



**The Ohio
Department
of Commerce**

Spring 2002

Division of

Real Estate and Professional Licensing

◆ N E W S L E T T E R ◆

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◆ Division Notes Increased Use of Relocation Programs

Relocation Companies and Referral Fees Explained

In recent months, Ohio licensees have seen an increase in client use of relocation companies or participation in affinity relocation programs. Consequently, the Division thought it useful to provide this breakdown of what these programs are about, how license law plays a part and how to obtain information on dispute resolution.

Simply put a relocation company is a company that specializes in the sale, purchase or lease of real estate through the referral of customers to brokers and vice versa. Affiliation with a relocation company can be mutually beneficial to both the broker and the customer. Brokers are rewarded with either referral fees or commission from a successful referral and customers may benefit from reduced commissions and managed move services.

Payment or Receipt of Referral Fees

Although Ohio real estate license law does not speak specifically to relocation companies, there are provisions of the law that address the referral fees that often accompany dealings with a relocation company. Section 4735.20 of the Revised Code and Rule 1301:5-5-06 provide the following guidelines on paying or receiving referral fees:

- An Ohio licensee may only pay to, or receive a referral fee from, a person or entity licensed to practice real estate in Ohio or another jurisdiction.
- Out of state licensees may not perform any licensed activities in Ohio (only exception is for commercial properties, as exempted

in H.B. 272, which will be effective April 4, 2002).

It is important to note that because the relocation company must be licensed in Ohio or another jurisdiction in order to pay or receive a referral fee, the prudent Ohio licensee should verify the licensure status of a relocation company prior to paying or accepting a referral fee.

Sometimes relocation companies do not

relationship with a relocation company agree to pay a referral fee to the relocation company (of a previously agreed upon amount) for a covered transaction.

However, disputes sometimes arise when the relocation company demands payment of a referral fee after a relationship has already been established between a client and broker. This is commonly known as an after-the-fact referral fee request.

After-the-fact referral fee requests may happen if the client does not communicate to the referred broker that the client was referred through the services of a relocation company. Conversely, a request can come about if the licensee is not familiar with the brokerage's participation in relocation or affinity programs or fails to inquire about possible client participation in these programs.

The Division does not have jurisdiction to intervene in after-the-fact referral fee requests. Nevertheless, there are some steps that the prudent licensee can take to reduce the occurrence of such requests.

- Include an inquiry about participation in a relocation company or affinity program as part of the initial presentation to a prospective client.
- Look for informational tidbits that may indicate involvement in a program, like a move resulting from a corporate transfer.
- If you receive a referral over the telephone, request written documentation as to exactly who is being referred and the name of the person

The prudent Ohio licensee should verify the licensure status of a relocation company prior to paying or accepting a referral fee.

accept or pay referral fees, but rather forward prospective clients to select licensees that have agreed to a reduced commission. In this scenario, the relocation company is not paying or receiving a referral fee, and therefore doesn't need to be licensed.

After the Fact Referral Fee Requests

Generally, brokers that have a business

continued on page two

and entity that is referring the client to you.

- Familiarize yourself with programs that your brokerage participates in.
- Make a business decision on whether the benefits of participation in a referral or affinity program outweigh any associated problems.

Should the licensee truly believe that an after-the-fact referral fee request is inappropriate or unwarranted, the licensee may choose to participate in a

dispute resolution program. One such program, dubbed "Interchange," has been created through the partnership of the Real Estate Coalition for Cooperative Business Practices (Coalition) and the Association of Real Estate License Law Officials (ARELLO). The objective of the Interchange is to facilitate resolution of disputes between relocation companies and brokerages. Additionally, Interchange members agree to certain "best" practices for participation in referral programs.

More information on Interchange can be obtained from the Coalition website at: www.realestatecoalition.org.

The key item for licensees to keep in mind in dealing with a relocation company is communication. Licensees should always feel free to verify the licensure status of a relocation company prior to paying or receiving a referral fee. Additionally, open communication may go a long way to reduce or eliminate the occurrence of after-the-fact referral fee requests.

Cease and Desist Orders Issued

Acting as a real estate agent without a real estate license violates Section 4735.99 of the Ohio Revised Code and is a first degree misdemeanor. Despite this prohibition, the Division still finds evidence that unlicensed people and companies engage in activities requiring a license. Most often, the Division issues Cease and Desist Orders in these cases. If offenders continue to engage in the unlicensed conduct, the Division may ask the appropriate local prosecutor to consider initiating criminal action.

