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Ohio Administrative Code

Rule 1301:11-3-04 Experience requirement.

Effective: November 12, 2026

(A) Applicants seeking a state-licensed residential real estate appraiser license shall:

(1) Certify under oath that he or she has acquired one thousand hours of experience in real estate appraisal, and

(2) Furnish, under oath, a detailed listing of the appraisal reports or file memoranda for each year for which experience is claimed and, upon request of the superintendent or the board, make available samples of appraisal reports prepared by the applicant in the course of the applicant's practice.

(3) The one thousand hours of experience required in paragraph (A)(1) of this rule must be achieved over a period of not less than six months immediately preceding the initial filing of the application.

(4) The one thousand hours of experience required in paragraph (A)(1) of this rule must be achieved while:

(a) Registered as an Ohio real estate appraiser assistant;

(b) Registered as a real estate appraiser assistant in another state, provided that state has an appraiser assistant registration or similar credential; or

(c) As an unregistered appraiser assistant, provided the state from which the assistant acquired the experience does not issue an appraiser assistant registration or similar credential.

(5) Except as provided in paragraph (G) of this rule, the one thousand hours of experience required in paragraph (A)(1) of this rule must be achieved under the supervision of an Ohio certified real estate appraiser or any state certified real estate appraiser so long as that state's requirements to be a state certified real estate appraiser meet or exceed the requirements of the AQB. A certified appraiser who is supervising an applicant pursuant to this rule shall be known as a supervisory appraiser as defined in paragraph (N) of this rule.

(6) A state-registered real estate appraiser assistant may have more than one supervising appraiser.

(7) An Ohio certified real estate appraiser may not supervise more than three state-registered real estate appraiser assistants at any one time.

(8) An appraisal log shall be maintained by the real estate appraiser assistant and each supervising appraiser jointly. The real estate appraiser assistant and each supervising appraiser shall share responsibility to ensure the appraisal log is

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accurate, current and complies with the requirements of this rule. At a minimum the appraisal log must include:

(a) Date of report;

(b) Type of assignment;

(c) Address of subject property;

(d) Property type, residential or general;

(e) Capacity, field or review;

(f) Number of actual work hours by the real estate appraiser assistant on the assignment;

(g) The signature and state certification number of the supervising appraiser. Separate appraisal logs shall be maintained for each supervising appraiser if applicable; and

(h) Description of work performed by the real estate appraiser assistant, the scope of the review performed by the supervising appraiser and the level of supervision performed by the supervising appraiser.

(B) An applicant seeking a state-certified residential real estate appraiser certificate shall:

(1) Certify under oath that the applicant has acquired one thousand five hundred hours of experience in real estate appraisal, and

(2) Furnish, under oath, a detailed listing of the appraisal reports or file memoranda for each year for which experience is claimed and, upon request of the superintendent or the board, make available samples of the appraisal reports prepared by the applicant in the course of the applicant's practice.

(3) The one thousand five hundred hours of experience required in paragraph (B)(1) of this rule must be achieved over a period of not less than twelve months immediately preceding the initial filing of the application.

(4) The one thousand five hundred hours of experience required by paragraph (B)(1) of this rule must be achieved while:

(a) Registered as an Ohio real estate appraiser assistant;

(b) As an Ohio licensed residential real estate appraiser;

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(c) Registered as a real estate appraiser assistant in another state, provided that state has an appraiser assistant registration or similar credential;

(d) As an unregistered appraiser assistant, provided the state from which the assistant acquired the experience does not issue an appraiser assistant registration or similar credential; or

(e) As a licensed residential real estate appraiser in another state.

(5) Except as provided in paragraph (G) of this rule, the one thousand five hundred hours of experience required in paragraph (B)(1) of this rule achieved by any real estate appraiser assistant must be under the supervision of an Ohio certified real estate appraiser or any state certified real estate appraiser so long as that state's requirements to be a state certified real estate appraiser meet or exceed the requirements of the AQB. For a licensed residential real estate appraiser seeking to become an Ohio certified residential real estate appraiser, any experience that exceeds the scope of the residential real estate appraiser license must be obtained while under the supervision of an Ohio certified real estate appraiser or any state certified real estate appraiser in another state so long as that state's requirements to be a state certified real estate appraiser meet or exceed the requirements of AQB. A certified appraiser who is supervising an applicant pursuant to this rule shall be known as a supervisory appraiser as defined in paragraph (N) of this rule.

(6) Experience obtained while a real estate appraiser assistant must comply with paragraphs (A)(6), (A)(7) and (A)(8) of this rule.

(7) Experience obtained while an Ohio licensed real estate appraiser or as a licensed real estate appraiser in another state shall be maintained in an appraisal log. At a minimum the appraisal log must include:

(a) Date of report;

(b) Type of assignment;

(c) Address of subject property;

(d) Property type, residential or general;

(e) Capacity, field or review;

(f) Number of actual work hours by the state licensed real estate appraiser on the assignment;

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(g) If the experience is outside the scope of the applicant's license, the log shall include the signature and state certification number of the supervising appraiser with whom the applicant jointly obtained such experience. The applicant and supervising appraiser shall share responsibility to ensure the appraisal log is accurate, current and complies with the requirements of this rule. Separate appraisal logs shall be maintained for each supervising appraiser if applicable; and

(h) Description of work performed by the state licensed real estate appraiser, the scope of the review performed by the supervising appraiser and the level of supervision performed by the supervising appraiser.

