

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**Fax #:** (608) 251-3036  
**Phone #:** (608) 266-2112

**Office Location:** 4822 Madison Yards Way  
Madison, WI 53705  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### INFORMATION FOR COMPLETING REAL ESTATE APPRAISER APPLICATION FORM

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

##### **Initial Applicants**

1. **Application for Real Estate Appraiser License (Form #1749)**
2. **Credential Fee** – Must accompany the completed application. Please make check or money order payable to the Department of Safety and Professional Services.
3. **Authorization for Release of FBI Information (Form #2687)** - Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related Agency, or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself, but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license.
4. **Photograph** – All applicants must attach a recent photograph to the Authorization for Release of FBI Information Form ([#2687](#)).
5. **Fingerprints** – All applicants must submit their fingerprints electronically for a background check. The Department will contact you with details after the application and Form #2687 is received.
6. **Certification of Completion** – Submit a photocopy of the Certificate of Completion of the education courses specified in [Wis. Admin. Code § SPS 85.800](#). (See table on Page iv.)
7. **Education** – Submit proof of completion of the required college level education. (See table on Page iv.)
8. **Real Estate Appraisal Experience (Form #1750)** – Document completion of the required appraisal experience per [Wis. Admin. Code § SPS 85.710](#).
9. **Real Estate Appraisal Experience Roster (Form #2106)** - Document required appraisal experience per [Wis. Admin. Code § SPS 85.710](#). An excel spreadsheet is acceptable for submission if it contains the information required.
10. **Experience** – The Department will randomly choose three (3) reports for review of experience. You will be mailed a letter requesting these reports.
11. **Examination on Wisconsin Law** - An applicant shall successfully complete an online examination on Wisconsin Statutes and Rules relating to the practice of real estate appraisals before a license can be issued in Wisconsin. Information for the online examination will be provided after an application for licensure has been received at DSPS. Scores are valid no more than 24 months per [Wis. Admin. Code § SPS 85.600\(5\)](#).
12. **National Licensure/Certification Examination** – Completion of education and experience is required for exam authorization. The Department will issue a letter of eligibility approving the applicant to take the exam. The letter will include instructions on how to schedule an appointment for the exam. The test provider will notify the applicant of the testing fee. Scores are valid no more than 24 months per [Wis. Admin. Code § SPS 85.600\(5\)](#).

When all requirements have been met, the federal registry fee will be assessed.

**Reciprocal Applicants** (Currently credentialed as a licensed, certified residential or certified general appraiser in another state. Credential must remain active during the Wisconsin credentialing process.)

In addition to submitting the documents listed in 1 through 5 and 11 above, you must submit:

1. **Verification of AQB Compliance** – The Department will verify licenses held, discipline and compliancy with the Appraisers Qualifications Board (AQB) requirements by using the Appraisal Subcommittee (ASC) National Registry. Candidates that are not AQB compliant should refer to the “Initial Applicants” section above.

When all requirements have been met, the federal registry fee will be assessed.

# Wisconsin Department of Safety and Professional Services

**Applicants currently credentialed in another state with a training certificate (Associate/Registered, etc.):** Refer to the “Initial Applicants” section above on Page i.

## **Applicants currently credentialed as an Appraiser in WI requesting to upgrade:**

1. **Application for Real Estate Appraiser License** (Form [#1749](#))
2. **Credential Fee** – Must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
3. **Education** – Complete education requirements in addition to those required for current credential held. See “Core Curriculum Table” on Page iv. Provide proof of degree or core classwork certificates.
4. **Experience** – Complete additional experience requirements. For example, to move from a Licensed Appraiser to a Certified Residential Appraiser, at least 500 additional hours and six (6) months of experience must be documented.
5. **National Licensure/Certification Examination** – Completion of education and experience is required for exam authorization. The Department will issue a letter of eligibility approving the applicant to take the exam. The letter will include instructions on how to schedule an appointment for the exam. The test provider will notify the applicant of the testing fee.

## **Late Renewal After Five (5) or More Years** (Wisconsin credential has been expired more than 5 years.)

**If you have an AQB compliant license in any state, complete the following:**

1. **Application for Real Estate Appraiser License** (Form [#1749](#))
2. **Late Renewal Credential Fees** – Must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
3. **Authorization for Release of FBI Information** (Form [#2687](#)) - Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related Agency, or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself, but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license.
4. **Photograph** – All applicants must attach a recent photograph to the Authorization for Release of FBI Information Form (#2687).
5. **Fingerprints** – All applicants must submit their fingerprints electronically for a background check. The Department will contact you with details after the application and Form #2687 is received.
6. **Proof of Continuing Education Completion** – Evidence of completion of 28 hours of approved continuing education for each biennium license was expired, including the most recent 7-hour national USPAP update course or its AQB-approved equivalent.
7. **Examination on Wisconsin Law** - An applicant shall successfully complete an online examination on Wisconsin Statutes and Rules relating to the practice of real estate appraisals before a license can be issued in Wisconsin. Information for the online examination will be provided after an application for licensure has been received at DSPS.

