

appear in the 1971 SAE Handbook, which may be examined in each of the department of labor and industries regional offices.

[Statutory Authority: Chapter 49.17 RCW. 95-10-045, § 296-306-26001, filed 5/1/95, effective 1/16/96; 93-07-012 (Order 92-24), § 296-306-26001, filed 3/5/93, effective 6/1/93; Order 76-28, § 296-306-26001, filed 9/28/76.]

**Reviser's note:** Exhibit B, Figures V-1 through V-28, is codified as WAC 296-306-27095.

### Chapter 296-401 WAC CERTIFICATION OF COMPETENCY FOR JOURNEYMAN ELECTRICIANS

#### WAC

296-401-175 Journeyman, specialty and trainee certificate, and examination fees.

#### WAC 296-401-175 Journeyman, specialty and trainee certificate, and examination fees.

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|---|-------|
| (1) Journeyman or specialty electrician certificate renewal (per 36-month period) -           | \$ 60 |
| (2) Late renewal of journeyman or specialty electrician certificate (per 36-month period) -   | \$120 |
| (3) Journeyman or specialty electrician examination application (nonrefundable) -             | \$ 25 |
| (4) Journeyman or specialty electrician original certificate [(submitted with application)] - | \$ 40 |
| (5) Trainee certificate (expires one year after purchase) -                                   | \$ 20 |
| (6) Trainee certificate renewal or update of hours -  | \$ 20 |
| (7) Journeyman or specialty electrician test or retest fee -                                  | \$ 45 |

[Statutory Authority: Chapter 19.28 RCW (RCW 19.28.060, [19.28].550, [19.28].600). 95-15-034, § 296-401-175, filed 7/12/95, effective 8/14/95. Statutory Authority: RCW 19.28.060, 19.28.010(1), 19.28.600, 19.28.510(2), 19.28.540(2) and 19.28.550. 92-09-010, § 296-401-175, filed 4/2/92, effective 5/3/92. Statutory Authority: RCW 19.28.060, 19.28.600, 19.28.510(2), 19.28.540(2) and 19.28.550. 90-17-041, § 296-401-175, filed 8/10/90, effective 9/10/90. Statutory Authority: RCW 19.28.060, 19.28.600 and chapter 19.28 RCW. 86-18-041 (Order 86-23), § 296-401-175, filed 8/29/86. Statutory Authority: RCW 19.28.060 and 19.28.210. 85-20-065 (Order 85-16), § 296-401-175, filed 9/27/85. Statutory Authority: RCW 19.28.120 and 19.28.510. 83-23-053 (Order 83-32), § 296-401-175, filed 11/14/83.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

## Title 308 WAC LICENSING, DEPARTMENT OF (Formerly: Motor Vehicles, Dept. of and Licenses, Dept. of)

### Chapters

- 308-12 Architects.
- 308-13 Board of registration for landscape architects.
- 308-56A Certificates of title—Motor vehicles, etc.
- 308-88 Rental car taxation and licensing.
- 308-91 Reciprocity and proration.
- 308-93 Vessel registration and certificates of title.
- 308-94 Snowmobiles and off-road and nonhighway vehicles.
- 308-96A Vehicle licenses.
- 308-124 Real estate brokers and salesmen.
- 308-124A Real estate—Licensing and examination.
- 308-124H Real estate course school and instructor approval—Education of real estate brokers and salespersons.
- 308-125 Real estate appraisers.
- 308-330 Washington model traffic ordinance.

### Chapter 308-12 WAC ARCHITECTS

#### WAC

- 308-12-025 Application for examination.
- 308-12-083 Repealed.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 308-12-083 Identification of registrant. [Statutory Authority: RCW 18.08.420 and 18.08.310. 87-19-095 (Order PM 676), § 308-12-083, filed 9/17/87.] Repealed by 95-04-080, filed 1/31/95, effective 3/3/95. Statutory Authority: RCW 18.08.340.

#### WAC 308-12-025 Application for examination. (1)

The application for examination must be submitted on forms approved by the board, accompanied by academic and/or practical experience verification to document eligibility under the provisions of RCW 18.08.350. Applications for admission to a scheduled examination must be submitted or postmarked not later than the following dates:

Examination Months/Divisions	Cut-off Dates
June - All Divisions	April 1
December - B(Graphic), C	October 1

(2) On subsequent attempts examinees may retake any divisions offered not passed on previous attempts. Applications for examination or reexamination must be accompanied by the application fee for examination or reexamination fee and the appropriate examination fee for each division as established by the director and published in chapter 308-12 WAC, architect fees. For reexamination applicants, examination fees are listed by separate division.

(3) For the June and December examinations, notices of acceptance (examination admission letters) will be mailed to eligible applicants approximately six weeks prior to the examination, along with detailed information as to times, place, and scheduled examination divisions.

(4) The application fee for examination and the reexamination fee are administrative charges and will not be refunded. The examination fees for each division may be refunded if notice of cancellation is received by the department prior to ordering of examinations from the national test supplier.

[Statutory Authority: RCW 18.08.340. 95-04-080, § 308-12-025, filed 1/31/95, effective 3/3/95. Statutory Authority: RCW 18.08.360. 89-17-038 (Order PM 857), § 308-12-025, filed 8/10/89, effective 9/10/89. Statutory Authority: 1985 c 37 § 5. 85-21-065 (Order PL 560), § 308-12-025, filed 10/17/85.]

**WAC 308-12-083 Repealed.** See Disposition Table at beginning of this chapter.

### Chapter 308-13 WAC

#### BOARD OF REGISTRATION FOR LANDSCAPE ARCHITECTS

##### WAC

308-13-150 Landscape architect fees.

**WAC 308-13-150 Landscape architect fees.** The following fees shall be charged by the business and professions division of the department of licensing:

Title of Fee	Fee
Application fee	\$150.00
Reexamination administration fee	50.00
Exam proctor	100.00
Renewal (3 years)	450.00
Late renewal penalty	150.00
Duplicate license	25.00
Initial registration (3 years)	450.00
Reciprocity application fee	200.00
Certification	45.00
Replacement certificate	20.00

The following charges shall be collected from examination candidates for examinations ordered from CLARB on their behalf. The charges recovered by the department shall be refunded to CLARB for the costs of tests and shipping charges for examinations.

Examination and Sections	Charges
Entire examination	\$515.00
Examination sections:	
Section 1: Legal and administrative aspects of practice	30.00
Section 2: Programming and environmental analysis	35.00
Section 3: Conceptualization and communication	100.00
Section 4: Design synthesis	100.00
Section 5: Integration of technical and design requirements	100.00

Section 6: Grading and drainage	100.00
Section 7: Implementation of design through construction process	50.00

[Statutory Authority: RCW 18.96.080 and 43.24.086. 95-20-026, § 308-13-150, filed 9/27/95, effective 10/28/95. Statutory Authority: RCW 43.24.086. 94-23-031, § 308-13-150, filed 11/8/94, effective 12/9/94. Statutory Authority: RCW 18.96.080. 94-04-044, § 308-13-150, filed 1/27/94, effective 2/27/94. Statutory Authority: RCW 43.24.086 and 18.96.080. 91-23-021, § 308-13-150, filed 11/8/91, effective 12/9/91; 90-15-039, § 308-13-150, filed 7/13/90, effective 8/13/90. Statutory Authority: RCW 43.24.086. 90-03-031, § 308-13-150, filed 1/12/90, effective 2/12/90; 88-04-027 (Order PM 702), § 308-13-150, filed 1/26/88. Statutory Authority: 1983 c 168 § 12. 83-17-031 (Order PL 442), § 308-13-150, filed 8/10/83. Formerly WAC 308-13-120.]

### Chapter 308-56A WAC

#### CERTIFICATES OF TITLE—MOTOR VEHICLES, ETC.

##### WAC

308-56A-030 Form required for name and address.

**WAC 308-56A-030 Form required for name and address.** The application for certificate of ownership shall indicate the names and addresses of the registered and legal owners of the vehicle, including lessees and lessors, and upon request each owner's Social Security number, date of birth, and department assigned customer account number. The names indicated shall be the names of the owners in the form in which the person wishes his/her interests to be reflected. The owner's names reflected on the certificate of registration are identical with the name shown on the certificate of ownership.

[Statutory Authority: RCW 46.01.110, 88.02.100, 46.10.040, 46.12.030, 46.16.040, 88.02.050 and 88.02.070. 95-13-058, § 308-56A-030, filed 6/19/95, effective 7/20/95; Order MV 208, § 308-56A-030, filed 7/31/74.]

### Chapter 308-88 WAC

#### RENTAL CAR TAXATION AND LICENSING

##### WAC

308-88-010	Definitions.
308-88-030	Application for registration.
308-88-040	Issuance of rental car business registration.
308-88-060	Repealed.
308-88-070	Repealed.
308-88-080	Repealed.
308-88-090	Repealed.
308-88-100	Repealed.
308-88-110	Repealed.
308-88-120	Repealed.
308-88-130	Repealed.
308-88-140	Repealed.
308-88-150	Repealed.
308-88-160	Repealed.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

308-88-060	Registration denial appeal procedure. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-060, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
308-88-070	Methods for registration of rental cars. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-070, filed

- 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
- 308-88-080 Registration of rental cars. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-080, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
- 308-88-090 Rental car reciprocity. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-090, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
- 308-88-100 Use of rental cars restricted. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-100, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
- 308-88-110 Rental car temporary permits. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-110, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
- 308-88-120 Rental car license plates. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-120, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
- 308-88-130 Use of rental car plates. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-130, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
- 308-88-140 Removal/reassignment of rental car plates. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-140, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
- 308-88-150 Return of rental car plates. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-150, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.
- 308-88-160 Vehicles removed from rental car operations. [Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-160, filed 12/11/92, effective 1/11/93.] Repealed by 95-15-028, filed 7/11/95, effective 8/11/95. Statutory Authority: RCW 46.01.110 and 46.87.023.

**WAC 308-88-010 Definitions.** Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Retail car rental" means renting a rental car to a consumer.

(2) "Rental car business" means any person, firm, corporation, or other business in this state engaged in the retail car rental business.

A rental car business must be the legal and/or registered owner of at least five Washington titled rental cars. These rental cars must be offered and available for rent at all times. A rental car business must generate, at a minimum, twenty-five thousand dollars in annual gross revenue from retail car rental.

(3) "International Registration Plan" (IRP) means the multistate proportional agreement which prescribes procedures for the proportional registration and reciprocity of interstate commercial vehicles as described in chapter 46.87 RCW.

(4) "Place of business" means a location within the state of Washington or other jurisdiction. Such place of business

shall be in a building easily accessible at all reasonable times. The books, records, and files of the business shall be kept and maintained at that place. The business shall display an exterior sign with the business name and nature of the business affixed to the land or building.

(5) "Franchise operation" means a rental car business operating pursuant to a franchise agreement or other similar licensing agreement with a franchiser or related business.

