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**REAL ESTATE APPRAISERS BOARD**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**November 1, 2016**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**

**9:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A) Welcome New Members
- B) **Adoption of Agenda (1-3)**
- C) **Approval of Minutes of August 4, 2016 (4-6)**
- D) **Administrative Updates**
  - 1) Department and Staff Updates
  - 2) Appointments/Reappointments/Confirmations
  - 3) Board Members – Term Expiration Dates
    - a) Carl Clementi – 5/1/2016
    - b) Jennifer Coates – 5/1/2019
    - c) Thomas Kneesel – 5/1/2018
    - d) Steven Miner – 5/1/2019
    - e) Lawrence Nicholson – 5/1/2018
    - f) Henry Simon – 5/1/2009
  - 4) Other Items
    - a) **Recusal Information (7-8)**
- E) Nominations, Elections, and Appointments
- F) **Report from Real Estate Appraisers Application Advisory Committee**
- G) **Legislative/Administrative Rule Matters**
  - 1) Status of Statute and Administrative Rule Matters
  - 2) Mandatory Appraiser Licensing Legislation
  - 3) Appraisal Management Company (AMC) Legislation
- H) **9:35 A.M. APPEARANCE: Lisa Hanson, Hanson Appraisal Services - Pembine, WI – Appraiser Independence – Correspondence Received (9-10)**

- I) **APPEARANCE: Eleanor Shea, DSPS License Permit Program Associate – Applications for Review (11-13)**
- J) **Supervisory Requirement for Appraisal Applicant Reviews – Discussion and Consideration (14)**
- K) **Real Estate Appraiser Licensure – Board Discussion (15-16)**
- L) Informational Items
- M) Items Added After Preparation of Agenda:
  - 1) Introductions, Announcements and Recognition
  - 2) Nominations, Elections, and Appointments
  - 3) Administrative Updates
  - 4) Education and Examination Matters
  - 5) Credentialing Matters
  - 6) Practice Matters
  - 7) Legislation/Administrative Rule Matters
  - 8) Liaison Report(s)
  - 9) Informational Item(s)
  - 10) Disciplinary Matters
  - 11) Presentations of Petition(s) for Summary Suspension
  - 12) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
  - 13) Presentation of Proposed Decisions
  - 14) Presentation of Interim Order(s)
  - 15) Petitions for Re-Hearing
  - 16) Petitions for Assessments
  - 17) Petitions to Vacate Order(s)
  - 18) Petitions for Designation of Hearing Examiner
  - 19) Requests for Disciplinary Proceeding Presentations
  - 20) Motions
  - 21) Petitions
  - 22) Appearances from Requests Received or Renewed
  - 23) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports
- N) Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).**

- O) **Deliberation on Division of Legal Services and Compliance (DLSC) Matters**
  - 1) **Administrative Warning(s)**
    - a) 16 APP 015 (L.M.G.) **(17-18)**

- 2) **Proposed Stipulation(s), Final Decisions and Orders**
    - a) 15 APP 026 and 15 APP 046 – Joan C. Finnell **(19-26)**
    - b) 15 APP 031 – Quinlan D. Thomas **(27-34)**
    - c) 16 APP 007 – Martin S. Siegel **(35-40)**
    - d) 16 APP 008 – J. Travers Price**(41-46)**
    - e) 16 APP 017 – Geoffrey M. Lasco**(47-52)**
    - f) 16 APP 027 – Howard B. Richter **(53-58)**
  - 3) **Case Closings**
    - a) 16 APP 019 (G.P.) **(59-62)**
    - b) 16 APP 022 (G.R.D.) **(63-65)**
    - c) 16 APP 023 (D.E.H.) **(66-69)**
    - d) 16 APP 028 (C.V.S.) **(70-72)**
  - 4) Monitoring
- P) Deliberation of Items Added After Preparation of the Agenda:
- 1) Education and Examination Matters
  - 2) Credentialing Matters
  - 3) Disciplinary Matters
  - 4) Monitoring Matters
  - 5) Professional Assistance Procedure (PAP) Matters
  - 6) Petition(s) for Summary Suspensions
  - 7) Proposed Stipulations, Final Decisions and Orders
  - 8) Administrative Warnings
  - 9) Proposed Decisions
  - 10) Matters Relating to Costs
  - 11) Complaints
  - 12) Case Closings
  - 13) Case Status Report
  - 14) Petition(s) for Extension of Time
  - 15) Proposed Interim Orders
  - 16) Petitions for Assessments and Evaluations
  - 17) Petitions to Vacate Orders
  - 18) Remedial Education Cases
  - 19) Motions
  - 20) Petitions for Re-Hearing
  - 21) Appearances from Requests Received or Renewed
- Q) Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

