



Department of Commerce

Division of Real Estate & Professional Licensing

John R. Kasich, Governor 77 South High Street, 20th Floor
Jacqueline T. Williams, Director Columbus, Ohio 43215-6133

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Jacqueline T. Williams, Director

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

APPRAISER

RENEWAL APPLICATION WITH CONTINUING EDUCATION COMPLIANCE FORM

A check, certified check or money order in the amount of \$165 for licensed/certified appraisers, (consisting of a \$125 renewal fee and a \$40 federal registry fee) or \$50 for registered assistants made payable to the Division of Real Estate & Professional Licensing. If the renewal is postmarked after your expiration date but within three months after your expiration date, add a late filing fee (\$62.50 for licensed/certified appraisers or \$25 for registered assistants) to the total renewal fee. The correct renewal fee must accompany the application. **This fee is non-refundable.** Cash will not be accepted.

FOR DIVISION USE ONLY

AMOUNT ENCLOSED

\$

Mail to: 77 S. High St., 20th Fl., Columbus, OH 43215-6133

LICENSE TYPE (mark one)

CERTIFIED GENERAL REAL ESTATE APPRAISER

CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER

LICENSED RESIDENTIAL REAL ESTATE APPRAISER

REGISTERED REAL ESTATE APPRAISER ASSISTANT

APPLICANT INFORMATION

LICENSE/CERTIFICATE NUMBER	EXPIRATION DATE	FIRST NAME	MIDDLE NAME	LAST NAME
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HOME ADDRESS	HOME PHONE
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CITY	COUNTY	STATE	ZIP CODE
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EMAIL ADDRESS

BUSINESS NAME

BUSINESS ADDRESS	BUSINESS 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 below. Questions concerning professional licenses, certificates or registrations apply to all professional licenses, certifications or registrations regardless of profession.

Since the filing of your original application for licensure, certification or registration in Ohio, or your most recent annual renewal or multiple change application concerning that license, certificate or registration (whichever was most recent), have you:

- YES NO 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?
- YES NO been refused or denied any professional license, certificate or registration by any public entity, including the Ohio Division of Real Estate?
- YES NO 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?
- YES NO 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?
- YES NO Are you presently the subject of any unsatisfied judgments?
- YES NO been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?

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 appraisal license, certificate or registration.

SIGNATURE OF APPLICANT

DATE

NOTICE: Per R.C. Section 149.43, this application and the information contained therein, except for the 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 and Professional Licensing shall constitute prima facie evidence of misconduct and shall constitute a violation of division (G)(4) of section 4763.11 of the Revised Code.

APPRAISER

A-92 CONTINUING EDUCATION COMPLIANCE FORM

- This form is interactive. You may, before printing, type your responses directly onto the form. Otherwise, this form must be typewritten or printed neatly with black ink.
- Once you have completed all 14 hours of continuing education, send this completed form along with copies of all Attendance Certificates and any fees to: **Division of Real Estate, 77 S. High St., 20th Floor, Columbus, OH 43215-6133.**

REMEMBER TO SIGN AND DATE THIS FORM.

NOTE: Any form that is not properly completed or contains less than the required 14 hours of C.E. will be returned.

APPLICANT INFORMATION

FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH
BUSINESS ADDRESS			HOME PHONE
CITY	COUNTY	STATE	ZIP CODE
LICENSE/CERTIFICATE/REGISTRATION NUMBER		BUSINESS PHONE	BUSINESS FAX

COURSE INFORMATION

List each course completed and **enclose a copy of the Attendance Certificate** to verify date of offering and state certification.

NATIONAL UNIFORM STANDARDS OF APPRAISAL PRACTICE UPDATE COURSE

COURSE PROVIDER	DATE(S) OF ATTENDANCE	HOURS
CERTIFICATION/APPROVAL NUMBER	COURSE TITLE	

APPRAISAL CONTINUING EDUCATION

COURSE PROVIDER	DATE(S) OF ATTENDANCE	HOURS
CERTIFICATION/APPROVAL NUMBER	COURSE TITLE	
COURSE PROVIDER	DATE(S) OF ATTENDANCE	HOURS
CERTIFICATION/APPROVAL NUMBER	COURSE TITLE	
COURSE PROVIDER	DATE(S) OF ATTENDANCE	HOURS
CERTIFICATION/APPROVAL NUMBER	COURSE TITLE	
COURSE PROVIDER	DATE(S) OF ATTENDANCE	HOURS
CERTIFICATION/APPROVAL NUMBER	COURSE TITLE	
		TOTAL HOURS

AFFIRMATION

I swear or affirm that the information hereon is, to the best of my knowledge, complete and accurate and that I did in fact attend the courses listed, for 100 percent of the time indicated.

APPLICANT SIGNATURE

DATE

Courses not approved by the State of Ohio: If any of the courses listed herein are not approved by the State of Ohio for continuing education credit, you must include a \$25.00 non-refundable fee for each unapproved course and each course must satisfy the requirements found in OAC 1301:11-7-01(H).

**APPRAISER LICENSE, CERTIFICATE, AND REGISTERED ASSISTANT
RENEWAL APPLICATION FILING INSTRUCTIONS**

This is your annual renewal application. Section 4763.06 of the Ohio Revised Code requires all state-certified appraisers, state-licensed appraisers and all state-registered real estate appraiser assistants file a renewal application each year in order for a certificate, license or registration to remain in effect. Complete and return the renewal application, the continuing education form, along with proof of completion course certificates and the appropriate fees as described on the renewal application including any late filing fees to the Ohio Division of Real Estate and Professional Licensing 77 S. High Street 20th Floor Columbus, OH 43215-6133, at least thirty (30) days prior to the expiration of the certificate/license/registration. Acceptable forms of payment are check, certified check or money order made payable to the Division of Real Estate. The renewal application must be signed by the appraiser whose certificate, license or registration is being renewed. Your continuing education is due annually and the due date is the same as your expiration date. If courses are taken out-of-state or have not been pre-approved by this Division, refer to the A-92 compliance form for further instructions. To check if a course has been approved, visit the Division's Continuing Education Course Lookup page at www.com.ohio.gov/real.

Certified Residential and General Appraisers, Licensed Real Estate Appraisers and Registered Appraiser Assistants:

Fourteen (14) hours of continuing education credits must be submitted every year. The Division must receive a 7-hour, AQB-approved National Uniform Standards of Professional Appraisal Practice (USPAP) course once every two (2) years as part of the 14-hour CE requirement. (Note: Effective 1/1/05, the 15-hour USPAP course will not be accepted to satisfy this requirement.)

Please review the information contained on the renewal application for accuracy, including your name, addresses and phone number. Note any corrections on the form. Draw a line through any inaccuracies.

A certificate holder, licensee or registrant who fails to renew their credential prior to its expiration or within three (3) months after its expiration is ineligible to obtain a renewal certificate, license or registration and must comply with section 4763.05 of the Ohio Revised Code in order to regain the certificate, license or registration. All credentials that are not renewed must be returned to the Division immediately.