FOR OREAB USE ONLY

Check No: _____

Check Date:_____

Amount: _____

OKLAHOMA REAL ESTATE APPRAISER BOARD

400 NE 50th St., Oklahoma City, OK 73105-1816
(405) 521-6636, Fax 522-6909
www.reab.oid.ok.gov

2x2 PHOTOGRAPH

APPLICATION FOR REAL ESTATE APPRAISER CREDENTIAL

All questions on this application must be answered fully and completely as required. A recent 2x2 photograph (taken within the last six months) must be attached upon submission of the application. Disclosure of applicant's social security account number is mandatory pursuant to 56 O.S. § 240.21(A). The applicant must complete the Oath.

LEVEL OF LICENSURE APPLYING FOR: (Check One)

_____ State Certified General Real Estate Appraiser
_____ State Certified Residential Real Estate Appraiser
_____ State Licensed Real Estate Appraiser
_____ Trainee Appraiser

TYPE OF APPLICATION: (Check One)

_____ Original Licensure (by examination)
_____ Upgrade of existing license/certification (by examination)
_____ Reinstatement
_____ Transfer from another state

1. _____
FULL LEGAL NAME: (Last, First, Middle) SOCIAL SECURITY NUMBER

_____
NAMES PREVIOUSLY USED: Maiden, previously married, previously used, etc.

_____
LIST NAMES YOU USE OR HAVE USED OTHER THAN YOUR LEGAL NAME, INCLUDING NICKNAMES

2. _____
RESIDENCE: (Street Address) (Mailing Address, if different) (City)

_____
(County) (State) (ZIP Code) (Telephone Number)

3. _____
BUSINESS: (Mailing Address) (City) (State) (ZIP Code) (Telephone Number)

4. All mail should be directed to: OFFICE:_____ HOME:_____

5. Firm or Trade Name under which you anticipate doing business: _____

6. Record of Employment for past five years: Start with present employment and work backward.

DATES FROM	TO	NATURE OF WORK	EMPLOYER NAME & ADDRESS

7. DATE/PLACE OF BIRTH: _____
(Date) (City) (State)

8. HIGH SCHOOL(S) ATTENDED:

Name and Address of School	Highest Level Attained	Dates Attended

COLLEGE(S) OR UNIVERSITY(S) ATTENDED:

Name and Address of School	Highest Level Attained	Dates Attended

NOTE: College or University means an institution accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education. If applying for Certified General or Residential, attach a copy of degree certificate or transcript showing qualifying courses or degree attained.

9. Do you have a current Oklahoma Real Estate Appraiser Certificate or License? Yes: _____ No: _____

   Have you previously held an Oklahoma Real Estate Appraiser Certificate or License? Yes: _____ No: _____

   If Yes to either, enter the type and number of the Certificate or License: _____

10. Do you have, or have you ever had, a real estate appraiser credential in any other licensing jurisdiction? Yes: _____ No: _____
    If Yes, attach an original Certification History (Letter of Good Standing) from each jurisdiction that you are currently active.

11. Have you ever been rejected for appraiser Licensure/Certification in this or another licensing jurisdiction? Yes: _____ No: _____
    If Yes, please attach a letter explaining all details.

12. a) Has this or any other state ever refused, revoked, suspended, fined or terminated any occupational credential you may have held? Yes: _____ No _____
    b) Have the authorities of any state ever called you before them for any alleged violations(s) of laws involving any occupational license you may have held or taken administrative action against any such Occupational license? Yes: _____ No _____

NOTICE: If you answered yes to either of questions 12a or 12b, provide details in your own words on a separate sheet and attach copies of appropriate documents.

13. a) Have you ever been convicted of, including a conviction based upon a plea of guilty or nolo contendre, a felony in a domestic or foreign court; Yes: _____ No: _____
    b) during the two (2) year period immediately preceding the date of the application for licensing; Yes: ____ No: _____
    c) at any time preceding the date of application, if such felony involved an act of fraud, dishonesty or breach of trust or money laundering. Yes: _____ No: _____

14. Have you ever received an adverse decision or judgment against you in a criminal, civil or administrative action related to your business or professional activities? Yes: _____ No: _____

NOTICE: If you answered yes to questions 13 or 14 above, provide details in your own words on a separate sheet and attach a certified copy of final judgment and sentencing.

