



## Additional Instructions for Application

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

An applicant must have fingerprints taken by the 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) within 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.

An applicant must contact and arrange with a Webcheck® user to have fingerprints taken and submitted to BCI&I using the Webcheck® system. **Applicants should take their government issued photo identification with them to the Webcheck® location**. Some Webcheck® users can only submit fingerprints for a state records check and *not* an FBI records check. The applicant should confirm the Webcheck® user can submit **both state and FBI fingerprints** to BCI&I.

A list of Webcheck® users may be found on the web at: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

Additional information on Webcheck® may be found at: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck>

or obtained from BCI&I at 877-224-0043 or P.O. Box 365 London, Ohio 43140

The applicant must pay all fees associated with the criminal records check to the Webcheck® user at the time the fingerprints are taken.

An applicant must instruct the Webcheck® user to use the following reason codes and to have BCI &I send the results (state and FBI criminal records check) to the Division at this address:

**BCI&I Reason Code: 4763 05 and/or 121 08**

**FBI Reason Code: 121 08**

### Division of Real Estate and Professional Licensing

77 S High St., 20<sup>th</sup> Fl.

Columbus, OH 43215-6133

- BCI&I submits results to the Division within 30 days of BCI&I's receipts of the applicant's finger prints.
- Failure to timely comply with the criminal records check requirement may result in the denial of an application.
- **You may obtain a copy of your FBI Identification Record by sending a request to:**

**FBI's CJIS Division**

**Attn: Record Request**

**1000 Custer Hollow Rd.**

**Clarksburg, WV 26306**

### You are required to provide the following:

1. Your written request.
2. Payment for the \$18 processing fee, either by certified check or money order made payable to the U.S. Treasury, or a credit card. For credit card payment information, refer to [www.fbi.gov/hq/cjisd/fprequest.htm](http://www.fbi.gov/hq/cjisd/fprequest.htm).
3. A current, original 10-print fingerprint submission (not previously processed) taken by a local law enforcement agency and bearing your **name, date of birth, and place of birth**.



**If, after reviewing your record, you believe it is inaccurate or incomplete, you may challenge the record by contacting the agency (or agencies) that originally submitted the information or by sending your challenge to:**

**FBI's CJIS Division  
Attn: Correspondence Group  
1000 Custer Hollow Rd  
Clarksburg, WV 26306**

**Individuals requesting a Challenge and Review of their Ohio criminal history record, should utilize the following procedure.**

1. A written request for a "Challenge & Review" must be submitted to the Ohio Bureau of Criminal Identification & Investigation, Identification Division. This request must include a brief explanation for the reason the record is being challenged, the individuals name and complete mailing address.
2. The individual must be fingerprinted by a law enforcement or criminal justice agency to provide positive identification. All data fields on the fingerprint card must be completely filled out. To ensure expeditious processing the reason fingerprinted data field should contain "Challenge & Review" (There is no fee charge for this service)
3. The required items listed above should be mailed together to:

**Ohio Bureau of Criminal Identification & Investigation  
Attn: Challenge & Review  
PO Box 365  
London, Ohio 43140**



# Appraiser

# License/Certificate Application

A **non-refundable** check, certified check, or money order in the amount of \$175, made payable to the **Division of Real Estate & Professional Licensing**, must accompany this form.

**FEE: \$175**

This form is interactive. You may, before printing, type your responses directly onto the form.

<b>FOR DIVISION USE ONLY</b>

**Mail To:** 77 S. High St., 20<sup>th</sup> Floor, Columbus, OH 43215-6133

**PLEASE NOTE:** After the applicant has successfully passed the examination, but prior to the issuance of the initial license/certificate, the applicant must pay to the Division a **non-refundable** \$90 fee (\$50 recovery fund assessment and \$40 Federal Registry fee.) Upon receipt of the applicant's pass letter and fee, the Division will issue the license/certificate. The name and date of birth on this application must match the name and date of birth on the government issued photo identification you intend to use to identify yourself at the examination site.

