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## INSTRUCTIONS FOR CRIMINAL RECORDS CHECK

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

- 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).
- Applicants must contact and arrange with a Webcheck® user to have electronic fingerprints taken and submitted to BCI&I 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. Fingerprints should not be sent directly to the Division. Any fingerprints sent directly to the Division 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 report) to the Division at this address:

**Division of Real Estate and Professional Licensing  
6606 Tussing Rd., 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](http://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 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

**FEE: \$175**

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

**FOR DIVISION USE ONLY**

**Mail To:** 6606 Tussing Rd., PO Box 4008, Reynoldsburg, Ohio 43068

**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.

APPLICATION FOR (check one)		SECTION ONE: Applicant Identification and Employment History			
<input type="checkbox"/>	GENERAL REAL ESTATE APPRAISER CERTIFICATE	FIRST NAME	MIDDLE NAME	LAST NAME	
<input type="checkbox"/>	RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATE	HOME ADDRESS			PHONE
<input type="checkbox"/>	RESIDENTIAL REAL ESTATE APPRAISER LICENSE	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>					
<input type="checkbox"/>	YES	<input type="checkbox"/>	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?	
<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 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 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?	
<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. _____	

**PLEASE CONTINUE TO THE NEXT PAGE**

**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).

6606 Tussing Rd.  
PO Box 4008  
Reynoldsburg, OH 43068  
REPL\_COM 3651 5/2024

An Equal Opportunity Employer and Service Provider

614-466-4100  
Fax 614 -644-0584  
TTY/TDD 800-750-0750  
com.ohio.gov/real

☐ 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.

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.

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

PAGE \_\_\_\_\_ OF \_\_\_\_\_

**SECTION TWO(A): Real Estate Appraisal Education for State Registered Appraiser Assistants Upgrading****ARA - State Registered Appraiser Assistant upgrading to ALR – State Licensed Residential Appraiser submit the following education requirements.***List and attach qualifying education certificates*

Education Requirement	Course Provider	Hours	Completion Date
Residential Market Analysis and Highest and Best Use		15	
Residential Appraiser Site Valuation and Cost Approach		15	
Residential Sales Comparison and Income Approach		30	
Residential Report Writing and Case Studies		15	

**ARA - State Registered Appraiser Assistant upgrading to ACR – State Certified Residential Appraiser submit the following education requirements.***List and attach qualifying education certificates*

Education Requirement	Course Provider	Hours	Completion Date
Residential Market Analysis and Highest and Best Use		15	
Residential Appraiser Site Valuation and Cost Approach		15	
Residential Sales Comparison and Income Approach		30	
Residential Report Writing and Case Studies		15	
Statistics, Modeling and Finance		15	
Advance Residential Applications and Case Studies		15	
Subject Matter Electives		20	

**ARA - State Registered Appraiser Assistant upgrading to ACG – State Certified General Appraiser submit the following education requirements.***List and attach qualifying education certificates*

Education Requirement	Course Provider	Hours	Completion Date
General Market Analysis and Highest and Best Use		30	
Statistics, Modeling and Finance		15	
General Sales Comparison		30	
General Appraiser Site Valuation and Cost Approach		30	
General Appraiser Income Approach		60	
General Report Writing and Case Studies		30	
Subject Matter Electives		30	

**SECTION TWO (B): Real Estate Appraisal Education for State Licensed Residential Appraiser Upgrading****ALR – State Licensed Residential Appraiser upgrading to ACR - State Certified Residential Appraiser submit the following education requirements.***List and attach qualifying education certificates*

Education Requirement	Course Provider	Hours	Completion Date
Statistics, Modeling and Finance		15	
Advance Residential Applications and Case Studies		15	
Subject Matter Electives		20	

**ALR - State Licensed Residential Appraiser upgrading to ACG – State Certified General Appraiser submit the following education requirements.***List and attach qualifying education certificates*

Education Requirement	Course Provider	Hours	Completion Date
General Market Analysis and Highest and Best Use		15	
Statistics, Modeling and Finance		15	
General Sales Comparison		15	
General Appraiser Site Valuation and Cost Approach		15	
General Appraiser Income Approach		45	
General Report Writing and Case Studies		15	
Subject Matter Electives		30	

**SECTION TWO (C): Real Estate Appraisal Education State Certified Residential Appraiser Upgrading****ACR – State Certified Residential Appraiser upgrading to ACG - State Certified General Appraiser submit the following education requirements.***List and attach qualifying education certificates*

Education Requirement	Course Provider	Hours	Completion Date
General Market Analysis and Highest and Best Use		15	
General Sales Comparison		15	
General Appraiser Site Valuation and Cost Approach		15	
General Appraiser Income Approach		45	
General Report Writing and Case Studies		10	

**College Coursework**

**State Licensed Residential Appraiser** applicants are not required to complete a college requirement.

**State Certified Residential Appraiser** applicants are required to provide one of the following: proof of a **Bachelor's** degree or higher in any field of study from an accredited college or university; or possession of an **Associate's** Degree in a field of study related to either Business Administration, Accounting, Finance, Economics or Real Estate; or successful completion of thirty semester hours in college-level courses that cover the following specific topic areas in semester hours: English Composition (3 hours); Microeconomics (3 hours); Finance (3 hours); Algebra, Geometry or higher mathematics (3 hours); Statistics (3 hours); Computer Science (3 hours); Business or Real Estate Law (3 hours); and two elective courses in any of the topics mentioned or in accounting, geography, agricultural economics, business management or real estate (3 hours each); or successful completion of 30 semester hours of College Level Examination Program® (CLEP)®; or any combination of successful completion of the 30 hour course requirement and the CLEP ® requirement.