[Statutory Authority: RCW 46.01.110 and 46.87.023. 95-15-028, § 308-88-010, filed 7/11/95 effective 8/11/95. Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-010, filed 12/11/92, effective 1/11/93.]

#### **WAC 308-88-030 Application for registration.**

Every application for a rental car business registration shall contain the following information:

(1) The business name and address of the principal place of business of the firm and the business names and addresses of every additional place of business where the applicant conducts rental car business in this state.

(2) The business name and address on the registration application and all required supporting documents must be the same. The sign at the business location must identify the business name or doing business as (dba), if any, and that name shall appear on all documents as the applicant's name. The business telephone listing must also reflect the business name or the dba name.

The department may require applicant identification including identification of any partner, or officer of a corporation making the application. Corporations shall provide evidence that the corporation is authorized to do business in this state.

(3) The names and titles of the principal owners, including principal officers of a corporation.

(4) Whether the applicant is licensed as a vehicle dealer pursuant to chapter 46.70 RCW.

(5) Whether the applicant is in the automobile repair business and if the business rents vehicles to customers while their vehicle is being repaired. The department may require additional information from the business to determine whether this type of business operation may register as a rental car business.

(6) The total number of rental cars in the business fleet and the gross revenue from the retail car rental for the past twelve-month period.

(7) Applicant's liability insurance (self-insured) coverage pursuant to RCW 46.30.020, including the department of licensing issued self-insurance number or insurance company name, policy number, and agent's name and address. The department may require additional information to verify the businesses insurance.

(8) Whether the applicant elects to apply and/or renew registration and participation in the International Registration Plan (IRP). If the rental car business is eligible to register its rental cars pursuant to the provisions of the IRP, the business shall properly register with the department in accordance with the IRP. IRP registered rental car businesses shall maintain retail car rental locations in two or more IRP jurisdictions.

[Statutory Authority: RCW 46.01.110 and 46.87.023. 95-15-028, § 308-88-030, filed 7/11/95 effective 8/11/95. Statutory Authority: ESHB 2964, § 7(9). 93-01-066, § 308-88-030, filed 12/11/92, effective 1/11/93.]

**WAC 308-88-040 Issuance of rental car business registration.** The application in proper form and having been accepted and approved, the department will issue to the applicant a registration credential and account number which will exempt the payment of the motor vehicle excise tax on properly registered rental cars. The registration credential must be retained in the business's records. The annual registration is valid until canceled or revoked by the department.

The registration issued by the department is not assignable, and is valid only for the rental car business in whose name it is issued.

[Statutory Authority: RCW 46.01.110 and 46.87.023, 95-15-028, § 308-88-040, filed 7/11/95 effective 8/11/95. Statutory Authority: ESHB 2964, § 7(9), 93-01-066, § 308-88-040, filed 12/11/92, effective 1/11/93.]

**WAC 308-88-060 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-070 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-080 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-090 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-100 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-110 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-120 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-130 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-140 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-150 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-88-160 Repealed.** See Disposition Table at beginning of this chapter.

## Chapter 308-91 WAC RECIPROCITY AND PRORATION

### WAC

308-91-080 Temporary authorization permit.

308-91-150 Form of payment required—Dishonored checks.

### WAC 308-91-080 Temporary authorization permit.

Washington temporary authorization permits (TAPs) are available to carriers prorated with the state of Washington and who have not had their TAP or prorate privileges suspended, revoked or canceled in this state within the past three years. These permits may be used by qualified carriers to allow immediate operation of vehicles in their fleets pending issuance of proportional registration credentials.

Carriers desiring to utilize TAPs must make application in writing to the prorate section of the department. Upon approval of the application, the carrier may place an order for TAPs on a form prescribed by the department; payment as prescribed in RCW 46.87.080 must accompany the application. TAPs are valid for a period of two months from the date of issuance. The following procedures govern the use and issuance of these permits:

(1) TAPs are serially numbered and must be issued in sequential order. Carriers are accountable and liable for all TAPs purchased from the department. TAPs are not transferable. All unused TAPs must be returned to the department upon cancellation or nonrenewal of the carrier's prorate account; or at such time as the department withdraws, suspends, revokes or cancels their TAP and/or prorate privileges in this state. No refunds or credits will be given for TAPs that are returned to the department.

(2) TAPs may be used to:

(a) Add vehicles to established fleets;  
(b) Increase gross weight of vehicles in established fleets;

(c) Add jurisdictions to established fleets;

(d) Transfer vehicles from one established fleet to another;

(e) Establish a new fleet.

(3) TAPs must be completed in a legible manner. All applicable blanks must be completed with requested data. If an error is made in the issue date, expiration date, gross weight, license plate number, serial/identification number blanks or in the jurisdiction/weight section, void the permit by printing the word "VOID" in large letters across the face of the permit. Return the vehicle copy and prorate copy to the department within one week. If TAP is to be used for a vehicle registered under the provisions of the IRP, the jurisdiction postal code abbreviation, along with the declared operating weight for such jurisdiction, must be indicated in the space provided for each jurisdiction in which the fleet is registered. Jurisdiction/weight listings must begin in the upper left space provided and continue across the form to the right. Each line must be completed before starting the next line immediately below if needed. After the last entry, spaces to the right must be filled with asterisks as must be the entire line immediately below the last completed line in this section of the form. The purpose of the asterisks is to preclude entry of additional jurisdictions/weights. Retain the applicant's file copy for four years pending possible audit of account under the provisions of RCW 46.87.310. No refund or credit will be given for voided permits; and, they must be accounted for in the department and carrier's records.

(4) The original copy of the TAP is to be carried in the vehicle to which it was issued; however, if the vehicle is a trailing unit, it may be carried in the towing vehicle. The second copy of the permit is to be retained in the carrier's files for a period of four years pending possible audit under

the provisions of RCW 46.87.310. The third copy is to be attached to a Washington proration application supplement.

(5) When TAPs have been issued, a proration registration application supplement Schedule "A & C" listing such vehicles must be submitted to the prorate section of the department, along with the third copy of the TAP attached, within one week of the issue date of such TAPs. To facilitate compliance with this requirement, proration registration application supplement Schedule "A & C" and TAPs should be issued from the same location.

(6) Grounds for suspension and cancellation of TAP are:

(a) Failure to comply with chapter 46.87 RCW and chapter 308-91 WAC; or

(b) Failure to make timely payment of registration fees, taxes or audit assessments when due and final.

[Statutory Authority: RCW 46.87.010(1) and 46.87.080(7). 95-05-045, § 308-91-080, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 46.01.110 and 46.87.010(2). 90-16-072, § 308-91-080, filed 7/30/90, effective 9/1/90. Statutory Authority: RCW 46.87.010(2), 46.01.110 and chapters 46.87 and 46.85 RCW. 88-06-061 (Order PFT 8803), § 308-91-080, filed 3/2/88. Statutory Authority: RCW 46.01.110. 84-02-019 (Order 739 DOL), § 308-91-080, filed 12/28/83.]

### **WAC 308-91-150 Form of payment required—**

**Dishonored checks.** (1) Assessments for proportional registration fees/taxes due the state of Washington shall be paid in United States funds unless guaranteed payment is specifically required by the department.

(2) Any registrant who tenders a check that is subsequently dishonored by the bank or other financial institution upon whom it was drawn, may be required to tender all subsequent payments in person by cash or by cashier's check, certified check, traveler's check, or money order.

(3) A handling fee in the amount of fifteen dollars shall be assessed the drawer for each check dishonored by the bank or other financial institution upon whom it was drawn and interest on the amount of each check shall accrue from the date of dishonor at the rate of twelve percent per annum. The interest and handling fee shall be deposited into the highway safety fund.

[Statutory Authority: RCW 46.87.010(1) and 46.87.080(7). 95-05-045, § 308-91-150, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 46.87.010(2). 94-13-012, § 308-91-150, filed 6/2/94, effective 7/3/94. Statutory Authority: RCW 46.01.110 and 46.87.010(2). 91-06-093, § 308-91-150, filed 3/6/91, effective 4/6/91. Statutory Authority: RCW 46.87.010(2), 46.01.110 and chapters 46.87 and 46.85 RCW. 88-06-061 (Order PFT 8803), § 308-91-150, filed 3/2/88.]

## **Chapter 308-93 WAC**

### **VESSEL REGISTRATION AND CERTIFICATES OF TITLE**

#### **WAC**

308-93-070

Application for title/registration.

#### **WAC 308-93-070 Application for title/registration.**

(1) An application for certificate of ownership or registration of a vessel shall be completed and shall include:

(a) The names, addresses, Social Security number, date of birth, and the department assigned customer account numbers upon request, for all owners of the vessel being

registered including lessees and lessors, and legal owners if applicable.

(b) Make, model year and length of vessel.

(c) Type of power (gasoline, diesel, propane, other, etc.).

(d) Primary use.

(e) Primary method of propulsion (inboard, outboard, inboard/outboard, jet, sail, other, etc.).

(f) Type of vessel (open, cabin, house, or other).

(g) Primary vessel construction (fiberglass, wood, aluminum, etc.).

(h) County of moorage.

(i) United States Coast Guard issued number, if any.

(j) Purchase price and purchase year of vessel or declared value and year of declaration. Purchase price includes the price purchaser paid for the vessel, vessel motor, or engine, and all other equipment and accessories, excluding boat trailers, purchased in a single transaction.

(k) Hull identification number.

(l) Vessel registration numbers previously issued by any issuing authority, if any.

(m) That the application is for a new number, renewal or transfer of ownership.

(n) State in which vessel is or will be principally used.

(o) United State Coast Guard document number, if applicable.

(2) Name and address of all persons perfecting a security interest (legal owner), except for United States Coast Guard documented vessels, or a certified statement by the registered owner that the vessel is free of all liens.

(3) In the event a vessel is homemade, the registered owner must complete and sign a declaration of value form.

(4) The names of all owners will appear on the application for registration and title. The application must be signed by all registered owner applicants. Signature must be notarized or certified by an authorized license agent.

(5) The application for certificate of ownership or registration shall be accompanied by the following where applicable:

(a) A copy of the bill of sale or sales agreement.

(b) Declaration of value form.

(c) All proper fees and excise tax.

(d) Previous ownership document properly released.

(e) Excise exemption affidavit.

(f) Proof of sales tax paid.

(g) Manufacturer's statement of origin or original factory invoice.

(h) Copy of carpenter certificate.

(i) Release of interest form.

(j) Other verification of ownership.

(k) Copy of certificate of ownership of vessel issued by United States Coast Guard.

(6) An application made for a vessel to be leased or rented without propulsion machinery will indicate "other" for type of power in subsection (1)(c) of this section and for primary method of propulsion in subsection (1)(e) of this section.