(C) An applicant seeking a state-certified general real estate appraiser certificate shall:

(1) Certify under oath that the applicant has acquired three thousand hours of experience in real estate appraisal, of which at least fifty per cent (one thousand five hundred hours) must have been acquired in connection with the appraisal of real estate other than the appraisal of residential real estate consisting of one to four units, and

(2) Furnish, under oath, a detailed listing of the appraisal reports or file memoranda for each year for which experience is claimed and, upon request of the superintendent or the board, make available samples of appraisal reports prepared by the applicant in the course of the applicant's practice.

(3) The three thousand hours of experience required in paragraph (C)(1) of this rule must be achieved over a period of not less than eighteen months immediately preceding the initial filing of the application.

(4) The three thousand hours of experience required in paragraph (C)(1) of this rule must be achieved while:

(a) Registered as an Ohio real estate appraiser assistant;

(b) As an Ohio licensed or certified residential real estate appraiser;

(c) Registered as a real estate appraiser assistant in another state, provided that state has an appraiser assistant registration or similar credential;

(d) As an unregistered appraiser assistant, provided the state from which the assistant acquired the experience does not issue an appraiser assistant registration or similar credential; or

(e) As a licensed or certified residential real estate appraiser in another state.

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(5) Except as provided in paragraph (G) of this rule, the three thousand hours of experience required in paragraph (C)(1) of this rule achieved by any real estate appraiser assistant must be under the supervision of an Ohio certified real estate appraiser or any state certified real estate appraiser so long as that state's requirements to be a state certified real estate appraiser meet or exceed the requirements of the AQB. For a licensed residential real estate appraiser or a certified residential real estate appraiser seeking to become an Ohio certified general real estate appraiser, any experience that exceeds the scope of the residential real estate appraiser license or certificate must be obtained while under the supervision of an Ohio certified general real estate appraiser or any state certified general appraiser in another state so long as that state's requirements to be a state certified general appraiser meet or exceed the requirements of the AQB. A certified appraiser who is supervising an applicant pursuant to this rule shall be known as a supervisory appraiser as defined in paragraph (N) of this rule.

(6) Experience obtained while a real estate appraiser assistant must comply with paragraphs (A)(6), (A)(7) and (A)(8) of this rule.

(7) Experience obtained while registered in Ohio as a state licensed real estate appraiser or as a state certified residential real estate appraiser or while as a licensed real estate appraiser or as a certified residential real estate appraiser in another state shall be maintained in an appraisal log. At a minimum the appraisal log must include:

(a) Date of report;

(b) Type of assignment;

(c) Address of subject property;

(d) Property type, residential or general;

(e) Capacity, field or review;

(f) Number of actual work hours by the state licensed or certified residential real estate appraiser on the assignment;

(g) If the experience is outside the scope of the applicant's license or certificate, the log shall include the signature and state certification number of the supervising appraiser with whom the applicant jointly obtained such experience. The applicant and supervising appraiser shall share responsibility to ensure the appraisal log is accurate, current and

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complies with the requirements of this rule. Separate appraisal logs shall be maintained for each supervising appraiser if applicable; and

(h) Description of work performed by the state licensed or certified residential real estate appraiser, the scope of the review performed by the supervising appraiser and the level of supervision performed by the supervising appraiser.

(D) For purposes of this rule, acceptable appraisal experience shall include, but is not limited to, the following:

(1) Appraisals;

(2) Appraisal reviews;

(3) Appraisal consulting;

(4) Mass appraisals; and

(5) "Practical Applications of Real Estate Appraisal" (PAREA) programs approved by the AQB.

(E) For purposes of this rule, the acceptable appraisal experience must be satisfied by time spent on the appraisal process. The appraisal process consists of: analyzing factors that affect value; defining the problem; gathering and analyzing data; applying the appropriate analysis and methodology; arriving at an opinion and correctly reporting the opinion in compliance with "Uniform Standards of Professional Appraisal Practice."

(F) All acceptable appraisal experience must be obtained after January 30, 1989. All experience must have been completed in compliance with the uniform standards of professional appraisal practice, as adopted by the "Appraisal Standards Board of the Appraisal Foundation" to be considered as acceptable appraisal experience and the experience must demonstrate proficiency in appraisal principles, methodology, procedures and reporting conclusions. All experience involving a supervising appraiser must be obtained while the supervising appraiser was acting within the scope of their certificate to be considered as acceptable appraisal experience. Except as provided in paragraph (G) of this rule, education shall not be substituted for experience hours.