<b>Application For (check one):</b> <input type="checkbox"/> General Real Estate Appraiser Certificate <input type="checkbox"/> Residential Real Estate Appraiser Certificate <input type="checkbox"/> Residential Real Estate Appraiser License	<b>Section One: Applicant Identification and Employment History</b>			
	First Name	Middle Name	Last Name	
	Home Address		Phone	
	City	County	State	ZIP Code
Business Name		Email Address		
Social Security Number	Business Address		Business Phone	
Date of Birth	City	County	State	ZIP Code
<b>ETHICAL CONDUCT AND LEGAL HISTORY</b>				
<ul style="list-style-type: none"> <li>Please <b>attach a complete explanation</b> for any questions answered "YES."</li> <li>Questions concerning professional licenses apply to <b>all professional licenses, certifications or registrations</b> regardless of profession.</li> </ul>				
YES	NO	Have you ever been disciplined in any manner by any public entity or professional or trade association, including the Ohio Division of Real Estate, for any violation of any professional licensing law, regulation or ethical rule?		
YES	NO	Have you ever been refused or denied any professional license, certificate or registration by any public entity, including the Ohio Division of Real Estate?		
YES	NO	Have you ever had any professional license, certificate or registration revoked, suspended or limited in any way for any reason?		
YES	NO	Have you ever been notified by any public entity or professional or trade association, including the Ohio Division of Real Estate, that you were under investigation for any violation of any professional licensing law, regulation or ethical rule?		
YES	NO	Are you presently the subject of any unsatisfied judgments?		
YES	NO	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 Have you ever been scheduled to sit for the Ohio Appraiser Examination? If yes, indicate month and year. \_\_\_\_\_

- NOTICE: Per Ohio Revised Code 149.43, this application and the information contained therein, except for the applicant's Social Security number and 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 a violation of Ohio Revised Code 4763.11(G)(4).

YES NO 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. Attached additional pages if necessary.

Table with 4 columns: State of License/Certificate, Type of License/Certificate, License/Certificate Number, Effective Date

YES NO 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.

Table with 2 columns: State of License/Certificate, 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
Employer/Position		From (Date)	To (Date)	
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
Employer/Position		From (Date)	To (Date)	
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
Employer/Position		From (Date)	To (Date)	
Address		City		State ZIP Code



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**Check List for Individual Upgrading from Appraiser Assistant Registration**

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**For Upgrading to Ohio Licensed Residential Appraiser:**

**Additional Education Requirements (attach copies of completion certificates):**

- 15hrs Residential Market Analysis and Highest and Best Use
- 15hrs Residential Appraiser Site Valuation and Cost Approach
- 30hrs Residential Sales Comparison and Income Approach
- 15hrs Residential Report Writing and Case Studies

**Experience (complete Experience Log):**

1,000hrs in no less than six (6) months preceding this application

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**For Upgrading to Ohio Certified Residential Appraiser:**

**Education Requirements (check one):**

1. Bachelor's degree or higher from an accredited college or university **(complete Section 2(A))**
2. Associate degree from an accredited college or university in a focused field of study **(complete Section 2(A))**
3. Thirty semesters credit hours of college-level courses **(complete Section 2(B))**
4. Thirty hours of College Level Examination Program (CLEP) examination **(complete Section 2(C))**
5. Thirty hours combination of options 3 & 4 **(complete Section 2(B) & Section 2(C))**

**Additional Education (attach copies of completion certificates):**

- 15hrs Residential Market Analysis and Highest and Best Use
- 15hrs Residential Appraiser Site Valuation and Cost Approach
- 30hrs Residential Sales Comparison and Income Approach
- 15hrs Residential Report Writing and Case Studies
- 15hrs Statistics, Modeling and Finance
- 15hrs Advance Residential Applications and Case Studies
- 20hrs Subject Matter Electives

**Experience (complete Experience Log):**

1,500hrs in no less than 12 months preceding this application

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**For Upgrading to Ohio Certified General Appraiser:**

**Education Requirements (complete page #):**

Bachelor's Degree or higher from an accredited College or University **(complete Section 2(A))**