Since the last newsletter, the following individuals/companies have been issued Cease and Desist Orders:

Eric Bradley
dba Option Real Estate
2945 Peekskill Dr.
Columbus, OH

Ben Spofford
dba Freedom Home & Land Contract Co.
1521 Georgetown Rd.
Hudson, OH

Two Division Offices Handle Different Tasks

Licensees should know that the Division has two offices that serve different purposes, one in Columbus and one in Cleveland.

Our Columbus office handles licenses for real estate brokers and salespeople, foreign real estate brokers and salespeople, private investigators, and security guards. The Enforcement section for these types of licenses is also located in the Columbus office.

Our Cleveland office, on the other hand, processes appraiser licenses and registers cemeteries, with Enforcement for these types of licenses in the same office.

All fees, though, are processed in the Columbus office. Once fees are posted and accounted for, the paperwork is forwarded to the appropriate section and location, whether it is in our Columbus or Cleveland office.

Division Mail, Building Security Tightened

Because of recent national events, security measures have become more stringent at the Division, just as they have in many governmental offices. Division customers and visitors should be aware of these measures and the slight delays they may cause.

For instance, because U.S. Mail service has instituted new handling processes, mail to the Division is taking longer than in the past. Further, once the State receives mail, it is transferred from the State post office to the Department and then to the Division. Please keep this delay in mind when calling the Division to inquire if an application, payment of fees, or other correspondence has been received.

Increased security in the workplace, too, means that Division visitors should expect to be greeted by not only building security, but also the State Highway Patrol. Your belongings will be searched and you may be questioned about your business prior to further access.

The Division of Real Estate and Professional Licensing Newsletter

is published quarterly by
The Ohio Department of Commerce,
Division of Real Estate
and Professional Licensing
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Real Estate Appraiser Board Members

Robert J. Weiler, Chairman
Margaret A. Hambleton
Richard H. Hoffman
Lawrence A. Kell
Cheryl H. Love

The Division Goes Interactive

In early 2002 the Division began testing the first part of the Internet interactive component of the Division's new licensure software system, dubbed "Real Pro." The first two Internet applications that have been available to licensees and consumers since March 4 are the Online Look-up Database and the Online Renewal.

The Online Look-up Database allows users access to information about every licensee that is licensed by the Division. Users will be able to search the database by file number, industry and name, industry and county or industry and zip code. For example, a user will be able to print a list of every real estate licensee in the 43215 zip code or every appraiser in Licking County. In addition to being able to pull comprehensive lists of licensees, the user has the ability to select a specific licensee to obtain additional information. The additional information available includes the licensee's profession (salesperson or broker), address, employer name, examination results and important dates such as the renewal and continuing education deadlines.

The Online Renewal program is currently only available to real estate licensees that are renewing in an active or inactive status. This is how it works. Sixty days prior to a licensee's renewal deadline, the Division will mail to the licensee's home address a notice of renewal. This notice has both the licensee's file number and a six-digit personal identification number (PIN). If the licensee is active and renewing active (or inactive and renewing inactive) the licensee can renew his or her license online. To access the online renewal, the licensee must first enter the file number and PIN number. Then, the licensee is asked to update and/or verify their home address, phone number and email address. Finally, the licensee inputs a Visa or MasterCard number into a secure site to pay for the annual renewal. After the licensee submits the payment, the licensee is encouraged to print the confirmation page for the licensee's records. This confirmation page advises the licensee of the date and time the Division received and approved the renewal and includes a confirmation number.

The Division believes that these two online components will prove to be of

tremendous value to our licensees and the general public. Additionally, the Division continues to work on additions to the Internet Interface, such as online submission of continuing education, course rosters, licensure applications and

more advanced renewal options. Although last year's computer conversion was challenging for the Division, we think you'll agree that the technological capabilities now available to the Division will prove the hard work was worth the effort.



Online Look-up Database, above, and Online Renewal, Below



Two New Appraiser Board Members Named

Governor Bob Taft recently announced two appointments to the Real Estate Appraiser Board.

Cheryl Harden Love, from Cincinnati, Ohio, was appointed to the Real Estate Appraiser Board as the Public Member for a term ending June 30, 2004. Ms. Love holds a GRI and CRS designation and is Vice President of Human

Resources and Administrative Operations for Blue Chip Broadcasting, Ltd. Ms. Love was a trustee to the State Board of Realtors and Co-Chair of Public Relations for the Greater Cincinnati Board of Realtors.