[Statutory Authority: RCW 46.01.110, 88.02.100, 46.10.040, 46.12.030, 46.16.040, 88.02.050 and 88.02.070. 95-13-058, § 308-93-070, filed 6/19/95, effective 7/20/95. Statutory Authority: RCW 88.02.070 and [88.02].100. 93-14-082, § 308-93-070, filed 6/30/93, effective 7/31/93; 92-24-035, § 308-93-070, filed 11/25/92, effective 12/26/92. Statutory

Authority: RCW 88.02.100 and 1991 c 339 § § 30 and 31. 92-03-075, § 308-93-070, filed 1/14/92, effective 2/14/92. Statutory Authority: 1985 c 258, 85-23-066 (Order TL-RG-19), § 308-93-070, filed 11/19/85. Statutory Authority: RCW 88.02.070 and 88.02.100. 84-13-086 (Order TL-RG-2), § 308-93-070, filed 6/21/84. Statutory Authority: 1983 c 7 § 20 and 1983 2nd ex.s. c 3 § 46. 83-23-076 (Order 736-DOL), § 308-93-070, filed 11/18/83.]

### Chapter 308-94 WAC SNOWMOBILES AND OFF-ROAD AND NONHIGHWAY VEHICLES

#### WAC

308-94-030 Application for registration.

**WAC 308-94-030 Application for registration.** An application for registration of a snowmobile shall include:

- (1) Name and address, Social Security number, date of birth, and the department assigned customer account number upon request, of each registered and legal owner(s);
- (2) Make and model year of snowmobile;
- (3) Method of propulsion, including but not limited to skis, tracks, wheels or combination thereof;
- (4) Purchase price and year of purchase or declared value and year of declaration;
- (5) Proof of payment of sales tax or a bill of sale establishing the price paid for the vehicle;
- (6) The previously issued registration certificate or a duplicate thereof, or a bill of sale if the application is for the transfer of a registered snowmobile. If the snowmobile has not been previously registered in this state, a bill of sale or a purchase agreement shall be provided;
- (7) Vehicle identification number; and
- (8) Appropriate fees.

[Statutory Authority: RCW 46.01.110, 88.02.100, 46.10.040, 46.12.030, 46.16.040, 88.02.050 and 88.02.070. 95-13-058, § 308-94-030, filed 6/19/95, effective 7/20/95. Statutory Authority: RCW 46.01.110. 92-15-021, § 308-94-030, filed 7/6/92, effective 8/6/92; 87-03-041 (Order TL/RG 29), § 308-94-030, filed 1/16/87; Order 111 MV, § 308-94-030, filed 10/5/71.]

### Chapter 308-96A WAC VEHICLE LICENSES

#### WAC

308-96A-035 Annual license renewal.  
308-96A-061 Honorary consul special license plates.  
308-96A-062 Transfer or destruction of honorary consul special license plates.  
308-96A-180 Registration of rental cars.  
308-96A-450 Repealed.  
308-96A-460 Repealed.  
308-96A-470 Repealed.  
308-96A-480 Repealed.  
308-96A-490 Repealed.  
308-96A-550 Vehicle special collegiate license plates.  
308-96A-560 Special vehicle license plates—Criteria.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

308-96A-450 Driving without valid license—Temporary vehicle registration. [Statutory Authority: RCW 46.16.760(2). 88-19-017 (Order TL/RG 43), § 308-96A-450, filed 9/9/88.] Repealed by 95-08-038, filed 3/31/95, effective 5/1/95. Statutory Authority: RCW 46.01.110 and 46.16.760(2).  
308-96A-460 Vehicle registration cancellation hearings. [Statutory Authority: RCW 46.16.760(2). 88-19-017 (Order TL/RG 43), § 308-96A-460, filed 9/9/88.] Repealed by 95-08-038, filed 3/31/95, effective 5/1/95. Statutory Authority: RCW 46.01.110 and 46.16.760(2).  
308-96A-470 Driving without valid license—Reregistration after cancellation. [Statutory Authority: RCW 46.16.760(2). 88-19-017 (Order TL/RG 43), § 308-96A-470, filed 9/9/88.] Repealed by 95-08-038, filed 3/31/95, effective 5/1/95. Statutory Authority: RCW 46.01.110 and 46.16.760(2).  
308-96A-480 Driving without valid license—Vehicle operating on a permit. [Statutory Authority: RCW 46.16.760(2). 88-19-017 (Order TL/RG 43), § 308-96A-480, filed 9/9/88.] Repealed by 95-08-038, filed 3/31/95, effective 5/1/95. Statutory Authority: RCW 46.01.110 and 46.16.760(2).  
308-96A-490 Driving without valid license—No valid registration. [Statutory Authority: RCW 46.01.110 and 46.16.276. 88-23-016 (Order TL/RG 45), § 308-96A-490, filed 11/7/88.] Repealed by 95-08-038, filed 3/31/95, effective 5/1/95. Statutory Authority: RCW 46.01.110 and 46.16.760(2).

**WAC 308-96A-035 Annual license renewal.** (1) When a registered owner wishes to make a change to the information pertaining to the vehicle or their owner address, or if a prebill was not received, application shall be made by mailing or appearing in person at any of the vehicle licensing offices to effect such change or to renew the registration.

(2) The applicant must satisfy the licensing agent as to his/her identity by at least one of the following:

- (a) A valid Washington state driver's license;
- (b) A valid Washington state identicard;
- (c) A photo identification card; or
- (d) In the event the above are not available, two of the following:

(i) A nationally or regionally known credit card containing the signature of the applicant;

(ii) An identification card issued by the United States, any state, or any agency of either, of a kind commonly used to identify the members or employees of such government agencies (including military ID cards) and which contain the signature of the applicant;

(iii) Any certificate or other document issued by any governmental agency commonly used for the purpose of establishing identities; or

(iv) Such other documentary evidence as in the opinion of the licensing agency clearly establishes the identity of the applicant.

(3) Nothing in this regulation shall be construed as prohibiting a member of the immediate family of the registered owner to effect such renewal, if he/she is able to prove his/her identity and relationship to the registered owner.

(4) When making application for annual license renewal, the applicant shall provide additional information as may be requested by the department. Additional information may include but is not limited to all legal and registered owner's Social Security number, date of birth, and the department assigned customer account number.

[Statutory Authority: RCW 46.01.110, 88.02.100, 46.10.040, 46.12.030, 46.16.040, 88.02.050 and 88.02.070. 95-13-058, § 308-96A-035, filed 6/19/95, effective 7/20/95. Statutory Authority: RCW 46.01.110. 92-15-025, § 308-96A-035, filed 7/6/92, effective 8/6/92. Statutory Authority: RCW 46.16.135, 46.16.225, 46.16.490 and 46.01.110. 86-10-040 (Order TL/RG 24), § 308-96A-035, filed 5/5/86; Order MV-328, § 308-96A-035, filed 7/24/75.]

**WAC 308-96A-061 Honorary consul special license plates.** (1) Applications for honorary consul special license plates, created pursuant to RCW 46.16.301 (1)(b), shall be made in writing to the department of licensing, and shall be accompanied by the following:

(a) A copy of an official document issued by the Department of State of the United States of America recognizing the applicant as an honorary consul or official representative of the foreign government.

(b) A copy of documents establishing that the motor vehicle is owned or leased by the applicant. Acceptable documents include, but are not limited to, the current certificate of ownership or registration.

(c) Any other documentation that the department may reasonably require.

(d) Payment of all applicable license fees and excise taxes.

(2) The application shall be signed by the registered owner of the motor vehicle.

(3) The department may reject or refuse any application which does not conform to the provisions of RCW 46.16.371 and rules adopted by the department.

(4) Upon satisfactory application and payment of appropriate fees, the department shall issue a special consul license plate to the applicant. The special license plate may be retained and used by the consular until voluntarily surrendered to the department, or the consular is permanently relieved of his/her duties as an honorary consul or official representative of the foreign government. If the consular is permanently relieved of his/her duties, is deceased, or voluntarily surrenders the special consul license plate, the plate shall be forwarded to the department.

[Statutory Authority: RCW 46.16.301 and [46.16].371. 95-17-127, § 308-96A-061, filed 8/23/95, effective 9/23/95. Statutory Authority: RCW 46.01.110, 46.16.276 and 1987 c 237. 88-01-010 (Order TL/RG 39), § 308-96A-061, filed 12/7/87.]

**WAC 308-96A-062 Transfer or destruction of honorary consul special license plates.** Whenever the owner or lessee transfers his/her interest in the motor vehicle to which the honorary consul special license plates are issued, the plates shall be removed. The removed plates shall be immediately forwarded to the department to be destroyed, or the special plates may be held for use on, or transferred to another motor vehicle owned by the consul or foreign government representative. Immediately upon transfer of the plates to another motor vehicle the holder of the special plates shall submit an application to the department to transfer the special plates to another motor vehicle, including payment of a \$5.00 transfer fee and all other applicable license fees and excise taxes.

[Statutory Authority: RCW 46.16.301 and [46.16].371. 95-17-127, § 308-96A-062, filed 8/23/95, effective 9/23/95. Statutory Authority: RCW 46.01.110, 46.16.276 and 1987 c 237. 88-01-010 (Order TL/RG 39), § 308-96A-062, filed 12/7/87.]

**WAC 308-96A-180 Registration of rental cars.** (1)

Rental car businesses, registered pursuant to RCW 46.87.023 and chapter 308-88 WAC, shall register their rental cars prior to the vehicles being operated upon the roadways of this state. Registrations must be maintained for the period in which the rental car is operated as part of the rental car business fleet.

(2) Rental cars properly registered in another jurisdiction may be operated in this state without being titled and registered in this state when:

(a) Rented by a customer at a location outside of the state of Washington;

(b) The vehicle was dropped off at a Washington rental car business by its previous renter and is being rented for a one-way trip out of Washington; or

(c) The vehicle is part of a properly registered International Registration Plan (IRP) rental car business fleet.

(3) If the rental car business is registered pursuant to the provisions of the IRP, the rental car business will allocate rental car registrations according to the provisions of section 1116 of the IRP, as now or hereafter amended. Franchised businesses, receiving vehicles from their franchiser who is a registered IRP rental car business, may engage in retail car rentals for one-way trips into the state when receiving the vehicle and out of the state when returning it to the franchiser.

(4) Rental car usage is restricted to operations by rental customers, except when the rental car is being moved by the business to another business site, to or from maintenance or repair facilities, or for testing purposes.

(5) Vehicles that cease to be used for rental car purposes shall be reregistered for the appropriate usage and pay the proper motor vehicle excise tax pursuant to RCW 82.44.023 prior to further operation on the public roadways of this state.

[Statutory Authority: RCW 46.01.110 and 46.87.023. 95-15-028, § 308-96A-180, filed 7/11/95 effective 8/11/95.]

**WAC 308-96A-450 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-96A-460 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-96A-470 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-96A-480 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-96A-490 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-96A-550 Vehicle special collegiate license plates.** (1) The department shall approve an application for special collegiate license plate series pursuant to RCW 46.16.301 (1)(d) from an institution of higher education after determining the following criteria is satisfied:

(a) The special collegiate license plate lettering and color scheme is compatible with the basic license plate



design. The plates shall consist of numbers, letters, or figures or any combination thereof not exceeding seven positions that do not conflict with existing license plates. The plate design must provide at least four positions to accommodate serial numbering. A license plate shall not be approved that may carry connotations offensive to good taste or decency, which may be misleading, vulgar in nature, a racial, ethnic lifestyle or gender slur, related to illegal activities or substances, blasphemous, contrary to the department's mission to promote highway safety, or a duplication of other license plates provided in chapter 46.16 RCW.

