

## Chapter SPS 85

### CONTINUING EDUCATION

SPS 85.01 Continuing education.

SPS 85.02 Approval of continuing education courses.

**Note:** The revisions in ch. RL 85 affecting s. RL 85.01 (1) and (1m), published in November, 2002, that relate to the 7-hour AQB-approved USPAP course first apply to renewal applications received by the department in conjunction with the January 1, 2006 renewal date. **Chapter RL 85 was renumbered chapter SPS 85 under s. 13.92 (4) (b) 1., Stats., Register November 2011 No. 671.**

**SPS 85.01 Continuing education. (1)** Every certified and licensed appraiser shall complete at least 28 class hours of continuing education in each biennial period which shall include successful completion of the 7-hour national USPAP update course 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.

**(1m)** Appraisers initially licensed or certified within a biennium shall complete 14 class hours of continuing education for each year or part year of licensure or certification, which shall include, of the total number of hours completed within the biennium, the 7-hour national USPAP update course 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.

**(2)** Continuing education class hours may be applied only to satisfy the continuing education requirements for the biennial renewal period in which the hours were acquired and may not be carried over to the next biennial renewal period.

**(3)** To obtain credit for continuing education class hours, a licensed or certified appraiser shall sign a statement on the renewal application certifying that he or she has completed, within the 2 years immediately preceding the date on which the application is submitted, 28 hours of continuing education approved by the department.

**Note:** Renewal applications are provided by the department prior to each renewal date.

**(4)** The number of hours of attendance at and completion of continuing education courses required under s. 458.13, Stats., shall be reduced by one hour for each hour of attendance and completion of, within the 2 years immediately preceding the date on which the renewal application is submitted, continuing education courses that the applicant has attended and completed in order to continue to qualify for employment as an assessor and that the department determines is substantially equivalent to attendance at and completion of continuing education courses for certified general appraisers, certified residential appraisers, or licensed appraisers, as appropriate.

**(5)** Up to 14 class hours may be claimed for teaching approved appraisal courses. Credit for instructing any given course or seminar may be claimed once during a continuing education renewal period.

**(6)** To audit for compliance, the department may require any certified or licensed appraiser to submit evidence of completion of 28 hours of continuing education for the biennium preceding the renewal. Every certified and licensed appraiser shall retain records of continuing education credits for at least 5 years.

**History:** Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1), (3) to (5), eff. 10-1-91; am. (1), (3) to (5), Register, May, 1992, No. 437, eff. 6-1-92; renum. (5) to be (6), cr. (5), Register, April, 1994, No. 460, eff. 5-1-94; am. (4), Register, June, 1996, No. 486, eff. 7-1-96; am. (1), (2) and (5), r. (3), Register, January, 1998, No. 505, eff. 2-1-98; cr. (3), am. (1) and (6), Register, January, 1999, No. 517, eff. 2-1-99; CR 01-100: am. (4) and (5), Register February 2002 No. 554, eff. 3-1-02; correction in (4) made under s. 13.93 (2m) (b) 7., Stats., Register February

2002 No. 554; CR 02-067: am. (1), cr. (1m) Register November 2002 No. 563, eff. 12-1-02; CR 04-007: am. (1) Register August 2004 No. 584, eff. 9-1-04; CR 06-033: am. (1), (1m), (2), (3) and (5) Register November 2006 No. 611, eff. 12-1-06; CR 10-135: am. (6) Register August 2011 No. 668, eff. 9-1-11.

**SPS 85.02 Approval of continuing education courses. (1)** Except as provided in sub. (10), to obtain approval of a continuing education course, the course provider shall submit an application on forms provided by the department at least 45 days prior to the first date the course is offered. The course provider shall include a general description of the subject, name, and outline, name and qualifications of the instructor, date, time segments, and location. The department shall notify the provider whether the course has been approved or denied within 20 business days from the date the application is received.

**Note:** Applications for course approval are available from the Department of Safety and Professional Services, Division of Professional Credentialing, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708-8935.

**(2)** A continuing education course shall relate to one or more real property related appraisal topics that include the following:

- (a) Ad valorem taxation.
- (b) Arbitration, dispute resolution.
- (c) Courses related to the practice of real estate appraisal or consulting.
- (d) Development cost estimating.
- (e) Ethics and standards of professional practice, USPAP.
- (f) Land use planning, zoning.
- (g) Real estate management, leasing, timesharing.
- (h) Property development, partial interests.
- (i) Real estate law, easements, and legal interests.
- (j) Real estate litigation, damages, condemnation.
- (k) Real estate financing and investment.
- (L) Real estate appraisal related computer applications.
- (m) Real estate securities and syndication.

**(3)** The course shall be available to all certified and licensed appraisers regardless of membership in any organization.

**(4)** The course shall be at least 2 hours in length.

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

**(6)** Course providers may repeat a previously approved course without reapplication, provided that the subject matter and instructor have not changed.

**(7)** 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 offered.

**Note:** To obtain information about the course approval process established by the Appraiser Qualifications Board of the Appraisal Foundation write to: 1155 15<sup>th</sup> Street, NW, Suite 1111, Washington, D.C. 20005, (202) 347-7722, [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

**(8)** 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 continuing 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.

**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, (202) 347-7722, [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

(e) If applying to teach the 7-hour national USPAP update 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.

**(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.

(e) If administered, the examination results for each individual.

**(10)** 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.

**(11)** 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.

**(12)** Credit awarded for the classroom 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.

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**History:** Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (2) and (3), eff. 10-1-91; am. (2) and (3), Register, May, 1992, No. 437, eff. 6-1-92; renum. (7) to be (10), cr. (7) to (9), Register, April, 1994, No. 460, eff. 5-1-94; am. (2), (8) (intro.), (9) (a), cr. (9) (c), Register, June, 1996, No. 486, eff. 7-1-96; am. (8) (intro.), (a), (b), (c) and (9) (a), Register, January, 1998, No. 505, eff. 2-1-98; am. (1) and (8) (intro.), cr. (9) (d) and (11), Register, January, 1999, No. 517, eff. 2-1-99, eff. 2-1-99; CR 01-100: am. (1) to (4) and (6), r. and recr. (5) and (7), r. (8), renum. (9) to (11) to be (8) to (10) and am. (9), cr. (11), Register February 2002 No. 554, eff. 3-1-02; CR 02-067: cr. (7) (d) and (8) (e) Register November 2002 No. 563, eff. 12-1-02; CR 06-033: am. (1), (6), (8) (b), (c) and (10), renum. (2) and (7) (intro.) to be (2) (intro.) and (7) and am., cr. (2) (a) to (m), r. (7) (a) to (d) and (11), r. and recr. (8) (e), Register November 2006 No. 611, eff. 12-1-06; CR 10-135: cr. (8) (f), (g), (11), (12) Register August 2011 No. 668, eff. 9-1-11.