



Appraiser Synchronous Continuing Education Application

Application Fee:

If submitting **30 days or more** prior to initial course offering date -

\$50 application fee

- If submitted 29 days or less prior to the course offering date, a penalty of \$2 per attendee, per credit hour will be incurred. A notice will be sent, via regular mail, after the course offering date.
- Fees submitted with this application are **NON-REFUNDABLE**. Please make check or money order payable to: **OHIO DIVISION OF REAL ESTATE**
- To register offering dates in addition to the initial offering list on this application, please complete the Appraiser Synchronous CE Additional Offering Application. This can be obtained from the Division's website.

Information To Be Attached To This Application

- ☐ Timed & Detailed Outline/Syllabus of Course (NOTE: Time of non-instruction does not count toward requested hours.)
- ☐ Sample of Attendance Certificate
- ☐ Sample of Proposed Advertisement (if any)
- ☐ Course Materials or Presentation (if available, this may be submitted on a CD or USB flash drive)
- ☐ Real Estate Instructor Certification Form completed by each instructor

Course Provider Information

Provider File Number	Course Provider Business Name		
Mailing Address			
City		State	ZIP Code
Name of Administrator to Act for Course Provider			
Email Address	Phone Number	Fax Number	

Course Information

Course Title			Requested Hours
Initial Date	End Date	Start Time ☐ AM ☐ PM	End Time ☐ AM ☐ PM
Course Location Name (if applicable)			
Course Location Address			
City		State	ZIP Code
Type of Training (check all that apply) ☐ Seminar ☐ Conference ☐ Classroom ☐ Live Webinar* over Internet ☐ Other (describe):			

Attendee Fees

Fee charged to members of your organization: \$

Fee charged to all others: \$

*NOTE: A live webinar is defined as a seminar conducted over the Internet where participation is confirmed throughout the course.

Student Course Materials RequiredTextbook (if any)
Title

Author

Materials (if any)

Instructor Information (all instructors must complete the Real Estate Instructor Certification Form)

First Name

Middle Initial

Last Name

Attendance And Record Keeping Policies

Attendance Verification Method

☐ Sign-in/out sheet ☐ Monitor ☐ Registration ☐ Other:

Name of Individual Verifying Attendance

Are records located at the course provider address listed on page 1?

☐ YES ☐ NO (if no, indicate location address):

Name of Record Keeper

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

- The course title, instructor(s), date(s), and location(s) stated on the application and its attachments will be the only ones approved.
- The Division of Real Estate will be notified, in writing, at least three days in advance of all course changes including location(s), time(s), instructor(s), course content, and offering dates.
- Dates for additional offerings of this course will be submitted to the Ohio Division of Real Estate on the prescribed form, with the appropriate application fee at least ten days in advance of the date of offering.
- Each participant who meets the 100 percent attendance requirement will be issued a proof of completion attendance certificate within 30 days, which includes the correct certification number for that course.
- Each provider is required to maintain complete and accurate records of the course and attendees for FIVE years, including the following:
 - Name of course, instructor(s), and a description of the course
 - Certification number assigned by the Superintendent of the Ohio Division of Real Estate
 - Clock hours approved for continuing education credit
 - Date(s) and location(s) course was offered
 - Name, address, and signature of person who will verify the attendance of each person enrolled
 - Name and address of each person enrolled in each course
 - Clock hours when each certificate holder was in attendance
 - Verification that each certificate holder receiving continuing education credit for the course was physically present 100 percent of the class time
 - Any other data the Real Estate Commission or Division deems necessary
 - A list of attendees who successfully completed the class will 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 and to adhere to all rules and regulations that are described in the Ohio Administrative Code 1301:11-7-02. For a full set of rules and regulations regarding continuing education approval, please visit <http://codes.ohio.gov/oac/1301%3A11-7>.

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. I understand that any false statement on this form or in any attached materials may subject me to criminal prosecution and the loss of course approval, if granted.

Administrator Signature_____
Date



Department of Commerce

Division of Real Estate & Professional Licensing

Please visit our website at
www.com.ohio.gov/real

614 | 466-4100
Fax: 614 | 644-0584
TTY/TDD: 800 | 750-0750

Appraiser

Instructor Certification

- This certification must be completed by the instructor of the continuing education course and must be submitted with the Continuing Education Course Application
- This certification must also be completed and submitted with the Additional Offering Application, if a new instructor is teaching the course

PROVIDER INFORMATION:

File Number: RECE.

Sponsoring Entity:

Address:

City:

State:

Zip Code:

Course Information:

Course Title:

Certification Number:

INSTRUCTOR INFORMATION:

First Name:

M.I.:

Last Name:

Home Address:

Phone:

City:

State:

Zip Code:

Email:

Are you an employee of the above mention Provider? ☐ YES ☐ NO

Please indicate which of the following criteria the instructor meets and attach resume` or biography:

- ☐ Possession of a bachelor's degree in a related field to that in which the person is to teach, from a school listed as an institution of higher learning by the United States department of education, or from a comparable school of a foreign country
- ☐ Possession of a valid teaching credential or certificate from Ohio or another state authorizing the holder to teach in the field of instruction in which the person is to teach
- ☐ Five years full-time experience in a profession, trade, or technical occupation in the applicable field
- ☐ Any combination of at least five years of full-time experience relevant to the applicable field and college level education

ETHICAL CONDUCT AND LEGAL HISTORY:

- Please attach a complete explanation for any questions answered "yes" to this certification.
- Questions concerning professional licenses apply to ALL PROFESSIONAL LICENSES regardless of profession.

- ☐ Yes / ☐ No Have you ever been disciplined in any manner by any public entity for any violation of any professional licensing law, regulation or ethical rule?
- ☐ 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?

AQB CERTIFICATION: (for instructors of the 7 hour national USPAP update course)

Certificate Number:

Effective Date:

Expiration Date:

THE INSTRUCTOR MUST COMPLETE THE FOLLOWING CERTIFICATION:

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 real estate instructor approval.

Signature of Instructor

Date