Ohio | Department of Commerce

Division of Real Estate & Professional Licensing

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 ten (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: 4735 05 and/or 121 08
FBI Reason Code: 121 08

Division of Real Estate and Professional Licensing
77 S High St., 20th Fl.
Columbus, OH 43215-6133

- BCI&I submits results to the Division within thirty (30) days of BCI&I's receipts of the applicant's fingerprints.
- 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**.

3. 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.

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

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Ohio 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

Anne M. Petit, Superintendent

BROKER LICENSE EXAMINATION APPLICATION

LICENSE QUALIFICATION PROCESS

The Ohio Division of Real Estate and Professional Licensing, Department of Commerce, issues professional licenses to the following: **Real estate salespersons, brokers and appraisers.** To receive a state license, an applicant must meet the following requirements:

1.) Be at least 18 years of age.
2.) Be a United States citizen or a legal alien* (must provide proof of being a legal alien).
3.) Be honest, truthful and of good reputation.
4.) Not have been convicted of a felony or a crime of moral turpitude. Not have violated any civil rights laws regarding real estate within the past two years as determined by a court of law or violated any rules of the Ohio Division of Real Estate.
5.) If originally licensed on or after January 3, 1984, proof of satisfactory completion of a minimum of two years of post-secondary education. The pre-licensure requirements may be included in these two years.
6.) Complete the education and experience qualifications.
7.) Pay the applicable fees.
8.) Pass the examination.

TO QUALIFY TO SIT FOR THE EXAMINATION

1.) A completed Broker License Examination Application with $135, non-refundable fee.
2.) Submit proof of completion of the education requirements (a copy of official transcripts or course completion certificates).
3.) A statement describing any real estate experience other than sales/leasing.

Once the Division processes a complete application, the applicant's information is sent to the testing vendor. The testing vendor will process the information and send the applicant a Candidate Information Bulletin with instructions on scheduling the exams. The applicant must pass the State and National portions of the Ohio Real Estate exam in order for a license to be issued. Passing score: 75

Mail the completed Broker Examination Application with required documents and $135 non-refundable check or money order, made payable to the Ohio Division of Real Estate, to the following address:

Ohio Department of Commerce
Division of Real Estate and Professional Licensing
77 South High Street, 20th floor
Columbus, OH 43215

*If you are living in the United States, Federal Law [8 USCS 1621] [PRWORA], limits the issuance of professional licenses to U.S. citizens or aliens lawfully admitted to the U.S.

BROKER LICENSE EXAMINATION APPLICATION

This form is interactive. Type the required information into the form, print, sign, date, and forward to the Division for processing. Otherwise, the form may be printed, typed or handwritten (legibly to prevent delays in processing, black ink).

FEE: $135.00

FOR DIVISION USE ONLY

Note: Incomplete applications will be returned to the requestor for correction.

Note: The name and date of birth on this application must match the name and date of birth on the government issued photo identification you will use to identify yourself at the examination site.

APPLICANT INFORMATION

FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME	SUFFIX

HOME ADDRESS	PHONE NUMBER	SOCIAL SECURITY NUMBER

CITY	STATE	COUNTY	ZIP CODE	DATE OF BIRTH

EMAIL ADDRESS

FILE NUMBER (if currently licensed)	ORIGINAL ISSUE DATE	DATE OF LAST BROKER EXAMINATION (if no license was issued)

IF YOUR CURRENT OHIO LICENSE NUMBER WAS ISSUES PRIOR TO THE YEAR 2000, DO YOU WISH TO RETAIN THIS NUMBER ONCE YOU HAVE SUCCESSFULLY PASSED THE BROKER EXAMINATION? ❑ YES ❑ NO

ETHICAL CONDUCT AND LEGAL HISTORY

PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED **"YES"** BELOW. 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 or professional or trade association for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate?
❑ YES	❑ NO	Have you ever been refused or denied any professional license or registration by any public entity, including the Ohio Division of Real Estate?
❑ YES	❑ NO	Have you ever had any professional license 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 that you were under investigation for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate?
❑ YES	❑ NO	Have you ever been 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? EXPLAIN:_____

THE APPLICANT 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 license.

SIGNATURE OF APPLICANT _____ DATE _____

NOTICE: Per R.C. Section 149.43, this application and the information contained therein, except for the social security number, 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 shall constitute prima facie evidence of misconduct and shall constitute a violation of section 4735.18(A)(6) of the Revised Code.

EDUCATION

Requirements for an Ohio Broker's License:

1. Applicant must take four pre-licensure courses in a classroom setting at an institution of higher education:
   - Ohio Real Estate Law (40 hours)
   - Real Estate Principles & Practices (40 hours)
   - Real Estate Appraisal (20 hours)
   - Real Estate Finance (20 hours)
2. Applicant must possess a minimum of two years of post-secondary education, or a total of sixty (60) semester hours or ninety (90) quarter hours from an accredited college or university.
3. Take the following four **required** courses at an accredited college or university. These courses may be included in the post-secondary education:
   - A Financial Management course
   - A Human Resources or Personnel Management course
   - An Applied Business Economics course
   - A Business Law course

ATTACH A **COPY OF THE OFFICIAL TRANSCRIPT OR CERTIFICATES OF COMPLETION FOR THE ABOVE COURSEWORK.**

EXPERIENCE

To be eligible for the Ohio Real Estate Broker Examination, the applicant must have been licensed as a real estate broker or salesperson for two of the last five years and must have worked as a licensed real estate broker or salesperson for an average of thirty (30) hours per week for two of the last five years.

