

## Chapter RL 81

## APPLICATION

RL 81.01 Applications for certified and licensed appraisers

**RL 81.01 Applications for certified and licensed appraisers.** An applicant for certification or licensure shall apply on a form provided by the department. The department shall notify the applicant within 15 business days of receipt of a complete application whether the application is approved or denied. Any applicant who files an application for certification or licensure, but does not comply with a request for information related to the application or meet all requirements within one year from the date of filing, shall file a new application and fee if certification or licensure is sought at a later date. The complete application shall include:

(1) A fee as established by the department plus the annual registry fees established by s. 458.21, Stats.;

(2) A statement of arrest or conviction subject to ss. 111.321, 111.322 and 111.335, Stats. An applicant who has a pending criminal charge or has been convicted of any crime shall provide the board all related information necessary for the board to determine whether the circumstances of the arrest or conviction or other offense substantially relate to the practice of appraisal;

(3) A transcript or proof of 75, 105 or 165 hours of instruction as provided for in ss. RL 84.02, 84.03 and 84.04;

(4) Evidence of successful completion of 15 hours of instruction in professional standards, code of ethics and state laws as required in s. 458.06 (2) (d), Stats.;

(5) Evidence of successful completion of a written examination on the professional standards, code of ethics and state law approved or conducted by the department;

(6) An affidavit verifying the required appraisal experience as required in s. RL 83.01 (4) (a); and

(7) Documentation of appraisal experience as required in s. RL 83.01 (4) (b) and (c).

**Note:** Applications for certification or licensure are 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.

**History:** Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. intro., (3), (6) and (7), eff. 10-1-91; am. (intro.), (3), (6), (7), Register, May, 1992, No. 437, eff. 6-1-92.