

**APPRAISER
CONTINUING EDUCATION
COURSE APPLICATION INSTRUCTIONS**

- A. For each course the initial application fee is \$50.00. This fee is nonrefundable. The check or money order must be made payable to: **Ohio Division of Real Estate.**
- B. Continuing education course applications may be submitted for consideration at any time during the month
- NOTE: Please be advised that to be eligible for approval of continuing education credit, the application form and fee must be submitted to the Division of Real Estate at least thirty (30) days prior to the proposed initial date of the offering.**
- C. Applications must be typed in black ink only. This is for your protection as all course applications are put on microfilm and the information must be legible.
- D. The application must be signed by the person who is authorized to act for the offering entity.
- E. No offering will be approved in which classroom instruction exceeds more than eight (8) clock hours in any one day.
- F. One clock hour consists of fifty (50) minutes. Attach a detailed content outline. The outline should contain study modules that are thirty (30) minutes in length (or shorter) and should indicate the length of breaks and meal times.
- G. Dates, times and locations must be specified on the application or the course will not be approved and may be returned to you for that information. This will result in a delay of the course approval.
- H. The Ohio Real Estate Appraiser Board shall approve course offerings for continuing education credit **ONLY** in the following areas:
1. Ad Valorem taxation;
 2. Arbitrations;
 3. Business courses related to real estate appraisal;
 4. Construction estimating;
 5. Ethics and standards of professional practice;
 6. Land use planning, zoning and taxation;
 7. Litigation;
 8. Management, leasing, brokerage, time share;
 9. Property development;
 10. Real estate appraisal (valuations/evaluations);
 11. Real estate financing and investment;
 12. Real estate law;
 13. Real estate litigation;
 14. Real estate appraisal related computer applications;
 15. Real estate securities and syndication; and
 16. Real property exchange.
- I. For each additional offering of an approved course after the initial offering, there is a fee of \$10.00.
- J. Each offering entity must notify the Ohio Division of Real Estate, in writing, at least ten (10) days in advance of the additional offering date of an approved course, a change in an offering date of an approved course and any change in the location time, instructor, or course content of an approved course.
- K. All course providers must submit an attendance roster listing the state certified appraisers who successfully completed each course. This roster must be submitted within fifteen (15) days after completion of the course and must include:
1. Course title and certification number;
 2. Date Conducted
 3. Address where the course was conducted;
 4. Appraiser's name;
 5. Appraiser's certification number;
 6. Appraiser's address (home or business).
- L. The offering entity shall furnish the attendee an attendance certificate within 30 days after completion of the offering.
- M. Course approval (or denial) will be sent by letter approximately fifteen (15) days after application has been received by this office. If it is approved, this letter will include the certification number of the course and the date it is effective.

NOTE: The Appraisal Board may revoke its approval of a course for continuing education credit for failure to comply with these requirements.

If you have any questions concerning this application or the requirements, please feel free to contact the Education Section of our office at (614) 466-4100.