**If you do not have an AQB compliant license in any state, refer to the “Initial Applicants” section on Page i.**

# Wisconsin Department of Safety and Professional Services

## Assessor Experience:

DSPS is authorized under [Wis. Stat. § 458.09](#) to accept assessor experience which it determines to be equivalent to experience as a Licensed, Residential, or General Appraiser.

The Appraiser Qualifications Board (AQB) of the Appraisal Foundation has determined experience credit should be awarded to ad valorem tax appraisers who demonstrate that they (1) use techniques to value properties similar to those used by Appraisers, and (2) effectively use the appraisal process. Components of the mass appraisal process that should be given credit are highest and best use analysis, model specification (developing the model), and model calibration (developing adjustments to the model). Other components of the mass appraisal process, by themselves, are not eligible for experience credit.

Mass appraisals must be performed in accordance with Standards Rule 6 of the USPAP. A mass appraisal includes: (1) identifying properties to be appraised, (2) defining market area of consistent behavior that applies to properties, (3) identifying characteristics (supply and demand) that affect the creation of value in that market area, (4) developing a model structure that reflects the relationship among the characteristics affecting value in the market area, (5) calibrating the model structure to determine the contribution of the individual characteristics affecting value, (6) applying the conclusions reflected in the model to the characteristics of the property(ies) being appraised, and (7) reviewing the mass.

The term “Model” is defined in the Glossary section of USPAP. “Mass Appraisal Model” is defined in the definition section. Models are thoroughly discussed in Standards Rule 6-3 and further references can be found in the USPAP Index.

Models developed for Mass Appraisal purposes can include market models for applying the sales comparison approach, cost models for applying the cost approach, and/or income models for applying the income approach to value. Market models are built using sales data so that they replicate the market. They are then used to value all properties in the jurisdiction at market value. Cost models develop a base unit cost (often per square foot or per cubic foot) for representative structures, which then serve as models to derive the base unit cost of the comparable structures being appraised. Appropriate tables of additions and deductions are used to adjust the base cost. Examples of cost models include the Wisconsin Assessors Manual Vol. II, Marshall & Swift Valuation Service Calculator Method, Boeckh Building Valuation Manual, etc.

Submit the following items so that a determination can be made regarding whether the experience claimed is in compliance with USPAP Standard 6:

1. Verification of employment as an Assessor.
2. A copy of your job description, which identifies the components of your job performance and the hours spent performing each task.
3. A signed statement that the work you are submitting is your own and is in compliance with USPAP Standard 6.
4. Documentation of each of the following items according to type of credential applying for (certified general, commercial, or industrial properties, licensed or certified residential, or residential properties):
  - a. Highest and best use study: A map of the entire area assessed. Please identify and describe the neighborhood you selected.
  - b. Model specification: Copies of five (5) record cards for improved properties located in the neighborhood you selected, at least two (2) of which must relate to sales parcels, a copy of the model you used, and documentation of the analysis of sales.
  - c. Model calibration: Copies of ratio reports for the neighborhood selected, sales documentation for the neighborhood described, and documentation of how the model performed against at least three (3) unsold subject properties.

**NOTE: The copy of the model to be submitted to our office is a copy demonstrating a market model, a replacement cost model, or an income model. Please reference the model you are using and how it was developed.**

**If documentation of assessor experience cannot be obtained, you can submit appraisal reports at the request of the Department. The Department will choose at random from your roster the reports to be sent in.**

## Certified General Appraiser:

Submit copies of three (3) commercial appraisals which were performed in compliance with USPAP, as in effect at the time the appraisals were prepared. The Department will request that you identify the standard applied to each report.

## Licensed Appraiser and Certified Residential Appraiser:

Submit copies of three (3) residential appraisals which were performed in compliance with the USPAP, as in effect at the time the appraisals were prepared. The Department will request that you identify the standard applied.