Margaret A. Hambleton, from Columbus, Ohio, was appointed to the Real Estate Appraiser Board for a term ending

June 30, 2003. Ms. Hambleton holds a SRA designation and is a state certified residential appraiser and is President of Hambleton, Inc., a real property appraisal and consulting firm. She was also an appraisal instructor for the Appraisal Institute and the Ohio Association of Realtors.

Appraiser Multiple Change Application Form

Pursuant to Ohio Revised Code Section 4763.05 (G), all Appraisers—Licensed, Certified, or Registrants—are required to notify the Superintendent of any change in the address of their principal place of business or residence within 30 days of the change date using the Appraiser Multiple Change Form.

Appraisers can obtain the Appraiser Multiple Change Form from the

Division website at www.com.state.oh.us. Use the form for business or residential address change, a name change, or to replace a damaged or lost certificate/license, or identification card. The fee is \$20.00, except when used for a residential address change.

The application must be typewritten or printed in black ink. When an individual name change is needed, the appraiser

identification card and affected certificate/license must be returned, along with a photocopy of the legal document verifying the name change. Payment can be made by check or money order, payable to:

The Ohio Division of Real Estate
77 S. High Street
20th Floor
Columbus, OH 43215-6133

Appraiser Disciplinary Actions

Harry J. Culler (RA), a state licensed residential appraiser from Bellevue, Ohio, was found to have violated Ohio Revised Code Section 4763.11 (G)(5) and (6) as these sections incorporate Uniform Standards of Professional Appraisal Practice, Standards Rule 1-1 (b) and 1-2 (b). For these violations Harry J. Culler was issued a written reprimand and admonished to utilize appropriate methods to revise an appraisal report as required by Ohio appraiser laws and USPAP rules. Mr. Culler prepared two separate and distinct appraisal reports for the same subject property, same client and borrower containing different information. Additionally, the Appraiser Board ordered that he complete within one hundred twenty (120) days of the date of its order a fifteen (15) hour course in the Uniform Standards of Professional Appraisal Practice and thirty (30) hours of courses in Basic Residential Appraisals that includes at least nineteen (19) hours in a course such as Applied Residential Property Value.

Gloria J. Stoker (RA), a state licensed Residential Appraiser from Brunswick,

Ohio, was found to have violated the Uniform Standards of Professional Appraisal Practice, Standards rule 1-1 (c) and Section 4763.11 (G)(5) and (6) of the Ohio Revised Code. For these violations Gloria J. Stoker is ordered to complete within one hundred twenty (120) days of the date of the Board's order a fifteen (15) hour course in the Uniform Standards of Professional Appraisal Practice and a fifteen (15) hour course in Basic Appraisal Methods and Techniques. Gloria Stoker communicated an appraisal report that inaccurately indicated an address and inaccurately indicated the distance regarding the proximity of comparable properties to the subject property.

Dennis J. Lynch (CA), a state certified residential real estate appraiser from Olmstead Falls, Ohio, was found to have violated Ohio Revised Code Section 4763.11 (G)(5) as it incorporates Uniform Standards of Professional Appraisal Practice, Standards Rule 1-5 (b) and 2-1 (a), and 2-1 (b), and also 4763.11 (G)(6) of the Revised Code. For these violations Dennis J. Lynch was issued a written

reprimand and admonished to include in appraisal reports a determination if a prior transaction for the subject property is an arms length transaction or inclusion of facts to disqualify it as a comparable. The Board further stressed the importance of accurately including in the appraisal report all data pertaining to prior sales of the subject property. Additionally, the Appraiser Board ordered Dennis J. Lynch to complete within one hundred twenty (120) days of the date of its order a fifteen (15) hour course in the Uniform Standards of Professional Appraisal Practice.

Douglas Gerald Williams (CR), a state certified residential real estate appraiser from Phoenix, Arizona, was found to have violated Ohio Revised Code Section 4763.11 (G)(5) as it incorporates Uniform Standards of Professional Appraisal Practice, Standards Rule 1-1 (b), (c) and 1-4 (b)(iii), and also 4763.11 (G)(6) of Ohio Revised Code. For these violations Mr. Williams was issued a written

continued on next page

reprimand and required to complete within one hundred twenty (120) days of the date of the Board's order a thirty (30) hour course in appraisal writing and reporting. Mr. Williams was also admonished to accurately use appraisal procedures in developing and communicating appraisal reports. The Board also expressed concern over the use of the initials "OCRA" after Mr. Williams's name as potentially misleading. Additionally, the Board suggested the need for competency in appraisal software prior to the respondent's use.