(b) The special collegiate license plate is designed so that it can be readily recognized by law enforcement personnel as an official Washington state issued license plate. A collegiate license plate design may not be issued in combination with any other license plate configuration or in lieu of any other special, personalized or exempt license plate.

(c) The special collegiate license plate may be issued to all applicants regardless of the applicant's age, gender, religion, race, color, creed, marital status, national origin, disability, or affiliation with an institution of higher education.

(2) The institution shall provide a design including color and dimension specifications of the requested special collegiate license plate series requested with their application. The department shall approve or disapprove the design based on compatibility with the basic license plate's design. A collegiate license plate series shall not be approved that may carry connotations offensive to good taste or decency or which may be misleading.

(3) The department may deduct an amount from the collegiate license plate fee sufficient to offset the department's plate production costs. The department's production costs are the difference between the costs to purchase a standard set of passenger vehicle license plates and the costs to purchase a set of collegiate license plates. All such amounts deducted shall be deposited with the state treasurer and credited to the motor vehicle fund.

(4) When ownership of a vehicle, issued collegiate license plates, is sold, traded, or otherwise transferred, the owner may relinquish the plates to the new vehicle owner or remove the plates from the vehicle for transfer to a replacement vehicle. If the plates are removed from the vehicle a transfer fee to another vehicle shall be charged as provided in RCW 46.16.316(1). If the registration expiration date for the new vehicle exceeds the old vehicle registration expiration date, an abated fee for the collegiate plate shall be charged at the rate of one-twelfth of the annual collegiate plate fee for each exceeding month and partial month. If the new registration expiration date is sooner than the old expiration date, a refund shall not be made for the unexpired registration period.

(5) Upon the loss, defacement, or destruction of one or both collegiate license plates the owner shall make application for new collegiate or other license plate and pay the fees pursuant to RCW 46.16.270. New collegiate license plates shall be issued bearing the next available license plate number.

[Statutory Authority: RCW 46.16.301, 46.16.324 and 46.01.110. 95-11-043, § 308-96A-550, filed 5/10/95, effective 6/10/95. Statutory Authority:

[1996 WAC Supp—page 1130]

RCW 46.01.110. 91-03-091, § 308-96A-550, filed 1/18/91, effective 2/18/91.]

#### **WAC 308-96A-560 Special vehicle license plates—**

**Criteria.** The department may approve applications for special vehicle license plates pursuant to RCW 46.16.301 (1)(a), (b), or (c) after determining that all of the following criteria is satisfied:

(a) It is reasonable to expect a minimum of one thousand special license plates in the approved configuration will be purchased by vehicle owners satisfying the qualifications set forth in the approved application.

(b) The applicant organization is a local chapter or equivalent of a nationally recognized organization.

(c) The special license plate is designed so that it can be readily recognized by law enforcement personnel as an official Washington state issued license plate.

(d) Qualifications for the special license plate do not discriminate between age, sex, religion, gender, race, color, creed, marital status, disability, or national origin. Qualifications may not include being a member of the applicant organization. Purchasers of plates that identify members of professions that are related to public safety, health, and/or welfare may require proof of professional standing.

(e) The special license plate lettering and color scheme is compatible with the basic license plate design. The plates shall consist of numbers, letters, or figures or any combination thereof not exceeding seven positions that do not conflict with existing license plates. The plate design must provide at least four positions to accommodate serial numbering. The plate may not advertise a product or service. A license plate shall not be approved that may carry connotations offensive to good taste or decency which may be misleading, vulgar in nature, a racial, ethnic lifestyle or gender slur, related to illegal activities or substances, blasphemous, contrary to the department's mission to promote highway safety, or a duplicate of other license plates provided in chapter 46.16 RCW.

(f) The applicant organization is recognized as a nonprofit entity by Washington state law and the Internal Revenue Service.

(g) The special license plate has state-wide appeal and is not limited to a particular geographic area.

(h) The applicant organization will not use the special license plate to raise funds or as a qualification for gaining or retaining membership in an organization.

[Statutory Authority: RCW 46.16.301, 46.16.324 and 46.01.110. 95-11-043, § 308-96A-560, filed 5/10/95, effective 6/10/95. Statutory Authority: RCW 46.01.110. 93-14-083, § 308-96A-560, filed 6/30/93, effective 7/31/93; 91-03-091, § 308-96A-560, filed 1/18/91, effective 2/18/91.]

### **Chapter 308-124 WAC**

#### **REAL ESTATE BROKERS AND SALESMEN**

##### **WAC**

308-124-005 Organization.

**WAC 308-124-005 Organization.** The principal location of the Real Estate Program is at 2424 Bristol Court SW, Olympia, Washington 98502. A Spokane office is at 11530 East Sprague Avenue, Spokane, Washington 99206.



The department of licensing administers the Washington real estate license law, chapter 18.85 RCW. The real estate commission, composed of the director of the department of licensing and six commission members, appointed by the governor from the real estate industry, prepares or reviews and approves examination questions for license applicants, holds real estate education conferences, advises the director as to the issuance of rules and regulations governing the activities of real estate brokers and salespersons and performs such other duties and functions as prescribed by chapter 18.85 RCW. Submissions and requests for information regarding real estate licenses, the real estate commission, or the real estate program, may be sent in writing to the Real Estate Program, Department of Licensing, P.O. Box 9015, Olympia, Washington 98507-9015.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124-005, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. 90-23-039, § 308-124-005, filed 11/15/90, effective 12/16/90; 87-20-091 (Order PM 683), § 308-124-005, filed 10/7/87; 82-17-039 (Order 130), § 308-124-005, filed 8/13/82; 81-05-016 (Order RE 128), § 308-124-005, filed 2/10/81; Order RE 114, § 308-124-005, filed 7/2/75; Rules (part), filed 8/24/67.]

### Chapter 308-124A WAC

#### REAL ESTATE—LICENSING AND EXAMINATION

##### WAC

308-124A-025	Application process to take examination not licensed in another jurisdiction.
308-124A-110	Application for real estate examination, licensed in another jurisdiction.
308-124A-420	Application for broker license examination, other qualification or related experience.
308-124A-422	Application for broker license examination—Clock hour requirements.
308-124A-425	Substitution of clock hours.
308-124A-590	Salesperson first active license renewal—Post license requirements.
308-124A-595	License activation.
308-124A-600	Continuing education clock hour requirements.

**WAC 308-124A-025 Application process to take examination not licensed in another jurisdiction.** This section does not apply to applicants for a real estate salesperson or broker license who are actively licensed in another jurisdiction or were so licensed in the preceding six months.

(1) Any person desiring to take an examination for a real estate salesperson license, except applicants who have received clock hours in another jurisdiction, which have not been approved by the department or applicants who are requesting substitution of clock hours per WAC 308-124A-425, shall telephone the testing service up to three days prior to the desired test date to schedule an examination. On the day of the examination, the candidate shall submit a completed examination application together with the examination fee and supporting documents, including evidence satisfactory to the department of having successfully completed an approved sixty clock hour fundamentals course, to the testing service approved by the department.

(2) Any person desiring to take an examination for a real estate salesperson license who received clock hours in another jurisdiction which have not been approved by the department or salesperson applicants who are requesting substitution of clock hours per WAC 308-124A-425, must

submit a completed examination application with supporting documents, including evidence satisfactory to the department of having successfully completed any and all approved clock hour courses for licensure, to the real estate program of the department of licensing. After the qualifications for the examination have been verified by the department, the candidate shall telephone the testing service up to three days prior to the desired test date to schedule an examination. On the day of the examination, the candidate shall submit the verified examination application and examination fee to the testing service approved by the department.

(3) Any person desiring to take an examination for a real estate broker license, including applicants who have received clock hours in another jurisdiction which have not been approved by the departments or broker applicants who are requesting substitution of clock hours per WAC 308-124A-425, must submit a completed examination application with supporting documents, including evidence satisfactory to the department of having successfully completed any and all approved clock hour courses for licensure, to the real estate program of the department of licensing. After the qualifications for the examination have been verified by the department, the candidate shall telephone the testing service up to three days prior to the desired test date to schedule an examination. On the day of the examination, the candidate shall submit the verified examination application and examination fee to the testing service approved by the department.

(4) The candidate will be able to schedule an examination date up to three days prior to their desired test date. Candidates requesting a morning or afternoon test session will be scheduled immediately for an examination and will be provided with a registration number confirming their reservation. On the day of the examination, the candidate shall submit the verified examination application and examination fee by cashier's check, certified check, or money order to the testing service approved by the department. Cash, or personal check, will not be accepted from candidates.

(5) A candidate shall be assessed the full examination fee for any examination in which the candidate fails to provide four days notice to the testing service for changing their examination date or for failing to arrive and take a scheduled examination at the time the examination is scheduled or rescheduled.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124A-025, filed 1/5/95, effective 7/1/95. Statutory Authority: RCW 18.85.040. 93-24-096, § 308-124A-025, filed 11/30/93, effective 1/1/94; 91-23-006, § 308-124A-025, filed 11/7/91, effective 12/8/91; 89-08-009 (Order PM 829), § 308-124A-025, filed 3/24/89; 88-20-036 (Order PM 774), § 308-124A-025, filed 9/30/88, effective 1/1/89; 87-20-091 (Order PM 683), § 308-124A-025, filed 10/7/87; 81-05-016 (Order RE 128), § 308-124A-025, filed 2/10/81; Order RE 114, § 308-124A-025, filed 7/2/75.]

**WAC 308-124A-110 Application for real estate examination, licensed in another jurisdiction.** (1) Any person applying for a real estate broker or real estate salesperson examination who is actively licensed in the same or greater capacity in another jurisdiction and has maintained his or her license in good standing or who was actively licensed in the same or greater capacity in good standing

within the preceding six months is eligible to take the Washington law portion of the examination.

(2) Any person applying to take the examination under this section shall submit an examination application approved by the department and shall submit evidence of licensure in another jurisdiction by a license verification form completed by an administrative officer of the licensure authority in such jurisdiction.

(3) After the qualifications for the examination have been verified by the department the candidate shall telephone the testing service up to three days prior to the desired test date to schedule an examination. Candidates requesting a morning or afternoon test session shall be scheduled immediately for an examination and will be provided with a registration number confirming their reservation. On the day of the examination, the candidate shall submit the verified examination application and examination fee by cashier's check, certified check or money order to the testing service approved by the department. Cash or personal checks will not be accepted from candidates.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124A-110, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. 91-23-006, § 308-124A-110, filed 11/7/91, effective 12/8/91; 88-20-037 (Order PM 775), § 308-124A-110, filed 9/30/88; 87-20-091 (Order PM 683), § 308-124A-110, filed 10/7/87; 81-05-016 (Order RE 128), § 308-124A-110, filed 2/10/81.]

