

## TRAINEE APPLICATION INSTRUCTIONS

### PLEASE READ THE FOLLOWING CAREFULLY.

1. Please contact the Real Estate Appraiser Board at (405) 521-6636 to request fingerprint cards if you intend to pursue your application for a trainee credential.
2. Be sure to complete the entire application. Be sure that you have checked the correct license category on the front and have had your signature notarized on the back.
3. Fill out the education grid. A Certificate of Course Completion must be attached for each course listed. **(See note below).**
4. Attach an original REA Form 8, Report of Supervisory Relationship, with the original signatures of both trainee and supervisory appraisers.
5. Include the \$341.00 licensing fee with your application. Do not send cash. (\$41.00 will be paid to the OSBI for your background check).
6. Mail or hand deliver your application to the Oklahoma Real Estate Appraiser Board. If you choose to deliver your application, you will leave it at the front desk of the Oklahoma Insurance Department. Staff cannot take your application or filing fee.

- **Please note that each Trainee and Supervisor is required to take a specific course relating to the Trainee/Supervisor relationship.** At this time, two courses are being offered as follows:

“**Supervising Appraisal Trainees**” is a 4-hour online course given by both the Appraisal Institute and McKissock. You can register at [www.appraisalinstitute.org](http://www.appraisalinstitute.org) or [www.mckissock.com](http://www.mckissock.com). The course is very moderately priced and you will be given the 4 hours as continuing education credit.

A course completion certificate for this course must be included with your application and included on the education grid.

## OKLAHOMA REAL ESTATE APPRAISER BOARD NEW LICENSES – SEQUENCE OF EVENTS

There is a normal course of events leading up to issue of a new real estate appraiser license to an individual. This process has been well thought out and tested over the years. It functions very well. This sequence is generally event based; that is, when one action is complete, instructions are issued for the next requirement. To make the flow of this process more understandable to the appraiser candidate, it is outlined below.

1. Review the application and all forms and instructions available to you on the Real Estate Appraiser Board website. Call (405) 521-6636 to request that two fingerprint cards to be mailed to you.
2. Complete the required appraisal education, including the mandatory Trainee Supervisor course.
3. Prepare and forward the **application** to the Appraiser Board with a **form REA-8 “Report of Supervisory Relationship”**. Send your \$341.00 licensing fee with the application. Be sure to double check that you have:
  - a. Provided the required photograph.
  - b. Provided a Certificate of Course Completion for each course listed on page 3 of the application.
  - c. Answered every question.
  - d. Signed the Oath on the back of the form and had your signature notarized.
  - e. Included the personal check, cashier’s check, or money order for \$341.00 payable to the **Oklahoma Insurance Department**.
  - f. Provided two completed fingerprint cards.
4. Your fingerprint cards will be forwarded to the OSBI/FBI for a background check. Reports are usually received within two to four weeks.
5. If there are no concerns on the background check report your application will be placed on the next regularly scheduled board meeting. Your certificate will be printed and mailed to you within 48 – 72 hours following the board meeting.
6. If there are concerns on your report, you will be given an opportunity to respond in writing prior to submission to the Board.

(Reverse) (2002)