



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

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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:

Division of Real Estate and Professional Licensing
77 S. High Street, 20th Floor
Columbus, Ohio 43215-6133

- 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.

YES NO 8. HAVE YOU EVER BEEN LICENSED OR CERTIFIED AS A REAL ESTATE APPRAISER OR A REGISTERED APPRAISER ASSISTANT IN A STATE OTHER THAN OHIO? IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION. ATTACH ADDITIONAL PAGES, IF NECESSARY.

STATE OF LICENSURE/CERTIFICATION	TYPE OF LICENSE/CERTIFICATE	LICENSE/CERTIFICATE NUMBER	EFFECTIVE DATE

YES NO 9. HAVE YOU EVER BEEN LICENSED AS A REAL ESTATE BROKER OR SALESPERSON IN OHIO? IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION. ATTACH ADDITIONAL PAGES, IF NECESSARY.

STATE OF LICENSURE/CERTIFICATION	TYPE OF LICENSE/CERTIFICATE

LIST ALL PERSONS OR FIRMS BY WHOM YOU WERE EMPLOYED INVOLVING REAL ESTATE APPRAISAL ACTIVITIES DURING THE LAST FIVE YEARS, UP TO THE DATE OF APPLICATION, AND CHARACTERIZE THE NATURE OF YOUR EMPLOYMENT OR LIST YOUR POSITION. IF SELF-EMPLOYED, SO STATE. NOTE PERIODS OF UNEMPLOYMENT. ATTACH ADDITIONAL PAGES, IF NECESSARY.

EMPLOYER / POSITION		FROM (date)	TO (date)
ADDRESS	CITY	STATE	ZIP CODE
EMPLOYER / POSITION		FROM (date)	TO (date)
ADDRESS	CITY	STATE	ZIP CODE
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ADDRESS	CITY	STATE	ZIP CODE
EMPLOYER / POSITION		FROM (date)	TO (date)
ADDRESS	CITY	STATE	ZIP CODE
EMPLOYER / POSITION		FROM (date)	TO (date)
ADDRESS	CITY	STATE	ZIP CODE

Section Two: Real Estate Appraisal Education

Part I List course work completed consisting of at least 15 classroom hours. List course work completed consisting of at least 3 classroom hours in Federal, State and Municipal Fair Housing Law (O.A.C. 1301:11-3-03), and a 15-hour classroom course in the National Uniform Standards of Professional Appraisal Practice.

Submit transcripts or copies of attendance certificates for each course listed.

Credential types: ARA – State Registered Appraiser Assistant, ALR – State Licensed Residential Appraiser, ACR – State Certified Residential Appraiser, ACG – State Certified General Appraiser

Credential type	Modular Accreditation Requirement	Course Provider	Hours	Completion Date
ARA, ALR, ACR, ACG	Federal, State and Municipal Fair Housing Law		3	
ARA, ALR, ACR, ACG	National USPAP course or equivalent		15	
ARA, ALR, ACR, ACG	Basic Appraisal Principles		30	
ARA, ALR, ACR, ACG	Basic Appraisal Procedures		30	
ALR, ACR	Residential Market Analysis and Highest Best Use		15	
ALR, ACR	Residential Appraiser Site Valuation and Cost Approach		15	
ALR, ACR	Residential Sales Comparison and Income Approaches		30	
ALR, ACR	Residential Report Writing and Case Studies		15	
ACR	Advanced Residential Applications and Case Studies		15	
ACR, ACG	Statistics, Modeling and Finance		15	
ACR (20), ACG (30)	Elective (May include hours over minimum shown above in other modules – attach additional pages, as needed)			
ACR, ACG	Elective (May include hours over minimum shown above in other modules – attach additional pages, as needed)			
ACR, ACG	Elective (May include hours over minimum shown above in other modules – attach additional pages, as needed)			
ACG	General Appraiser Market Analysis and Highest and Best Use		30	
ACG	General Appraiser Sales Comparison Approach		30	
ACG	General Appraiser Site Valuation and Cost Approach		30	
ACG	General Appraiser Income Approach		60	
ACG	General Appraiser Report Writing and Case Studies		30	

SECTION THREE: Real Estate Appraisal Experience

Complete the attached experience log documenting your appraisal experience. Include only that experience for which you have support or documentation. Attach additional copies of the Experience Log, as needed.

