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**TELECONFERENCE/VIRTUAL MEETING**  
**REAL ESTATE APPRAISERS BOARD**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**February 13, 2018**

*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**

**9:00 A.M.**

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

- A) Adoption of Agenda**
- B) Approval of Minutes of November 14, 2017**
- C) Administrative Updates**
  - 1) Department and Staff Updates
  - 2) Introductions, Announcements, and Recognitions
    - a) Lawrence Nicholson, for years of service to the Board
  - 3) Election of Officers
  - 4) Appointment of Liaisons and Alternates
  - 5) Delegation of Authorities
  - 6) Board Members – Board Member Status
    - a) Carl Clementi – 5/1/2020
    - b) Jennifer Coates – 5/1/2019
    - c) Thomas Kneesel – 5/1/2018
    - d) Steven Miner – 5/1/2019
    - e) Dennis Myers – 5/1/2021
    - f) Lawrence Nicholson – 5/1/2018
- D) Conflicts of Interest**
- E) Act 113, Regarding Regulation of Appraisal Management Companies – Discussion and Consideration**
  - 1) 9:00 A.M. APPEARANCE: Dean Smith, Stoughton, WI
- F) Appraisal Qualifications Board’s Real Property Appraiser Qualification Criteria -- Discussion**
- G) Credentialing Matters**
- H) Legislative/Administrative Rule Matters**

- 1) Position Statements of the Real Estate Appraisers Board
- 2) Update on Legislation and Pending or Possible Rulemaking Projects

**I) Report from Real Estate Appraisers Application Advisory Committee**

**J) Informational Items**

**K) Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Nominations, Elections, and Appointments
- 3) Board Liaison Training and Appointment of Mentors
- 4) Administrative Updates
- 5) Education and Examination Matters
- 6) Credentialing Matters
- 7) Practice Matters
- 8) Legislation/Administrative Rule Matters
- 9) Liaison, Panel, and Committee Report(s)
- 10) Informational Item(s)
- 11) Disciplinary Matters
- 12) Presentations of Petition(s) for Summary Suspension
- 13) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 14) Presentation of Proposed Decisions
- 15) Presentation of Interim Order(s)
- 16) Petitions for Re-Hearing
- 17) Petitions for Assessments
- 18) Petitions to Vacate Order(s)
- 19) Petitions for Designation of Hearing Examiner
- 20) Requests for Disciplinary Proceeding Presentations
- 21) Motions
- 22) Petitions
- 23) Appearances from Requests Received or Renewed
- 24) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports

**L) 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.).**

**M) Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) Administrative Warning(s)
- 2) Proposed Stipulation(s), Final Decisions and Orders
  - a) 16 APP 054 – Ronald J. Tallinger
  - b) 17 APP 008 – James D. Dhein
  - c) 17 APP 009 – Dan W. Berry
  - d) 17 APP 018 – Brian P. Knowles
  - e) 17 APP 023 – Daniel P. Currier
- 3) Case Closings

N) 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) Board Liaison Training
- 7) Petition(s) for Summary Suspensions
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Administrative Warnings
- 10) Proposed Decisions
- 11) Matters Relating to Costs
- 12) Complaints
- 13) Case Closings
- 14) Case Status Report
- 15) Petition(s) for Extension of Time
- 16) Proposed Interim Orders
- 17) Petitions for Assessments and Evaluations
- 18) Petitions to Vacate Orders
- 19) Remedial Education Cases
- 20) Motions
- 21) Petitions for Re-Hearing
- 22) Appearances from Requests Received or Renewed

