



Ohio Administrative Code

Rule 1301:11-4-02 Education requirements for registration as a state-registered real estate appraiser assistant.

Effective: May 31, 2023

At the time an application is submitted to the division of real estate, an applicant seeking state-registration as a real estate appraiser assistant shall demonstrate that no more than five years prior to the division's receipt of the application, the applicant has successfully completed the following courses approved by the superintendent:

- (A) Thirty classroom hours of basic appraisal principles;
- (B) Thirty classroom hours of basic appraisal procedures;
- (C) One course devoted exclusively to federal, state, and municipal fair housing law;
- (D) A course that, at a minimum, complies with the specifications for course content established by the appraiser qualifications board, which is specifically oriented to the requirements and responsibilities of supervisory appraisers and registrants. Course content must meet the requirements found in paragraph (K) of rule 1301:11-7-02 of the Administrative Code; and
- (E) Fifteen classroom hours on national uniform standards of professional appraisal practice or its equivalent. Equivalency shall be determined by the appraiser qualifications board approval program or by an alternate method established by the appraiser qualifications board. At least one of the course instructors must be an instructor certified by the appraiser qualifications board in national uniform standards of professional appraisal practice and who is also a state certified appraiser in good standing.
- (F) An applicant for registration shall satisfy the requirements in this rule through distance education as defined in paragraph (A) of rule 1301:11-7-03 of the Administrative Code or through classroom hours of instruction. Distance education must satisfy the requirements of paragraph (A) of rule 1301:11-7-03 of the Administrative Code. Hours of instruction in a classroom setting must be approved by the appraisal qualifications board of the appraisal foundation, or obtained from a



college or university, community or junior college, a nationally or state recognized appraisal or real estate organization, a proprietary school, a state or federal commission or agency, a provider approved by the superintendent or the real estate appraiser board, or the appraisal foundation or its boards.

(G) For this rule, a "classroom hour" is defined as fifty minutes of instruction out of each sixty minute segment attended by the student. "Classroom hour" applies to instruction held in a classroom or in a distance education setting. With the exception of the requirements found in paragraphs (C) and (D) of this rule, classroom hours may be obtained only where the minimum length of the course offering is fifteen hours, and the individual shall successfully complete a closed-book final examination pertinent to that course offering. The examination must be proctored in person or remotely by an official approved by the college or university, or by the sponsoring organization. Bio-metric proctoring as defined by the appraiser qualifications board for the appraisal foundation is an acceptable form of proctoring. An examination may be written on paper or administered electronically on a computer workstation or other device. Oral examinations are not acceptable. Experience shall not be substituted for education.

(H) Upon notice from the division of real estate that an application is incomplete or incorrect as filed, the applicant shall, within thirty days of the date of the last such notice, submit to the division the additional requested information or the corrected application. Failure to timely submit the additional requested information or the corrected application shall constitute just cause for the superintendent to void the application.