

Wisconsin Department of Regulation & Licensing

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OFFICE OF EDUCATION AND EXAMINATIONS

REAL ESTATE APPRAISER COURSE AND INSTRUCTOR APPROVAL

To obtain approval of an appraiser education course, you must submit this application at least 45 days prior to the first date the program is offered. You must complete the entire application and submit all the required attachments. A separate application form must be filed for each course submitted for approval.

It is the responsibility of the provider to monitor attendance at the beginning and end of the program and to furnish each participant written evidence of having completed the program. Course providers shall retain records of attendance for a period of five years.

Check one: Initial Course Approval - 2008 Core Curriculum for qualifying education
 Renewal of Previously Approved Course
 Continuing Education

1. Name of Course Provider _____

2. Mailing Address _____
(Street)

(City) (State) (Zip)

3. Contact Person _____

4. Phone _____ Email _____

5. Course Title _____

6. Name of Instructor _____

a. If instructor is currently credentialed as an appraiser, please list the state of the credential, the credential number, date credential was issued & expiration date _____

How long has appraiser been engaged in appraisal practice? _____

b. List teaching experience if instructor teaches appraisal courses at an accredited college or university.

c. If instructor has been approved by the Department of Revenue, The Appraiser Qualifications Board or by the American Council on Education, attach a copy of the approval letter with this application.

ATTACH A COPY OF INSTRUCTOR'S RESUME WITH THIS APPLICATION

7. Number of Classroom Hours _____ Is an examination required? _____

8. Is the course AQB approved? Yes No (Submit proof of approval)

9. Is the course IDECC approved? Yes No (Submit proof of approval)

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RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES (30 hrs)	HOURS	GENERAL APPRAISER SALES COMPARISON APPROACH (30 hrs)	HOURS
Valuation Principles and Procedures - Sales Comparison Approach		Value Principles	
Valuation Principles and Procedures - Income Approach		Procedures	
Finance and Cash Equivalency		Identification and Measurement of Adjustments	
Financial Calculator Introduction		Reconciliation	
		Case Studies	
		Examination	
Identification, Derivation and Measurement of Adjustments		GENERAL APPRAISER SITE VALUATION AND COST APPROACH (30 hrs)	HOURS
Gross Rent Multipliers		Site Valuation	
Partial Interests		Methods	
Reconciliation		Case Studies	
Case Studies and Applications		Cost Approach	
Examination		Concepts and Definitions	
		Replacement/Reproduction Cost New	
		Accrued Depreciation	
		Methods of Estimating Accrued Depreciation	
		Case Studies	
STATISTICS, MODELING AND FINANCE (15 hrs)	HOURS		
Statistics		Examination	
Valuation Models (AVMs and Mass Appraisal)		GENERAL APPRAISER INCOME APPROACH (60 hrs)	HOURS
Real Estate Finance		Overview	
Examination		Compound Interest	
		Lease Analysis	
		Income Analysis	
		Vacancy and Collection Loss	
ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES (15 hrs)	HOURS	Estimating Operating Expenses and Reserves	
Complex Property, Ownership and Market Conditions		Reconstructed Income and Expense Statement	
Deriving and Supporting Adjustments		Stabilized Net Operating Income Estimate	
Residential Market Analysis		Direct Capitalization	
Advanced Case Studies		Discounted Cash Flow	
Examination		Yield Capitalization	
		Partial Interests	
		Case Studies	
		Examination	
		GENERAL APPRAISER REPORT WRITING AND CASE STUDIES (30 hrs)	HOURS
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE (30 hrs)	HOURS	Writing and Reasoning Skills	
Real Estate Markets and Analysis		Common Writing Problems	
Market Fundamentals, Characteristics and Definitions		Report Options and USPAP Compliance	
Supply Analysis		Case Studies	
Demand Analysis		Examination	
Use of Market Analysis		APPRAISAL SUBJECT MATTER ELECTIVES (may include hours above required hours in other modules)	HOURS
Highest and Best Use		(20 hrs certified residential; 30 hrs certified general)	
Test Constraints		Please list subjects:	
Application of Highest and Best Use			
Special Considerations			
Market Analysis			
Case Studies			
Examination		Examination	

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11. CONTINUING EDUCATION

ATTACH A COURSE SYLLABUS AND TIMED COURSE CONTENT OUTLINE

Continuing Education Required Subject Area (indicate number of hours below):	Hours
1) Appraisal standards and ethics (AQB-approved USPAP course of 7 hours)	
2) Ad Valorem Taxation	
3) Arbitration	
4) Business courses related to practice of real estate appraisal	
5) Construction estimating	
6) Ethics & standards of professional practice	
7) Land use planning, zoning & taxation	
8) Management, leasing brokerage, timesharing	
9) Property development	
10) Real estate appraisal (valuations/evaluations)	
11) Real estate law	
12) Real estate litigation	
13) Real estate financing & investment	
14) Real estate appraisal related computer applications	
15) Real estate securities & syndication	
16) Real property exchange	

12. If the course is a DISTANCE education course, you must submit a copy of the approval letter from the International Distance Education Certification Center (IDECC) or proof of being an accredited college or university that offers distance education in other disciplines and requires the learner to successfully complete a proctored written examination for this course.

13. _____
 Signature and Title of person completing application _____
Date