

## Chapter RL 84

### EDUCATION

RL 84.01 Course approval.  
 RL 84.02 Certified residential appraiser course requirements.

RL 84.03 Certified general appraiser course requirements.  
 RL 84.04 Licensed appraiser course requirements.

**RL 84.01 Course approval.** (1) Except as provided in sub. (10), 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 Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(2) For purposes of evaluation one semester credit at a college, university or technical college shall be the equivalent of 15 hours of instruction.

(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.

(5) Credit may be allowed for courses where the applicant obtained credit from the course provider by challenge examination without attending the courses, provided that such credit was granted prior to July 1, 1990, and provided further that the department is satisfied with the quality of the challenge examination that was administered by the course provider.

(6) Credit may be allowed for a correspondence course, video or remote television presentation which is approved by the appraiser qualifications board of the appraisal foundation or which satisfies all of the following requirements:

- (a) The course is presented by an accredited college or university which offers correspondence programs in other disciplines.
- (b) An individual successfully completes a written examination administered by a proctor approved by the course provider.
- (c) An individual is awarded a minimum of one semester credit upon successful completion of the course.
- (d) The course relates to one or more subject areas described under s. RL 84.02 (3), 84.03 (3) or 84.04 (3).

**Note:** For purposes of evaluating educational coursework, one semester credit is the equivalent of 15 hours of instruction.

(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, and who has engaged in such 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.
- (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: 1029 Vermont Avenue, NW, Suite 900, Washington, D.D. 20005-3517.

(8) Course providers shall agree to distribute course evaluation survey forms to individuals who complete courses offered by

the providers, and shall retain the originals of the forms for at least 12 months after the date of completion.

(9) The licensed and certified residential appraiser programs of study are expected to provide all appraisers with a foundation of knowledge. The courses which satisfy the requirements for appraiser licensure and residential appraiser certification may be acceptable towards satisfying the course work requirement for general appraiser certification.

(10) An appraisal course approved by the appraiser qualifications board of the appraisal foundation may be approved by the department without receipt of an application for course approval from the course provider.

**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), renun. (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.

**RL 84.02 Certified residential appraiser course requirements.** (1) A program of study for certified residential appraisers shall include at least 120 hours of instruction.

(2) Any approved program of study for certified residential appraisers shall include not less than 15 hours of instruction in professional standards and code of ethics applicable to appraisers and not less than 20 hours of instruction in commercial income approach as described in sub. (3) (r).

**Note:** The revised language in sub. (2) first applies to credential applications filed with the department on or after July 1, 1998.

(3) Any approved program of study for certified residential appraisers shall include one or more of the following subject areas:

- (a) Appraisal standards and ethics.
- (b) Appraisal statistical concepts.
- (c) Cost approach.
- (d) Economic principles.
- (e) Highest and best use analysis.
- (f) Influences on real estate value.
- (g) Legal considerations in appraisal.
- (h) Property description.
- (i) Real estate financing.
- (j) Real estate markets and analysis.
- (k) Reconciliation of values.
- (L) Residential income approach.
- (m) Sales comparison approach.
- (n) Site value.
- (o) Types of value.
- (p) Valuation of partial interests.
- (q) Valuation process.
- (r) Commercial income approach:
  1. Mathematics of finance, including compounding, discounting, and mortgage loans.
  2. Property income and expense estimating, including lease analysis and analysis of operating statements.
  3. Methods of calculating property reversions.
  4. Methods of converting income to value:

- a. Direct capitalization.
- b. Residual methods, such as land, building, property, and equity.
- c. Mortgage equity methods, such as simple mortgage equity and Ellwood/Akerson method.
- d. Discounted cash flow methods and internal rate of return.

**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.

**RL 84.03 Certified general appraiser course requirements.** (1) A program of study for certified general appraisers shall include at least 180 hours of instruction.

(2) Any approved program of study for certified general appraisers shall include within the 180 hours all of the following:

- (a) Not less than 15 hours of instruction in professional standards and code of ethics applicable to appraisers.
- (b) Not less than 40 hours in commercial income approach as described in sub. (3) (c).
- (3) Any approved program of study for certified general appraisers shall include one or more of the following subject areas:

- (a) Appraisal standards and ethics.
- (b) Appraisal statistical concepts.
- (c) Commercial income approach.
  - 1. Mathematics of finance, including compounding, discounting, and mortgage loans.
  - 2. Property income and expense estimating, including lease analysis and analysis of operating statements.
  - 3. Methods of calculating property reversions.
  - 4. Methods of converting income to value:
    - a. Direct capitalization.
    - b. Residual methods, such as land, building, property, and equity.
    - c. Mortgage equity methods, such as simple mortgage equity and Ellwood/Akerson method.
    - d. Discounted cash flow methods and internal rate of return.
- (d) Cost approach.
- (e) Economic principles.
- (f) Highest and best use analysis.
- (g) Influences on real estate value.
- (h) Legal considerations in appraisal.
- (i) Property description.
- (j) Real estate financing.
- (k) Real estate markets and analysis.
- (L) Reconciliation of values.
- (m) Residential income approach.
- (n) Sales comparison approach.
- (o) Site value.
- (p) Types of value.

- (q) Valuation of partial interests, including leasehold and leased fee valuation.

**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.

**RL 84.04 Licensed appraiser course requirements.**

(1) An applicant seeking licensure as an appraiser shall submit evidence satisfactory to the department that the applicant has completed a program of study for licensed appraisers of at least 90 hours of instruction.

(2) Any approved program of study for licensed appraisers shall include within the 90 hours, not less than 15 hours of instruction in professional standards and code of ethics applicable to appraisers and not less than 20 hours of instruction in commercial income approach as described in sub. (3) (r).

**Note:** The revised language in sub. (2) first applies to credential applications filed with the department on or after July 1, 1998.

(3) Any approved program of study for licensed appraisers shall include one or more of the following subject areas:

- (a) Appraisal standards and ethics.
- (b) Appraisal statistical concepts.
- (c) Cost approach.
- (d) Economic principles.
- (e) Highest and best use analysis.
- (f) Influences on real estate value.
- (g) Legal considerations in appraisal.
- (h) Property description.
- (i) Real estate financing.
- (j) Real estate markets and analysis.
- (k) Reconciliation of values.
- (L) Residential income approach.
- (m) Sales comparison approach.
- (n) Site value.
- (o) Types of value.
- (p) Valuation of partial interests.
- (q) Valuation process.
- (r) Commercial income approach:
  - 1. Mathematics of finance, including compounding, discounting, and mortgage loans.
  - 2. Property income and expense estimating, including lease analysis and analysis of operating statements.
  - 3. Methods of calculating property reversions.
  - 4. Methods of converting income to value:
    - a. Direct capitalization.
    - b. Residual methods, such as land, building, property, and equity.
    - c. Mortgage equity methods, such as simple mortgage equity and Ellwood/Akerson method.
    - d. Discounted cash flow methods and internal rate of return.

**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.