

## Chapter RL 85

## CONTINUING EDUCATION

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**RL 85.01 Continuing education.** (1) Every certified and licensed appraiser shall complete at least 20 hours of continuing education in each biennial renewal period as required in s. 458.13 (1), Stats.

(2) Continuing education hours may be applied only to 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) At the time of every 4th renewal, each applicant shall submit proof of attendance at and completion of, within the 2 years immediately preceding the date on which the renewal application is submitted, an educational course and examination described in s. 458.06 (2) (d), Stats. The number of hours of attendance at an educational course required under this paragraph shall be applied to satisfy the renewal requirement under s. 458.13 (1), Stats.

(4) The number of hours of attendance at and completion of continuing education programs or courses of study required under s. 458.13 (1), 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 programs or courses of study 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 the completion of continuing education programs or courses of study for general appraisers, residential appraisers, or licensed appraisers, as appropriate.

(5) To audit for compliance the department may require any certified or licensed appraiser to submit evidence of completion of 20 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.

**RL 85.02 Approval of continuing education programs.** (1) To obtain approval of a continuing education program, the program provider shall submit an application on forms provided by the department at least 45 days prior to the first date the program is offered. The program 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 program 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 Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

Register, May, 1992, No. 437

(2) The program shall relate to one or more of the subject areas described in s. RL 84.02 (3), 84.03 (3) or 84.04 (3) or other subject areas relevant to competent practice. If the subject area is not described in s. RL 84.02 (3), 84.03 (3) or 84.04 (3), the applicant shall include with the application a statement explaining how the subject area is relevant to competent practice and must be consistent with the content and criteria established by the appraiser qualifications board of the appraisal foundation.

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

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

(5) The provider of the continuing education program shall agree to monitor attendance at the beginning and end of the program and to furnish each participant written evidence of having completed the program.

(6) Program providers may repeat a previously approved program without reapplication, provided that the subject matter and instructor has not changed.

(7) The program provider shall retain records of attendance of continuing education programs for a period of 5 years.

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.