



Department of Commerce

Division of Real Estate &
Professional Licensing

John R. Kasich, Governor
Andre T. Porter, Director

77 South High Street, 20th Floor
Columbus, Ohio 43215-6133

Please visit our website at
www.com.ohio.gov/real

614 | 466-4100

FAX 614 | 644-0584

TTY/TDD: 800 | 750-0750

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 real estate appraisers, state-licensed real estate appraisers and real estate appraiser assistants to file a renewal application each year in order for a certificate, license and 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 fee as described on the renewal application including any late filing fees to the Ohio Division of Real Estate Professional Licensing, 77 S. High 20th Fl., Columbus, OH 43215-6133, at least thirty (30) days prior to the expiration of the certificate, license or registration. Acceptable forms of payment are check, certified check or money order made payable to the Ohio Division of Real Estate. The renewal application must be signed by the appraiser whose certification, 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 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.

Renewals post-marked after the expiration date, but within three (3) months of that date, will be accepted if a 50% late filing fee is included. The late filing fee must be submitted with your total renewal fee. If a renewal application is rejected then any non-refundable renewal fee permitted by law will be retained by this agency.

Education Requirements

Fourteen (14) hours of continuing education credits must be submitted every year. Certified, licensed and registered real estate appraiser assistants must complete a 7-hour, AQB approved National Uniform Standards of Professional Appraisal Practice (USPAP) course every two (2) years as part of the 14-hour CE Requirement. (NOTE: Effective 01/01/2005, 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, noting any corrections on the form. Be sure to answer all ethical conduct and legal history questions.

A certificate holder, licensee or registrant who fails to renew their certificate, license or registration must comply with 4763.05 of the Ohio Revised Code in order to gain a new certification, license or registration. All credentials that are not renewed must be returned to the Division immediately.

Appraiser Assistant and Supervisor Notification

If you are under the supervision of a certified supervisory real estate appraiser, or you are supervising a registered real estate appraiser assistant, you will need to submit the Appraiser Assistant and Supervisor Notification form (COM 3695). The form is on the Division's website. This form must be on file with the Division prior to the beginning of the supervisory period in order to receive credit for the experience hours obtained under the supervisory appraiser. **If the completed form is not on file with the Division, experience gained under the supervisory appraiser will not be counted.**



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APPRAISER

RENEWAL APPLICATION WITH EDUCATION COMPLIANCE FORM

- In order to add an Appraiser Assistant, or supervising appraiser you must complete the Appraiser Assistant and Supervisor Notification Form. This form can be downloaded at <http://www.com.ohio.gov/real/Forms.aspx>.
- A check or money order for fees, made payable to the Ohio Division of Real Estate, must accompany the application. Mail completed application to: 77 S. High St., 20th Floor, Columbus, OH 43215-6133

TYPE OF REAL ESTATE APPRAISER CREDENTIAL

☐ REGISTERED ASSISTANT ☐ LICENSED RESIDENTIAL ☐ CERTIFIED RESIDENTIAL ☐ CERTIFIED GENERAL

APPLICANT INFORMATION

LICENSE/CERTIFICATE/REGISTRATION #	EXPIRATION DATE	FIRST NAME	M.I.	LAST NAME
HOME ADDRESS <input type="checkbox"/> Check if new.				
CITY		STATE	COUNTY	ZIP CODE
EMAIL ADDRESS				
BUSINESS NAME				BUSINESS PHONE
BUSINESS ADDRESS				
CITY		STATE	COUNTY	ZIP CODE

RENEWAL FEE SCHEDULE

Registered Assistant Renewal	License/Certified Renewal Fee	TOTAL ENCLOSED: \$ _____
\$ 50.00 ANNUAL RENEWAL FEE	\$ 125.00 ANNUAL RENEWAL FEE	
	\$ 40.00 FEDERAL REGISTRY FEE	
	\$ 165.00 TOTAL RENEWAL FEE	
If postmarked after your expiration date, but within three months following your expiration date, add a late filing fee of \$25.00 for a total of \$75.00.	If postmarked after your expiration date, but within three months following your expiration date, add a late filing fee of \$62.50 for a total of \$227.50.	

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 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?
- ☐ YES ☐ NO had any professional license, certificate or registration revoked, suspended or limited in any way for any reason?
- ☐ YES ☐ NO 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?
- ☐ YES ☐ NO been the subject of any unsatisfied judgments?
- ☐ YES ☐ NO been convicted of, pled 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 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: Ohio 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.

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

LIST EACH COURSE COMPLETED AND ENCLOSE A COPY OF THE ATTENDANCE CERTIFICATE TO VERIFY DATE OFFERING AND STATE CERTIFICATION.

NATIONAL UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE UPDATE COURSE

COURSE SPONSORING ENTITY	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	

APPRAISAL CONTINUING EDUCATION COURSES

COURSE SPONSORING ENTITY	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	
COURSE SPONSORING ENTITY	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	
COURSE SPONSORING ENTITY	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	
COURSE SPONSORING ENTITY	COURSE TITLE	HOURS
CERTIFICATION (APPROVAL) NUMBER	DATE(S) OF ATTENDANCE	

TOTAL HOURS

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.

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 the following:

For classroom continuing education hours: Proof that the course has been approved by another state appraiser regulatory agency or the Appraiser Qualifications Board (AQB) of the Appraisal Foundation for C.E. credit, the course syllabus, and the course attendance certificate.

For distance continuing education hours (online): Proof that the course has been approved by the Appraiser Qualifications Board (AQB) of the Appraisal Foundation and by the International Distance Education Certification Center (IDECC) and the course attendance certificate.