O) Consulting with Legal Counsel

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

P) Open Session Items Noticed Above not Completed in the Initial Open Session

Q) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

**ADJOURNMENT**

**NEXT SCHEDULED MEETING: JUNE 19, 2018**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Laura Smith, Bureau Assistant on behalf of Tom Ryan, Executive Director		<b>2) Date When Request Submitted:</b> 2/8/18  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting																			
<b>3) Name of Board, Committee, Council, Sections:</b> Real Estate Appraisers Board																					
<b>4) Meeting Date:</b> 2/13/18	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  Appraisal Qualifications Board's Real Property Appraiser Qualification Criteria																			
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No																			
<b>9) Name of Case Advisor(s), if required:</b>																					
<b>10) Describe the issue and action that should be addressed:</b>  Review summary of changes (attached) provided by Appraisal Qualifications Board, and possible changes to Wisconsin Real Estate Appraiser education requirements.																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>11) Signature of person making this request</b></td> <td style="width: 20%; text-align: center;"><b>Authorization</b></td> <td style="width: 20%; text-align: center;"><b>Date</b></td> </tr> <tr> <td><i>Laura Smith</i></td> <td></td> <td style="text-align: center;"><i>2/9/18</i></td> </tr> <tr> <td><b>Supervisor (if required)</b></td> <td></td> <td style="text-align: center;"><b>Date</b></td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td colspan="3"><b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Date</b></td> </tr> </table>				<b>11) Signature of person making this request</b>	<b>Authorization</b>	<b>Date</b>	<i>Laura Smith</i>		<i>2/9/18</i>	<b>Supervisor (if required)</b>		<b>Date</b>	<hr/>			<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>			<b>Date</b>		
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<b>Directions for including supporting documents:</b> 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.																					



# REAL PROPERTY APPRAISER QUALIFICATION CRITERIA

## Summary of Changes

Effective May 1, 2018

The Appraiser Qualifications Board of The Appraisal Foundation establishes the *minimum* qualifications for real property appraisers in the United States. These qualifications can be found in the *Real Property Appraiser Qualification Criteria*.

To become a real property appraiser, candidates must obtain qualifying education hours, and, as applicable, obtain college-level education and experience hours, and successfully pass the National Uniform Licensing and Certification Examination. The following is a summary of changes to the Criteria effective May 1, 2018. Because state appraiser regulatory agencies are only required to adopt *minimum* AQB *Criteria*, it is **crucial** that candidates contact their state to determine if the state intends to adopt any or all of these changes, and if so, when the changes may go into effect.

<b>College-Level Education</b>		
	<b>PREVIOUS</b> <b>January 1, 2015 – April 30, 2018</b>	<b>NEW</b> <b>May 1, 2018</b>
<b>Licensed Residential</b>	30 Semester Hours of College-Level Education	No College-Level Education Required
<b>Certified Residential</b>	Bachelor's Degree or Higher	(See Chart of Options on Next Page)

## College Level Education for Certified Residential

Option #1	Option #2	Option #3	Option #4	Option #5	Option #6
<p>Bachelor's Degree in any field of study</p>	<p>Associates Degree in a field of study related to:</p> <ul style="list-style-type: none"> <li>• <i>Business Administration</i></li> <li>• <i>Accounting</i></li> <li>• <i>Finance</i></li> <li>• <i>Economics</i>; or</li> <li>• <i>Real Estate</i></li> </ul>	<p>Successful completion of 30 semester hours of college-level courses in <b>each</b> of the following specific topic areas:</p> <ul style="list-style-type: none"> <li>• <i>English Composition</i> (3 hours)</li> <li>• <i>Microeconomics</i> (3 hours)</li> <li>• <i>Macroeconomics</i> (3 hours)</li> <li>• <i>Finance</i> (3 hours)</li> <li>• <i>Algebra, Geometry, or Higher Math</i> (3 hours)</li> <li>• <i>Statistics</i> (3 hours)</li> <li>• <i>Computer Science</i> (3 hours)</li> <li>• <i>Business Law</i> or <i>Real Estate Law</i> (3 hours)</li> <li>• Two elective courses in any of the above topics, or in <i>Accounting, Geography, Agricultural Economics, Business Management, or Real Estate</i> (3 hours each)</li> </ul>	<p>Successful completion of at least 30 hours of College Level Examination Program® (CLEP®) examinations that cover each of the specific topic areas in Option #3 (see Equivalency Table on next page).</p>	<p>Any combination of Option #3 and Option #4 that includes all of the topics identified</p>	<p>No college-level education required.</p> <p>This option applies <u>only</u> to appraisers who <b>have held</b> a Licensed Residential credential for a minimum of five (5) years <b>and</b> have no record of any adverse, final, and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential.</p>

