



Ohio Department of Commerce
Division of Real Estate & Professional Licensing

77 South High Street • 20th Floor
Columbus, OH 43215-6133
(614) 466-4100 Fax:(614) 644-0584
www.com.ohio.gov

Ted Strickland
Governor

Kimberly A. Zurz
Director

ADDITIONAL INSTRUCTIONS FOR APPLICATION

Effective January 1, 2007, 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.webcheck.ag.state.oh.us/webcheckcommunity.htm>.
- An applicant must have fingerprints taken by the Webcheck® user within 10 (ten) days 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.
- The Division must receive the results within 30 (thirty) days of filing the application.
- 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.webcheck.ag.state.oh.us> or obtained from BCI&I at (740) 845-2113 or P.O. Box 365 London, Ohio 43140.

FINANCIAL INSTITUTIONS	INDUSTRIAL COMPLIANCE	LABOR & WORKER SAFETY	LIQUOR CONTROL
REAL ESTATE & PROFESSIONAL LICENSING	SECURITIES	STATE FIRE MARSHAL	UNCLAIMED FUNDS

“An Equal Opportunity Employer and Service Provider”



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APPRAISER STATE REGISTERED APPRAISER ASSISTANT APPLICATION

A check, certified check or money order in the amount of \$150, made payable to the Ohio Division of Real Estate & Professional Licensing, **must accompany the application.** This application fee is non-refundable. Cash will not be accepted.

Mail To: 77 S. High St., 20th Floor, Columbus, OH 43215-6133

FOR DIVISION USE ONLY		
LICENSE / CERTIFICATE NO.	ISSUE DATE	
TYPE CODE	EXAM DATE	
ED. CODE	FEE NO.	AMOUNT

Include the fingerprint from applicant's right index finger in the adjacent box.

Attach applicant's 2 inch by 2 inch photograph in the next box.

FINGERPRINT

AFFIX A 2" x 2"
 FULL FACE PHOTOGRAPH,
 TAKEN WITHIN THE LAST 30 DAYS,
 IN THIS SPACE.

USE ONLY TRANSPARENT TAPE
 TO AFFIX THE PHOTOGRAPH.

SECTION ONE: Applicant Identification and Employment History

1. LAST NAME	2. FIRST NAME	3. MIDDLE NAME	4. SOCIAL SECURITY No.	5. DATE OF BIRTH
6. HOME ADDRESS			7. HOME PHONE ()	8. WORK PHONE ()
9. CITY	10. COUNTY		11. STATE	12. ZIP CODE + 4

ETHICAL CONDUCT AND LEGAL HISTORY

Please attach a complete explanation for any questions answered yes below. Questions concerning professional licenses, certificates or registrations apply to all professional licenses, certifications or registrations regardless of profession.

- YES NO 13. Have you ever been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule?
- YES NO 14. Have you ever been refused or denied any professional license, certificate or registration by any public entity?
- YES NO 15. Have you ever had any professional license, certificate or registration revoked, suspended or limited in any way for any reason?
- YES NO 16. Have you ever been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule?
- YES NO 17. Are you presently the subject of any unsatisfied judgments?
- YES NO 18. 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?
- YES NO 19. Have you ever been scheduled to sit for the Ohio Appraiser Examination?
 If yes, indicate month and year. /
- YES NO 20. Have you ever been licensed or certified as a real estate appraiser or a registered appraiser assistant in a state other than Ohio?
- YES NO 21. Have you ever been licensed as a real estate Broker or salesperson in Ohio or any other state? (If yes, please complete the following information. Attach additional pages if necessary.)

STATE OF LICENSURE/CERTIFICATION	TYPE OF LICENSE/CERTIFICATE

NOTICE: Per R.C. Section 149.43, this application and the information contained therein, except for home address, is public record.

NOTICE: Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio Division of Real Estate & Professional Licensing shall constitute prima facie evidence of misconduct and shall constitute a violation of division (G)(4) of section 4763.11 of the Revised Code.

APPLICANT IS HEREBY REQUESTING A WAIVER OF THE 100 HOURS OF INSPECTIONS DUE TO COMPLETION OF THE 75 HOURS OF REQUIRED REAL ESTATE PRE-LICENSURE EDUCATION COURSES. [OHIO ADMIN. CODE 1301:11-4-03]

SECTION TWO: Real Estate Appraisal Education

LIST COURSE WORK COMPLETED CONSISTING OF AT LEAST 15 CLASSROOM HOURS RELATED TO THE **UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE 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 COURSE: NATIONAL UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (15 HOURS)			
REQUIRED COURSE: FEDERAL, STATE AND MUNICIPAL FAIR HOUSING LAW (3 HOURS)			

LIST THE COURSE WORK COMPLETED TOTALING AT LEAST 60 CLASSROOM HOURS. CLASSROOM HOURS MAY BE OBTAINED ONLY WHERE THE MINIMUM LENGTH OF THE COURSE OFFERING IS FIFTEEN HOURS. LIST ONLY THOSE COURSES THAT YOU IN FACT ATTENDED AND FOR WHICH YOU PASSED A FINAL COURSE EXAMINATION. SUBMIT WITH THIS APPLICATION A COPY OF THE TRANSCRIPTS OR ATTENDANCE CERTIFICATES THAT ESTABLISHES COMPLETION OF THE REQUIRED EDUCATION.

COURSE TITLE	NAME OF COURSE PROVIDER	HOURS	DATE COMPLETED
		TOTAL HOURS	

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.

SECTION FOUR: Non-Resident Applicant's Consent to Service of Process – for out of state applicants
All out-of-state applicants (non-residents of Ohio) are required to complete the consent to service of process. Your license/certificate cannot be processed until the Division receives all necessary documentation.

APPLICANT NAME

SOC. SEC. # DATE OF BIRTH

**Non-Resident Registered Appraiser Assistant Applicant's
Consent to Service of Process
[R.C. 4763.05(E)(3)]**

I, _____, being a non-resident applicant for an Ohio state registered appraiser assistant, in accordance with Ohio Revised Code Section 4763.05(E)(3), do hereby irrevocably consent to the service of process upon me by means of delivery of that process to the Secretary of State if, in an action against me arising from my activities as a licensee or certificate holder, the plaintiff, in the exercise of due diligence, cannot effect personal service upon me.

SIGNATURE OF APPLICANT

DATE

State of _____

County of _____

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

(NOTARY SEAL)

SIGNATURE OF NOTARY

EXPIRATION DATE

NOTICE TO OUT-OF-STATE-APPLICANTS: All out-of-state applicants (non-residents of Ohio) are required to complete the consent to service of process. Your license/certificate cannot be processed until the Division receives all necessary documentation.