**WAC 308-124A-420 Application for broker license examination, other qualification or related experience.** Applications for a real estate broker license examination by persons who do not possess two years of actual experience as a full-time real estate salesperson as required by RCW 18.85.090 which show other and similar qualifications, or qualification by reason of practical experience in a business allied with or related to real estate shall be submitted to the Real Estate Program, P.O. Box 9015, Olympia, Washington 98507-9015. The application shall be accompanied by a letter requesting approval of alternative qualifications or experience and indicating the basis for such approval. The letter must include a detailed personal history or work resume, with appropriate documentation, and a letter from each of five business associates describing from personal knowledge the qualifications and experience of the applicant. The following guidelines are provided as examples of experience which may qualify in lieu of two years of full-time sales experience:

(1) Post-secondary education with major study in real estate together with one year experience as a real estate salesperson or one year experience under the provisions of subsections (2) - (7) below.

(2) Experience as an attorney at law with practice in real estate transactions for not less than one year.

(3) Five years' experience, with decision responsibility, in closing real estate transactions for escrow companies, mortgage companies, or similar institutions.

(4) Five years' experience as an officer of a commercial bank, savings and loan association, title company or mortgage company, involving all phases of real estate transactions.

(5) Five years' experience as a real property fee appraiser or salaried appraiser for a governmental agency.

(6) Five years' experience in all phases of land development, construction, financing, selling and leasing of residences, apartments or commercial buildings.

(7) Five years' experience in real estate investment, property management, or analysis of investments or business opportunities.

All time periods suggested in these guidelines shall be within the last seven years prior to the date of application.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124A-420, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. 90-23-039, § 308-124A-420, filed 11/15/90, effective 12/16/90; 88-20-037 (Order PM 775), § 308-124A-420, filed 9/30/88; 87-20-091 (Order PM 683), § 308-124A-420, filed 10/7/87; 81-05-016 (Order RE 128), § 308-124A-420, filed 2/10/81.]

**WAC 308-124A-422 Application for broker license examination—Clock hour requirements.** (1) Applicants for the broker's examination shall have successfully completed one hundred twenty clock hours of approved real estate instruction in addition to any other clock hours completed and used to satisfy requirements of chapter 18.85 RCW. Instruction must include a course in real estate law, a course in real estate brokerage management, a course in business management and one elective course. All courses completed to satisfy this requirement must be substantive real estate subject matter as defined in WAC 308-124H-025(1) and be at least thirty clock hours in length and include a comprehensive examination. Courses must be completed within five years prior to applying for the broker's examination.

(2) Courses in real estate law, real estate brokerage management, and business management, used to satisfy continuing education requirements within five years of applying for the broker's examination shall satisfy the requirements of subsection (1) of this section provided the applicant successfully completed a comprehensive examination. Applicants are required to complete one hundred twenty clock hours of approved course work in addition to real estate law, brokerage management, and business management when they are used for continuing education credit or to reactivate an inactive license.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124A-422, filed 1/5/95, effective 7/1/95. Statutory Authority: RCW 18.85.040. 91-23-006, § 308-124A-422, filed 11/7/91, effective 12/8/91.]

**WAC 308-124A-425 Substitution of clock hours.** (1) The director may allow for substitution of the clock hour requirements in RCW 18.85.090 (1)(d) and 18.85.095 (1)(b), if the individual is otherwise and similarly qualified by reason of completion of equivalent educational course work in any institution of higher education or degree granting institution.

(2) Individuals requesting approval of equivalent educational course work shall submit a transcript of course work completed from an institution of higher education or a degree granting institution together with an application for the license examination. The department may also require certification from an authorized representative of the institution of higher education or degree granting institution that the course work satisfies the department's prescribed course content or curriculum for a given course(s).

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124A-425, filed 1/5/95, effective 7/1/95. Statutory Authority: RCW

18.85.040. 91-23-006, § 308-124A-425, filed 11/7/91, effective 12/8/91; 88-20-037 (Order PM 775), § 308-124A-425, filed 9/30/88.]

**WAC 308-124A-590 Salesperson first active license renewal—Post license requirements.** The minimum requirements for a salesperson to be issued the first renewal of an active license are that the salesperson:

(1) Has furnished proof that the salesperson has successfully completed a thirty clock-hour course, from a prescribed curriculum approved by the director, in real estate practices commenced after issuance of a first license. The salesperson must pass a course examination approved by the director; and

(2) Furnish proof, that the salesperson has completed an additional thirty clock hours of continuing education commenced after issuance of first license.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124A-590, filed 1/5/95, effective 7/1/95.]

**WAC 308-124A-595 License activation.** (1) An inactive license may be placed on active status pursuant to RCW 18.85.215.

(2) A salesperson may use a thirty-clock hour course, from a curriculum approved by the director, in real estate practices for both activation of a license that has been inactive for three or more years and for first renewal of an active license as required in WAC 308-124A-590(1).

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124A-595, filed 1/5/95, effective 7/1/95.]

**WAC 308-124A-600 Continuing education clock hour requirements.** A licensee shall submit to the department evidence of satisfactory completion of clock hours, pursuant to RCW 18.85.165, in the manner and on forms prescribed by the department.

(1) A licensee applying for renewal of an active license shall submit evidence of completion of at least thirty clock hours of instruction in a course(s) approved by the director and commenced within thirty-six months of a licensee's renewal date. A minimum of fifteen clock hours must be completed within twenty-four months of the licensee's current renewal date; up to fifteen clock hours of instruction beyond the thirty clock hours submitted for a previous renewal date may be carried forward to the following renewal date.

(2) The thirty clock hours may be satisfied by evidence of at least twenty clock hours in courses designated by the commission as substantive real estate subject matter and not more than ten clock hours in courses designated by the commission as business skills and management courses.

(3) Courses for continuing education clock hour credit shall be commenced after issuance of a first license.

(4) A licensee shall not place a license on inactive status to avoid the continuing education requirement. A licensee shall submit evidence of completion of continuing education clock hours to activate a license if activation occurs within one year after the license had been placed on inactive status and the last renewal of the license had been as an inactive license.

(5) Approved courses may be repeated for continuing education credit in subsequent renewal periods.

(6) Clock hour credit for continuing education shall not be accepted if:

(a) The course is not approved pursuant to chapter 308-124H WAC and chapter 18.85 RCW;

(b) Course(s) was taken to activate an inactive license pursuant to RCW 18.85.215(3);

(c) Course(s) was used to satisfy the requirements of RCW 18.85.095 (1)(b), real estate salesperson's license, RCW 18.85.095 (2)(a), real estate salesperson's practices course, and RCW 18.85.090, broker's license and WAC 308-124A-570, reinstatement.

(7) Instructors shall not receive clock hour credit for teaching or course development.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124A-600, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. 91-23-006, § 308-124A-600, filed 11/7/91, effective 12/8/91.]

## Chapter 308-124H WAC

### REAL ESTATE COURSE SCHOOL AND INSTRUCTOR APPROVAL—EDUCATION OF REAL ESTATE BROKERS AND SALESPERSONS

#### WAC

308-124H-011	Course approval required.
308-124H-025	Application for course approval.
308-124H-035	Repealed.
308-124H-036	Repealed.
308-124H-037	Repealed.
308-124H-041	Certificate of completion.
308-124H-061	Grounds for denial or withdrawal of course approval.
308-124H-080	Repealed.
308-124H-310	Grounds for denial or withdrawal of school approval.
308-124H-540	Qualifications of instructors.
308-124H-570	Grounds for denial or withdrawal of instructor approval.
308-124H-800	Real estate course, school, and instructor approval fees.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

308-124H-035	Real estate fundamentals course content. [Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-035, filed 4/20/90, effective 8/1/90; 88-24-059 (Order PM 811), § 308-124H-035, filed 12/7/88; 86-11-011 (Order PM 595), § 308-124H-035, filed 5/12/86, effective 10/1/86.] Repealed by 95-03-012, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040 and SB 6284.
308-124H-036	Real estate brokerage management course content. [Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-036, filed 4/20/90, effective 8/1/90; 86-11-011 (Order PM 595), § 308-124H-036, filed 5/12/86, effective 10/1/86.] Repealed by 95-03-012, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040 and SB 6284.
308-124H-037	Real estate law course content. [Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-037, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040. 86-16-055 (Order PM 606), § 308-124H-037, filed 8/1/86, effective 10/1/86.] Repealed by 95-03-012, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040 and SB 6284.
308-124H-080	Courses for license activation. [Statutory Authority: RCW 18.85.040. 85-21-035 (Order 136R), § 308-124H-080, filed 10/11/85.] Repealed by 95-03-012, filed 1/5/95, effective 7/1/95. Statutory Authority: RCW 18.85.040 and SB 6284.

**WAC 308-124H-011 Course approval required.** (1)

Any approved school or approved instructor desiring to offer clock hour courses must receive course approval by the department prior to the date on which it first offers the course(s) for clock hour credit.

(2) Any approved school or approved instructor desiring to offer fundamentals, business management, broker management, real estate law, and/or practices shall utilize the most recent course curriculum or course content prescribed by the department. Approved school administrators shall ensure each student receives the course curriculum or course content and completes a course evaluation form approved by the department.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124H-011, filed 1/5/95, effective 7/1/95. Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-011, filed 4/20/90, effective 8/1/90.]

