



## Appraiser Assistant and Supervisor Notification Form

- All certified real estate appraisers who plan to supervise appraiser assistants must complete this form and send it to the Division **prior to** beginning supervision.
- The effective date of association (adding an appraiser assistant) or disassociation (removing an appraiser assistant) will be the date your request is received by the Division, or the date declared on the form, whichever is later. **Dates of association and disassociation cannot be retroactive.**
- Certified real estate appraisers may not supervise more than three appraiser assistants at any one time.
- O.A.C 1301:11-3-04 states in part: A supervisory appraiser must have been a state certified appraiser for a minimum of three years prior to becoming a supervisory appraiser, and a supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction in the last three years that has affected the supervisory appraiser's legal eligibility to engage in appraisal practice.
- All items must be completed. The completed form may be mailed, faxed or e-mailed to the Division. Please note it is the responsibility of the supervisor and appraiser assistant to verify that the Division has received the form. Association or disassociation may be verified by visiting the Division's eLicense Center at <https://elicense3-secure.com.ohio.gov/Default.aspx>.
- If a supervisory appraiser begins his or her 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.

### Supervisor Information (Please Print)

CERTIFICATION NUMBER:	FIRST NAME:	M.I.:	LAST NAME:
EMAIL ADDRESS:			

### Supervisor 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 in Ohio or elsewhere regardless of profession.

- YES  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?
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- YES  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?
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- YES  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?

### Signature of Supervisor

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 appraiser certificate.

\_\_\_\_\_  
SUPERVISING APPRASER'S SIGNATURE

\_\_\_\_\_  
DATE

**Report Assistant Information on Page 2**

**Assistant Information (Please Print)**

REGISTRATION NUMBER	FIRST NAME	M.I.	LAST NAME
EMAIL ADDRESS			

Are you adding or removing this assistant? <input type="checkbox"/> Adding <input type="checkbox"/> Removing	Effective Date of Addition or Removal:
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I understand that my supervisor and I are responsible for the proper completion and filing of this form with the Division before I begin assisting the supervising appraiser. I certify that I have read the O.A.C 1301:11-3-04. I understand that I will not receive appraisal experience credit for appraisals performed in violation of this rule.

\_\_\_\_\_  
REGISTERED APPRAISER ASSISTANT SIGNATURE \_\_\_\_\_  
DATE

**Assistant Information (Please Print)**

REGISTRATION NUMBER	FIRST NAME	M.I.	LAST NAME
EMAIL ADDRESS			

Are you adding or removing this assistant? <input type="checkbox"/> Adding <input type="checkbox"/> Removing	Effective Date of Addition or Removal:
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I understand that my supervisor and I are responsible for the proper completion and filing of this form with the Division before I begin assisting the supervising appraiser. I certify that I have read the O.A.C 1301:11-3-04. I understand that I will not receive appraisal experience credit for appraisals performed in violation of this rule.

\_\_\_\_\_  
REGISTERED APPRAISER ASSISTANT SIGNATURE \_\_\_\_\_  
DATE

**Assistant Information (Please Print)**

REGISTRATION NUMBER	FIRST NAME	M.I.	LAST NAME
EMAIL ADDRESS			

Are you adding or removing this assistant? <input type="checkbox"/> Adding <input type="checkbox"/> Removing	Effective Date of Addition or Removal:
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I understand that my supervisor and I are responsible for the proper completion and filing of this form with the Division before I begin assisting the supervising appraiser. I certify that I have read the O.A.C 1301:11-3-04. I understand that I will not receive appraisal experience credit for appraisals performed in violation of this rule.

\_\_\_\_\_  
REGISTERED APPRAISER ASSISTANT SIGNATURE \_\_\_\_\_  
DATE