(G) Appraisal experience gained without a traditional client, such as practicum courses, may satisfy any portion of the total experience required by this rule provided:

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(1) The experience is obtained as part of a case study or practicum course that has been approved through the appraisal qualifications board course approval program, and the course provider certifies the actual number of hours worked on appraisal development and reporting for actual subject properties, or

(2) The experience is obtained as part of a mentorship program that has been approved by the board and the mentor certifies the actual number of hours worked on appraisal development and reporting for actual subject properties.

(3) The experience obtained in paragraph (G) of this rule must include the generally applicable methods of appraisal practice for the license or certificate. Content includes but is not limited to: requiring the student to produce credible appraisals that utilize an actual subject property; performing market research, containing sales analysis; and applying and reporting the applicable appraisal approaches in conformity with uniform standards of professional appraisal practice. Assignments must require problem solving skills for a variety of property types for the license or certificate.

(H) Upon request of the superintendent or board, all applicants must provide documentation in the form of reports, certifications, work files or other evidence to support experience claimed.

(I) An applicant must meet the experience requirement set forth in this rule prior to being seated for the examination.

(J) For purposes of this rule, a supervisory appraiser shall be responsible for the training, guidance and direct supervision of the registrant or the applicant by:

(1) Accepting responsibility for the appraisal by signing and certifying the appraisal report complies with uniform standards of professional appraisal practice;

(2) Reviewing and signing registrant or applicant's appraisal reports; and

(3) Personally inspecting each appraised property with the registrant or applicant until the supervisory appraiser determines the registrant or applicant is competent to inspect the property in accordance with the competency rule of uniform standards of professional appraisal practice.

(K) Supervisory appraisers must complete a course that, at a minimum, complies with the specifications for course content established by the AQB. Course content must meet the requirements found in paragraph (K) of rule 1301:11-7-02 of the Administrative Code. The course must be completed by the supervisory appraiser prior to supervising a registrant. This paragraph applies only to supervisory appraisers beginning their supervision of a registrant on or after January 1, 2015. Experience

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hours obtained by a registrant will not be credited toward meeting this rule's requirements until the supervisory appraiser has completed this course described in this paragraph.

Supervisory appraisers must complete the requirement described in paragraph (K) of 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 (D) of rule 1301:11-7-01 of the Administrative Code and distance education must be obtained from a nationally or state recognized appraisal or real estate organization, a college or university, community or junior college, 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. 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.

(L) The registrant or applicant as well as the supervisory appraiser shall be entitled to obtain copies of the appraisal reports and be permitted appropriate access and retrieval arrangements for all workfiles for appraisals in which he or she participated.

(M) Supervisory appraisers must identify the registrant that they supervise on a form prescribed by the superintendent. The form must be completed, signed and received by the superintendent prior to beginning any supervision of a registrant. A registrant is not eligible to satisfy the experience requirements found in this rule until this form is received by the superintendent.

If a supervisory appraiser or a registrant is placed in inactive status, the registrant is no longer eligible to satisfy the experience requirements found in this rule. If a supervisory appraiser or registrant returns from inactive status to active status, a registrant may be eligible to satisfy the experience requirements found in this rule provided a form prescribed by the superintendent is completed, signed and received by the superintendent indicating the resumption of the supervision. The resumption of the supervision will be the date the superintendent receives this form.

Except for a supervisory appraiser or registrant placed in inactive status, the superintendent must be notified on a form prescribed by the superintendent when a supervisory appraiser no longer supervises a registrant. This form shall include, among other things, the date the supervision concluded. The effective date of the supervision concluding will be the date the superintendent receives this form or the

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date identified on the form, whichever is later. The registrant and the supervisory appraiser shall share responsibility to ensure all forms required in this rule have been received by the superintendent.

(N) A supervisory appraiser shall be a state certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the registrant is being supervised.

(O) 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.

(P) PAREA programs approved by the AQB utilize simulated experience training and serve as an alternative to the traditional Supervisor/Trainee experience model. A full text of the AQB requirements for PAREA is available in an electronic format at https://appraisalfoundation.sharefile.com/share/view/s3e65c6bcc63941b8a05b7ced3108d9ca. Information regarding the AQB requirements may also be obtained by writing to the following address - "Real Estate Appraiser Board, Division of Real Estate and Professional Licensing, 6606 Tussing Road, PO Box 4008, Reynoldsburg, Ohio 43068," or accessing the division of real estate and professional licensing website. Only PAREA programs approved by the AQB shall satisfy the requirements of this rule. Participants successfully completing approved PAREA programs will receive the following experience credit:

(1) For participants completing an approved licensed residential PAREA program:

(a) Licensed residential classification: up to one hundred per cent of the required experience hours.

(b) Certified residential classification: up to sixty-seven per cent of the required experience hours.

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(c) Certified general classification: up to thirty-three per cent of the total required experience, none of which is eligible towards the required non-residential hours.

(2) For participants completing an approved certified residential PAREA program:

(a) Licensed residential classification: up to one hundred per cent of the required experience hours.

(b) Certified residential classification: up to one hundred per cent of the required experience hours.

(c) Certified general classification: up to fifty per cent of the total required experience, none of which is eligible towards the required non-residential hours.