electives as provided in par. (a) — 30 hours.

**(3)** A certified residential appraiser who applies for a certified general appraiser credential shall complete all of the following 100 hour course work, which is identified in the core curriculum under sub. (1) (a), and the college-level educational requirements under sub. (1) (b):

- (a) General appraiser market analysis and highest and best use — 15 hours.

- (b) General appraiser sales comparison approach — 15 hours.
- (c) General appraiser site valuation and cost approach — 15 hours.
- (d) General appraiser income approach — 45 hours.
- (e) General appraiser report writing and case studies — 10 hours.

**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; CR 10-135: r. and recr. Register August 2011 No. 668, eff. 9-1-11.