

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

FAX #: (608) 261-7083  
Phone #: (608) 266-2112

1400 E. Washington Avenue  
Madison, WI 53703

E-Mail: web@dps.wi.gov  
Website: http://dps.wi.gov

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### REQUEST FOR APPROVAL OF AUCTIONEER CONTINUING EDUCATION PROGRAM OR COURSES FOR THE 2010-2011 BIENNIUM

PLEASE TYPE OR PRINT IN INK.

1. NAME OF SCHOOL	2. NAME OF EDUCATIONAL ADMINISTRATOR
3. ADDRESS (number, street, city, state, zip code)	4. DAYTIME TELEPHONE NUMBER (        )

5. Check the courses for which you are seeking approval and check whether each course will be presented as classroom education or distance learning. The required ethics course must be 3 hours in length, or comparable in content coverage if distance learning. Please list the number of hours for each elective course.

<u>Mandatory Course:</u>	<u>Classroom Education</u>	<u>Distance Learning</u>	<u>Hours</u>
<input type="checkbox"/> Auctioneer Ethical & Professional Conduct-Wisconsin Laws	<input type="checkbox"/>	<input type="checkbox"/>	<u>  3  </u>
<u>Elective Categories:</u>			
<input type="checkbox"/> Maintenance of Records & Trust Accounts-Wisconsin Laws	<input type="checkbox"/>	<input type="checkbox"/>	<u>      </u>
<input type="checkbox"/> Federal & Wisconsin Laws Relating to Auctioneering	<input type="checkbox"/>	<input type="checkbox"/>	<u>      </u>
<input type="checkbox"/> Real Estate Auctions – Practice & Legal Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<u>      </u>
<input type="checkbox"/> Commercial Auctions – Practice & Legal Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<u>      </u>
<input type="checkbox"/> Agricultural Auctions – Practice & Legal Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<u>      </u>
<input type="checkbox"/> Internet Auctions	<input type="checkbox"/>	<input type="checkbox"/>	<u>      </u>
<input type="checkbox"/> Proxy Bids	<input type="checkbox"/>	<input type="checkbox"/>	<u>      </u>

6. I have enclosed \_\_\_\_\_ (number) of multiple-choice examination questions with this application. (At least 5 for each hour of instruction are required.)

7. Please check the appropriate box.

- This is our school's first application for approval to offer continuing education courses. I have submitted the appropriate school application and enclosed supporting documentation.
- We submitted an application for approval of a continuing education course in the past. No substantive changes have been made in the organizational structure, physical facilities, or policies of our school since. If substantive changes were made, they are included with this application.

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8. INSTRUCTORS – Attach a list of instructors and clearly designate which course or courses each instructor will present. Also, complete an “Application for Approval of Auctioneer Instructor” (Form #2281) for each new instructor.

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9. Describe method of evaluating instructors:

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10. Program Content - - Attach course outline. Itemize the number of educational hours for each portion or topic of the program or course. Attach supporting information, if necessary.

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- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 11. Do you agree to inform the Department of any changes in the information which you provided in this application within 10 days following the date of the change?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is enrollment open to all licensees regardless of gender, race, sexual orientation, disability, religion, or age?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Do you agree to monitor attendance, require students to complete the entire course and pass a multiple-choice exam (5 questions per hour of instruction, minimum) before issuing a certificate of attendance? Passing score for the exam must be 70%. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Do you agree to retain attendance records for at least 5 years after the program or course has been conducted?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Do you agree to adhere to all pertinent state requirements in Chapter RL 128 of the Wisconsin Administrative Code?  | <input type="checkbox"/> | <input type="checkbox"/> |
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16. On separate pages, describe **how your school will carry out the following procedures** for all distance education courses checked above.
- a. Ensure that instructors respond to enrolled students in a timely fashion.
  - b. Employ a means to monitor student mastery of the subject matter.
  - c. Distribute, collect and score exams and supplemental materials.
  - d. Report pass/fail information to students and issue certificates of completion.
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## TO BE COMPLETED BY THE EDUCATIONAL ADMINISTRATOR

**I hereby certify that all statements made in this application are true to the best of my knowledge and belief.**

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Print Name and Title of Education Administrator

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Date

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Signature of Educational Administrator