**WAC 308-124H-025 Application for course approval.** Courses shall meet the following requirements:

(1) Have a minimum of three hours of classroom work for the student. A classroom hour is a period of fifty minutes of actual classroom or workshop instruction, exclusive of examination time;

(2) Provide practical information related to the practice of real estate, and deal with substantive real estate subject matter in any of the following real estate topic areas: Fundamentals, Practices, principles/essentials, Real Estate Law, legal aspects, Brokerage Management, Business Management, taxation, appraisal, evaluating real estate and business opportunities, property management and leasing, construction and land development, ethics and standards of practice, escrow closing/settlement practices, current trends and issues, finance, hazardous waste and other environmental issues, commercial or;

(3) Provide practical information related to assisting licensees in improving their business skills and business management in order to enable them to better serve and protect the consumer in any of the following topic areas: Advertising, agent supervision and broker responsibility, cross cultural communication, theory and practices of relocation, and accounting for real estate offices;

(4) Be under the supervision of an approved instructor approved to teach the course in the classroom at all sessions and offered by an approved school provided that, if the instructional methods include the use of prerecorded audio and/or visual instructional materials, presentation shall be under the supervision of a monitor at all times and an approved instructor who shall, at a minimum, be available to respond to specific questions from students;

(5) Courses of thirty clock hours or more which are submitted as substantive real estate subject matter courses shall include a comprehensive examination(s) and answer key(s) of no fewer than three questions per clock hour with a minimum of ninety questions, and a requirement of passing course grade of at least seventy percent; essay question examination keys shall identify the material to be tested and the points assigned for each question;

(6) Include textbook or instructional materials approved by the director, which shall be kept accurate and current. Course materials shall be updated no later than thirty days after the effective date of a change in statute or rules;

(7) Include in its title the phrase "real estate fundamentals," "real estate brokerage management," "real estate law," "business management," or "real estate practices" if submitted for approval for clock hours pursuant to WAC 308-124H-011. No other courses shall use these phrases in their titles;

(8) Not have a title which misleads the public as to the subject matter of the course;

(9) Be offered by a tax-supported, public vocational-technical institution, community college or any other institution of higher learning that may certify clock hours as indicated in RCW 18.85.010(9) or by a private entity approved by the director to operate as a school;

(10) Any change in course content or material other than updating for statute or rule changes, shall be submitted to the department no later than twenty days prior to the date of using the changed course content material, for approval by the director;

(11) Changes in course instructors may be made only if the substitute instructors are currently approved to teach the course pursuant to chapter 308-124H WAC;

(12) A course completed in another jurisdiction may be approved for clock hour credit if:

(a) The course was offered by a tax-supported, public vocational-technical institution, community college, or any other institution of higher learning, or by a national institution with uniform scope and quality of representation, or was approved to satisfy an education requirement for real estate licensing or renewal and offered by an entity approved to offer the course by the real estate licensing agency in that jurisdiction; and

(b) The course satisfies the requirements of subsections (1) through (6) of this section, and includes a comprehensive examination and requirement of a passing course grade of at least seventy percent; and/or

(c) If the director determines that the course substantially satisfies the requirements of the real estate fundamentals course required under RCW 18.85.095 or satisfies the requirements of the law, brokerage management and business management courses required under RCW 18.85.090.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124H-025, filed 1/5/95, effective 7/1/95. Statutory Authority: RCW 18.85.040. 91-23-006, § 308-124H-025, filed 11/7/91, effective 12/8/91. Statutory Authority: RCW 18.85.040, [18.85].085, [18.85].090 and [18.85].095. 91-07-029, § 308-124H-025, filed 3/14/91, effective 4/14/91. Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-025, filed 4/20/90, effective 8/1/90.]

**WAC 308-124H-035 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-124H-036 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-124H-037 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-124H-041 Certificate of completion.** Each approved school shall issue a certificate of completion on a form, sample provided by the department, to students which shall include the following information:

- (1) School's identification number issued by the department of licensing;
- (2) Student's name;
- (3) The course commencement date and completion date;
- (4) Course title;
- (5) Clock hours for the course;
- (6) School administrator's signature.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124H-041, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-041, filed 4/20/90, effective 8/1/90.]

**WAC 308-124H-061 Grounds for denial or withdrawal of course approval.** Approval may be denied or withdrawn if the instructor or any owner, employee, or administrator of a school:

- (1) Has had any disciplinary action taken against his/her professional license in this or any other jurisdiction;
- (2) Falsified any student records or clock hour certificates;
- (3) Falsified any application or any other information required to be submitted to the department;
- (4) Attempted in any manner to discover, or to impart to any license candidate, the content of and/or answer to any real estate license examination question(s);
- (5) Violated any provision in chapter 18.85 RCW or the rules promulgated thereunder;
- (6) Failed to cooperate with the department in any investigation or hearing;
- (7) Has been convicted of a crime;
- (8) Violated any of the provisions of any local, state, or federal antidiscrimination law;
- (9) Continued to teach or offer any real estate subject matter whereby the interests of the public are endangered, after the director, by order in writing, stated objections thereto;
- (10) Offered, sold, or awarded any clock hours without requiring the student to successfully complete the clock hours for which the course was approved;
- (11) Accepted registration fees and not supplied the service and/or failed to refund the fees within thirty days of not supplying the service;
- (12) Represented in any manner that the school is associated with a "college" or "university" unless it meets the standards and qualifications of and has been approved by the state agency having jurisdiction;
- (13) Represented that a school is recommended or endorsed by the state of Washington or by the department, provided that a school authorized to offer clock hours under this chapter may state: "This school is approved under chapter 18.85 RCW";
- (14) Advertised, published, printed, or distributed false or misleading information;
- (15) Solicited, directly or indirectly, information from applicants for a real estate license following the administration of any real estate examination to discover the content of and/or answer to any examination question or questions;
- (16) Has failed to meet the requirements of this chapter.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124H-061, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-061, filed 4/20/90, effective 8/1/90.]

**WAC 308-124H-080 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 308-124H-310 Grounds for denial or withdrawal of school approval.** Approval may be denied or withdrawn if the instructor or any owner, employee, or administrator of a school:

- (1) Has had any disciplinary action taken against his/her professional license in this or any other jurisdiction;
- (2) Falsified any student records or clock hour certificates;
- (3) Falsified any application or any other information required to be submitted to the department;
- (4) Attempted in any manner to discover, or to impart to any license candidate, the content of and/or answer to any real estate license examination question(s);
- (5) Violated any provision in chapter 18.85 RCW or the rules promulgated thereunder;
- (6) Failed to cooperate with the department in any investigation or hearing;
- (7) Has been convicted of a crime;
- (8) Violated any of the provisions of any local, state, or federal antidiscrimination law;
- (9) Continued to teach or offer any real estate subject matter whereby the interests of the public are endangered, after the director, by order in writing, stated objections thereto;
- (10) Offered, sold, or awarded any clock hours without requiring the student to successfully complete the clock hours for which the course was approved;
- (11) Accepted registration fees and not supplied the service and/or failed to refund the fees within thirty days of not supplying the service;
- (12) Represented in any manner that the school is associated with a "college" or "university" unless it meets the standards and qualifications of and has been approved by the state agency having jurisdiction;
- (13) Represented that a school is recommended or endorsed by the state of Washington or by the department, provided that a school authorized to offer clock hours under this chapter may state: "This school is approved under chapter 18.85 RCW";
- (14) Advertised, published, printed, or distributed false or misleading information;
- (15) Solicited, directly or indirectly, information from applicants for a real estate license following the administration of any real estate examination to discover the content of and/or answer to any examination question or questions;
- (16) Has failed to meet the requirements of this chapter;
- (17) Failed to teach a course consistent with the approved course content or curriculum.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124H-310, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-310, filed 4/20/90, effective 8/1/90.]

**WAC 308-124H-540 Qualifications of instructors.** Each instructor shall demonstrate competency based on guidelines established by the commission in the subject matter/topic that they propose to teach and shall be qualified in techniques of instruction.

Instructor qualifications in techniques of instruction shall be evidenced by one of the following:

(1) One hundred fifty classroom hours as an instructor within two years preceding application in courses acceptable to the director;

(2) Possession of the professional designation, DREI, from the Real Estate Educators Association (REEA);

(3) Successful completion of an instructor training course approved by the director upon recommendation of the commission and two years full-time experience in real estate or a related field within the five years immediately preceding the date of application;

(4) A bachelors or advanced degree in education and either two years teaching experience, or two years experience in real estate or a related field within the last five years;

(5) A current teaching certificate issued by an authorized governmental agency. The instruction must have been in a field allied to that which the instructor has applied to teach.

(6) At least ninety clock hours as an instructor in real estate within two years preceding the application;

(7) Ninety hours as an instructor at an institution of higher learning within two years preceding the application. The instruction must have been in a field allied to that which the instructor has applied to teach.

(8) Selection by a national or state association whose selection criteria have been approved by the director.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124H-540, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040, [18.85].085, [18.85].090 and [18.85].095. 91-07-029, § 308-124H-540, filed 3/14/91, effective 4/14/91. Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-540, filed 4/20/90, effective 8/1/90.]

**WAC 308-124H-570 Grounds for denial or withdrawal of instructor approval.** Approval may be denied or withdrawn if the instructor:

(1) Has had any disciplinary action taken against his/her professional license in this or any other jurisdiction;

(2) Falsified any student records or clock hour certificates;

(3) Falsified any application or any other information required to be submitted to the department;

(4) Attempted in any manner to discover, or to impart to any license candidate, the content of and/or answer to any real estate license examination question(s);

(5) Violated any provision in chapter 18.85 RCW or the rules promulgated thereunder;

(6) Failed to cooperate with the department in any investigation or hearing;

(7) Has been convicted of a crime;

(8) Violated any of the provisions of any local, state, or federal antidiscrimination law;

(9) Continued to teach or offer any real estate subject matter whereby the interests of the public are endangered, after the director, by order in writing, stated objections thereto;

(10) Offered, sold, or awarded any clock hours without requiring the student to successfully complete the clock hours which the course was approved.

(11) Accepted registration fees and not supplied the service or failed to refund the fees within thirty days of not supplying the service;

(12) Represented in any manner that the school is associated with a "college" or "university" unless it meets the standards and qualifications of and has been approved by the state agency having jurisdiction;

(13) Represented that a school is recommended or endorsed by the state of Washington or by the department, provided that a school authorized to offer clock hours under this chapter may state: "This school is approved under chapter 18.85 RCW";

(14) Advertised, published, printed, or distributed false or misleading information;

(15) Solicited, directly or indirectly, information from applicants for a real estate license following the administration of any real estate examination to discover the content of and/or answer to any examination question or questions;

(16) Has failed to meet the requirements of this chapter;

(17) Failed to teach a course consistent with the approved course content or curriculum.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124H-570, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. 90-10-010, § 308-124H-570, filed 4/20/90, effective 8/1/90.]

**WAC 308-124H-800 Real estate course, school, and instructor approval fees.** The following fees shall be charged by the department of licensing for applications for approval of real estate courses, schools offering the courses, and instructors. These fees shall be effective on and after July 1, 1995.

(1) Application for course approval - a fee of \$5.00 per clock-hour credit being offered, with a minimum fee of \$50.00 per course. Except, the application fee for approval of the sixty clock-hour course in real estate fundamentals shall be \$150.00.

An application fee shall accompany each application. Approval, if granted, shall be for two years from the date of approval. Courses approved prior to the effective date for this rule, need not apply for re-approval until the expiration of the current two-year approval period. Applications submitted and disapproved may be resubmitted at no additional fee.

(2) Application for school approval a fee of \$250.00 fee provides for two-year approval.

An application fee shall accompany each application. An application for school approval must include application for approval of the school's administrator. A school will not be approved unless the school's administrator is also approved. Approval, if granted, shall be for two years from the date of approval. All schools approved after August 1, 1990 and prior to the effective date of this rule, need not apply for re-approval until expiration of the current two-year approval period. Applications submitted and disapproved may be resubmitted at no additional fee.

(3) Application for instructor approvals:

(a) Approval to teach a specific course on one occasion - a fee of \$50.00;

(b) Approval to teach as many subject areas as requested at time of initial application - a fee of \$75.00. Approval shall be for two years from the approval date;



(c) Approval to teach additional subject area(s) not requested at time of initial application or renewal - a fee of \$25.00 for each application to teach additional subject area(s). Approval, if granted, shall be for remainder of two-year approval period.

Applications submitted under (a), (b) and (c) above, and disapproved may be resubmitted at no additional fee.

