

# Wisconsin Department of Safety and Professional Services

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## OFFICE OF EDUCATION AND EXAMINATIONS

### INSTRUCTIONS FOR APPLICATION OF APPROVAL OF REAL ESTATE APPRAISER'S

#### QUALIFYING AND CONTINUING EDUCATION PROGRAM

Thank you for applying to the Department of Safety and Professional Services for approval of your education course. To ensure we can process your application as quickly as possible, please take a few minutes to completely read through these instructions. If you have any questions, please don't hesitate to call (608) 267-1813 or email [DSPSContinuingEducation@wisconsin.gov](mailto:DSPSContinuingEducation@wisconsin.gov).

**PLEASE NOTE: If your course has already been approved by the Appraisal Qualifications Board (AQB) of the Appraisal Foundation, you are not required to submit an application to us for approval.**

You must submit your complete application at least 45 days prior to the first day on which the course is offered to your students. We will send notification of whether the course has been approved or denied within 20 days of receiving your complete application.

Submit one complete application for each course you are asking us to approve.

The course provider must monitor attendance by requiring students to sign in at the beginning and end of each course, and provide students with a certificate of completion or other written evidence that they've completed the course, which should include the name of the course, the date the course was offered, the number of hours of instruction and the exam results, if any. The course provider must retain records of attendance for at least 5 years.

Continuing education courses must be made available to all certified and licensed appraisers regardless of membership in any organization.

The instructions that follow refer to each of the items requested on Form #1895. Please provide an answer for each item. A complete application that provides all the information referenced below will avoid delays in processing.

Check boxes:

Qualifying Education – if this course is education for initial certification, check this box. A QE course must be no less than 15 classroom hours.

Continuing Education – if this course is for an appraiser who already has a license or certificate, check this box. A CE course must be no less than 2 classroom hours.

1. Full name of the course provider (the school, corporation or person providing the education course to students).
2. Mailing address of the provider. It can be a P.O. Box or street address.
3. Name and job title of the person who can answer questions about the application. We will return the approval letter to this person, too.
4. Phone number (including area code) and email address of the contact person.
5. Full title of the continuing education course as it will appear on the certificate of completion. Do not abbreviate.

Please attach an outline of the course giving the title, a general description of the subject, a timed outline of course content, the dates during which the course will be offered, and the location of the course.

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6. Full name of all the instructors who will teach the course.

To be approved, each instructor must fulfill one of the following requirements:

Be an instructor of appraisal courses who teaches or has taught appraisal courses at an accredited college or university.

Be a licensed or certified appraiser who practices in the aspects of appraising being taught such as, appraisal, appraisal review, appraisal consulting or mass appraisal, and who has engaged in the practice for at least 5 years.

Be an instructor of assessor education courses who is approved by the department of revenue to teach continuing assessor education programs that are relevant to appraisal practice.

Be an instructor who teaches appraisal courses approved by the appraiser qualifications board of the appraisal foundation.

Please attach a copy of each instructor's resume to the application.

If the instructor is an appraiser, please ensure the resume includes his credential number, the state in which it was issued, the date it was issued and the date it expires. It should also state the number of years the appraiser has been engaged in appraisal practice.

If the instructor teaches appraisal courses at an accredited college or university, please include the names of these institutions on the resume, when the instructor taught there and for how long.

If the instructor has been approved by the AQB, the American Council on Education or the Wisconsin Department of Revenue, please attach a copy of the approval letter to the application.

An instructor whose appraiser certificate has been limited, suspended or revoked may not instruct in approved courses while the disciplinary action is in effect.

7. Number of classroom hours spent in face-to-face instruction. A QE course must be at least 15 classroom hours, and a CE course must be at least 2 classroom hours. A classroom hour means at least 50 minutes of every 1-hour period are instruction attended by the student.

If you are applying for approval of a qualifying education course, please complete item 10 (see pages 2 and 3).

If you are applying for approval of a continuing education course, please complete item 11 (see page 4).

If the course is a distance education course, please submit a copy of a letter from the International Distance Education Certification Center (IDECC) certifying approval, or proof of accreditation to a college or university that offers distance education in other disciplines and requires students to successfully complete a proctored written examination for this course.

8. If the course has been approved by IDECC, indicate by checking the box and submit a copy of the certificate of approval with your application.
9. For a qualifying education course only: Indicate the hours spent instructing students in each of the categories indicated.
10. For a continuing education course only: Indicate the hours spent instructing students in each of the categories indicated.
11. Sign and date.