

ADDENDUM A – WISDOT REAL ESTATE APPRAISAL TRAINING

The following sequential real estate appraisal training program is recommended for all WisDOT employees including fulltime, part-time, LTE and interns. The federal government requires a professional standard of competence and we believe this will meet that requirement and prepare those who decide to secure professional appraisal licensing.

The program is divided into six parts with increasing complexity and responsibility.

- Part I is required for all new real estate hires.
- Parts I and II are required for all negotiators and those who do infrequent and noncomplex appraisals.
- Parts I, II and III are required of all staff whose work is more than 50% appraisal work.
- Parts I, II, III, and IV are required for all staff conducting regional appraisal reviews.
- Part I, II, III, IV and V are required for all staff conducting state appraisal reviews.
- Parts I, II, III, IV, V and VI are required for all staff seeking appraisal certification and licensing.

PART I

Part I is required for all new hires and should be completed within the first four weeks of employment unless directed otherwise by the employer's supervisor. These topics cover basic real estate and appraisal concepts only and are presented in a series of modules available through the WisDOT Learn Center, completion will be monitored by the learn center.

Each module contains material with a quiz to be completed independently. The goal is a thorough understanding of the material. A passing score of 80% is required. An employee may view the module and retake the quiz as many times as necessary to achieve a score of 80%.

The six required modules are listed below and should be viewed in the order listed.

1. The Uniform Relocation and Real Estate Acquisition Policies Act
2. The Rights of Landowners under Wisconsin's Eminent Domain Law
3. Property Titles
4. Appraisal Policy and Procedures
5. Overview of Plats and Plans for Real Estate
6. Overview of the Acquisition Program

PART II

Part II is required for all negotiation staff and others who are asked to do periodic and noncomplex appraisals and whose work is not more than 50% appraisal work. Prior to participating in this session, a mentor will be assigned, and a mentoring agreement will be signed by the mentor and the mentee. The purpose of the mentor agreement is to ensure that policy, procedure and relevant law are explained, understood and followed and questions are answered timely. Satisfaction of this session requires education, either through coursework or through mentor-mentee relationship, and approved completion of specific appraisal documents. The requirements are completion of the following items:

1. Principles of Real Estate Appraisal (IRWA-C400) course or mentoring
2. WisDOT Appraisal Procedures - in house class or WisDOT mentoring

3. Appraisal of Strip Takings – WisDOT mentoring
4. The Valuation of Partial Acquisitions (IRWA C421)
5. Experience demonstrated through the completion of the following documents; which must be reviewed and approved by the assigned mentor: Satisfactory completion of a minimum number of Appraisal Documents for non-complex appraisals. The list below may be supplemented by the supervisor:
 - a. Simple Sales Study (1)
 - b. Expanded Sales Study (1)
 - c. Nominal Payment Parcel Reports (2)
 - d. Short Form Appraisals (3)

PART III

Part III is required for all staff whose work is 50% or more appraisal work. Working with the mentor will continue at the discretion of the mentor/mentee and the supervisor. Satisfaction of Part III requires both coursework and completion of documents. The list below may be supplemented at the discretion of the supervisor:

1. Easement Valuation (IRWA C403)
2. Uniform Standards of Professional Appraisal Practice coursework:
 - a. 15-Hour National USPAP Course
 - b. 7-Hour National USPAP Update Course
3. Before/After Appraisal Report (1) approved by a statewide appraisal reviewer
4. Standard Abbreviated Appraisal (2) approved by a statewide appraisal reviewer

PART IV

Part IV is required for all staff who conduct regional appraisals and regional appraisal reviews. Attendance at a workshop and demonstrated understanding of:

1. Compensable vs. Non-compensable
2. Severance Damages
3. Relevant Caselaw
4. Other relevant and timely topics as deemed necessary by regional appraisal reviewers and supervisors.

PART V

Part V is required for all staff who conduct state appraisal reviews. Coursework and understanding of:

1. Income Capitalization Approach to value
2. Access Closure Valuation
3. Contaminated Parcel Valuation
4. Billboard Appraisal
5. Other relevant and timely topics as deemed necessary by supervisors.

PART VI

Part VI is required for all staff seeking certification and licensing. Details can be found at the Wisconsin Department of Safety and Professional Services website. Tuition reimbursement may be possible. Generally, the requirements are as follows:

1. Bachelor's degree plus
2. 2000 hours of work in no less than 12 months for an appraisal license
3. 2500 hours of work in no less than 24 months for a residential certification
4. 3000 hours of work in no less than 30 months for a general certification