### Equivalency Table

CLEP Exams	CLEP Semester Hours Granted	Applicable College Courses
<i>College Algebra</i>	3	<i>Algebra, Geometry, Statistics, or higher mathematics</i>
<i>College Composition</i>	6	<i>English Composition</i>
<i>College Composition Modular</i>	3	<i>English Composition</i>
<i>College Mathematics</i>	6	<i>Algebra, Geometry, Statistics, or higher mathematics</i>
<i>Principles of Macroeconomics</i>	3	<i>Macroeconomics <b>or</b> Finance</i>
<i>Principles of Microeconomics</i>	3	<i>Microeconomics <b>or</b> Finance</i>
<i>Introductory Business Law</i>	3	<i>Business Law or Real Estate Law</i>
<i>Computer Science</i>	3	<i>Information Systems</i>

<b>Experience</b>		
	<b>Pre April 30, 2018</b>	<b>Effective May 1, 2018</b>
<b>Licensed Residential</b>	2,000 hours in no fewer than twelve (12) months	1,000 hours in no fewer than six (6) months
<b>Certified Residential</b>	2,500 hours in no fewer than twenty-four (24) months	1,500 hours in no fewer than twelve (12) months
<b>Certified General</b>	3,000 hours in no fewer than thirty (30) months, of which one thousand five hundred (1,500) hours must be in non-residential appraisal work	3,000 hours in no fewer than eighteen (18) months, of which one thousand five hundred (1,500) hours must be in non-residential appraisal work



## Real Property Appraiser Qualification Criteria

**Please Note:** This is current *Criteria*, but the AQB has adopted changes to the requirements to become a real property appraiser that will become effective May 1, 2018. Please read our [Summary of Changes](#) document for more information.

Classification	Education Hours*	College Degree Requirements	Experience Requirement
Trainee Appraiser	75	None	None
Licensed Residential Appraiser	150	30 semester credit hours of college-level education from an accredited college, junior college, community college, or university; OR an Associate's degree or higher (in any field).	2,000 hours of experience in no fewer than 12 months.
Certified Residential Appraiser	200	Bachelor's degree or higher (in any field) from an accredited college or university.	2,500 hours of experience in no fewer than 24 months.
Certified General Appraiser	300	Bachelor's degree or higher (in any field) from an accredited college or university.	3,000 hours of experience in no fewer than 30 months (of which 1,500 hours must be in non-residential appraisal work).

\* Hours required include specific curriculum courses and hours – please see the *Real Property Appraiser Qualification Criteria* for details.

Please note that individual states may adopt requirements more stringent than the national requirements above. Therefore, applicants for a real estate appraiser credential should always check with their state appraiser regulatory agency for individual requirements.

# Wisconsin's Current Education Requirements for REA

(same as AQB's current minimum requirements)

If it is highlighted in blue the AQB is NOT changing their minimum requirement

If is highlighted in yellow, the AQB minimum will be lowered on May, 1st 2018

College Level Courses of Degrees from an Accredited College or University	
Licensed	30 semester credit hours of college level education or Associate's degree (in any field)
Certified Residential	Bachelor's degree or higher (in any field)
Certified General	Bachelor's degree or higher (in any field)

Core Curriculum for each Appraiser Level			
Course	Licensed	Certified Residential	Certified General
Basic Appraisal Principles	30	30	30
Basic Appraisal Procedures	30	30	30
15 Hour National USPAP	15	15	15
Residential Market Analysis, and Highest and Best Use	15	15	
Residential Site Valuation and Cost Approach	15	15	
Residential Sales Comparison and Income Approaches	30	30	
Residential Report Writing and Case Studies	15	15	
Statistics, Modeling, and Finance		15	15
Advanced Residential Applications and Case Studies		15	
General Appraiser Market Analysis, and Highest and Best Use			30
General Appraiser Sales Comparison Approach			30
General Appraiser Site Valuation and Cost Approach			30
General Appraiser Income Approach			60
General Appraiser Report Writing and Case Studies			30
Appraisal Subject Matter Electives		20	30
<b>TOTALS</b>	<b>150</b>	<b>200</b>	<b>300</b>