

## Chapter RL 85

### CONTINUING EDUCATION

RL 85.01 Continuing education.

RL 85.02 Approval of continuing education courses.

**Note:** The revisions in ch. RL 85 affecting s. RL 85.01 (1) and (1m), published in November, 2002, that relate to the 7-hour AQB-approved USPAP course first apply to renewal applications received by the department in conjunction with the January 1, 2006 renewal date.

**RL 85.01 Continuing education. (1)** Every certified and licensed appraiser shall complete at least 28 hours of continuing education in each biennial period which shall include successful completion of the 7-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.

**(1m)** Appraisers initially licensed or certified within a biennium shall complete 14 hours of continuing education for each year of licensure or certification, which shall include, of the total number of hours completed within the biennium, the 7-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.

**(2)** Continuing education hours may be applied only to satisfy 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)** To obtain credit for continuing education hours, a licensed or certified appraiser shall sign a statement on the renewal application certifying that he or she has completed, within the 2 years immediately preceding the date on which the application is submitted, 28 hours of continuing education approved by the department.

**Note:** Renewal applications are provided by the department prior to each renewal date.

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

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

**(6)** To audit for compliance the department may require any certified or licensed appraiser to submit evidence of completion of 28 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; renum. (5) to be (6), cr. (5), Register, April, 1994, No. 460, eff. 5-1-94; am. (4), Register, June, 1996, No. 486, eff. 7-1-96; am. (1), (2) and (5), r. (3), Register, January, 1998, No. 505, eff. 2-1-98; cr. (3), am. (1) and (6), Register, January, 1999, No. 517, eff. 2-1-99; CR 01-100: am. (4) and (5), Register February 2002 No. 554, eff. 3-1-02; correction in (4) made under s. 13.93 (2m) (b) 7., Stats., Register February

2002 No. 554; CR 02-067: am. (1), cr. (1m) Register November 2002 No. 563, eff. 12-1-02.

**RL 85.02 Approval of continuing education courses. (1)** Except as provided in subs. (10) and (11), to obtain approval of a continuing education course, the course provider shall submit an application on forms provided by the department at least 45 days prior to the first date the course is offered. The course 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 course 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.

**(2)** The course 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 is consistent with the course content and criteria established by the appraiser qualifications board of the appraisal foundation.

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

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

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

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

**(7)** Credit may be granted for a distance education course that meets any of the following:

(a) The course is presented to an organized group in an instructional setting with a person qualified and available to answer questions, provide information, and monitor attendance, and satisfies all of the following:

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

2. Meets all requirements for continuing education established by the appraiser qualifications board of the appraisal foundation.

(b) 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 continuing education established by the appraiser qualifications board of the appraisal foundation.

(c) 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 or, if a written examination is not required for accreditation, requires the learner to complete the course mechanism required for accreditation.

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 continuing 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.

(d) The course is approved by the international distance education certification center for the course design and delivery mechanism 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.

**(8)** 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 continuing 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.C. 20005-3517.

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

**(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)** 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.

**(11)** 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. (2) and (3), eff. 10-1-91; am. (2) and (3), Register, May, 1992, No. 437, eff. 6-1-92; renum. (7) to be (10), cr. (7) to (9), Register, April, 1994, No. 460, eff. 5-1-94; am. (2), (8) (intro.), (9) (a), cr. (9) (c), Register, June, 1996, No. 486, eff. 7-1-96; am. (8) (intro.), (a), (b), (c) and (9) (a), Register, January, 1998, No. 505, eff. 2-1-98; am. (1) and (8) (intro.), cr. (9) (d) and (11), Register, January, 1999, No. 517, eff. 2-1-99, eff. 2-1-99; CR 01-100: am. (1) to (4) and (6), r. and recr. (5) and (7), r. (8), renum. (9) to (11) to be (8) to (10) and am. (9), cr. (11), Register February 2002 No. 554, eff. 3-1-02; **CR 02-067: cr. (7) (d) and (8) (e) Register November 2002 No. 563, eff. 12-1-02.**