# Wisconsin Department of Safety and Professional Services

## Education Requirements

As of May 1, 2018, new education requirements are in effect. The new requirements are listed below. The following chart lists the education requirements for certification/licensure as a Licensed Appraiser, Certified Residential and Certified General Appraiser:

| College Level Courses of Degrees from an Accredited College or University |   |
|---|---|
| Licensed  | No degree required  |
| Certified Residential   | College-level education meeting requirements under Wis. Admin. Code § SPS 85425.<br>(See Page v.) |
| 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>   | 150      | 200                   | 300               |

# Wisconsin Department of Safety and Professional Services

## CERTIFIED RESIDENTIAL PRE-CREDENTIAL EDUCATION INFORMATION

Education comprising one of the following:

1. A bachelor's degree or higher in any field of study from an accredited, degree-granting college or university.
2. An associate's degree from an accredited, degree-granting college or university in a field of study related to Business Administration, Accounting, Finance, Economics, or Real Estate.
3. Successful completion of 30 semester hours of college-level courses from an accredited, degree-granting college or university include all of the following:
  - 1) Three semester hours in English composition.
  - 2) Three semester hours in microeconomics.
  - 3) Three semester hours in macroeconomics.
  - 4) Three semester hours in finance.
  - 5) Three semester hours in algebra, geometry, or higher mathematics.
  - 6) Three semester hours in statistics.
  - 7) Three semester hours in computer science.
  - 8) Three semester hours in business law or real estate law.
  - 9) Two (2) elective courses of 3 semester hours each. Each course shall be in the subject area of accounting, geography, agricultural economics, business management, real estate, or one of the subject areas 1 through 8 above.
4. Successful completion of all of the following CLEP examinations:
  - 1) College Algebra.
  - 2) College Composition.
  - 3) College Composition Modular.
  - 4) College Mathematics.
  - 5) Principles of Macroeconomics.
  - 6) Principles of Microeconomics.
  - 7) Introductory Business Law.
  - 8) Information Systems.
5. Successful completion of any combination of the college-level courses and examinations under 3 and 4 that is equivalent to at least 30 semester hours and meets requirements set forth in [Wis. Admin. Code § SPS 85.425\(1\)\(e\)](#).

**\*\***The department shall consider an applicant to meet the education requirements if, during the 5 years immediately preceding the date of application, the applicant has been a licensed appraiser and has not been subject to any adverse, final, and nonappealable disciplinary action affecting eligibility to engage in appraisal practice.

For more information regarding Education Requirements please see [Wis. Admin. Code § SPS 85.425](#).

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### APPLICATION FOR REAL ESTATE APPRAISER LICENSE

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stat. §§ 440.12 and 440.13).

PLEASE TYPE OR PRINT IN INK

☐ Your name, address, phone number, and e-mail address are available to the public. Check box to withhold street address/PO Box, phone number, and e-mail address from lists of 10 or more credential holders (Wis. Stat. § 440.14).

|  |  |  |  |  |   |
|--|--|--|--|--|---|
| <b>Last Name</b><br><input type="text"/>   |  | <b>First Name</b><br><input type="text"/>  |  | <b>MI</b><br><input type="text"/>  | <b>Former / Maiden Name(s)</b><br><input type="text"/>  |
| <b>Address (street)</b><br><input type="text"/>  |  |  |  | <b>(city)</b><br><input type="text"/>  | <b>(state)</b><br><input type="text"/>                  |
| <b>Address (street)</b><br><input type="text"/>  |  |  |  | <b>(zip code)</b><br><input type="text"/>  | <b>Daytime Telephone Number</b><br><input type="text"/> |
| <b>Mailing Address (if different) (street)</b><br><input type="text"/>   |  |  |  | <b>(city)</b><br><input type="text"/>  | <b>(state)</b><br><input type="text"/>                  |
| <b>Mailing Address (if different) (street)</b><br><input type="text"/>   |  |  |  | <b>(zip code)</b><br><input type="text"/>  | <b>Date of Birth</b><br><input type="text"/>            |
| <b>Social Security Number</b><br><input type="text"/>  |  |  |  | Your Social Security Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law. |   |
| <b>Ethnicity/gender status information is optional.</b>  |  |  |  |  |   |
| <b>GENDER</b><br><input type="checkbox"/> M <input type="checkbox"/> F   |  | <b>ETHNICITY</b><br><input type="checkbox"/> White, not of Hispanic origin<br><input type="checkbox"/> Black, not of Hispanic origin<br><input type="checkbox"/> American Indian or Alaskan<br><input type="checkbox"/> Asian or Pacific Islander<br><input type="checkbox"/> Hispanic<br><input type="checkbox"/> Other |  |  |   |
| <b>Have you ever been licensed in Wisconsin as a Real Estate Appraiser?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number:<br><input type="text"/>    |  |  |  |  |   |
| <b>E-mail Address</b><br><input type="text"/>  |  |  |  |  |   |
| <b>Type of Credential Applying For:</b><br><input type="checkbox"/> Licensed Appraiser <input type="checkbox"/> Certified Residential Appraiser <input type="checkbox"/> Certified General Appraiser |  |  |  |  |   |

**APPLICATION FEES:** Please check applicable box. Make check payable to DSPS and attach to this application. To pay by credit card see [Form #3071](#).