**Additional Education (attach copies of completion certificates):**

- 30hrs General Market Analysis and Highest and Best Use
- 15hrs Statistics, Modeling and Finance
- 30hrs General Sales Comparison Approach
- 30hrs General Appraiser Site Valuation and Cost Approach
- 60hrs General Appraiser Income Approach
- 30hrs General Appraiser Report Writing and Case Studies



30hrs Subject Matter Electives

**Experience (complete Experience Log):**

3,000hrs\* in no less than eighteen (18) months preceding this application

***\* at least 50 percent of this requirement must be completed in connection with the appraisal of real estate other than residential properties consisting of one to four units.***

**Note Regarding Experience Hours:**

A supervisory appraiser shall be a state-certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the registrant is being supervised. Up to 50 percent of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

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**Check List for Individuals Upgrading from Licensed Residential Appraiser**

**For Upgrading to Ohio Certified Residential Appraiser:**

**Education Requirements (check one and complete page #):**

1. Bachelor's degree or higher from an accredited college or university (**complete Section 2(A)**)
2. Associate degree from an accredited college or university in a focused field of study (**complete Section 2(A)**)
3. Thirty semester credit hours of college-level courses (**complete Section 2(B)**)
4. Thirty hours of College Level Examination Program (CLEP) examination (**complete Section 2(C)**)
5. Licensed for five years with no adjudicated disciplinary action
6. Thirty hours combination of options 3 & 4 (**complete Section 2(B) & Section 2(C)**)

**Additional Education (attach copies of the completion certificates):**

15hrs Statistics, Modeling and Finance

15hrs Advance Residential Applications and Case Studies

20hrs Subject Matter Electives

**Experience (complete Experience Log):**

1,500hrs in no less than 12 months preceding this application

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**For Upgrading to Ohio Certified General Appraiser:**

**Education Requirements (complete page#):**

Bachelor's degree or higher (in any field) from an accredited college or university (**complete Section 2(A)**)

**Additional Education (attach copies of the completion certificates):**

15hrs General Market Analysis and Highest and Best Use

15hrs Statistics, Modeling and Finance



- 15hrs General Sales Comparison Approach
- 15hrs General Appraiser Site Valuation and Cost Approach
- 45hrs General Appraiser Income Approach
- 15hrs General Report Writing and Case Studies
- 30hrs Subject Matter Electives

**Experience (complete Experience Log):**

3,000hrs\* experience in not less than eighteen (18) months preceding this application

***\* at least 50 percent of which is completed in connection with the appraisal of real estate other than residential properties consisting of one to four units***

**Note Regarding Experience Hours**

Experience outside the scope of the applicant's current license or certificate must be obtained under the supervision of a certified appraiser. This supervisory appraiser shall be a state-certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the licensed or certified residential appraiser is being supervised. Up to 50 percent of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

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**Check List for Individuals Upgrading from Certified Residential Appraiser**

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**For Upgrading to Certified General Appraiser:**

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**Education Requirements (complete page #):**

Bachelor's degree or higher from an accredited college or university **(complete Section 2(A))**

**Additional Education (attach copies of completion certificates):**

- 15hrs General Market Analysis and Highest and Best Use
- 15hrs General Sales Comparison Approach
- 15hrs General Appraiser Site Valuation and Cost Approach
- 45hrs General Appraiser Income Approach
- 10hrs General Appraiser Report Writing and Case Studies

**Experience (complete Experience Log):**

3,000hrs\* experience in no less than 18 months preceding this application

***\* at least 50 percent of which is completed in connection with the appraisal of real estate other than residential properties consisting of one to four units***

**Note Regarding Experience Hours**

Experience outside the scope of the applicant's current certificate must be obtained under the supervision of a certified general appraiser. This supervisory appraiser shall be a state certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the





supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the certified residential appraiser is being supervised. Up to 50 percent of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

Section 2(A): College Degree(s) Earned

Table with 4 columns: Degree Earned, College or University, Date(S) Attended, Field of Study. Includes instructions to list degree information and attach transcripts.

Section 2(B): College Coursework In Lieu Of College Degree

Table with 3 columns: Subject (3 Semester Hours Each), Course Number and Title, College or University. Lists required subjects like English Composition, Microeconomics, etc.