John Durso (RA), a state licensed residential real estate appraiser from Cincinnati, Ohio, was issued a written reprimand for being found to have violated Ohio Revised Code Section 4763.11 (G)(5) as it incorporates Uniform Standards of Professional Appraisal Practice, Standards Rule 2-2 (c)(xi). He was also admonished to develop and communicate appraisal reports in a clear and accurate manner using appropriate appraisal procedures. Mr. Durso failed to prominently state the reporting option utilized as is required by Uniform Standards of Professional Appraisal Practice, Standards Rule 2-2 (c)(xi).

Robert Andrew Cherkes (RA), a state licensed residential real estate appraiser from Willoughby, Ohio, was issued a written reprimand for being found to have violated Ohio Revised Code Section 4763.11 (G)(5) as it incorporates Uniform Standards of Professional Appraisal Practice, Standards Rule 2-2. He was also admonished that he must have the competency in geographic areas for appraisal assignments that fall outside his main areas of work and that the type of appraisals being written is disclosed in the appraisal report. Mr. Cherkes, as the review appraiser, failed to note the reporting option utilized in the appraisal report for the subject property and the Appraiser Board further admonished him to have the competency in geographic areas for appraisal work that falls outside of his main areas of appraisal work performed.

The Division receives approximately 500 telephone calls per day. The Customer Service section was created to alleviate the burden of the numerous calls and to process our customers' work in a more timely and efficient manner. The Customer Service section staff members will assist you with general questions.

When calling the Division, we ask that you have your name, license (file) number, and your specific question available so that we can help you more promptly. Depending upon the type of license or problem that you have, it may be necessary to speak to staff other than Customer Service.

In such cases, Customer Service will then refer you to the point-of-contact

person for the appropriate section. If the staff member you need to contact is not available and you have to leave a message, please wait for a return call from that person or section. You might be tempted to make additional calls before you hear back from your contact, but additional calls only increase the Division's call volume, which delays our customers from receiving the appropriate attention.

Remember that many times the Division can respond to questions more quickly through electronic mail. We urge you to use our website at www.com.state.oh.us/real. Please include specific information pertaining to your question when emailing or calling us.

Name Approval Process Detailed

The licensing section receives many inquiries about how a brokerage name is approved and what procedure to follow. Here are a few options in the name approval process:

First, call the Division and find out if the name you would like to use is already being used by another brokerage. The name you choose must be distinguishable from the name of an existing partnership, association, limited liability company, limited liability partnership, or corporation licensed by the Division of Real Estate. The Superintendent has the right to reject your application if the name is likely to mislead the public. In addition, only if you have written permission from an authorized representative of the existing entity, and the Superintendent's approval, will you be

allowed to use a name similar to an existing brokerage.

When choosing a name, keep in mind that the word "Realtor" is trademarked and it must be separated from your name by a comma or appear on a separate line.

Second, if you select a name and do not wish to file an application right away, you can reserve the name by sending a letter explaining that you want to reserve this specific name along with a \$10.00 fee. The fee will hold the name for 60 days, and at the end of this period, you may again reserve the name for another 60 days by sending in the \$10.00 fee. Names will not be held longer than 120 days.

Once you have the name approved by the Real Estate Division, you can file the necessary paperwork with the Secretary of State.

RealPro Reports Can Take Time to Generate

RealPro, the database software customized for the Division, has been a boon for those seeking information related to real estate licensure in Ohio. For instance, it can provide valuable statistical data and demographics, such as the number of brokerages in a particular city or the county with the highest incidence of disciplinary actions.

This computing powerhouse has improved efficiency and streamlined

paperwork, too. Yet licensees should be aware that major reports that search thousands of records do take time to generate. Because they may take up to an hour and a half to prepare, major RealPro reports are produced either before or after working hours. The Division therefore may not be able to process your request for a report right away. Please allow up to ten days after paying the report fee to receive a major report.

Real Estate Disciplinary Actions

SUSPENSIONS, FINES, EDUCATION

JESSE J. RUFFIN, JR., broker, Maple Heights, Ohio, had two \$500.00 fines levied against his license, and he was required to complete and to submit to the Division proof of completion of the ten (10) hour brokerage post-licensure course. He received the first \$500.00 fine for violating Ohio Revised Code Section 4735.18(A)(6), as it incorporates Ohio Revised Code Section 4735.71. He received the second \$500.00 fine and the educational requirement for violating Ohio Revised Code Section 4735.18(A)(6) as it incorporates Ohio Revised Code Section 4735.18(A)(5). Mr. Ruffin failed to correctly complete the disclosure of agency form, and he failed, within a reasonable time, to deposit earnest money into his brokerage's trust account.

