



INSTRUCTIONS FOR CRIMINAL RECORDS CHECK

All applicants for an initial appraiser assistant registrations are required to complete a criminal records check of **both state and FBI records**.

- Electronic fingerprints must be taken by a Webcheck® user (a business, government agency or private entity that provides criminal record check services) approved by the Bureau of Criminal Investigation (BCI). Out of state applicants should consult the additional information link found below.
- Applicants must contact and arrange with a Webcheck® user to have electronic fingerprints taken and submitted to BCI using the Webcheck® system. Government issued photo identification should be taken to the Webcheck® location. Some Webcheck® users can only submit fingerprints for a state records check and *not* an FBI records check. Applicants should confirm the Webcheck® user can submit **both state and FBI fingerprints** to BCI.

A list of Webcheck® users may be found on the web at:

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

- Ohio Attorney General's Office allows for limited exceptions to providing electronic fingerprints to a Webcheck® user. For those applicants who cannot comply with electronic fingerprints taken by a Webcheck® user, please contact BCI at 877-224-0043 to obtain a state fingerprint card and a FBI fingerprint card along with an exemption form. Please consult the exemption form carefully to see if an exception applies. **Please carefully review all BCI instructions to ensure proper processing of the applicant's fingerprints.**

Additional information may be found at:

<https://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx> (frequently asked questions)
or obtained from BCI at (877) 224-0043 or P.O. Box 365 London, Ohio 43140

- Fingerprints must be provided within ten (10) days after the date of filing of the application, and fingerprints should not be taken before the filing of the application with the Division of Real Estate. **Fingerprints should not be sent to the Division**. Any fingerprints sent directly to the Division of Real Estate will be destroyed, and applicants will be required to complete and submit a new set of fingerprints to BCI.
- Applicants must pay all fees associated with the criminal records check at the time the fingerprints are taken.
- **The BCI Reason Code is 4763.05 & the FBI Reason Code is 4763.05.**
- BCI must directly send the results (state and FBI criminal records check reports) to the Division at:

**Division of Real Estate and Professional Licensing
6606 Tussing Road, PO Box 4008
Reynoldsburg, Ohio 43068**

- **You must use the correct address for the Division to avoid your application being delayed.**
- BCI generally submits results to the Division within thirty (30) days of BCI's receipts of the fingerprints.
- Failure to timely comply with the criminal records check requirement may result in the denial of an application.

- The Division is not permitted to send an applicant a copy of their background check. To obtain a copy of your FBI Identification Record, an applicant may send a request to:

**FBI's CJIS Division
Attn: Record Request
1000 Custer Hollow Rd.
Clarksburg, WV 26306**

You are required to provide the following:

- Your written request.
- Payment for a processing fee, either by certified check or money order made payable to the Treasury of the United States, or a credit card. For payment information, refer to www2.fbi.gov/hq/cjisd/fprequest.htm.
- A current, original ten 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.

- 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.
- 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).
- 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**

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**Department of
Commerce**

Division of Real Estate & Professional Licensing

APPRAISER

STATE REGISTERED APPRAISER ASSISTANT APPLICATION

A check, certified check, or money order in the amount of **\$150 (\$50 recovery fund fee and \$100 application fee)**, made payable to the Division of Real Estate & Professional Licensing, **must accompany this application**. This application fee is **non-refundable**.

Mail To: 6606 Tussing Road, PO Box 4008, Reynoldsburg, Ohio 43068

FEE: \$150

FOR DIVISION USE ONLY

SECTION ONE: Applicant Identification and Employment History

FIRST NAME	MIDDLE NAME	LAST NAME
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SOCIAL SECURITY NUMBER	DATE OF BIRTH	E-MAIL ADDRESS
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HOME ADDRESS	PHONE
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CITY	COUNTY	STATE	ZIP CODE
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ETHICAL CONDUCT AND LEGAL HISTORY

- Please attach a complete explanation for any questions answered "YES." Questions concerning professional licenses apply to **all professional licenses, certifications or registrations** regardless of profession.

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you ever been disciplined in any manner by any public entity, including the Ohio Division of Real Estate, or professional or trade association for any violation of any professional licensing law, regulation or ethical rule?
<input type="checkbox"/> YES	<input type="checkbox"/> 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?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you ever had any professional license, certificate or registration, including any license, certificate or registration issued by the Ohio Division of Real Estate, revoked, suspended or limited in any way for any reason?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you ever been notified by any public entity including the Ohio Division of Real Estate or professional or trade association that you were under investigation for any violation of any professional licensing law/regulation or ethical rule?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Are you presently the subject of any unsatisfied judgments?
<input type="checkbox"/> YES	<input type="checkbox"/> 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?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you ever been scheduled to sit for the Ohio Appraiser Examination? If yes, indicate month and year _____
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you ever been licensed or certified as a real estate appraiser or a registered appraiser assistant in a state other than Ohio?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you ever been licensed as a real estate Broker or salesperson in Ohio or any other state? (If yes, please complete the following information. Attach additional pages if necessary.)