Table with 3 columns: Subject (3 Semester Hours Each), Course Number and Title, College or University. Lists additional elective course options like Accounting, Geography, etc.



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### Section 2(C): College Level Examination Program (CLEP)

**Below, list the dates that the following examinations were completed and attach copies of the exam completion certificates.**

<b>Subject</b>	<b>Date Completed</b>	<b>Subject</b>	<b>Date Completed</b>
College Algebra (3hrs)		College Composition (6hrs)	
College Composition Modular (3hrs)		College Mathematics (6hrs)	
Principles of Macroeconomics (3hrs)		Principles of Microeconomics (3hrs)	
Introductory Business Law (3hrs)		Information Systems (3hrs)	



### Section 3: Real Estate Appraisal Experience

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

For purposes of 1301:11-3-04, the acceptable appraisal experience must be satisfied by time spent on the appraisal process. The appraisal process 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.

All acceptable appraisal experience must be obtained after January 30, 1989. All experience 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 and the experience must demonstrate proficiency in appraisal principles, methodology, procedures and reporting conclusions. All experience involving a supervising appraiser must be obtained while the supervising appraiser was acting within the scope of their certificate to be considered as acceptable appraisal experience. Except as provided in paragraph (G) of 1301:11-3-04, education shall not be substituted for experience hours.

Supervisory appraisers must identify the registrant they supervise on a form prescribed by the superintendent. The form must be completed, signed and received by the superintendent prior to beginning any supervision of a registrant. A registrant is not eligible to satisfy the experience requirements found in 1301:11-3-04 until this form is received by the superintendent.

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: Appraisal, Appraisal Review, Appraisal Consulting or Mass Appraisals;
- **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 18 years of age, affirm the validity of the attached experience log. Further, I affirm 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



Section 4: Oath and Affidavit

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...
2. Authorize the Real Estate Appraiser Board and the Superintendent of the Ohio Division of Real Estate and Professional Licensing to interview individuals...
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...
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



### Experience Log

**For Experience Completed WITHOUT A Supervisory Appraiser**

Applicant Name \_\_\_\_\_

Date of Report	Type	Property Address City, State, Zip	Property Type (check one)		Capacity (check one)		Work Completed: (Check each field that applies to the appraisal assignment)										Total Hours	
			Residential	General	Field	Review	Interior Inspection	Land/Site Inspection	Neighborhood Analysis & Research & Verification of	Cost Analysis	Sales Analysis	Income Analysis	Final Reconciliation	Other – Explain on Separate Page	Signature on Report & Certification (Y/N)			

Attach additional pages, as needed.

Page subtotal of hours \_\_\_\_\_



### Experience Log

For Experience Completed *WITH A Supervisory Appraiser*

Applicant Name \_\_\_\_\_

Date of Report	Type	Property Address City, State, Zip	Property Type (check one)		Capacity (check one)		Work Completed: (Check each field that applies to the appraisal assignment)										Total Hours	
			Residential	General	Field	Review	Interior Inspection	Land/Site Inspection	Neighborhood Analysis & Research & Verification of	Cost Analysis	Sales Analysis	Income Analysis	Final Reconciliation	Other – Explain on Separate Page	Signature on Report & Certification (Y/N)			

Attach additional pages, as needed.

Page subtotal of hours \_\_\_\_\_

#### Supervising Appraiser Must Complete the Following Certification

I hereby certify that if my role as a supervisory appraiser started on or after January 1, 2015, I have been a state certified appraiser for a minimum of three years prior to becoming a supervisory appraiser and I have not been subject to any disciplinary action within any jurisdiction in the last three years that has affected my legal eligibility to engage in appraisal practice. I hereby certify I have not supervised more than three state registered real estate appraiser assistants at any one time that my supervision complies with Ohio Administrative Code 1301:11-3-04(J). I understand that any false statement on this form that is known to me at the time of my signing may subject me to criminal prosecution and loss of my Ohio real estate appraisal certification.

\_\_\_\_\_  
Supervising Appraiser Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Certification Number