- R) Open Session Items Noticed Above not Completed in the Initial Open Session
- S) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

**ADJOURNMENT**

The Next Scheduled Meeting is February 14, 2017.

**REAL ESTATE APPRAISERS BOARD  
VIRTUAL TELECONFERENCE MEETING MINUTES  
AUGUST 4, 2016**

**PRESENT:** Carl Clementi (*via GoToMeeting*), Jennifer Coates (*via GoToMeeting*), Thomas Kneesel (*via GoToMeeting*), Steven Miner (*via GoToMeeting*), Lawrence Nicholson (*via GoToMeeting*), Henry Simon

**STAFF:** Tom Ryan - Executive Director; Nilajah Hardin - Bureau Assistant, and other DSPS Staff

**CALL TO ORDER**

Lawrence Nicholson, Chair, called the meeting to order at 9:34 a.m. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- *Add Open Session Item: "Appraiser Qualifications Board Experience Survey- REA Board Input"*
- *Add Closed Session Item: "15 APP 047 – Goeff G. Goodlad"*
- *Remove Item: "D) 3) a) Scott Brunner – 5/1/2016"*

**MOTION:** Henry Simon moved, seconded by Jennifer Coates, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Carl Clementi moved, seconded by Steven Miner, to approve the minutes of May 5, 2016 as published. Motion carried unanimously.

**LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**Appraisal Management Company (AMC) Legislation**

**MOTION:** Steven Miner moved, seconded by Carl Clementi, to authorize the Chair to gather information from the Real Estate Valuation Advocacy Association (REVAA) and to explore the possibility of the REVAA addressing the Board. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Henry Simon moved, seconded by Thomas Kneesel, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Carl Clementi - yes; Jennifer Coates – yes; Thomas Kneesel – yes; Steven Miner – yes; Lawrence Nicholson – yes; Henry Simon - yes. Motion carried unanimously.

The Board convened into Closed Session at 10:34 a.m.

## RECONVENE TO OPEN SESSION

**MOTION:** Steven Miner moved, seconded by Henry Simon, to reconvene in Open Session at 11:18 a.m. Motion carried unanimously.

## VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

**MOTION:** Jennifer Coates moved, seconded by Henry Simon, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

## DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

### Proposed Stipulations, Final Decisions and Orders

**MOTION:** Carl Clementi moved, seconded by Steven Miner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the following matters:

1. 14 APP 039, 14 APP 064, and 14 APP 069 – Bill L. Schumacher
2. 15 APP 014 - Jeanna I. Fischbach
3. 15 APP 045 – Charles A. Hartung
4. 15 APP 052 – Joshua M. Briggs
5. 16 APP 014 – David B. Lockrem
6. 16 APP 016 – Cori Hutchison-Mateuffel
7. 16 APP 018 – John D. Martin
8. 16 APP 034 – Douglas X. Adams
9. 15 APP 047 – Geoff G. Goodlad

Motion carried unanimously.

### Case Closings

#### *15 APP 044 (R.J.K.)*

**MOTION:** Henry Simon moved, seconded by Thomas Kneesel, to close case 15 APP 044, against R.J.K., for Prosecutorial Discretion (P5-Flag). Motion carried unanimously.

#### *16 APP 020 (T.R.)*

**MOTION:** Carl Clementi moved, seconded by Henry Simon, to close case 16 APP 020, against T.R., for No Violation. Motion carried unanimously.

### Monitoring

#### *Mark Snoda – Requesting Full Licensure*

**MOTION:** Jennifer Coates moved, seconded by Carl Clementi, to grant the request of Mark Snoda for full licensure. Motion carried unanimously.