An application fee shall accompany each application. Instructors approval to teach a specific course prior to the effective date of this rule, need not apply for reapproval until the expiration of the current two-year approval period. However, those instructors who wish approval to teach an additional subject area(s), must file an application and pay the appropriate \$25.00 application fee.

[Statutory Authority: RCW 18.85.040 and SB 6284. 95-03-012, § 308-124H-800, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. 91-12-012, § 308-124H-800, filed 5/30/91, effective 6/30/91.]

## Chapter 308-125 WAC REAL ESTATE APPRAISERS

### WAC

308-125-010	Definitions.
308-125-020	Application process to take examination.
308-125-030	Examination prerequisite general classification.
308-125-070	Experience requirements.

**WAC 308-125-010 Definitions.** (1) Words and terms used in these rules shall have the same meaning as each has in the Certified Real Estate Appraiser Act, (chapter 18.140 RCW).

(2) "Appraisal" or "real estate appraisal" means an analysis, opinion, or conclusion relating to the nature, quality, value, or utility of specified interests in, or aspects of, identified real estate for or in expectation of compensation. An appraisal may be classified by subject matter into either a valuation or an analysis. A "valuation" is an estimate of the value of real estate or real property. An "analysis" is a study of real estate or real property other than estimating value.

(3) "Appraisal report" means any communication, written or oral, of an appraisal. Except all appraisal reports in federally related transactions are required to be written reports.

(4) "Appraisal assignment" means an engagement for which an appraiser is employed or retained to act, or would be perceived by third parties or the public as acting, as a disinterested third party in rendering an unbiased analysis, opinion, or conclusion relating to the nature, quality, value, or utility of specified interests in, or aspects of, identified real estate. The term "appraisal assignment" may apply to valuation work and analysis work.

(5) "Certified appraisal" means an appraisal prepared or signed by a state-certified real estate appraiser. A certified appraisal represents to the public that it meets the appraisal standards defined in this chapter.

(6) "Licensed appraisal" means an appraisal prepared or signed by a state-licensed real estate appraiser. A licensed appraisal represents to the public that it meets the appraisal standards defined in this chapter.

(7) "Department" means the department of licensing.

(8) "Director" means the director of the department of licensing.

(9) "Real estate" means an identified parcel or tract of land, including improvements, if any.

(10) "Real property" means one or more defined interests, benefits, or rights inherent in the ownership of real estate.

(11) "Specialized appraisal services" means all appraisal services which do not fall within the definition of appraisal assignment. The term "specialized appraisal service" may apply to valuation work and to analysis work. Regardless of the intention of the client or employer, if the appraiser would be perceived by third parties or the public as acting as a disinterested third party in rendering an unbiased analysis, opinion or conclusion, the work is classified as an appraisal assignment and not a specialized appraisal service.

(12) "State-certified real estate appraiser" means a person who develops and communicates real estate appraisals, and who holds a valid certificate issued to him/her for either general or residential real estate under this chapter. A state-certified real estate appraiser may designate or identify an appraisal rendered by him/her as a "certified appraisal" and indicate which type of certification is held.

(13) "State-licensed real estate appraiser" means a person who develops and communicates real estate appraisals, and who holds a valid license issued to him/her for residential real estate under this chapter. A state-licensed real estate appraiser may designate or identify an appraisal rendered by him/her as a "licensed appraisal."

(14) "Advisory committee" means a committee of seven individuals, of whom at least five are real estate appraisers appointed by the director to provide technical assistance relating to real estate appraisal standards and real estate appraiser experience, education, and examination requirements that are appropriate for each classification of state-certified real estate appraiser.

(15) "Classroom hour" means fifty minutes out of each sixty minute hour.

(16) "Full-time" means the equivalent twelve-month period in which an applicant works at least one thousand hours in real estate appraisal.

(17) "Licensed or residential real estate appraiser" classification applies to those individuals qualified to appraise one to four residential units.

(18) "General real estate appraiser" classification applies to those individuals qualified to appraise all types of real property.

(19) "Federally related transaction" means any real estate-related financial transaction which Federal Financial Institutions Regulatory Agency (FFIRA) or the Resolution Trust Company (RTC) engages in, contracts for, or regulates and which requires the services of an appraiser.

(20) "Real estate related-financial transaction" means any transaction involving:

(a) The sale, lease, purchase, investment in, or exchange of real property, including interests in property or the financing thereof;

(b) The refinancing of real property or interests in real property; and



(c) The use of real property or interest in property as security for a loan or investment, including mortgage-backed securities.

(21) "Residential properties" means one to four single family residential units and lots where the highest and best use is for one to four family purposes.

[Statutory Authority: RCW 18.140.030(1) and 18.140.090. 95-17-078, § 308-125-010, filed 8/21/95, effective 9/21/95. Statutory Authority: RCW 18.140.030(1). 93-17-020, § 308-125-010, filed 8/10/93, effective 9/10/93. Statutory Authority: RCW 18.140.030 (1)(14) and chapter 18.40 RCW. 92-18-018, § 308-125-010, filed 8/24/92, effective 9/24/92. Statutory Authority: RCW 18.140.030. 91-04-074, § 308-125-010, filed 2/5/91, effective 3/8/91.]

**WAC 308-125-020 Application process to take examination.** (1) Any person desiring to take an examination for licensure or certification as a state-licensed or state-certified general real estate appraiser, or as a state-certified general real estate appraiser, must submit a completed examination application with supporting documents and appropriate fee to the department of licensing, professional licensing services, at its official address. After the qualifications for the examination have been verified by the department, the applicant shall submit the preapproved examination application, the request for examination and the appropriate fee to the testing service approved by the director.

(2) An applicant must, as of the date his/her application is filed with the department, possess the requisite two years (twenty-four months) and two thousand hours of verifiable real estate appraisal experience.

(3) An application and the nonrefundable application fee shall be valid for six months from receipt by the department. An applicant may correct any discrepancies in the application other than experience during this six-month period. After six months, if the applicant has not met the prerequisites to sit for the licensure or certification examination, the applicant must submit a new application with the appropriate fee.

(4) Dishonored checks will be considered as an incomplete application.

(5) An applicant shall forfeit all examination fees for any examination or examinations for which the applicant has applied and does not take for any reason, other than through the fault or mistake of the department of licensing or the approved testing agency.

[Statutory Authority: RCW 18.140.030(1) and 18.140.090. 95-17-078, § 308-125-020, filed 8/21/95, effective 9/21/95. Statutory Authority: RCW 18.140.030(1). 93-17-020, § 308-125-020, filed 8/10/93, effective 9/10/93. Statutory Authority: RCW 18.140.030 (1)(14) and chapter 18.40 RCW. 92-18-018, § 308-125-020, filed 8/24/92, effective 9/24/92. Statutory Authority: RCW 18.140.030. 91-04-074, § 308-125-020, filed 2/5/91, effective 3/8/91.]

**WAC 308-125-030 Examination prerequisite general classification.** The general real estate appraiser classification applies to the appraisal of all types of real property.

(1) As a prerequisite to taking the examination for certification as a state-certified general real estate appraiser, an applicant shall present evidence satisfactory to the director that he/she has successfully completed not less than one hundred sixty-five classroom hours of courses in

subjects related to real estate appraisal approved by the director. Each applicant must successfully complete a thirty classroom hour course in the basic principles of real estate appraising and a fifteen classroom hour course in the Uniform Standards of Professional Appraisal Practice as part of the one hundred sixty-five classroom hours of course work.

(2) An original certification as a state-certified general real estate appraiser shall not be issued to any person who does not possess two years (twenty-four months) of experience as a full-time real estate appraiser in Washington or in another state having comparable certification requirements within the five years immediately preceding the filing of the application for examination and certification. An applicant may accumulate the required experience over the preceding five years; however, a minimum of two years (twenty-four months) is required.

(3) To fulfill the experience requirement, a candidate must have at least one thousand hours, accumulated over the previous five years, of nonresidential appraisal experience.

(4) The content for courses required prerequisite to taking the examination for certification as a state-certified general real estate appraiser must include coverage of all topics listed below, with particular emphasis on the appraisal of nonresidential properties:

- (a) Influences on real estate value.
- (b) Legal considerations in appraisal.
- (c) Types of value.
- (d) Economic principles.
- (e) Real estate markets and analysis.
- (f) Valuation process.
- (g) Property description.
- (h) Highest and best use analysis.
- (i) Appraisal math and statistics.
- (j) Sales comparison approach.
- (k) Site value.
- (l) Cost approach.
- (m) Income approach.
- (i) Estimation of income and expenses.
- (ii) Operation statement ratios.
- (iii) Direct capitalization.
- (iv) Cash flow estimates.
- (v) Measures of cash flow.
- (vi) Discounted cash flow analysis.
- (n) Valuation of partial interests.
- (o) Appraisal standards and ethics.
- (p) Narrative report writing.

Preexamination review seminars or examination preparation seminars will not be approved for clock hour credit.

[Statutory Authority: RCW 18.140.030(1) and 18.140.090. 95-17-078, § 308-125-030, filed 8/21/95, effective 9/21/95. Statutory Authority: RCW 18.140.030(1). 93-17-020, § 308-125-030, filed 8/10/93, effective 9/10/93. Statutory Authority: RCW 18.140.030 (1)(14) and chapter 18.40 RCW. 92-18-018, § 308-125-030, filed 8/24/92, effective 9/24/92. Statutory Authority: RCW 18.140.030. 91-04-074, § 308-125-030, filed 2/5/91, effective 3/8/91.]

**WAC 308-125-070 Experience requirements.** (1) A minimum of two years (twenty-four months) full-time experience is required. To attain the requisite experience an applicant may accumulate hours worked during the preceding

five years; however, no more than one thousand hours may be credited in any twelve-month period.

(2) Any work product claimed for experience credit dated January 1, 1990, and later shall conform to the Uniform Standards of Professional Appraisal Practice.

(3) Any work product claimed for experience credit dated prior to January 1, 1990, shall conform to the following standards:

(a) Reports shall be in writing.

(b) Reports shall contain the legal address of the subject property.

(c) Reports shall state the effective date of the appraisal.

(d) Reports shall contain a definition of value to be estimated.

(e) Reports shall contain a certification signed by the appraiser.

(f) Reports shall contain a description of the site, land, or buildings as applicable.

(g) Reports shall address all three approaches to value by either utilization of the approach or indication that the approach is not applicable or inappropriate to the specific property.

(h) Reports shall include adjustments and the value of the direct sales for the direct sales approach, which either sets forth the reasoning for value or states that the value is evident in ancillary supporting documentation or the report.

(i) Reports shall include analysis of market rents, expenses, vacancy rates, and capitalization rates when the income approach is used.

(j) Reports shall include analysis of building costs and site value when the cost approach is used.

(k) Reports shall include reasoning and supporting documentation for the final value estimate.

(l) Reports shall be signed and dated by the appraiser.

(4) An appraiser applying for certification must verify his/her completion of the required experience via affidavit, under oath subject to penalty of perjury on a form provided by the department.

