

## Chapter SPS 83

### EXPERIENCE

SPS 83.01 Proof of experience for certified and licensed appraisers.

SPS 83.02 Verification of appraisal experience.

**Note:** The contents of this chapter are renumbered into ch. SPS 85 and amended eff 1-1-15 by CR 14-016. See ch. SPS 85.

**Note:** Chapter RL 83 was renumbered chapter SPS 83 under s. 13.92 (4) (b) 1., Stats., Register November 2011 No. 671.

**SPS 83.01 Proof of experience for certified and licensed appraisers.** (1) An applicant seeking certification as a general appraiser shall submit evidence satisfactory to the department that the applicant has at least 3,000 hours of appraisal experience obtained over a period of not less than 30 months.

(1a) An applicant seeking certification as a residential appraiser shall submit evidence satisfactory to the department that the applicant has at least 2,500 hours of appraisal experience obtained over a period of not less than 24 months.

(2) An applicant seeking licensure as an appraiser shall submit evidence satisfactory to the department that the applicant has at least 2,000 hours of appraisal experience obtained over a period of not less than 12 months.

(3) The work claimed under subs. (1), (1a) and (2) for appraisal experience credit shall be approved by the department and shall accomplish all of the following:

(a) Be in compliance with the uniform standards of professional appraisal practice, in effect at the time the appraisals were prepared.

(b) Include one or more of the following types of appraisal experience: appraisal, appraisal review, appraisal consulting or mass appraisal.

(c) Include, in the case of general appraisers, no more than 50% residential appraisal experience.

(d) Include, in the case of licensed appraisers and certified residential appraisers, no more than 25% commercial appraisal experience.

(e) Include no more than 20% appraisal experience obtained from the performance of limited appraisals or from the performance of appraisals in which the departure provision of the uniform standards of professional appraisal practice was invoked.

(f) Include no more than 50% of appraisal experience gained for appraisal work performed without a client. Case studies or practicum courses that are approved by the appraiser qualifications board of the appraisal foundation may be claimed to satisfy non-client experience. All non-client appraisal experience may be reviewed by the department for compliance with the USPAP.

(g) Demonstrate the same level of proficiency in appraisal principles, techniques and skills as that demonstrated by appraisers practicing under Standard 1 of the USPAP.

**Note:** Instructions for obtaining a copy of the Uniform Standards of Professional Appraisal Practice (USPAP) are contained in ch. SPS 86 Appendix I.

(3m) An applicant who fails to complete the appropriate hours of experience required under sub. (1), (1a) or (2), as appropriate, before January 1, 2008, may claim only those experience hours acquired after January 30, 1989.

(4) An applicant applying for certification or licensure under subs. (1), (1a), and (2) shall submit on forms provided by the department:

(b) A roster of appraisal experience.

(c) A chronological resume of employment.

**Note:** Application forms required for certification or licensure may be obtained from the Department of Safety and Professional Services, Division of Professional

Credentialing, 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708-8935 or from the department's website at: <http://dps.wi.gov>.

**History:** Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1), renum. (2) to (5) to be (3) to (6) and am. (3) (intro.) and (4) (intro.), eff. 10-1-91; am. (1), renum. (2) to (5) to be (3) to (6) and am. (3) (intro.), (4) (intro.) and (6), cr. (2), Register, May, 1992, No. 437, eff. 6-1-92; am. (1), (2) and (3) (b), r. (5) and (6), Register, April, 1994, No. 460, eff. 5-1-94; am. (3) (a), (b), (4) (a), (b), Register, June, 1996, No. 486, eff. 7-1-96; am. (1), (3) (b), cr. (1a), (3) (d), Register, January, 1998, No. 505, eff. 2-1-98; cr. (3) (e), Register, January, 1999, No. 517, eff. 2-1-99; CR 04-007: am. (2) Register August 2004 No. 584, eff. 9-1-04; CR 06-033: am. (3) (intro.), (a), (b) and (4) (b), cr. (3) (f) and (3m), r. (4) (a) Register November 2006 No. 611, eff. 12-1-06; CR 10-135: am. (3) (f), (4) (intro.), cr. (3) (g) Register August 2011 No. 668, eff. 9-1-11.

**SPS 83.02 Verification of appraisal experience.** For purposes of verifying appraisal experience claimed under this chapter, the department may require an applicant to submit any of the following:

(1) Business records, including tax records, which clearly demonstrate the practice of residential or commercial appraising claimed by the applicant.

(2) Employment records provided by an employer which verify the applicant's experience as an appraiser or assessor. Employment records shall verify the number of hours employed, the type of experience, and a description of the applicant's duties.

(3) Employment records provided by an official of a lending institution, insurance company, or similarly regulated agency, which verifies the applicant's experience as a review appraiser.

(4) Copies of any appraisal listed in the documentation of experience required under s. SPS 83.01 (4) (b). The department may contact any person listed on the application to obtain additional information about the experience of the applicant.

(5) Records of the department of revenue or a local governmental body which document the applicant's experience as an assessor, including but not limited to:

(a) A job description which identifies the job components relevant to practice as an assessor and the number of hours spent performing each component.

(b) Documents that demonstrate the applicant's performance of the following components of the mass appraisal process in accordance with Standard 6 of the uniform standards of professional appraisal practice:

1. Highest and best use study.

2. Model specification.

3. Model calibration.

(6) Any additional information the department deems necessary to evaluate the applicant's experience.

(7) If applying for a license or certification on the basis of a credential granted by another state or territory of the United States, in lieu of submitting verification of appraisal experience under subs. (1) to (5), an applicant may arrange for the other state or territory to forward written verification directly to the department stating that the applicant's appraisal experience has been reviewed for and is compliant with the USPAP.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; am. (2), (3), renum. (6) to be (7), cr. (6), Register, June, 1996, No. 486, eff. 7-1-96; CR 01-100: r. (2), renum. (3) to (7) to be (2) to (6) and am. (2) and (5) (b) (intro.), Register February 2002 No. 554, eff. 3-1-02; CR 06-033: am. (2) Register November 2006 No. 611, eff. 12-1-06; CR 10-135: cr. (7) Register August 2011 No. 668, eff. 9-1-11; correction in (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.