*Willard Parr – Requesting Voluntary Surrender of License*

**MOTION:** Jennifer Coates moved, seconded by Steven Miner, to offer the respondent, Willard Parr, a Stipulation and Order specifying the terms under which the Board would accept the surrender of his Certified Residential Appraiser license. Motion carried unanimously.

**ORDER(S) FIXING COSTS**

**Kelly McNamara, Respondent (ORDER0004703)(DHA Case # SPS-16-0010)(DLSC Case # 15 APP 037)**

**MOTION:** Carl Clementi moved, seconded by Jennifer Coates, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Kelly McNamara, Respondent (ORDER0004703) (DHA Case # SPS-16-0010)(DLSC Case # 15 APP 037). Motion carried unanimously.

**MOTION:** Jennifer Coates moved, seconded by Carl Clementi, to delegate the Chair's signature authority to Tom Ryan for the documents from today's meeting. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Jennifer Coates moved, seconded by Henry Simon, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:21 a.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Amber Cardenas, Board Counsel</b>		2) Date When Request Submitted:  <b>10.4.2016</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections:			
4) Meeting Date:	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Board Member Recusal</b>	
7) Place Item in: <input type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  Review information regarding ethical and legal obligations to recuse on certain matters at meetings.			
11) Authorization			
Signature of person making this request		Date	
s/Amber Cardenas		10.4.2016	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## Recusal

Board members are charged with making decisions that objectively represent the voice of the public, members of the profession, and those seeking entry into the profession. This means that as a board member you are not an advocate for a private interest group or professional association. As a public official, you are held to the highest standards of ethical and professional conduct, and should strive to avoid any relationship, activity or position that may influence the performance of your official duties as a board member.

It follows that you must recuse yourself from any conflict of interest that would compromise your neutrality in making decisions on the board. Ask yourself, “can I decide the issue, fairly and without bias, prejudice, or the impression or appearance of impropriety?” If not, you should recuse from the matter.

A conflict of interest is a type of interest that would result in some benefit, perceived benefit to you, or a bias or perceived bias in favor of or against a particular matter. Under any of the above circumstances, you may have an ethical duty to recuse. Factors to consider in deciding whether to recuse are whether the issue at hand involves a colleague, friend, family member or someone with a close business or social relationship. If yes, then it may be proper to recuse yourself from the matter. The more remote the relationship, professional association, or knowledge becomes, the further you may be removed from bias. You must consider whether you can render an impartial and unbiased decision.

Finally, when acting as a case advisor, you have a legal duty to recuse when the case involves a **contested matter** which is being deliberated and voted upon.

Examples include:

- Reviews of Administrative Warnings
- Petitions for Summary Suspension
- Complaints for Probable Cause (Med Board)
- Administrative Law Judge Proposed Decision and Orders (ALJ PDOs).

The Case Advisor **must** recuse him or herself and leave the room for any contested matter. Board Counsel should be present for contested cases to answer any legal questions and to provide information to the prosecutor should the case be remanded.

The Department of Safety and Professional Services greatly appreciates your willingness to serve the public and those in your profession. If there are any questions about whether a Board member should recuse, please contact Board Legal Counsel.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Nilajah Hardin, Bureau Assistant on behalf of Larry Nicholson, Board Chair</b>		2) Date When Request Submitted:  <b>10/21/2016</b>  <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>									
3) Name of Board, Committee, Council, Sections:  <b>Real Estate Appraisers Board</b>											
4) Meeting Date:  <b>11/01/2016</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>APPEARANCE: Lisa Hanson, Hanson Appraisal Services, Pembine, WI – Appraiser Independence – Correspondence Received</b>									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input checked="" type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:  <b>N/A</b>									
10) Describe the issue and action that should be addressed:  <b>Please see the attached information.</b>											
11) Authorization  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;"><i>Nilajah D. Hardin</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;"><b>10/21/2016</b></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</td> </tr> </table>				<i>Nilajah D. Hardin</i>	<b>10/21/2016</b>	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date	
<i>Nilajah D. Hardin</i>	<b>10/21/2016</b>										
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date											
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

**From:** [DSPS PracticeFAQ4](#)  
**To:** [Hardin, Nilajah - DSPS](#)  
**Subject:** FW: Appraiser independence  
**Date:** Friday, October 21, 2016 10:25:40 AM

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Please add this to the Board's agenda. (REA) Open Session, as Appraiser Independence – Correspondence Received – APPEARANCE – Lisa Hanson, Hanson Appraisal Services, Pembine, WI

Board: Real Estate Appraisers Board  
First Name: Lisa  
Last Name: Hanson  
Association/Organization: Hanson Appraisal Services, Inc.