**State Certified General Appraiser** applicants are required to provide proof of a **Bachelor's** degree or higher in any field of study from an accredited college or university.

***For Certified General Appraiser Applicants: List degree(s) earned and attach a copy of the official college transcript(s). Attach additional pages, as needed.***

Degree Earned	College or University	Date(s) Attended

***For State Certified Residential Appraiser Applicants only: Provide copies of college transcripts or attendance certificates demonstrating completion of thirty semester hours of college-level education or satisfaction of the CLEP ® requirement. Applicants holding an Associate's degree or higher need to list degree earned below and attach a copy of the official college transcript(s). Attach additional pages, as needed.***

Degree Earned	College or University	Date(s) Attended

**ADDITIONAL INFORMATION**

- State Certified Residential Appraiser applicants: 45 quarter credit hours = 30 semester credit hours (one quarter hour credit is equivalent to .67 semester credit hours).
- A college or university must be a degree-granting institution accredited by the Commission on Colleges, a regional or national accreditation association or by an accrediting agency that is recognized by the U.S. Secretary of Education.
- Applicants with a college degree from a foreign country may have their education evaluated for equivalency. Please see OAC 1301:11-3-03(I) for the list of acceptable entities.

**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.

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 that 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 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



**SECTION FOUR: 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, and the rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings maybe 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 \_\_\_\_\_, 20\_\_\_\_ 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.

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 & Description	Research & Verification of Comparable Sales	Cost Analysis	Sales Analysis	Income Analysis	Final Reconciliation	Other – Explain on Separate Page	Signature on Report & Certification (Y/N)	

# 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 & Description	Research & Verification of Comparable Sales	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 \_\_\_\_\_

**1301:11-3-03 Education requirements for applicants for licensing and certification - [Rule 1301:11-3-03 - Ohio Administrative Code | Ohio Laws](#)**

(A) An applicant for a residential real estate appraiser license, shall comply with the following:

The applicant shall complete one hundred fifty classroom hours of instruction in the required core curriculum listed in this paragraph and at least one course devoted exclusively to federal, state, and municipal fair housing law, 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.

Fifteen of the one hundred fifty hours shall include the successful completion of the national uniform standards of professional appraisal practice course 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.

The required core curriculum for licensing as a residential real estate appraiser shall also include thirty hours of instruction in basic appraisal principles, thirty hours of instruction in basic appraisal procedures, fifteen hours of instruction in residential market analysis and highest and best use, fifteen hours of instruction in residential appraiser site valuation and cost approach, thirty hours of instruction in residential sales comparison and income approaches, and fifteen hours of instruction in residential report writing and case studies.

(B) An applicant for a residential real estate appraiser certification shall comply with both of the following:

(1) The applicant shall satisfy one of the following college level education requirements:

(a) Hold a bachelors degree in any field of study;

(b) Hold an associates degree in a field of study related to business administration, accounting, finance, economics or real estate;

(c) Successful completion of thirty semester hours of college-level courses in each of the following topic areas and hours:

(i) English composition (three hours);

(ii) Microeconomics (three hours);

(iii) Macroeconomics (three hours);

(iv) Finance (three hours);

(v) Algebra, geometry or higher mathematics (three hours);

(vi) Statistics (three hours);

(vii) Computer science (three hours);

(viii) Business law or real estate law (three hours); and

(ix) Two elective courses in any of the topics listed above, or in accounting, geography, agricultural economics, business management or real estate (three hours each).

(d) Successful completion of at least thirty hours of college level examination program examinations from each of the following subject matter areas:

(i) College algebra (three semester hours);

(ii) College composition (six semester hours);

(iii) College composition modular (three semester hours);

(iv) College mathematics (six semester hours);

(v) Principles of macroeconomics (three semester hours);

(vi) Principles of microeconomics (three semester hours);

(vii) Introductory business law (three semester hours); and

(viii) Information systems (three semester hours).

(e) Any combination of paragraphs (B)(1)(c) and (B)(1)(d) of this rule that includes all of the courses and hours identified.

All college-level education must be obtained from a degree-granting institution accredited by the commission on colleges, a regional or national accreditation association or by an accrediting agency that is recognized by the U.S. secretary of education.

