

**Wisconsin Department of Revenue  
Bureau of Assessment Practices  
Assessor Certification Recertification Requirements**

Wisconsin Statutes Section 73.09 (4) (c) states, “Recertification is contingent upon submission of an application for renewal, at least 60 days before the expiration date of the current certificate, attesting to the completion of the requirements specified in par. (b). Persons applying for renewal on the basis of attendance at the meetings called by the department under s. 73.06 (1) and by meeting continuing education requirements shall submit a \$20 recertification fee with their applications.”

Administrative Rule Tax 12.065(2)(c) states, “The program shall be attended and completed not later than 2 months prior to the expiration of the applicant’s current certification period.”

To be eligible for Recertification, you are required to:

1. **TIMELY COMPLETE ASSESSOR SCHOOLS AND CONTINUING EDUCATION REQUIREMENTS:**

- Attend 4 of 5 Assessor Schools
- Complete required hours of training at least **60 Days Prior** to expiration date

**CONTINUING EDUCATION REQUIREMENTS BY CERTIFICATION LEVEL  
(Minimum Classroom Hours)**

| <b>Level of Certification</b> | <b>Appraisal</b> | <b>Property Tax Law or Supervisory/Management</b> | <b>Total Program Hours Required</b> |
|-------------------------------|------------------|---|-------------------------------------|
| Assessment Technician         | 0                | 0   | 0                                   |
| Property Appraiser            | 20               | 0   | 20                                  |
| Assessor 1                    | 15               | 15  | 30                                  |
| Assessor 2                    | 15               | 15  | 30                                  |
| Assessor 3                    | 3                | 27  | 30                                  |

2. **TIMELY SUBMIT THE COMPLETED APPLICATION AND RECERTIFICATION FEE**

- Postmark the Recertification Application, with \$20, **60 Days Prior** to your expiration date

All requirements must be fulfilled and the Recertification Application, form PM-112, must be submitted and postmarked by the following dates based upon your certification expiration date:

| <u><b>Expiration Date</b></u> | <u><b>Application Postmarked By</b></u> | <u><b>Expiration Date</b></u> | <u><b>Application Postmarked By</b></u> |
|-------------------------------|---|-------------------------------|---|
| January 1                     | November 1                              | August 31                     | July 2                                  |
| February 28                   | December 28                             | September 1                   | July 3                                  |
| March 31                      | January 30                              | September 30                  | August 1                                |
| April 1                       | January 31                              | November 30                   | October 1                               |
| May 31                        | April 1                                 | December 1                    | October 2                               |
| June 1                        | April 2                                 |                               |   |

**THESE ARE ABSOLUTE DEADLINES**

**If you do not meet the requirements, you will need to retest to maintain your certification.**