Ohio Administrative Code Section 1301:11-3-04, Real Estate Appraiser Experience Requirements, is attached hereto.

Each field should be completed as follows:

DATE: Indicate the month and year (i.e. 10/2002) of each appraisal report claimed;

TYPE [1301:11-3-04(D)]: Indicate the type of appraisal performed: Fee and staff appraisal; Ad valorem tax appraisal and condemnation appraisal; Review appraisal; Appraisal analysis; Real estate value counseling when done in conjunction with written appraisal; Highest and best use analysis; and Feasibility analysis/study;

PROPERTY LOCATION: Indicate the address, location, or other identifying designation of the appraised property. The information should be sufficient so that you could retrieve the report for review by the Superintendent or the Appraiser Board;

PROPERTY TYPE: Indicate whether the appraised property was residential (1-4 units) or general;

CAPACITY: Indicate whether the report was done in the capacity of a review appraiser or a field appraiser;

DESCRIPTION OF WORK: Indicate the work performed by the trainee/applicant;

SCOPE OF THE REVIEW and the supervision of the supervising appraiser;

NUMBER OF ACTUAL WORK HOURS by the trainee/applicant on the assignment;

SIGNATURE AND STATE CERTIFICATION NUMBER of the supervising appraiser, if applicable. Separate appraisal logs shall be maintained for each supervising appraiser, if applicable.

VERIFICATION OF APPLICANT'S EXPERIENCE LOG BY OATH OR AFFIRMATION

I, _____, being at least eighteen years of age, affirm the validity of the attached experience log. Further, I affirm that I have acquired the necessary hours of experience in real estate appraisal activities in order to comply with the requirements of O.A.C. 1301:11-3-04 (see attached).

SIGNATURE OF APPLICANT

OATH

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 license/certificate. 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.

1301:11-3-04 [Effective 1/1/2012] Experience requirement

(A) Applicants seeking a state-licensed residential real estate appraiser license shall:

- (1) Certify under oath that he or she has acquired two thousand hours of experience in real estate appraisal, and
- (2) Furnish, under oath, a detailed listing of the appraisal reports or file memoranda for each year for which experience is claimed and, upon request of the superintendent or the board, make available samples of the appraisal reports prepared by the applicant in the course of the applicant's practice.
- (3) The two thousand hours of experience required in paragraph (A)(1) of this rule must be achieved over a period of not less than twenty-four months immediately preceding the initial filing of the application.
- (4) The two thousand hours of experience required in paragraph (A)(1) of this rule must be achieved either while registered as a state registered real estate appraiser assistant in Ohio or as a registered appraiser assistant in another state so long as that state's requirements to be a registered appraiser assistant meet or exceed the requirements to be a state registered real estate appraiser assistant in Ohio.
- (5) Except as provided in paragraph (G) of this rule, the two thousand hours of experience required in paragraph (A)(1) of this rule must be achieved either under the supervision of an Ohio licensed or certified appraiser or any state licensed or certified appraiser so long as that state's requirements to be a state licensed or certified appraiser meet or exceed the requirements to be an Ohio licensed or certified appraiser. At all times during the supervisory period and for a period of two years prior to commencement of the supervisory period, the supervising appraiser must be in good standing with the board or the state regulatory agency with which the supervising appraiser is licensed or certified.
- (6) A state registered real estate appraiser assistant may have more than one but not more than three supervising appraisers at any one time.
- (7) A licensed or certified appraiser may supervise not more than three state registered real estate appraiser assistants at any one time.
- (8) An appraisal log shall be maintained by the state registered appraiser assistant and each supervising appraiser jointly. At a minimum the appraisal log must include the following information for each appraisal:
 - (a) Date of report;
 - (b) Type of assignment;
 - (c) Address of subject property;
 - (d) Property type, residential or general;
 - (e) Capacity, field or review;
 - (f) Number of actual work hours by the state registered appraiser assistant on the assignment; and
 - (g) The signature and state license or certification number of the supervising appraiser. Separate appraisal logs shall be maintained for each supervising appraiser if applicable; and
 - (h) Description of work performed by the state registered appraiser assistant and scope of the review and supervision of the supervising appraiser.
- (9) The requirements of paragraphs (A)(4) and (A)(5) of this rule do not apply to experience hours achieved prior to March 1, 2005.