(f) An applicant does not need to satisfy the requirements of paragraph (B)(1) for this rule only if the applicant has held a residential appraiser's license for a minimum of five years and the applicant has had no record of any adverse, final and non-appealable disciplinary action affecting the license residential appraisers' legal eligibility to engage in appraisal practice within five years immediately preceding the date of the application residential real estate appraiser certification.

(2) The applicant shall complete two hundred classroom hours of instruction in the required core curriculum listed in this paragraph and at least one course devoted exclusively to federal, state, and municipal fair housing law, 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.

Fifteen of the two hundred hours shall include the successful completion of the national uniform standards of professional appraisal practice course 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.

The required core curriculum for certification as a residential real estate appraiser shall also include thirty hours of instruction in basic appraisal principles, thirty hours of instruction in basic appraisal procedures, fifteen hours of instruction in residential appraiser market analysis and highest and best use, fifteen hours of instruction in residential appraiser site valuation and cost approach, thirty hours of instruction in residential sales comparison and income approaches, fifteen hours of instruction in residential report writing and case studies, fifteen hours of instruction in statistics, modeling and finance, fifteen hours of instruction in advanced residential applications and case studies, and twenty hours of instruction in appraisal subject matter electives.

(C) An applicant for a general real estate appraiser certification shall comply with both of the following:

(1) The applicant shall hold a bachelor's degree or higher degree in any field of study from an accredited college or university. The college or university must be a degree-granting institution accredited by the commission on colleges, a regional or national accreditation association or by an accrediting agency that is recognized by the U.S. secretary of education; and

(2) The applicant shall complete three hundred classroom hours of instruction in the required core curriculum listed in this paragraph and at least one course devoted exclusively to federal, state, and municipal fair housing law, 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.

Fifteen of the three hundred hours shall include the successful completion of the national uniform standards of professional appraisal practice course 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.

The required core curriculum for certification as a general real estate appraiser shall also include thirty hours of instruction in basic appraisal principles, thirty hours of instruction in basic appraisal procedures, thirty hours of instruction in general appraiser market analysis and highest and best use, fifteen hours of instruction in statistics, modeling and finance, thirty hours of instruction in general appraiser sales comparison approach, thirty hours of instruction in general appraiser site valuation and cost approach, sixty hours of instruction in general appraiser income approach, thirty hours of instruction in general appraiser report writing and case studies, and thirty hours of instruction in appraisal subject matter electives.

(D) An applicant for licensing or certification shall satisfy the requirements of paragraphs (A), (B)(2) and (C)(2) of this rule through distance education as defined in paragraph (A) of rule [1301:11-7-03](#) of the Administrative Code or through hours of instruction in a classroom setting. Distance education must satisfy the requirement 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.

(E) 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 course devoted

exclusively to federal, state, and municipal fair housing law, 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 and the examination must appropriately cover topics included in each course found in paragraphs (A), (B)(2) and (C)(2) of this rule. An examination may be written on paper or administered electronically on a computer workstation or other device. Oral examinations are not acceptable. Courses taken to satisfy the education requirements found in paragraphs (A), (B)(2) and (C)(2) of this rule must not be repetitive. Experience shall not be substituted for education.

(F) To establish successful completion of the education requirements prescribed in this rule, an applicant shall submit to the division of real estate a certificate, transcript, letter or other similar documentation properly issued from the entity at which the course or courses of education was completed. The superintendent of real estate may request supporting documentation to determine the acceptability of a particular course or courses.

(G) An applicant must meet the education requirements in this rule prior to being seated for the examination.

(H) Credit toward qualifying education requirements found in paragraphs (A), (B)(2) and (C)(2) of this rule may also be obtained via the completion of a degree in real estate from an accredited degree-granting college or university approved by the association to advance collegiate schools of business, or a regional or national accreditation agency recognized by the U.S. secretary of education, provided that the college or university has had its curriculum reviewed by the appraiser qualifications board of the appraisal foundation.

(I) For purposes of the requirements found in paragraphs (B)(1) and (C)(1) of this rule, applicants with a college degree from a foreign country may have their education evaluated for equivalency by one of the following:

(1) An accredited, degree granting domestic college or university;

(2) A foreign degree credential evaluation service company that is a member of the national association of credential evaluation services; or

(3) A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.

(J) Upon notice from the division of real estate that an application is incomplete or incorrect as filed, the applicant shall, within thirty days of the date of the last such notice, submit to the division the additional requested information or the corrected application. Failure to timely submit the additional requested information or the corrected application shall constitute just cause for the superintendent to void the application.

(K) In accordance with requirements established by the appraiser qualifications board, an applicant in the reserve components of the US armed forces, who was pursuing an appraiser license or certification prior to December 1, 2011, and who was called to active duty between December 1, 2011 and December 31, 2014, may satisfy the 2008 qualifications required by the appraiser qualifications board for an additional time period after January 1, 2015. The extension of time shall be equal to the applicants time of active duty, plus twelve months. The applicant shall provide the superintendent with proof of being called to active duty between December 1, 2011 and December 31, 2014 and was pursuing an appraiser license or certification prior to December 1, 2011.

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