I would like to address the board with regard to appraiser independence, specifically to discuss real estate agents/brokers and lender blacklisting and enforcement of this issue. Real estate agents tell me that it is my job to meet the value and if a buyer is willing to pay, then it must be worth it. There are many appraisers that are just meeting value and it is obvious when searching comps and seeing inflated sales. I would like this opportunity to speak to the board about what is happening in the field without filing a specific complaint on any specific appraiser at this time. A real estate agent recently in 2 offers that I am aware of wrote in the offer that I was not allowed to do the appraisal or in NO WAY be part of the appraisal process. I filed a complaint with the State of WI Real Estate board and received a letter from the board stating that there was no violation. It is my understanding that this is a violation of Frank Dodd, so I am wondering if the board can/cannot enforce this. Something needs to be done to end this type of behavior. It is not only me, it is other appraisers in the area as well that are getting the same treatment for not meeting values. I am also a Real Estate Broker and do understand both sides. In the end, it is the consumer that is suffering because of this. I have plenty of work, so this is not a financial issue for me, I am most concerned about the consumer and the future market as homes are closing for more than they are worth and if that consumer has to sell the home in the future, it is most likely going to be difficult for them and we will see 2008 all over again. There are many examples that I could share to prove that this is happening. I look forward for the opportunity to address the board.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  Eleanor Shea, LPPA		2) Date When Request Submitted:  10/17/16  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  Real Estate Appraisers Board			
4) Meeting Date:  11/1/16	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Applications for review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input checked="" type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  <b>Qualifying experience prepared under USPAP Standard 3</b> - Credentiaing staff have prepared the attached text in order to instruct applicants in how to submit qualifying experience under USPAP standard 3 (see 10.17.16 board attachment file) and would like to determine the following: - <u>Exhibit A:</u> - 1) Do the listed criteria request sufficient complexity for the assigned committee member to make an informed decision? - 2) What, if any, additional criteria should be listed? - <u>Exhibit B:</u> - The highlighted questions are asked of all applicants that provide work samples under USPAP Standards 1 & 2; credentialing staff would like to determine: - 1) Are they applicable to Appraisal Review work samples? - 2) If not, what questions should be asked regarding these work samples?			
11) <span style="float: right;">Authorization</span>  <b>Eleanor Shea, 10/17/2016</b> <hr/> Signature of person making this request <span style="float: right;">Date</span>  <hr/> Supervisor (if required) <span style="float: right;">Date</span>  <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) <span style="float: right;">Date</span>			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

**Exhibit A: This is what we are proposing to send to applicants after they have provided the requisite number of experience hours:**

Following review of the submitted experience roster, additional information is requested. Work product prepared under USPAP Standard 3 (Appraisal Review) is permissible under Wis. Admin. Code Ch. SPS 85.700(1)(b); however, in order for DSPS to make an appropriate audit selection for review by the Real Estate Appraisers Application Advisory Committee, please identify at least ten (10) appraisal reviews that meet the criteria listed below:

- 1) If applying for either Licensed Appraiser or Certified Residential Appraiser credential, list residential properties
- 2) If applying for a Certified General Appraiser, list commercial properties
- 3) Recent work samples are appreciated by the committee; please limit the list to work samples that fall under the current revision of USPAP, ideally prepared no more than six months preceding date of application to DSPS
- 4) Provide a mixture of property types
- 5) List only those reviews that provide a narrative
- 6) Demonstrate understanding of the following:
  - a. The three (3) approaches to value
  - b. Comparable Properties
  - c. Highest and Best Use
- 7) Designate at least one example that disagreed with the Appraiser and/or requested the Appraiser to make a revision to the report
- 8) To the extent that is possible, please avoid listing any reviews based upon restricted reports

**Exhibit B: Once the applicant has provided this list of 10 properties and the selections have been made, this is the text of the letter that the applicant receives informing them of which samples have been selected:**

