



Department of Commerce

Division of Real Estate
& Professional Licensing

John R. Kasich, Governor 77 South High Street, 20th Floor
David Goodman, Director Columbus, Ohio 43215-6133 U.S.A.

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

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

ADDITIONAL INSTRUCTIONS FOR APPLICATION

All applicants for initial registration, licensure, or certification are required to complete a criminal records check of **both state and national records**. This requirement also applies to an applicant who is “upgrading” their credential.

- An applicant must contact and arrange with a Webcheck® user (a business, government agency, or private entity that provides criminal record check services) approved by the Bureau of Criminal Identification and Investigation (BCI&I) to have fingerprints taken and submitted to BCI&I using the Webcheck® system. A list of Webcheck® users may be found on the web at: <http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>
- An applicant must have fingerprints taken by the Webcheck® user within ten (10) days after the date of filing an application. Applicants should not have fingerprints taken before filing an application with the Division of Real Estate.
- Some Webcheck® users can only submit fingerprints for a *state* records check and cannot submit fingerprints for a *national* records check. An applicant must submit **both** state and national records check results to the Division. Therefore, the Division recommends that when an applicant contacts a Webcheck® user, the applicant confirm the user is able to submit fingerprints for a state and national records check.
- An applicant must instruct the Webcheck® user to have BCI&I send the results (state and national criminal records check) to the Division at:

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- The applicant must pay all fees associated with the criminal records check to the Webcheck® user at the time the fingerprints are taken.
- BCI&I submits the results to the Division within thirty days of BCI&I’s receipt of the applicant’s finger prints.
- Failure to timely comply with the criminal records check requirement may result in the denial of an application.
- Additional information on Webcheck® may be found at: <http://www.ohioattorneygeneral.gov/Services/Business/WebCheck> or obtained from BCI&I at (740) 845-2113 or P.O. Box 365 London, Ohio 43140.

SECTION TWO: Real Estate Appraisal Education

LIST COURSE WORK COMPLETED **WITHIN FIVE (5) YEARS OF CURRENT APPLICATION** [OHIO ADMIN. CODE 1301:11-4-02(A)]. IN ADDITION, LIST A COURSE OF AT LEAST **THREE CLASSROOM HOURS** COMPLETED IN **FEDERAL, STATE AND MUNICIPAL FAIR HOUSING LAW**. LIST ONLY THOSE COURSES THAT YOU IN FACT ATTENDED AND FOR WHICH YOU PASSED A FINAL EXAMINATION. ATTACH TO THIS APPLICATION A COPY OF THE TRANSCRIPTS OR ATTENDANCE CERTIFICATES THAT ESTABLISH COMPLETION OF THE REQUIRED EDUCATION.

COURSE TITLE	NAME OF COURSE PROVIDER	HOURS	DATE COMPLETED
REQUIRED USPAP COURSE			
NATIONAL UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE		15	
REQUIRED FAIR HOUSING LAW COURSE			
FEDERAL, STATE, AND MUNICIPAL FAIR HOUSING LAW			
APPRAISER QUALIFYING EDUCATION			
BASIC APPRAISER PRINCIPLES		30	
BASIC APPRAISAL PROCEDURES		30	
		TOTAL HOURS	

PLEASE COMPLETE SECTION THREE ON THE NEXT PAGE

SECTION THREE: Oath and Affidavit

I HEREBY:

1. Agree that I have knowledge of and comply with the standards set forth in Chapter 4763 of the Ohio Revised Code, and the rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said chapter;
2. Authorize the Real Estate Appraiser Board and the Superintendent of the Ohio Division of Real Estate and Professional Licensing to interview individuals; business entities and the employees thereof; institutions or organizations referenced in my claims for satisfying education requirements and experience requirements, or equivalent experience, and to inspect my appraisal files to verify information given on my application;
3. Authorize the Real Estate Appraiser Board and the Superintendent of the Ohio Division of Real Estate and Professional Licensing to inform any of the following entities of any disciplinary action taken by the Appraiser Board and the basis for that action: Ohio Real Estate Commission; Appraisal Sub-Committee of the Federal Financial Institutions Examination Council (FFIEC); any state in which I have the authority or any state in which I may apply for the authority to perform any appraisal activities involving federally related transactions pursuant to Title XI of FIRREA of 1989; and any other individual or entity permitted by law.
4. Agree to return the license/certificate upon request if issued to me in error, or if requested by the Ohio Real Estate Appraiser Board after a hearing pursuant to disciplinary action.

The foregoing statements and information, including any attachments, are provided for the purpose of procuring an Ohio real estate appraiser assistant registration. I hereby consent to the use of the information provided herein as evidence by the Ohio Real Estate Appraiser Board, or in any court in Ohio where a violation of Chapter 4763 of the Ohio Revised Code or the rules promulgated thereto is claimed.

AFFIDAVIT

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 denial of my Ohio appraisal license/certificate application.

SIGNATURE OF APPLICANT

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2____
by _____.

NAME OF APPLICANT

SIGNATURE OF NOTARY

(NOTARY SEAL)

EXPIRATION DATE

NOTICE: Ohio Revised Code Section 4763.11(G)(1) requires disciplinary action against any licensee or certificate holder who makes a false statement or provides false information on any application to this Division. Further, Ohio Revised Code Section 2921.13 makes the providing of a false statement to a government official or public agency subject to criminal sanctions.