❑ YES ❑ NO Have you been a licensed real estate broker or salesperson and worked as such an average of thirty (30) hours per week for two of the last five years?

TRANSACTIONS

Ohio Administrative Code 1301:5-3-04 (A) For the purposes of division (B)(5)(a) of section 4735.07 of the Revised Code, "**real estate transaction**" shall be defined as follows:

(1) One consummated bona fide sale of a real property and the improvements thereon for the account of another, in which the applicant received compensation and was the procuring or selling agent, shall constitute one-half transaction.
(2) One consummated bona fide sale of a real property and the improvements thereon for the account of another, in which the applicant received compensation and was the listing agent, shall constitute one-half transaction.
(3) One lease of individual commercial or industrial property for a term of at least one year, for the account of another, in which the applicant received compensation and was the procuring agent, shall constitute one-half transaction.
(4) One lease of individual commercial or industrial property for a term of at least one year for the account of another, in which the applicant received compensation and was the listing agent, shall constitute one-half transaction.
(5) Four leases of residential property for a term of at least one year for the account of another, in which the applicant received compensation and was the listing and/or procuring agent, shall constitute one transaction.

Ohio Administrative Code 1301:5-3-04 (B):

If leasehold transactions constitutes sixteen or more of the required number of transactions, the applicant shall have completed three years full-time experience in property management.

Indicate the real number of real estate transactions that you were involved in as a real estate licensee and multiply by the indicated transaction value to arrive at the total number. For example, seven (7) transactions in which you were the listing agent multiplied by 0.5 equals 3.5 total transactions. Add the transactions to arrive at the total number of transactions. The total transactions must equal twenty (20) or more.

SALES:

SALES IN WHICH APPLICANT WAS THE SELLING/PROCURING AGENT	X 0.5 =	
SALES IN WHICH APPLICANT WAS THE LISTING AGENT	X 0.5 =	
ONE-YEAR LEASES:		
COMMERCIAL	X 0.5 =	
RESIDENTIAL	X 0.25 =	
TOTAL TRANSACTIONS	0	**(Must total 20 or more transactions)**

BROKER INFORMATION

List each broker, including complete current address, for whom you have worked for as a sales agent. Applicant will use the information to solicit affidavits to verify the completion of the required transactions. Attach additional pages as needed.

BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER		
ADDRESS	CITY	STATE	ZIP CODE	
BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER		
ADDRESS	CITY	STATE	ZIP CODE	
BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER		
ADDRESS	CITY	STATE	ZIP CODE	

TRANSACTION LOG - TO BE COMPLETED BY SPONSORING BROKER(S)
A separate log must be completed by each broker with whom the applicant has been associated. Each copy must be signed and notarized. Make additional copies of this page as needed.

APPLICANT NAME	APPLICANT LICENSE NUMBER
BROKER NAME (BROKER COMPLETING THE LOG)	BROKER LICENSE NUMBER

***PLEASE NOTE: DO NOT LIST TRANSACTIONS BELOW IN WHICH THE APPLICANT HAD AN OWNERSHIP INTEREST IN THE PROPERTY.**
****PURSUANT TO O.A.C. 1301:5-3-04 AND O.R.C. 4735.07(B)(5)(a), THE DIVISION WILL EQUATE THE TRANSACTIONS BELOW TO ENSURE THAT THEY MEET THE REQUIREMENTS DESCRIBED ON PAGE TWO OF THIS APPLICATION.**

PROPERTY ADDRESS, CITY, STATE, ZIP	MLS NUMBER, IF APPLICABLE	DATE OF CLOSING OR DATE OF LEASE	APPLICANT'S ROLE (LISTING AGENT, SELLING/PROCURING AGENT, LEASING AGENT)	TYPE OF TRANSACTION (SALE, RESIDENTIAL OR COMMERCIAL LEASE)

BROKER CERTIFICATION – to be completed by the broker who supervised the licensee at the time of the transactions listed above.

I hereby swear or affirm that the following information is true and accurate:

1. The applicant was associated with me for _____ years and _____ months, from _____ to _____ during which time the applicant acted in the capacity as a real estate salesperson for an average of 30 hours per week.

2. The applicant completed the real estate transactions as listed above.

I certify that all of the statements on this document and all of the attached materials are complete and accurate. I understand that any false statements on this document or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

BROKER PRINTED NAME	BROKER FILE NUMBER	SIGNATURE OF BROKER	DATE

NOTARY PUBLIC INFORMATION

_____, being duly sworn, deposes and says he/she is the person who has executed the foregoing certification and that the statements made herein are true.

STATE of OHIO, COUNTY of _____ Signed and sworn to me this _____ day of ___ , 20 _____.

_____ My Commission expire _____

SIGNATURE OF NOTARY