To certify your appraisal experience to become AQB compliant on the Federal Registry, please provide verification that the experience is in compliance with the Uniform Standards of Professional Appraisal Standards (USPAP). Effective July 1, 1996 the work claimed for appraisal experience credit shall be in compliance with the uniform standards of professional appraisal practice as in effect at the time the appraisals were prepared. [SPS SPS 85.700(1)(a) Wis. Admin. Code]

Please send the documents electronically; you can do so by emailing a .pdf copy of each report listed below to [DSPSCREDAppraiser@wisconsin.gov](mailto:DSPSCREDAppraiser@wisconsin.gov). In addition to your own review, be sure to include a copy of the complete report, addendums, pictures, and signed certification page. They must be non-redacted, signed reports. If the requested report is a restricted report, please include a copy of your work file.

Please refer to the confidentiality provision in the USPAP Ethics Rule regarding the disclosure of true signed reports which states “An appraiser must not disclose confidential information or assignment results prepared for a client to anyone other than...state enforcement agencies and such third parties as may be authorized by due process of law...”.

Report 1: ADDRESS 1, CITY, ST, ZIP

Report 2: ADDRESS 1, CITY, ST, ZIP

Report 3: ADDRESS 1, CITY, ST, ZIP

For each appraisal listed above, please include a signed, dated statement that answers the following questions:

1. What was your specific role in the appraisal? Which of the parts did you perform, and how many hours for each part (inspection, data gathering, analysis, report writing)?

2. Did anyone contribute professional assistance in the performance of the appraisals noted above? If yes, identify which appraisal(s) and the name(s) of the individual(s).

3. If you did the appraisal as one of a team, what percent of the appraisal was your own work? Please have a report signer designate your role and hours of participation in the appraisal.

If you have any questions or concerns, please contact our office.

Sincerely,

Division of Professional Credential Processing, Real Estate Appraisers Board

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Nilajah Hardin, Bureau Assistant, on behalf of Carl Clementi, Real Estate Appraiser Board Member</b>		2) Date When Request Submitted:  <b>08/08/16</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections:  <b>Real Estate Appraisers Board</b>			
4) Meeting Date:  <b>11/01/16</b>	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Supervisory Requirement for Appraisal Applicant Reviews – Discussion and Consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:            			
11) Authorization			
<i>Nilajah D. Hardin</i>		<b>08/08/16</b>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Nilajah Hardin, Bureau Assistant</b> <b>On behalf of</b> <b>Tom Ryan, Executive Director</b>		2) Date When Request Submitted:  <b>09/14/2016</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections:  <b>Real Estate Appraisers Board</b>			
4) Meeting Date:  <b>11/01/2016</b>	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Real Estate Appraiser Licensure - Board Discussion</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input checked="" type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:  <b>N/A</b>	
10) Describe the issue and action that should be addressed:  <b>Please see the attached information.</b>			
11) Authorization			
<i>Nilajah D. Hardin</i>		<b>9/14/16</b>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

**To:** Ryan, Thomas - DSPS  
**Subject:** Appraising in WI

Hi Tom,

I'm hoping you can point me in the right direction as to who I should be voicing this to.

Recently I looked into becoming an appraiser in our state. The experience requirement of 2,000 hours for the lowest licensure kind of surprised me, but I understand that you want licensed appraisers to have experience in their field & therefore protecting the public. The issue I have is when I checked with our three appraisal companies here in Marshfield (where I live) as to what they do with potential trainees. I was told by all three that they are too busy to take on trainees & that basically there is no benefit for them to do so.

After a little more research- sure enough I found out that at least 2/3 if not all had fathers who were appraisers & it was basically passed down to them.

My issue is pretty obvious- how is someone supposed to get into this field if they cannot find someone who is willing to help them with the experience requirement to get licensed in this state? My only option would be to pickup my entire family & move just so I can train & get the experience hours? Obviously when you have small kids you cannot afford to move them to work for nothing. This is obviously very disappointing- unless there is something I am missing, which is why I am emailing you. I appreciate your time & any insight you can provide me.

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Thank You,

**Cory Helwig**

Sent with [MailTrack](#)