

Wisconsin Department of Safety and Professional Services

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OFFICE OF EDUCATION AND EXAMINATIONS

REAL ESTATE APPRAISER COURSE AND INSTRUCTOR APPROVAL

Please refer to Instructions for Application of Approval of Real Estate Appraiser's Qualifying and Continuing Education Program (Form #2940) before filling out this form.

NOTE: If your course is approved by the Appraiser Qualification Board, you do not have to apply 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
 Continuing Education

1. Name of Course Provider _____

2. Mailing Address _____
(Street)

(City) (State) (Zip)

3. Contact Name & Job Title _____

4. Phone _____ Email _____

5. Course Title _____

6. Name of Instructor _____

ATTACH A COPY OF INSTRUCTOR'S RESUME WITH THIS APPLICATION

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

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

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9. 2008 CORE CURRICULUM MODULE FOR QUALIFYING EDUCATION

Record hours in each subject below and attach a course syllabus and timed course content outline.

BASIC APPRAISAL PRINCIPLES (30 hrs)	HOURS	THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT (15 hrs)	HOURS
Real Property Concepts and Characteristics		Preamble and Ethics Rules	
Basic Real Property Concepts			
Real Property Characteristics		Standard 1	
Legal Description (Physical)		Standard 2	
Legal Consideration		Standards 3 to 10	
Forms of Ownership		Statements and Advisory Opinions	
Public and Private Controls		Examination	
Real Estate Contracts			
Leases			
Influences on Real Estate Values			
Governmental		RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE (15 hrs)	HOURS
Economic		Residential Markets and Analysis	
Social		Market Fundamentals, Characteristics and Definitions	
Environmental, Geographic and Physical		Supply Analysis	
Types of Value		Demand Analysis	
Market Value		Use of Market Analysis	
Other Value Types		Highest and Best Use	
Economic Principles		Test Constraints	
Classic Economic Principles		Application of Highest and Best Use	
Application and Illustrations of the Economic Principles		Special Considerations	
Overview of Real Estate Markets and Analysis		Market Analysis	
Market Fundamentals, Characteristics and Definitions		Case Studies	
Supply Analysis		Examination	
Demand Analysis			
Use of Market Analysis		RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH (15 hrs)	HOURS
Ethics and How They Apply In Appraisal Theory and Practice		Site Valuation	
Examination		Methods	
		Case Studies	
		Cost Approach	
		Concepts and Definitions	
		Replacement/Reproduction Cost New	
		Accrued Depreciation	
		Methods of Estimating Accrued Depreciation	
		Case Studies	
		Examination	
		RESIDENTIAL REPORT WRITING AND CASE STUDIES (15 hrs)	HOURS
		Writing and Reasoning Skills	
Property Description		Common Writing Problems	
Geographic Characteristics of the Land/Site		Form Reports	
Geologic Characteristics of the Land/Site		Report Options and USPAP Compliance	
Location and Neighborhood Characteristics		Case Studies	
Land/Site Considerations for Highest and Best Use		Examination	
Improvements - Architectural Styles and Types of Construction			
Residential Applications			
Examination			

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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	
		Procedures	
Valuation Principles and Procedures - Income Approach		Identification and Measurement of Adjustments	
		Reconciliation	
Finance and Cash Equivalency		Case Studies	
		Examination	
Financial Calculator Introduction			
Identification, Derivation and Measurement of Adjustments		GENERAL APPRAISER SITE VALUATION AND COST APPROACH (30 hrs)	HOURS
Gross Rent Multipliers		Site Valuation	
		Methods	
Partial Interests		Case Studies	
Reconciliation		Cost Approach	
		Concepts and Definitions	
Case Studies and Applications		Replacement/Reproduction Cost New	
		Accrued Depreciation	
Examination		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
		Overview	
Real Estate Finance		Compound Interest	
		Lease Analysis	
Examination		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	
		Stabilized Net Operating Income Estimate	
		Direct Capitalization	
Deriving and Supporting Adjustments		Discounted Cash Flow	
		Yield Capitalization	
Residential Market Analysis		Partial Interests	
		Case Studies	
Advanced Case Studies		Examination	
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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10. 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	

11. _____
Signature and Title of person completing application

Date