



APPRAISER

DISTANCE EDUCATION COURSE APPLICATION

- 1. This form is interactive. You may, before printing, type your responses directly onto the form.
2. For each course, the initial application fee is \$200. This fee is non-refundable. Make check or money order payable to the Ohio Division of Real Estate.
3. Before the Division can approve this course, it must first be approved by the Appraisal Qualifications Board (AQB) AND the International Distance Education Certification Center (IDECC). For more information about these certifications, visit the AQB at www.appraisalfoundation.org and IDECC at www.idecc.org.
4. NOTE: No USPAP courses or courses over seven (7) hours will be approved. No courses other than those listed will be accepted.
5. The distance education course application form and fee must be submitted to the Division of Real Estate forty-five days prior to the proposed initial date of the offering. Submit applications to: The Division of Real Estate and Professional Licensing, Attn: Distance Education Section, 77 S. High St., 20th Floor, Columbus, OH 43215-6133.
6. The Ohio Real Estate Appraiser Board will approve a distance education course for continuing education credit, based upon a satisfactory review of the following criteria:
a. The application and accompanying materials;
b. The course is designed such that students actively participate in the instructional process, by utilizing techniques that require substantial student interaction with the instructor, other students, or a computer program. The course design must not permit students to sit passively and observe instruction or read instructional materials;
c. The sponsor provides the students with an orientation or information package that contains all necessary information about the course subject matter and learning objective; procedures and requirements for satisfactory course completion, special requirements with regard to computer hardware and software or other equipment, and the availability of instructor or technical support;
d. The sponsor provides appropriate instructor and technical support to enable students to satisfactorily complete the course;
e. The sponsor utilizes procedures that provide reasonable assurance of student identity and that the student receiving the continuing education credit actually performed all of the work required to complete the course;
f. The course is designed to meet elective continuing education course requirements, the subject areas of which are specified below;
i. Ad valorem taxation
ii. Arbitrations
iii. Business courses related to real estate appraisal
iv. Construction estimating
v. Ethics and standards of professional practice
vi. Land use planning, zoning and taxation
vii. Litigation
viii. Management, leasing, brokerage, timesharing,
ix. Property development
x. Real Estate appraisal (valuations/evaluations)
xi. Real estate financing and investment
xii. Real estate law
xiii. Real estate litigation
xiv. Real Estate appraisal related computer applications
xv. Real estate securities and syndication
xvi. Federal, state and municipal fair housing law, and
xvii. Real property exchange.
7. Credit for a distance education course will only be granted for the calendar year in which the course was approved. All courses expire on December 31 of the approved year.
8. A course may be renewed for the succeeding year if all required materials are filed. Failure to renew a course will result in its automatic withdrawal.

FEE \$200.00

Table with 1 column and 3 rows: FOR DIVISION USE ONLY, PROVIDER RECE #, FEE AMOUNT, ISSUE DATE