To demonstrate experience the department may require submission of a log which details hours claimed for experience credit. The department may also require an affidavit from an employer concerning the applicant's length of experience.

(5) An appraiser performing appraisal work enabling the appraiser to apply for appraisal experience on an hourly basis, includes, but is not limited to, the following:

Fee and staff appraisal, ad valorem tax appraisal, review appraisal, appraisal analyst, real estate counseling, highest and best use analysis, feasibility analysis/study, market analysis/ study, teacher of appraisal courses.

(6) The department reserves the right to contact an employer for confirmation of experience claimed. This will require an employer to confirm via affidavit the experience of an applicant.

(7) The department may request submission of written reports or file memoranda claimed by the applicant in the applicant's application for experience credit.

[Statutory Authority: RCW 18.140.030(1) and 18.140.090. 95-17-078, § 308-125-070, filed 8/21/95, effective 9/21/95. Statutory Authority: RCW 18.140.030(1). 93-17-020, § 308-125-070, filed 8/10/93, effective 9/10/93. Statutory Authority: RCW 18.140.030 (1)(14) and chapter 18.40 RCW. 92-18-018, § 308-125-070, filed 8/24/92, effective 9/24/92. Statutory

Authority: RCW 18.140.030. 91-04-074, § 308-125-070, filed 2/5/91, effective 3/8/91.]

## Chapter 308-330 WAC

### WASHINGTON MODEL TRAFFIC ORDINANCE

#### WAC

308-330-300	RCW sections adopted—Certificates of ownership and registrations.
308-330-305	RCW sections adopted—Vehicle licenses.
308-330-307	RCW sections adopted—Driver licenses-identicards.
308-330-316	RCW sections adopted—Vehicle lighting and other equipment.
308-330-330	RCW sections adopted—Motor vehicle wreckers.
308-330-406	RCW sections adopted—Abandoned, unauthorized, and junk vehicle tow truck operators.
308-330-425	RCW sections adopted—Reckless driving, vehicular homicide and assault.
308-330-454	Stopping, standing, and parking of buses and taxicabs regulated.

**WAC 308-330-300 RCW sections adopted—Certificates of ownership and registrations.** The following sections of the Revised Code of Washington (RCW) pertaining to vehicle certificates of ownership and registrations as now or hereafter amended are hereby adopted by reference as a part of this chapter in all respects as though such sections were set forth herein in full: RCW 46.12.070, 46.12.080, 46.12.101, 46.12.102, 46.12.215, 46.12.250, 46.12.260, 46.12.270, 46.12.300, 46.12.310, 46.12.320, 46.12.330, 46.12.340, 46.12.350, and 46.12.380.

[Statutory Authority: RCW 46.90.010. 95-23-042, § 308-330-300, filed 11/13/95, effective 12/14/95; 94-23-029, § 308-330-300, filed 11/8/94, effective 12/9/94; 94-01-082, § 308-330-300, filed 12/13/93, effective 7/1/94.]

**WAC 308-330-305 RCW sections adopted—Vehicle licenses.** The following sections of the Revised Code of Washington (RCW) pertaining to vehicle licenses as now or hereafter amended are hereby adopted by reference as a part of this chapter in all respects as though such sections were set forth herein in full: RCW 46.16.010, 46.16.011, 46.16.022, 46.16.023, 46.16.025, 46.16.028, 46.16.030, 46.16.048, 46.16.088, 46.16.135, 46.16.140, 46.16.145, 46.16.170, 46.16.180, 46.16.240, 46.16.260, 46.16.290, 46.16.316, 46.16.381, 46.16.390, 46.16.500, 46.16.505, and 46.16.595.

[Statutory Authority: RCW 46.90.010. 95-23-042, § 308-330-305, filed 11/13/95, effective 12/14/95; 94-01-082, § 308-330-305, filed 12/13/93, effective 7/1/94.]

**WAC 308-330-307 RCW sections adopted—Driver licenses-identicards.** The following sections of the Revised Code of Washington (RCW) pertaining to driver licenses and identification cards as now or hereafter amended are hereby adopted by reference as a part of this chapter in all respects as though such sections were set forth herein in full: RCW 46.20.021, 46.20.022, 46.20.025, 46.20.027, 46.20.031, 46.20.041, 46.20.045, 46.20.190, 46.20.220, 46.20.308, 46.20.336, 46.20.338, 46.20.342, 46.20.343, 46.20.344, 46.20.391, 46.20.394, 46.20.410, 46.20.420, 46.20.430, 46.20.435, 46.20.500, 46.20.510, 46.20.550, 46.20.750, and 46.20.3101.

[Statutory Authority: RCW 46.90.010. 95-23-042, § 308-330-307, filed 11/13/95, effective 12/14/95; 94-23-029, § 308-330-307, filed 11/8/94, effective 12/9/94; 94-01-082, § 308-330-307, filed 12/13/93, effective 7/1/94.]

**WAC 308-330-316 RCW sections adopted—Vehicle lighting and other equipment.** The following sections of the Revised Code of Washington (RCW) pertaining to vehicle lighting and other equipment as now or hereafter amended are hereby adopted by reference as a part of this chapter in all respects as though such sections were set forth herein in full: RCW 46.37.010, 46.37.020, 46.37.030, 46.37.040, 46.37.050, 46.37.060, 46.37.070, 46.37.080, 46.37.090, 46.37.100, 46.37.110, 46.37.120, 46.37.130, 46.37.140, 46.37.150, 46.37.160, 46.37.170, 46.37.180, 46.37.184, 46.37.185, 46.37.186, 46.37.187, 46.37.188, 46.37.190, 46.37.193, 46.37.196, 46.37.200, 46.37.210, 46.37.215, 46.37.220, 46.37.230, 46.37.240, 46.37.260, 46.37.270, 46.37.280, 46.37.290, 46.37.300, 46.37.310, 46.37.340, 46.37.351, 46.37.360, 46.37.365, 46.37.369, 46.37.375, 46.37.380, 46.37.390, 46.37.400, 46.37.410, 46.37.420, 46.37.423, 46.37.424, 46.37.425, 46.37.430, 46.37.435, 46.37.440, 46.37.450, 46.37.460, 46.37.465, 46.37.467, 46.37.470, 46.37.480, 46.37.490, 46.37.495, 46.37.500, 46.37.510, 46.37.513, 46.37.517, 46.37.520, 46.37.522, 46.37.523, 46.37.524, 46.37.525, 46.37.527, 46.37.528, 46.37.529, 46.37.530, 46.37.535, 46.37.537, 46.37.539, 46.37.540, 46.37.550, 46.37.560, 46.37.570, 46.37.590, 46.37.600, 46.37.610, and 46.37.620.

[Statutory Authority: RCW 46.90.010. 95-23-042, § 308-330-316, filed 11/13/95, effective 12/14/95; 94-01-082, § 308-330-316, filed 12/13/93, effective 7/1/94.]

**WAC 308-330-330 RCW sections adopted—Motor vehicle wreckers.** The following section[s] of the Revised Code of Washington (RCW) pertaining to motor vehicle wreckers as now or hereafter amended is [are] hereby adopted by reference as a part of this chapter in all respects as though such section[s] were set forth herein in full: RCW 46.80.010 and 46.80.060.

[Statutory Authority: RCW 46.90.010. 95-23-042, § 308-330-330, filed 11/13/95, effective 12/14/95; 94-01-082, § 308-330-330, filed 12/13/93, effective 7/1/94.]

**WAC 308-330-406 RCW sections adopted—Abandoned, unauthorized, and junk vehicle tow truck operators.** The following sections of the Revised Code of Washington (RCW) pertaining to abandoned, unauthorized, and junk vehicle tow truck operators as now or hereafter amended are hereby adopted by reference as a part of this chapter in all respects as though such sections were set forth herein in full: RCW 46.55.010, 46.55.020, 46.55.025, 46.55.030, 46.55.035, 46.55.037, 46.55.040, 46.55.050, 46.55.060, 46.55.063, 46.55.070, 46.55.080, 46.55.085, 46.55.090, 46.55.100, 46.55.105, 46.55.110, 46.55.113, 46.55.120, 46.55.130, 46.55.140, 46.55.150, 46.55.160, 46.55.170, 46.55.230, 46.55.240, and 46.55.910.

[Statutory Authority: RCW 46.90.010. 95-23-042, § 308-330-406, filed 11/13/95, effective 12/14/95; 94-01-082, § 308-330-406, filed 12/13/93, effective 7/1/94.]

**WAC 308-330-425 RCW sections adopted—Reckless driving, vehicular homicide and assault.** The following sections of the Revised Code of Washington (RCW) pertaining to reckless driving, driving while under the influence of intoxicating liquor or any drug, vehicular homicide and assault as now or hereafter amended are hereby adopted by reference as a part of this chapter in all respects as though such sections were set forth herein in full: RCW 46.61.500, 46.61.502, 46.61.503, 46.61.504, 46.61.506, 46.61.517, 46.61.519, 46.61.5191, 46.61.5195, 46.61.525, 46.61.527, 46.61.530, 46.61.535, 46.61.540, 46.61.5054, 46.61.5055, 46.61.5057, and 46.61.5058.

[Statutory Authority: RCW 46.90.010. 95-23-042, § 308-330-425, filed 11/13/95, effective 12/14/95; 94-23-029, § 308-330-425, filed 11/8/94, effective 12/9/94; 94-01-082, § 308-330-425, filed 12/13/93, effective 7/1/94.]

**WAC 308-330-454 Stopping, standing, and parking of buses and taxicabs regulated.** (1) The operator of a bus shall not stop, stand, or park such vehicle upon any highway at any place other than a designated bus stop. This provision shall not prevent the operator of a bus from temporarily stopping in accordance with other stopping, standing, or parking regulations at any place for the purpose of and while actually engaged in the expeditious loading or unloading of passengers or their baggage.

(2) The operator of a bus shall enter a bus stop or passenger loading zone on a highway in such a manner that the bus when stopped to load or unload passengers or baggage shall be in a position with the right front wheel of such vehicle not farther than eighteen inches from the curb and the bus approximately parallel to the curb so as not to unduly impede the movement of other vehicular traffic.

(3) The operator of a taxicab shall not stop, stand, or park such vehicle upon any highway at any place other than in a designated taxicab stand. This provision shall not prevent the operator of a taxicab from temporarily stopping in accordance with other stopping, standing, or parking regulations at any place for the purpose of and while actually engaged in the expeditious loading or unloading of passengers.

[Statutory Authority: RCW 46.90.010. 95-23-042, § 308-330-454, filed 11/13/95, effective 12/14/95; 94-01-082, § 308-330-454, filed 12/13/93, effective 7/1/94.]

## Title 314 WAC

### LIQUOR CONTROL BOARD

#### Chapters

- 314-10** Sale and distribution of tobacco products.
- 314-12** General—Applicable to all licensees.
- 314-16** Retail licensees.
- 314-18** Banquet permits.
- 314-40** Clubs.