EILEEN N. NOVELLO, sales associate, Cleveland, Ohio, had two \$300.00 fines levied against her license, and she was required to complete and to submit to the Division proof of completion of the ten (10) hour sales post-licensure course. She received the first \$300.00 fine for violating Ohio Revised Code Section 4735.18(A)(6), as it incorporates Ohio Revised Code Section 4735.55. She received the second \$300.00 fine and the educational requirement for violating Ohio Revised Code Section 4735.18(A)(6), as it incorporates Ohio Revised Code Sections 4735.58(B) and (C). Ms. Novello entered into a written agency agreement that failed to include the appropriate fair housing language and the HUD logotype. She also failed to prepare and to submit to the parties the Ohio agency disclosure form.

EMILY M. RIVERA, sales associate, Cleveland, Ohio, had three \$300.00 fines levied against her license, and she was required to complete and to submit to the Division proof of completion of the ten (10) hour sales post-licensure course. She received the first \$300.00 fine for violating first Ohio Revised Code Section 4735.55, the second \$300.00 fine for violating Ohio Revised Code Section 4735.58(B) and (C), and the last \$300.00 fine for violating Ohio Revised Code Section 4735.55, as they are incorporated in Ohio Revised Code Section 4735.18(A)(6). It was for the second violation that she was required to take

the sales course. Ms. Rivera entered into a written agency agreement that failed to include the appropriate fair housing language and the HUD logotype. She also failed to prepare and to submit to the parties the Ohio agency disclosure form. Finally, she made additions and changes to an offer to purchase, without obtaining the buyer's written acknowledgement to such changes.

FRED JACKSON, broker, Columbus, Ohio, received a thirty (30) day suspension and a fifteen (15) day suspension of his license, to be served consecutively, commencing upon reactivation of his license. In addition, he was fined \$500.00 and he was required to complete and to submit proof of completion of the ten (10) hour brokerage post-licensure course. He received the thirty (30) day suspension and the educational requirement for violating Ohio Revised Code Section 4735.18(A)(6). He received the fifteen (15) day suspension for a second violation of Ohio Revised Code Section 4735.18(A)(6). Lastly, he received the \$500.00 fine for a third violation of Ohio Revised Code Section 4735.18(A)(6). Mr. Jackson prepared the standard Ohio agency disclosure, listing, and property information disclosure, and then signed the owner's name to the documents without qualifying that he had signed on the owner's behalf. In addition, Mr. Jackson listed and showed the property without obtaining the owner's signature on the agency disclosure form. Finally, when the listing was cancelled, he failed to timely return the key, for the property, to the owner.

GLORIA R. HENRY, sales associate, Dublin, Ohio, had a \$100.00 fine levied against her license for violating Ohio Revised Code Section 4735.18(A)(28). Ms. Henry listed property for sale and subsequently, made changes to the listing agreement, without the seller's consent.

ROBERT BELLUCCI, broker, Cincinnati, Ohio, had a \$200.00 fine levied against his license for violating Ohio Revised Code Section 4735.18(A)(26). Mr. Bellucci collected earnest money and deposited the funds into a non-interest bearing trust account. However, he had the bank segregate the funds in the account to earn interest, when the funds should have been maintained as non-

interest bearing or escrowed in a separate and distinct account.

FRANK JOSEPH RITZERT, JR., broker, Canton, Ohio, was found to have violated Ohio Revised Code Section 4735.18(A)(6), but no penalty was imposed. Mr. Ritzert permitted the owners of a property to back-date the Ohio agency disclosure form and the exclusive right to sell listing agreement.

MARY A. GROOMS, sales associate, Cincinnati, Ohio, had a \$100.00 fine levied against her license for violating Ohio Revised Code Section 4735.18(A)(6). Ms. Grooms prepared an exclusive right to sell agreement, and in connection with this agreement, she changed various dates on the agreement without the consent or the approval of her client.

Division Changes Zip Code

Effective immediately, all correspondence to be delivered to the Division in Columbus must have all nine digits of their newly assigned zip code:

43215-6133

While mail with the old zip code will still be delivered, the Division urges everyone to use the new zip code right away to expedite all transactions.

