



Ohio Department of Commerce

Division of Real Estate & Professional Licensing

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www.com.ohio.gov

Ted Strickland
Governor

Kimberly Zurz
Director

APPRAISER

DISTANCE EDUCATION COURSE APPLICATION

1. *This form is interactive. You may, before printing, type your responses directly onto the form.*
2. For each course, the initial application fee is \$200. This fee is non-refundable. Make check or money order payable to the Ohio Division of Real Estate.
3. **Before the Division can approve this course, it must first be approved by the Appraisal Qualifications Board (AQB) AND the International Distance Education Certification Center (IDECC). For more information about these certifications, visit the AQB at www.appraisalfoundation.org and IDECC at www.idecc.org.**
4. **NOTE:** No USPAP courses or courses over seven (7) hours will be approved. No courses other than those listed will be accepted.
5. The distance education course application form and fee must be submitted to the Division of Real Estate *forty-five days prior to the proposed initial date of the offering*. **Submit applications to: The Division of Real Estate and Professional Licensing, Attn: Distance Education Section, 77 S. High St., 20th Floor, Columbus, OH 43215-6133.**
6. The Ohio Real Estate Appraiser Board will approve a distance education course for continuing education credit, based upon a satisfactory review of the following criteria:
 - a. The application and accompanying materials;
 - b. The course is designed such that students actively participate in the instructional process, by utilizing techniques that require substantial student interaction with the instructor, other students, or a computer program. The course design must not permit students to sit passively and observe instruction or read instructional materials;
 - c. The sponsor provides the students with an orientation or information package that contains all necessary information about the course subject matter and learning objective; procedures and requirements for satisfactory course completion, special requirements with regard to computer hardware and software or other equipment, and the availability of instructor or technical support;
 - d. The sponsor provides appropriate instructor and technical support to enable students to satisfactorily complete the course;
 - e. The sponsor utilizes procedures that provide reasonable assurance of student identity and that the student receiving the continuing education credit actually performed all of the work required to complete the course;
 - f. The course is designed to meet elective continuing education course requirements, the subject areas of which are specified below;

<ol style="list-style-type: none"> i. Ad valorem taxation ii. Arbitrations iii. Business courses related to real estate appraisal iv. Construction estimating v. Ethics and standards of professional practice vi. Land use planning, zoning and taxation vii. Litigation viii. Management, leasing, brokerage, timesharing, ix. Property development 	<ol style="list-style-type: none"> x. Real Estate appraisal (valuations/evaluations) xi. Real estate financing and investment xii. Real estate law xiii. Real estate litigation xiv. Real Estate appraisal related computer applications xv. Real estate securities and syndication xvi. Federal, state and municipal fair housing law, and xvii. Real property exchange.
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7. Credit for a distance education course will only be granted for the calendar year in which the course was approved. All courses expire on December 31 of the approved year.
8. A course may be renewed for the succeeding year if all required materials are filed. Failure to renew a course will result in its automatic withdrawal.

FEE \$200.00

FOR DIVISION USE ONLY
PROVIDER RECE #
FEE AMOUNT
ISSUE DATE

APPRAISER

DISTANCE EDUCATION COURSE APPLICATION

SECTION I: Course Provider			
NAME OF COURSE PROVIDER (<i>entity offering course</i>)		PROVIDER PHONE ()	PROVIDER FAX ()
PROVIDER ADDRESS	CITY	STATE	ZIP CODE + 4
NAME OF OWNER (<i>if entity is privately owned</i>)			
OWNER ADDRESS	CITY	STATE	ZIP CODE + 4
CONTACT PERSON (<i>person signing this application</i>)	TITLE	CONTACT PHONE ()	CONTACT FAX ()
CONTACT PERSON ADDRESS	CITY	STATE	ZIP CODE + 4
CONTACT PERSON E-MAIL ADDRESS			
SECTION II: Summary of Course Offering			
(a) COURSE TITLE (Limit to 34 characters)	(b) DATE OF INITIAL OFFERING	(c) # of AQB-approved course hours	
CHECK EACH ITEM TO ENSURE IT IS INCLUDED WITH YOUR APPLICATION.			
(d) ATTACH A COPY OF THE ATTENDANCE CERTIFICATE, AND A DESCRIPTION OF THE METHODS UTILIZED TO PROVIDE REASONABLE ASSURANCE OF THE STUDENT'S IDENTITY.			
(e) ATTACH A DESCRIPTION OF THE METHODS OF RECORD MAINTENANCE.			
(f) ATTACH A SUMMARY OF THE COURSE DESIGN, INCLUDING METHODS UTILIZED TO ASSURE ACTIVE STUDENT PARTICIPATION, A DETAILED COURSE OUTLINE OF TOPICS COVERED.			
(g) SPECIFY THE TIME REQUIRED TO COMPLETE THE COURSE, WITHOUT INTERRUPTION. (Cannot exceed seven (7) hours.)			
(h) ATTACH A COMPLETE COPY OF THE COURSE IN THE MEDIUM THAT IS TO BE UTILIZED.			
(i) SUBMIT A USER ID AND PASSWORD TO TYERSAVICH@COM.STATE.OH.US WITH "ONLINE USER ID" IN THE SUBJECT LINE.			

EACH OFFERING ENTITY MUST MAINTAIN, FOR FIVE YEARS, A RECORD OF ATTENDANCE OF EACH PERSON ATTENDING AN OFFERING. RECORDS SHOULD REFLECT THE FOLLOWING:

1. Certification number of the course;
2. Name and business address of attendee;
3. Course title and description;
4. Clock hours of participation;
5. Dates of the offering;

A written list of participants by course title and dates must be supplied to the Division within 15 days of completion of each course. This list must include licensee's name, file number, and address. The Division has implemented a database that enables course providers to submit rosters in one of the two electronic formats listed below:

OPTION 1: Continuing Education Course Roster Entry

This option allows the provider to enter each individual who took a particular course and submit that list to the Division.

OPTION 2: Continuing Education Course Roster File Upload

This option allows the provider to upload to the Division a complete file of all licensees who took a particular course.

Visit www.com.ohio.gov/real and click on the Education Course Providers button under the Featured heading to access detailed instructions.

Course providers must supply each student with a certificate of attendance within thirty (30) days of completion of the course.

SECTION IV: Criteria & Certification

CERTIFICATION

I affirm that the information provided within, and attached hereto, this application is complete and accurate, and that nothing has been withheld that would influence a complete evaluation of this offering.

OFFERING ENTITY (PROVIDER NAME) _____

SIGNATURE OF APPLICANT (*officer, member, or partner authorized to bind company*) _____

NAME OF APPLICANT (Type or print) _____

TITLE OF APPLICANT _____