



**Department of Commerce**

Division of Real Estate & Professional Licensing

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Please visit our website at [www.com.ohio.gov/real](http://www.com.ohio.gov/real)

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# APPRAISER

# CONTINUING EDUCATION COURSE APPLICATION

Must be an original. Please use black ink. **Must be submitted at least 30 days prior to the initial offering date.**

- A NON-REFUNDABLE APPLICATION FEE OF \$50.00 PER COURSE MUST BE SUBMITTED WITH APPLICATION. MAKE CHECK OR MONEY ORDER PAYABLE TO: THE OHIO DIVISION OF REAL ESTATE. (IF MORE THAN ONE APPLICATION, COMBINE FEE ON ONE CHECK.)**
- FOR EACH ADDITIONAL OFFERING OF AN APPROVED COURSE, THERE IS A FEE OF \$10.00 WHICH MUST BE SUBMITTED AT LEAST TEN DAYS PRIOR TO THE ADDITIONAL OFFERING DATE(S).**

1. TITLE OF COURSE (LIMIT 40 CHARACTERS):		HOURS:	
2. INSTRUCTORS:			
3. DATE(S) (Initial dates and proposed times):		TIME:	
4. LOCATION ADDRESS:	CITY:	STATE:	ZIP:
5. NAME OF INDIVIDUAL OR SOURCE REQUESTING CE COURSE APPROVAL:		PROVIDER NUMBER	
STREET ADDRESS:	CITY:	STATE:	ZIP:
	TELEPHONE: ( )	FAX: ( )	
6. NAME OF PERSON AUTHORIZED TO ACT FOR SOURCE: (List individuals authorized to make changes in course. Must include person signing the application)		EMAIL ADDRESS	
7. IF YOU HAVE PREVIOUSLY OFFERED CE COURSES IN OHIO, PLEASE PROVIDE THE LATEST CERTIFICATION NUMBER ISSUED:			
8. TYPE OF TRAINING SEMINAR    CONFERENCE    COURSE    OTHER: _____			
9. MAXIMUM NUMBER OF PARTICIPANTS PER OFFERING:			
10. PREREQUISITE FOR ADMISSION (Offerings must be open to all appraiser certificate holders on an equal basis):			
11. ATTENDANCE OR PARTICIPATION FEES (Must be the same for all certificate holders):			
A. REGISTRATION: \$ _____		B. TUITION: \$ _____	C. OTHER COSTS: \$ _____
12. PROVIDE COPIES OF THE FOLLOWING MATERIALS USED IN THE COURSE:			
A. TEXTBOOK(S) (INCLUDE TITLE): _____			
AUTHOR: _____			
B. MATERIALS REQUIRED, IF ANY: _____			
C. SAMPLE OF PROPOSED ADVERTISING: _____			

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13. INSTRUCTOR(S) QUALIFICATION(S):

A. INSTRUCTOR(S) MUST MEET AT LEAST ONE OF THE FOLLOWING QUALIFICATIONS:

- (1) POSSESSION OF A BACHELOR'S DEGREE IN A FIELD RELATED TO THAT IN WHICH THE PERSON IS TO TEACH AND FROM A SCHOOL LISTED AS AN INSTITUTION OF HIGHER LEARNING BY THE U.S. DEPT. OF EDUCATION OR FROM A COMPARABLE SCHOOL IN A FOREIGN COUNTRY;
- (2) POSSESSION OF A VALID TEACHING CREDENTIAL OR CERTIFICATE FROM OHIO OR ANOTHER STATE AUTHORIZING THE HOLDER TO TEACH IN THAT FIELD OF INSTRUCTION IN WHICH THE PERSON IS TO TEACH;
- (3) FIVE YEARS FULL-TIME EXPERIENCE IN A PROFESSION, TRADE, OR TECHNICAL OCCUPATION IN THE APPLICABLE FIELD;
- (4) ANY COMBINATION WHICH RESULTS IN A MINIMUM OF FIVE YEARS OF FULL-TIME EXPERIENCE RELEVANT TO THE APPLICABLE FIELD.

B. HOW DOES/DO INSTRUCTOR(S) MEET THE REQUIREMENT OF THE OHIO REAL ESTATE APPRAISER REGULATIONS FOR CONTINUING EDUCATION INSTRUCTORS? (Please attach resume and/or qualifications to this application)

C. IS/ARE INSTRUCTOR(S) APPROVED FOR OTHER CONTINUING EDUCATION COURSES?                      YES                      NO

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14. ATTENDANCE RECORDS:

A. WHERE ARE THE RECORDS LOCATED? \_\_\_\_\_

B. WHO WILL MAINTAIN RECORDS? \_\_\_\_\_

C. HOW WILL ATTENDANCE BY STUDENTS BE VERIFIED? \_\_\_\_\_

BY WHOM: \_\_\_\_\_

D. PARTICIPANTS ARE REQUIRED TO ATTEND 100 PERCENT OF THE COURSE. HOW WILL THIS BE MONITORED?

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15. BRIEFLY DESCRIBE OBJECTIVE(S) OF THE COURSE, EXPLAINING HOW IT WILL INCREASE A CERTIFICATE HOLDER'S SKILL, KNOWLEDGE, AND COMPETENCY IN REAL ESTATE APPRAISING.

