

## Chapter RL 84

## EDUCATION

RL 84.01	Course approval.	RL 84.03	Certified general appraiser course requirements.
RL 84.02	Certified residential appraiser course requirements.	RL 84.04	Licensed appraiser course requirements.

**Note:** The revisions in ch. RL 84 affecting ss. RL 84.02 (2) (a), 84.03 (2) (a) and 84.04 (2) (a), published in November, 2002, that relate to the 15-hour AQB-approved USPAP course first apply to credential qualifications received by the department on or after January 1, 2003.

**RL 84.01 Course approval.** (1) Except as provided in subs. (12) and (13), 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 granted for a distance education course that satisfies one of the following:

(a) The course is presented by an accredited college or university that offers distance education programs in other disciplines and satisfies all of the following:

1. Requires the learner to successfully complete a written examination proctored by an official approved by the college or university.

2. Relates to one or more subject areas identified under s. RL 84.02 (3), 84.03 (3) or 84.04 (3).

3. Meets all requirements for qualifying education established by the appraiser qualifications board of the appraisal foundation.

(b) The course is approved for college credit by the American council on education or approved by the appraiser qualifications board of the appraisal foundation under its course approval program and satisfies all of the following:

1. Requires the learner to successfully complete a written examination proctored by an official approved by the presenting entity.

2. Relates to one or more subject areas identified under s. RL 84.02 (3), 84.03 (3) or 84.04 (3).

3. Meets all requirements for qualifying education established by the appraiser qualifications board of the appraisal foundation.

**Note:** The American Council on Education may be contacted at: One DuPont Circle, NW, Washington, D.C., 20036, (202) 939-9300.

(c) The course is approved by the international distance education certification center for the course design and delivery mecha-

nism and is approved for the course content by one of the following bodies:

1. The appraiser qualifications board through its course approval program.

2. The licensing or certifying jurisdiction where the course is offered.

(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.

(e) Be an instructor who teaches appraisal courses approved for college credit by the American council on education.

(8) Credit may be granted for teaching an approved appraisal course.

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

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

(12) 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.

**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.C. 20005-3517.

(13) An appraisal course that relates to one or more subject areas identified under s. RL 84.02 (3), 84.03 (3) or 84.04 (3) and has received approval for college credit by the American council

on education may be approved by the department without receipt of an application for course approval.

**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), renum. (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; CR 01-100: am. (1), r. and recr. (6), cr. (7) (e), (7g), (9), (10), and (13), r. (8), renum. (9) and (10) to be (11) and (12), Register February 2002 No. 554, eff. 3-1-02; **CR 02-067: cr. (6) (c), renum. (7g) to be (8), am. (11) Register November 2002 No. 563, eff. 12-1-02.**

**RL 84.02 Certified residential appraiser course requirements.** (1) An applicant seeking certification as a certified residential appraiser shall submit evidence satisfactory to the department that the applicant has completed an approved program of study for certified residential appraisers that consists of at least 120 hours of instruction.

(2) Any approved program of study for certified residential appraisers shall include all of the following:

(a) The 15-hour uniform standards of professional appraisal practice course and examination 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.

(b) Not less than 20 hours of instruction in commercial income approach as described in sub. (3) (r).

(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; CR 01-100: am. (2), Register February 2002 No. 554, eff. 3-1-02; **CR 02-067: am. (1), renum. (2) to be (2) (intro.) and am., cr. (2) (a) and (b) Register November 2002 No. 563, eff. 12-1-02.**

**RL 84.03 Certified general appraiser course requirements.** (1) An applicant seeking certification as a certified general appraiser shall submit evidence satisfactory to the department that the applicant has completed an approved program of study for certified general appraisers that consists of at least 180 hours of instruction.

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

(a) The 15-hour uniform standards of professional appraisal practice course and examination 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.

(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; CR 01-100: am. (2) (a), Register February 2002 No. 554, eff. 3-1-02; **CR 02-067: am. (1), (2) (intro.) and (a) Register November 2002 No. 563, eff. 12-1-02.**

**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 an approved program of study for licensed appraisers that consists of at least 90 hours of instruction.

(2) Any approved program of study for licensed appraisers shall include all of the following:

(a) The 15-hour uniform standards of professional appraisal practice course and examination or its equivalent that is approved by the appraiser qualifications board (AQB) of the appraisal foundation.

ation. Course equivalency shall be determined through the AQB course approval program or by an alternate method established by the AQB.

(b) Not less than 20 hours of instruction in commercial income approach as described in sub. (3) (r).

**(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; **CR 02-067: am. (1), renum. (2) to be (2) (intro.) and am., cr. (2) (a) and (b), Register November 2002 No. 563, eff. 12-1-02.**