(B) An applicant seeking a state-certified residential real estate appraiser certificate shall:

- (1) Certify under oath that the applicant has acquired two thousand five hundred hours of experience in real estate appraisal, and
- (2) Furnish, under oath, a detailed listing of the appraisal reports or file memoranda for each year for which experience is claimed and, upon request of the superintendent or the board, make available samples of the appraisal reports prepared by the applicant in the course of the applicant's practice.
- (3) The two thousand five hundred hours of experience required in paragraph (B)(1) of this rule must be achieved over a period of not less than twenty-four months immediately preceding the initial filing of the application.
- (4) The two-thousand five hundred hours of experience required by paragraph (B)(1) of this rule must be achieved while registered as a state registered real estate appraiser assistant or as a licensed appraiser in Ohio or while registered as an appraiser assistant or a licensed appraiser in another state so long as that state's requirements to be a registered appraiser assistant or licensed appraiser meet or exceed the requirements to be a state registered real estate appraiser assistant or a licensed appraiser in Ohio.
- (5) Except as provided in paragraph (G) of this rule, the two thousand five hundred hours of experience required in paragraph (B)(1) of this rule achieved by any state registered real estate appraiser assistant must be under the supervision of an Ohio certified appraiser or any state certified appraiser so long as that state's

requirements to be a state certified appraiser meet or exceed the requirements to be an Ohio certified appraiser. At all times during the supervisory period and for a period of two years prior to commencement of the supervisory period, the supervising appraiser must be in good standing with the board or the state regulatory agency with which the supervising appraiser is certified.

(6) Experience obtained while a state registered real estate appraiser assistant must comply with paragraphs (A)(6), (A)(7) and (A)(8) of this rule.

(7) Experience obtained while an Ohio licensed appraiser or as a licensed appraiser in another state shall be maintained in an appraisal log. At a minimum the appraisal log must include the following information for each appraisal:

(a) Date of report;

(b) Type of assignment;

(c) Address of subject property;

(d) Property type, residential or general;

(e) Capacity, field or review;

(f) Number of actual work hours by the state licensed appraiser on the assignment;

(g) If the experience is outside the scope of the applicant's license, the log shall include the signature and state certification number of the supervising appraiser with whom the applicant jointly obtained such experience. Separate appraisal logs shall be maintained for each supervising appraiser if applicable; and

(h) Description of work performed by the state licensed appraiser and scope of the review and supervision of the supervising appraiser.

(8) The requirements of paragraphs (B)(4) and (B)(5) of this rule to not apply to experience obtained prior to March 1, 2005.

(C) An applicant seeking a state-certified general real estate appraiser certificate shall:

(1) Certify under oath that the applicant has acquired three thousand hours of experience in real estate appraisal, of which at least fifty per cent (one thousand five hundred hours) must have been acquired in connection with the appraisal of real estate other than the appraisal of residential real estate consisting of one to four units, and

(2) Furnish, under oath, a detailed listing of the appraisal reports or file memoranda for each year for which experience is claimed and, upon request of the superintendent or the board, make available a sample of the appraisal reports prepared by the applicant in the course of the applicant's practice.

(3) The three thousand hours of experience required in paragraph (C)(1) of this rule must be achieved over a period of not less than thirty months immediately preceding the initial filing of the application.