**For Receiving Use Only (4/9/10)**

- ☐ **I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see Page 2 for further information)
- ☐ **Initial Applicants**  
\$ 16.00 Initial Credential Fee  
\$ 75.00 State Law Exam  
\$ 91.00 Total Fee Attached
- ☐ **Reciprocal Applicants (hold current Appraiser license in another state)**  
\$ 16.00 Initial Credential Fee  
\$ 75.00 Exam Fee  
\$ 91.00 Total Fee Attached
- ☐ **Upgrade Applicants (holding current WI Appraiser license of lower level)**  
\$16.00 Total Fee Attached
- ☐ **Late Renewal after 5 or More Years (credential expired 5 or more years)**  
\$ 16.00 Renewal Fee  
\$ 25.00 Late Fee  
\$ 75.00 State Law Exam  
\$116.00 Total Fee Attached

# Wisconsin Department of Safety and Professional Services

**ARE YOU A VETERAN?** If yes, please view the Department website at <https://dsps.wi.gov/Pages/Professions/MilitaryLicensureBenefits.aspx> for information and eligibility requirements for veterans, service members, former service members, and their spouses.

**If you qualify, are you requesting a waiver of your initial credentialing fee?** ☐ Yes ☐ No

If Yes, provide copy of WI Dept of Veterans Affairs (WDVA) voucher code and list your WDVA Voucher Code #: \_\_\_\_\_

**If you qualify, are you requesting equivalency of your military training and experience?** ☐ Yes ☐ No

If Yes, complete and return the Veteran Request Application Addendum ([Form #2996](#)). This form must be included with this application. (You may contact the WDVA at 1-800-947-8387 or [dva.wi.gov](http://dva.wi.gov) for assistance in obtaining your WDVA Voucher Code and/or documents related to your training.)

**If you qualify, are you a service member, former service member, or spouse requesting a reciprocal credential?** ☐ Yes ☐ No

If Yes, do not complete this form. You must complete and return the Reciprocal Credential Application for Service Members, Former Service Members, and Their Spouses ([Form #3982](#)).

**CONTINUING EDUCATION AND RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> and select "Professions" then the hyperlink for your profession.

**EMPLOYMENT HISTORY:** List a chronological resume of all employment, not limited to real estate appraisal experience. (Attach additional sheets if necessary.)

| Employer Name        | Dates Employed   |  | Type of Business     |
|----------------------|--|--|----------------------|
|                      | From:  | To:  |                      |
| <input type="text"/> | <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> |
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**EDUCATION:** Initial/upgrade applicants only. Submit evidence of completion of course hours in subject areas per [Wis. Admin. Code § SPS 85.830](#). See the chart on Page iv for required number hours for each license/certification. **Provide copies of Certificates of Completion for each course listed below.** (Attach additional sheets if necessary.)

| Course Name          | Dates of Attendance  |  | Hours                | Course Provider      |
|----------------------|--|--|----------------------|----------------------|
|                      | From:  | To:  |                      |                      |
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# Wisconsin Department of Safety and Professional Services

**I AM OR HAVE BEEN LICENSED IN THE FOLLOWING STATE(S):** (Include all active and inactive states.)

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
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**REGARDING THE STATES YOU LISTED ABOVE:** Identify the states in which you were licensed by EXAM.

|  |  |  |  |  |  |  |  |  |  |  |  |
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**ANSWER THE FOLLOWING QUESTIONS.** (Attach additional sheets if necessary.)

|    |   |  |
|----|---|--|
| 1. | Have you ever surrendered, resigned, canceled, or been denied a professional license or other credential in Wisconsin, or any other jurisdiction? <b>If yes, give details on an attached sheet, including the name of the profession and the agency.</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? <b>If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | Is disciplinary action pending against you in any jurisdiction? <b>If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Have you ever been convicted of a misdemeanor, felony, or other violation of federal or state law or do you have any felony, misdemeanor, or other violation of federal or state law charges pending against you in this state or any other? This includes convictions resulting from a plea of no contest, a guilty plea, or verdict. <b>If yes, submit Convictions and Pending Charges Form #2252 and required documentation.</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | Are you incarcerated, on probation, or on parole for any conviction? <b>If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. | Are you registered or licensed in any other profession(s)? <b>If yes, state what profession(s) and in what state(s):</b><br><div></div>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. | Have you ever been credentialed under any other name(s)? <b>If yes, state name(s) credentialed under:</b><br><div></div>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## CERTIFICATION OF LEGAL STATUS

I declare under penalty of law that I am (check one):

☐ A citizen or national of the United States, or

☐ A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. seq.

(PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

## CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect, or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

## AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension, or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I have provided to the Department of Safety and Professional Services change.

Signature: (Print and Sign Form)

Date:

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