



Important News About Licensing of Ohio Appraisal Management Companies

On April 1, 2019, all appraisal management companies (AMC) that are subject to Ohio Revised Code 4768 and are conducting appraisal management services in Ohio must have their AMC license applications filed with the Division of Real Estate & Professional Licensing. AMC licensing applications can be found on [the forms page on the Division's website](#). AMCs that do not have an application on file with the Division by April 1 and are conducting AMC business in Ohio may be subject to discipline for unlicensed activity. AMCs that file an application with the Division by April 1 will be permitted to continue conducting AMC business in Ohio, pending the review of their license application.

Items of note on the AMC licensing application include:

1. Payment of a \$1,000.00 application fee made payable to the Ohio Division of Real Estate & Professional Licensing.
2. The AMC must be registered with the Ohio Secretary of State;
3. The AMC must identify a controlling person for the company and the controlling person must submit a certificate of completion for the 15-hour Uniform Standards of Professional Appraisal Practice class with the application;
4. A list identifying all states in which a credential is held by the AMC;
5. A list of all appraiser credentials held by any owner of the AMC, regardless of percentage of ownership by the owner;
6. Disclosure of any discipline received by the AMC in any state;
7. Disclosure of any discipline received by the controlling person or owner as an appraiser or through an AMC in any state;
8. The controlling person and any owner(s) owning a 10 percent or more ownership interest in the AMC must submit fingerprints for a criminal history check.**

Fingerprints for criminal history checks must be directly submitted to the Ohio Bureau of Criminal Identification and Investigation (BCI) within **10 days of the license application being submitted to the Division. *Results of the background checks must be sent directly from BCI to the Division.* Fingerprints sent directly to the Division will be destroyed and a new set of fingerprints will need to be submitted to BCI. For those individuals subject to criminal background checks who are unable to provide fingerprints to a webcheck provider, please contact BCI directly for more information about your options.