



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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APPRAISER RENEWAL APPLICATION WITH EDUCATION COMPLIANCE FORM

A check or money order for fees, made payable to the Ohio Division of Real Estate, must accompany the application.

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

Form with sections: LICENSE TYPE (mark one), APPLICANT INFORMATION, LICENSE NUMBER, LICENSE EXPIRATION DATE. Includes fields for name, address, phone, and business information.

RENEWAL FEE SCHEDULE (FOR CREDENTIALS WITH AN EXPIRATION DATE ON OR AFTER 1/1/2012)

Table with 2 columns: Certified General Appraiser, Certified Residential Appraiser or Licensed Residential Appraiser; Registered Real Estate Appraiser Assistant. Includes annual renewal fees and total renewal fees.

TOTAL ENCLOSED: \$

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.

Since the filing of your original application for licensure, certification or registration in Ohio, or your most recent annual renewal or multiple change application concerning that license, certificate or registration (whichever was most recent), have you:

- YES NO 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 been refused or denied any professional license, certificate or registration by any public entity?
YES NO had any professional license, certificate or registration revoked, suspended or limited in any way for any reason?
YES NO 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 been the subject of any unsatisfied judgments?
YES NO been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?

THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

During the immediately preceding twelve-month period, I have not been convicted of or pleaded guilty to any criminal offense described in division (H)(2) of section 4763.05 of the Revised Code.

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 loss of my Ohio appraisal license, certificate or registration.

SIGNATURE OF APPLICANT

DATE

NOTICE: Per R.C. Section 149.43, this application and the information contained therein, except for home address and Social Security Number, 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 and 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.

# APPRAISER

# A-92 CONTINUING EDUCATION COMPLIANCE FORM

- This form is interactive. You may, before printing, type your responses directly onto the form. Otherwise, this form must be typewritten or printed neatly with black ink.
- Once you have completed all 14 hours of continuing education, send this completed form along with copies of all Attendance Certificates and any fees to: **Ohio Division of Real Estate, 77 S. High St., 20<sup>th</sup> Floor, Columbus, OH 43215-6133.**

**Remember to sign and date this form.**

**NOTE:** Any form that is not properly completed or contains less than the required 14 hours of C.E. will be returned.

FIRST NAME	MIDDLE INITIAL OR NAME	LAST NAME	DATE OF BIRTH (mm/dd/yyyy)
BUSINESS ADDRESS			HOME PHONE ( )
CITY	COUNTY	STATE	ZIP CODE + 4
APPRAISER LICENSE/CERTIFICATE NUMBER	ASSISTANT APPRAISER REGISTRATION NUMBER	BUSINESS PHONE ( )	BUSINESS FAX ( )

**LIST EACH COURSE COMPLETED AND ENCLOSE A COPY OF THE ATTENDANCE CERTIFICATE TO VERIFY DATE OF OFFERING AND STATE CERTIFICATION.**

BOARD, SCHOOL, COMPANY OR INDIVIDUAL COURSE PROVIDER	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	
BOARD, SCHOOL, COMPANY OR INDIVIDUAL COURSE PROVIDER	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	
BOARD, SCHOOL, COMPANY OR INDIVIDUAL COURSE PROVIDER	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	
BOARD, SCHOOL, COMPANY OR INDIVIDUAL COURSE PROVIDER	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	
<b>TOTAL REGULAR HOURS</b>		

**NATIONAL UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE UPDATE COURSE**

BOARD, SCHOOL, COMPANY OR INDIVIDUAL COURSE PROVIDER	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	

**TOTAL ALL HOURS**

I swear or affirm that the information hereon is, to the best of my knowledge, complete and accurate and that I did in fact attend the courses listed, for at least 90 percent of the time indicated.

\_\_\_\_\_  
LICENSEE SIGNATURE

\_\_\_\_\_  
DATE

**Courses not approved by the State of Ohio:** If any of the courses listed herein are not approved by the State of Ohio for continuing education credit, you must include a \$25.00 non-refundable fee for each unapproved course and the following:

For classroom continuing education hours: Proof that the course has been approved by another state appraiser regulatory agency or the Appraiser Qualifications Board (AQB) of the Appraisal Foundation for C.E. credit, the course syllabus, and the course attendance certificate.

For distance continuing education hours (online): Proof that the course has been approved by the Appraiser Qualifications Board (AQB) of the Appraisal Foundation and by the International Distance Education Certification Center (IDECC) and the course attendance certificate.

APPRAISER LICENSE, CERTIFICATE, AND REGISTERED ASSISTANT  
RENEWAL APPLICATION FILING INSTRUCTIONS

This is your annual renewal application. Section 4763.06 of the Ohio Revised Code requires all state-certified and state-licensed real estate appraisers file a renewal application each year in order for a certificate or license to remain in effect. Complete and return the renewal application, the continuing education form, along with proof of completion course certificates and the appropriate fees as described on the renewal application including any late filing fees to the Ohio Division of Real Estate and Professional Licensing 77 S. High Street 20<sup>th</sup> Floor Columbus, OH 43215-6133, at least thirty (30) days prior to the expiration of the certificate/license. Acceptable forms of payment are check, certified check or money order made payable to the Ohio Division of Real Estate. The renewal application must be signed by the appraiser whose certificate, license or registration is being renewed. Your continuing education is due annually and the due date is the same as your expiration date. If courses are taken out-of-state or have not been pre-approved by this Division, refer to the A-92 compliance form for further instructions. To check if a course has been approved, visit the Division's Continuing Education Course Lookup page at [www.com.ohio.gov/real](http://www.com.ohio.gov/real).

Certified Residential and General and Licensed Real Estate Appraisers:

Fourteen (14) hours of continuing education credits must be submitted every year. As of 1/1/03, certified and licensed appraisers must complete a 7-hour, AQB-approved National Uniform Standards of Professional Appraisal Practice (USPAP) course once every two (2) years as part of the 14-hour CE requirement. (Note: Effective 1/1/05, the 15-hour USPAP course will not be accepted to satisfy this requirement.)

Registered Appraiser Assistants:

Assistants registered after 10/16/2009: No continuing education is due on the first renewal expiration date for those registered after 10/16/09. Beginning with your second annual renewal and every subsequent renewal thereafter, you will be required to submit fourteen (14) hours of approved continuing education courses. With the registrant's third annual renewal, and once every two years thereafter, the division must receive a seven (7) hour National Uniform Standards of Professional Appraisal Practice (USPAP) course as part of the 14-hour CE requirement. (Note: Effective 1/1/05, the 15-hour USPAP course will not be accepted to satisfy this requirement.)

Please review the information contained on the renewal application for accuracy, including your name, addresses and phone number. Note any corrections on the form. Draw a line through any inaccuracies.

A certificate holder, licensee or registrant who fails to renew their credential prior to its expiration or within three (3) months after its expiration is ineligible to obtain a renewal certificate or license and must comply with section 4763.05 of the Ohio Revised Code in order to regain the certificate or license. All credentials that are not renewed must be returned to the Division immediately.