(4) The three-thousand hours of experience required in paragraph (C)(1) of this rule must be achieved either while registered in Ohio as a state registered real estate appraiser assistant, a state licensed appraiser or state certified appraiser or while registered as an appraiser assistant, licensed appraiser or certified residential appraiser in another state so long as that state's requirements to be a registered appraiser assistant, licensed appraiser or certified residential appraiser meet or exceed the requirements to be a state registered real estate appraiser assistant, licensed appraiser or a certified residential appraiser in Ohio.

(5) Except as provided in paragraph (G) of this rule, the three thousand hours of experience required in paragraph (C)(1) of this rule achieved by any state registered real estate appraiser assistant must be under the supervision of an Ohio certified appraiser or any state certified appraiser so long as that state's requirements to be a state certified appraiser meet or exceed the requirements to be an Ohio certified appraiser. At all times during the supervisory period and for a period of two years prior to the commencement of the supervisory period, the supervising appraiser must be in good standing with the board or the state regulatory agency with which the supervising appraiser is certified.

(6) Experience obtained while a state registered real estate appraiser assistant must comply with paragraphs (A)(6), (A)(7) and (A)(8) of this rule.

(7) Experience obtained while registered in Ohio as a state licensed appraiser or state certified residential appraiser or while as a licensed appraiser or certified residential appraiser in another state shall be maintained in an appraisal log. At a minimum the appraisal log must include the following information for each appraisal:

(a) Date of report;

(b) Type of assignment;

(c) Address of subject property;

(d) Property type, residential or general;

(e) Capacity, field or review;

(f) Number of actual work hours by the state licensed or certified appraiser on the assignment; and
(g) If the experience is outside the scope of the applicant's license or certificate, the log shall include the signature and state certification number of the supervising appraiser with whom the applicant jointly obtained such experience. Separate appraisal logs shall be maintained for each supervising appraiser if applicable; and

(h) Description of work performed by the state licensed or certified appraiser and scope of the review and supervision of the supervising appraiser.

(8) The requirements of paragraphs (C)(4) and (C)(5) of this rule do not apply to experience obtained prior to March 1, 2005.

(D) For purposes of this rule, acceptable appraisal experience shall include, but is not limited to, the following:

- (1) Fee and staff appraisal,
- (2) Ad valorem tax appraisal and condemnation appraisal,
- (3) Review appraisal,
- (4) Appraisal analysis,
- (5) Real estate value counseling when done in conjunction with written appraisal,
- (6) Highest and best use analysis, and
- (7) Feasibility analysis/study;

(E) For purposes of this rule, the acceptable appraisal experience must be satisfied by time spent on the appraisal process. The listed appraisal reports and file memoranda must contain the appraisal process which consists of: analyzing factors that affect value; defining the problem; gathering and analyzing data; applying the appropriate analysis and methodology; arriving at an opinion and correctly reporting the opinion in compliance with Uniform Standards of Professional Appraisal Practice.

(F) All experience must be obtained after January 30, 1989 and must have been completed in compliance with the uniform standards of professional appraisal practice, as adopted by the appraisal standards board of the appraisal foundation to be considered as acceptable appraisal experience.

(G) Up to twenty-five per cent of the experience hours required pursuant to this rule may be obtained for the actual number of hours worked on non-client appraisals, provided:

- (1) The experience is obtained as part of a case study or practicum course that has been approved through the appraisal qualifications board course approval program and the course provider certifies the actual number of hours worked on appraisal development and reporting for actual subject properties, or
- (2) The experience is obtained as part of a mentorship program that has been approved by the board and the mentor certifies the actual number of hours worked on appraisal development and reporting for actual subject properties.

(H) Upon request of the superintendent or board, all applicants must provide documentation in the form of reports, certifications, work files or other evidence to support experience claimed.

(I) An applicant must meet the experience requirement set forth in this rule prior to being seated for the examination.