Advertising Updates

Advertising Rule Recently Amended

Effective November 16, 2001, language in Ohio Administrative Code 1301:5-1-02 (G) (1) and (2) was revised. The rule simplifies the requirements for licensees wishing to incorporate listings from other agents or broker-ages in their own advertisements.

Licensees still need to secure written permission from the property's owner or owner's authorized agent to include such listings in their advertisements. Now, though, the advertisement can supply condensed information about the brokerage.

Previously, the rule required that the name and phone number of the listing broker or brokerage, as well as that of the listing agent, appear in the advertisement. The amendment to 1301:5-1-02 (G)(1) now specifies that only the name of the listing broker or brokerage must appear.

The older version of 1301:5-1-02 (G)(2) mandated that the advertisement must include, in equal prominence, the name and phone number of the listing broker or brokerage and listing agent. The current, revised language states that only the name of the listing broker or brokerage need appear in equal prominence.

Law May Include Team Advertising Language

As it now stands, Ohio real estate law has no specific language governing team advertising. Yet that may change in the future. The Division has entered into a discussion with the Ohio Association of Realtors about adding a team advertising rule into law.

Sometimes agents band together with other agents, licensed appraisers, or other non-licensed professionals, such as administrative assistants and mortgage bankers specializing in real estate. As a self-promotion tool, the group advertises itself as a real estate team.

The proposed rule would provide direct guidelines for advertising by any team, group or association. One provision under discussion states that the team name must be displayed in equal prominence with the name of the brokerage carrying the listing, as in Ohio Revised Code 4735.16(B)(1), which provides, "The name of the broker shall

be displayed in equal prominence with the name of the salesperson in the advertisement."

Also planned is a provision for the listing of team member names. The rule would require that at least one licensed member's name be listed. If every team member name is listed, however, the advertisement must note which members are not licensed, using language such as "not a licensed agent," or "unlicensed assistant."

In terms of the team name itself, it's important that the name not mislead the public into believing the team is a brokerage.

Further, you may not collect commissions through the team name unless the licensee meets the requirements of the new provisions of Section 4735.20 of the Revised Code, effective April 4, 2002.

Division Considers Advertising Definitions

The Division is in talks with the Ohio Association of Realtors to propose a definition for the advertising rule to govern real estate advertising in general. At issue is how to determine exactly what activity or kind of communication constitutes advertising. A letter, for instance, could be considered part of a direct marketing campaign, or it simply could be a response to a request for information.

The proposed rule would examine the communication's audience as criteria for advertising. To whom is the communica-

tion directed? If it is aimed at the general public, then it would be considered advertising, because the information supplied in the communication has not been requested by a client or a prospective client.

On the other hand, if the communication is directed at clients or prospective clients who have requested the information, it would not be considered advertising. Instead, it would be regarded as a private communication and would therefore not be subject to laws that apply to advertising.

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ARE AVAILABLE**

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at a cost of \$13/copy.
Check our Web site for the order form.

Commission Approves Use of Distance Education

November 28, 2001, marked the beginning of a new phase in continuing education for licensees: after 20 months of study, the Ohio Real Estate Commission approved the use of distance education.

Distance education, where the student and the instructor are not physically in the same location, will be implemented when changes have been made to the Ohio Administrative Code. Depending on course development by education providers, the Division hopes that distance education will be available in the second half of 2002.

Through video conferences or the Internet, licensees will be able to take up

to 15 hours of the required 30 hours of continuing education. Not all types of classes may be taken through distance education, though. The core courses (nine hours of Civil Rights, Ethics, and Core Law) must be taken in a classroom environment.

The benefits of distance education are many. Distance education provides greater flexibility for licensees who find traditional continuing education classes inconvenient to attend. While traditional classes often depend upon the quality of the instructor for the success of the student, in distance education, the emphasis is on subject matter and presentation of facts. As has been

shown in other states with distance education, this cutting-edge technology enhances professionalism among licensees.

Some things about continuing education won't change. Like traditional classes, for instance, licensees will need to submit distance education credits for approval. And of course, students will be required to demonstrate mastery of the information presented in distance education courses.

Right now, the Division has no specific schedule of courses to be offered through distance education. When the appropriate changes have been made to the Code and courses have been approved, licensees will be notified of offerings.

Attention Licensees and Brokers!

Please use the most recent versions of all forms and applications.
They can be downloaded from the Division Web site at
www.com.state.oh.us



**The Ohio
Department
of Commerce**

**State of Ohio
Department of Commerce
Division of Real Estate and Professional Licensing
77 South High Street, 20th Floor
Columbus, OH 43215-6133**

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