STATE OF LICENSURE/CERTIFICATION	TYPE OF LICENSURE/CERTIFICATION
_____	_____
_____	_____

IMPORTANT NOTE

If you are under the supervisor of a certified supervisory real estate appraiser, you will need to submit the Appraiser Assistant and Supervisor Notification Form (COM 3695). The Form is on the Division's website. This form must be on file with the Division prior to the beginning of the supervisory period in order for you to receive credit for the experience hours obtained under the supervisory appraiser. **If the completed form is not on file with the Division, your experience gained under the supervisory appraiser will not be counted.**

NOTICE: Per R.C. Section 149.43, this application and the information contained therein, except for the social security number and home address, is public record. 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).

REAL ESTATE APPRAISAL EDUCATION

APPRASIER QUALIFYING EDUCATION	NAME OF COURSE PROVIDER	HOUR S	DATE COMPLETED
BASIC APPRAISAL PRINCIPALS		30	
BASIC APPRAISAL PROCEDURES		30	
NATIONAL USPAP COURSE		15	
FAIR HOUSING LAW			
SUPERVISOR/TRAINEE COURSE			
	TOTAL HOURS		

IMPORTANT NOTE

If a supervisory appraiser begins their supervision of a registrant on or after January 1, 2015, the registrant and the supervisory appraiser must complete the course found in OAC 1301:11-7-02(K). Experience hours will not be counted until the Division receives education certificates demonstrating the course has been completed by the registrant and the supervisory appraiser.

Proof of completion certificates for your education courses must be submitted along with this application.
Photocopies of these certificates are acceptable.

APPLICANT: PLEASE COMPLETE THE OATH AND AFFIDAVIT ON THE NEXT PAGE

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;
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 registration 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 assistant registration. 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 registration application.

SIGNATURE OF APPLICANT

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by

NAME OF APPLICANT

(NOTARY SEAL)

SIGNATURE OF NOTARY

EXPIRATION DATE

NOTICE: Ohio Revised Code Section 4763.11(G)(1) requires disciplinary action against any registrant 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.

1301:11-4-02 Education requirements for registration as a state-registered real estate appraiser assistant.

At the time an application is submitted to the division of real estate, an applicant seeking state-registration as a real estate appraiser assistant shall demonstrate that no more than five years prior to the division's receipt of the application, the applicant has successfully completed the following courses approved by the superintendent:

- (A) Thirty classroom hours of basic appraisal principles;
- (B) Thirty classroom hours of basic appraisal procedures;
- (C) One course devoted exclusively to federal, state, and municipal fair housing law ;
- (D) A course that, at a minimum, complies with the specifications for course content established by the appraiser qualifications board, which is specifically oriented to the requirements and responsibilities of supervisory appraisers and registrants. Course content must meet the requirements found in paragraph (K) of rule [1301:11-7-02](#) of the Administrative Code; and
- (E) Fifteen classroom hours on national uniform standards of professional appraisal practice or its equivalent. Equivalency shall be determined by the appraiser qualifications board approval program or by an alternate method established by the appraiser qualifications board. At least one of the course instructors must be an instructor certified by the appraiser qualifications board in national uniform standards of professional appraisal practice and who is also a state certified appraiser in good standing.
- (F) An applicant for registration shall satisfy the requirements in this rule through distance education as defined in paragraph (A) of rule [1301:11-7-03](#) of the Administrative Code or through classroom hours of instruction. Distance education must satisfy the requirements of paragraph (D) of rule [1301:11-7-01](#) of the Administrative Code and distance education must be obtained from a nationally or state recognized appraisal or real estate organization, a college or university, community or junior college, a proprietary school, a state or federal commission or agency, a provider approved by the superintendent or the real estate appraiser board, or the appraisal foundation or its boards. Hours of instruction in a classroom setting must be approved by the appraisal qualifications board of the appraisal foundation, or obtained from a college or university, community or junior college, a nationally or state recognized appraisal or real estate organization, a proprietary school, a state or federal commission or agency, a provider approved by the superintendent or the real estate appraiser board, or the appraisal foundation or its boards.
- (G) For this rule, a "classroom hour" is defined as fifty minutes of instruction out of each sixty minute segment attended by the student. "Classroom hour" applies to instruction held in a classroom or in a distance education setting. With the exception of the requirements found in paragraphs (C) and (D) of this rule, classroom hours may be obtained only where the minimum length of the course offering is fifteen hours, and the individual shall successfully complete a closed-book final examination pertinent to that course offering. The examination must be proctored by an official approved by the course provider. An examination may be written on paper or administered electronically on a computer workstation or other device. Oral examinations are not acceptable. Experience shall not be substituted for education.

Effective: 01/01/2015