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**PLEASE COMPLETE THE COURSE PRESENTATION OUTLINE ON PAGE 3. FOR ASSISTANCE IN COMPLETING THE COURSE PRESENTATION, PLEASE REVIEW THE SAMPLE PROVIDED ON PAGE 4.**

**ALL APPLICATIONS MUST INCLUDE THE FOLLOWING MINIMUM INFORMATION:**

- 1) TIME EACH MAJOR SEGMENT IS TO BE PRESENTED (30 MINUTE MAXIMUM);
- 2) SUBJECT OF EACH MAJOR SEGMENT WITH DETAILED BREAKDOWN OF SUB-TOPICS;
- 3) NAME OF INSTRUCTOR FOR EACH MAJOR SEGMENT;
- 4) PRESENTATION TECHNIQUES (I.E. LECTURE DISCUSSION, VIDEO, SLIDES, ETC.);
- 5) TOTAL HOURS OF CLASSROOM INSTRUCTION FOR CONTINUING EDUCATION CREDIT;
- 6) ALL PERIODS OF NON-INSTRUCTION MUST BE SHOWN (I.E. BREAKS, LUNCH, ETC.).

**OUTLINE OF COURSE PRESENTATION  
(PLEASE BE SPECIFIC WHEN ANSWERING)**

**NO OFFERING WILL BE APPROVED IN WHICH CLASSROOM INSTRUCTION EXCEEDS MORE THAN EIGHT (8) CLOCK HOURS IN ANY ONE DAY.**

**ONE CLOCK HOUR CONSISTS OF FIFTY MINUTES**

A. Time each segment will be offered	B. Subject content of each segment	C. Instructor for each segment	D. Teaching techniques used in each segment	E. Total number of credit hours

**EXAMPLE COURSE PRESENTATION OUTLINE:**

A. Time each segment will be offered	B. Subject content of each segment	C. Instructor for each segment	D. Teaching techniques used in each segment	E. Total number of credit hours
8:30 -9:00	I. Defining the Appraisal	Sally Instructor	Lecture/Discussion	
9:00-9:30	<ul style="list-style-type: none"> <li>A. What is an appraisal</li> <li>B. Purposes and uses of an appraisal               <ul style="list-style-type: none"> <li>1. types of value</li> <li>2. reasons why a client needs an appraisal</li> </ul> </li> <li>C. Market value highlights</li> <li>D. Distinctions between real estate, real property, personal property.</li> <li>E. Distinctions between market value, market price, and cost</li> </ul>			
9:30-10:00	II. The Valuation Process <ul style="list-style-type: none"> <li>A. Define the problem</li> <li>B. Conduct a preliminary investigation</li> <li>C. Appraise for highest and best use</li> <li>D. Estimate the value of the site</li> <li>E. Determine appropriate appraisal approaches</li> <li>F. Reconcile approaches</li> <li>G. Report the estimate</li> </ul>			
10:00-10:30				
10:30-10:40	Break			
10:40-11:10	II. Defining the Problem <ul style="list-style-type: none"> <li>A. Identify the real estate</li> <li>B. Establish ownership rights</li> <li>C. Identify the date of the value estimate</li> <li>D. Define the purpose of the appraisal</li> <li>E. Define the type of value</li> <li>F. Describe the scope of the appraisal</li> <li>G. Define limiting conditions and assumptions IV.</li> </ul>			
11:10-11:40				
11:40-12:00	Case Study 1 (Defining the problem) Case Study, continued			

**NOTE:** The course title, instructor(s), date(s), and location(s) stated on the application will be the only ones approved. The Division of Real Estate must be notified, in writing, at least ten days in advance of all course changes including location(s), time(s), instructor(s), course content, offering dates or dates for additional offerings of this course. Failure to notify the Division will be grounds to terminate certification of a course.

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

1. Attendees will be certified as having completed this course for purposes of satisfying the Ohio appraiser continuing education laws without requiring an examination. Each participant who meets the 100 percent attendance requirement will be issued a proof of completion attendance certificate within 30 days that includes the certification number for that course on a form approved by the Ohio Division of Real Estate.
2. Each source is required to maintain complete and accurate records of course and attendees for FIVE years, including the following:
  - A. Name of course, instructor(s), and a description of the course.
  - B. Certification number assigned by the Superintendent of the Ohio Division of Real Estate
  - C. Clock hours approved for continuing education credit.
  - D. Date(s) and location(s) course was offered.
  - E. Name, address, and signature of person who will verify the attendance of each person enrolled.
  - F. Name and address of each person enrolled in each course.
  - G. Clock hours when each certificate holder was in attendance.
  - H. Verification that each certificate holder receiving continuing education credit for the course was physically present 100 percent of the class time.
  - I. Any other data the Appraiser Board or Division deems necessary.
3. A list of attendees must 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.

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.

\_\_\_\_\_  
Offering Entity (same as item #5)

\_\_\_\_\_  
Applicant's Signature (name to be included on item #6)

\_\_\_\_\_  
Applicant's Name (typed or printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Title