



Department of Commerce

Division of Real Estate & Professional Licensing
77 South High Street, 20th Floor
Columbus, Ohio 43215-6133

Please visit our website at
www.com.ohio.gov/real

614 | 466-4100
Fax: 614 | 644-0584
TTY/TDD: 800 | 750-0750

John R. Kasich, Governor

Jacqueline T. Williams, Director

Anne M. Petit, Superintendent

Appraiser

Classroom Course Application

Fee: \$50

Must be submitted at least thirty (30) days prior to initial offering or a penalty of \$2 per person, per hour will be incurred.

- A NON-REFUNDABLE APPLICATION FEE OF \$50 PER COURSE MUST BE SUBMITTED WITH EACH APPLICATION. PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO: **THE OHIO DIVISION OF REAL ESTATE**. IF SUBMITTING MORE THAN ONE APPLICATION, YOU MAY COMBINE THE FEE ON ONE CHECK.
- FOR EACH ADDITIONAL OFFERING OF AN APPROVED COURSE, PLEASE SUBMIT THE ADDITIONAL OFFERING APPLICATION WITH A FEE OF \$10 FOR EACH OFFERING. ADDITIONAL OFFERING APPLICATIONS MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO THE ADDITIONAL OFFERING DATE(S).

Information to be Attached to Application:

- Timed Outline/Timed Syllabus of Course (Note: time of non-instruction does not count toward requested hours.)
- Sample of Attendance Certificate
- Sample of Proposed Advertisement (if any)
- Course Materials or Presentation (this may be submitted on a CD or USB flash drive)
- Appraisal Instructor Certification Form completed by each instructor

Provider Information:

File Number: RECE.

Sponsoring Entity:

Address:

City:

State:

Zip Code:

Course Administrator to act for provider:

Email Address:

Phone Number:

Fax Number:

Course Information:

Course Title:

Hours:

Initial Date:

Start Time:

am/ pm

End Time:

am/ pm

Course Location Address:

City:

State:

Zip Code:

Type of Training: Seminar Conference Course Other (describe):

Max Number of Participants:

Fee to attend or participate: \$

Member Fee to attend or participate: \$

Course Description:

In the space below please provide a brief description of the course content and objectives:

Course Materials Required:

Required Textbook (if any): Title: _____ **Author:** _____

Required Materials (if any): _____

Instructor Information: (if more than 1 instructor, please complete the Appraisal Instructor Certification Form)

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Instructor must meet at least one of the following criteria:

- Possession of a bachelor’s degree in a related field to that in which the person is to teach, from a school listed as an institution of higher learning by the United States department of education, or from a comparable school of a foreign country, or
- Possession of a valid teaching credential or certificate from Ohio or another state authorizing the holder to teach in the field of instruction in which the person is to teach, or
- Five years full-time experience in a profession, trade, or technical occupation in the applicable field, or
- Any combination of at least five years of full-time experience relevant to the applicable field and college level education.

Attendance and Record Keeping Policies:

Attendance Verification Method: Sign in/out sheet Monitor Registration Other: _____

Name of Verifier of Attendance: _____

Are records located at the Provider address listed above?: Yes No: Where? _____

Name of Record Keeper: _____

Affirmation:

The applicant hereby acknowledges that the following requirements will be complied with:

- The course title, instructor(s), date(s), and location(s) stated on the application and its attachments will be the only ones approved.
- The Division of Real Estate will be notified, in writing, at least three days in advance of all course changes including location(s), time(s), instructor(s), course content, and offering dates.
- Dates for additional offerings of this course will be submitted to the Ohio Division of Real Estate on the prescribed form, with the appropriate application fee at least ten days in advance of the date of offering.
- Each participant who meets the 100 percent attendance requirement will be issued a proof of completion attendance certificate within 30 days, which includes the correct certification number for that course.
- Each provider is required to maintain complete and accurate records of the course and attendees for FIVE years, including the following:
 - Name of course, instructor(s), and a description of the course
 - Certification number assigned by the Superintendent of the Ohio Division of Real Estate
 - Clock hours approved for continuing education credit
 - Date(s) and location(s) course was offered
 - Name, address, and signature of person who will verify the attendance of each person enrolled
 - Name and address of each person enrolled in each course
 - Clock hours when each certificate holder was in attendance
 - Verification that each certificate holder receiving continuing education credit for the course was physically present 100 percent of the class time
 - Any other data the Real Estate Commission or Division deems necessary
 - A list of attendees who successfully completed the class will be submitted to the Division using the Online Roster Entry within 15 days of completion of each course.

In signing this application, applicant hereby consents to the inspection or monitoring of this course(s) by authorized representatives of the Ohio Division of Real Estate and to adhere to all rules and regulations that are described in the Ohio Administrative Code 1301:11-7-02. For a full set of rules and regulations regarding continuing education approval, please visit <http://codes.ohio.gov/oac/1301%3A11-7>.

I certify under penalty of law that all statements contained herein are true and that nothing has been withheld which would influence a complete evaluation of this offering. I understand that any false statement on this form or in any attached materials may subject me to criminal prosecution and the loss of course approval, if granted.

Name of Applicant Acting for Sponsor (Printed)

Applicant’s Title

Date

Applicant’s Signature



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Appraisal

Instructor Certification

- This certification must be completed by the instructor of the continuing education course and must be submitted with the Continuing Education Course Application
- This certification must also be completed and submitted with the Additional Offering Application, if a new instructor is teaching the course

PROVIDER INFORMATION:

File Number: RECE.

Sponsoring Entity:

Address:

City:

State:

Zip Code:

Course Information:

Course Title:

Certification Number:

INSTRUCTOR INFORMATION:

First Name:

M.I.:

Last Name:

Home Address:

Phone:

City:

State:

Zip Code:

Email:

Are you an employee of the above mention Provider? YES NO

Please indicate which of the following criteria the instructor meets and attach resume` or biography:

- Possession of a bachelor's degree in a related field to that in which the person is to teach, from a school listed as an institution of higher learning by the United States department of education, or from a comparable school of a foreign country
- Possession of a valid teaching credential or certificate from Ohio or another state authorizing the holder to teach in the field of instruction in which the person is to teach
- Five years full-time experience in a profession, trade, or technical occupation in the applicable field
- Any combination of at least five years of full-time experience relevant to the applicable field and college level education

ETHICAL CONDUCT AND LEGAL HISTORY:

- Please attach a complete explanation for any questions answered "yes" to this certification.
 - Questions concerning professional licenses apply to ALL PROFESSIONAL LICENSES regardless of profession.
- Yes / No Have you ever been disciplined in any manner by any public entity for any violation of any professional licensing law, regulation or ethical rule?
- Yes / No Have you ever been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?

AQB CERTIFICATION: (for instructors of the 7 hour national USPAP update course)

Certificate Number:

Effective Date:

Expiration Date:

THE INSTRUCTOR MUST COMPLETE THE FOLLOWING CERTIFICATION:

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate instructor approval.

Signature of Instructor

Date