15. Are you a United States Citizen? Yes: _____ No: _____

    If Yes, attach documentary proof of citizenship. Common forms of proof of citizenship are as follows, a copy of:
    ____ Birth certificate showing birth in one of the 50 states within the U.S. or its outlying possessions.
    ____ United States passport (except limited passports, which are issued for periods of less than five years).
    ____ Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State).
    ____ Certificate of birth (FS-545).
    ____ Certificate of Naturalization (N-550 or N-570).
    ____ Certificate of Citizenship (N-560 or N-561).
    ____ U.S. Citizen ID Card (I-197) (issued by the INS).
    ____ American Indian Card bearing classification code “KIC” and a statement on the reverse.
    ____ Adoption finalization papers showing the child’s name and place of birth in one of the 50 states.
    Contact the Board’s administrative office for additional information.

    If No, attach documentary proof of qualified alien status. Common forms of proof of qualified alien status are as follows, a copy of:
    ____ INS Form 551 (Alien Registration Receipt Card, commonly referred to as a “green card.”
    ____ Unexpired temporary INS Form 551 stamp in foreign passport or on INS Form I-94.
    ____ INS Form I-94 annotated § 203(a)(7), § 207, § 208, or § 212(d)(5).
    There are other forms of acceptable proof. Contact the Board’s administrative office for additional information.

16. Are you a resident of the State of Oklahoma? Yes: _____ No: _____

17. What is your email address? _____

QUALIFYING APPRAISAL EDUCATION HISTORY

In the spaces below, list each qualifying course for which credit is desired. Do not list courses that were taken for continuing education which are not approved as qualifying courses.

FOR EACH COURSE LISTED BELOW, *ATTACH A DOCUMENT* DEMONSTRATING THAT YOU HAVE SUCCESSFULLY COMPLETED THE COURSE AND ACHIEVED A PASSING SCORE ON THE EXAMINATION.

COURSE NAME: National Uniform Standards of Professional Appraisal Practice (REQUIRED)

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

COURSE NAME: Valuation Bias and Fair Housing Laws and Regulations

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: Date(s):

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

Use additional copies of this page to summarize education if necessary.

QUALIFYING APPRAISAL EDUCATION HISTORY CONTINUED

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

COURSE NAME: _____

Course No.: _____ Hours of Credit: _____

Sponsoring Organization or Provider: _____

Instructor(s): _____

Location: _____ Date(s): _____

Use additional copies of this page to summarize education if necessary.

QUALIFYING APPRAISAL EXPERIENCE REPORT

(APPLICANTS FOR TRAINEE APPRAISER: LEAVE THIS SECTION BLANK.)
(APPLICANTS FOR TRANSFER: LEAVE THIS SECTION BLANK.)
(APPLICANTS FOR REINSTATEMENT: CONTACT BOARD OFFICE FOR GUIDANCE.)

Applicants for Certified General, Certified Residential, and State Licensed Real Estate Appraiser must complete the following:

"I certify that the experience listed below was extracted from my appraisal log, a copy of which is attached, which is incorporated herein by reference. Hours claimed herein are ***actual hours worked*** and have been extracted from the attached appraisal log." Each is supported by adequate written reports or file memoranda, and each will be made available upon request by the Oklahoma Real Estate Appraiser Board.

YEAR:											TOTALS	
TYPE APPRAISALS	**No**	**Hrs***	**No**	**Hrs***	**No**	**Hrs***	**No**	**Hrs***	**No**	**Hrs***	**No**	**Hrs***
Agricultural and/or Vacant Land												
Comm'l, Indust, & Multi-Family												
Specialized												
Non-residential Review												
TOTAL NON-RES												
Residential 1-4 Units												
Residential 1-4 Unit Review												
TOTALS												

OATH

I, _____, being first duly sworn, state that I have read the within and foregoing application and that the answers supplied by me therein, including but not limited to those related to my experience and education, and all supporting documents attached, are true and correct to the best of my knowledge and belief. Further, I state that I understand the provisions of, and will comply with, the Oklahoma Certified Real Estate Appraisers Act and the Rules of the Oklahoma Real Estate Appraiser Board in all my conduct under the certification or licensure. I understand and acknowledge that an intentional misstatement of any fact required to be disclosed on this application constitutes a violation of the Oklahoma Certified Real Estate Appraisers Act and shall be cause for refusal or revocation of this certification. I understand and agree that the Oklahoma Real Estate Appraiser Board may conduct any background investigation it should deem necessary to include verification of any and all information provided by me herein.

_____
SIGNATURE OF APPLICANT

State of: _____
County of: _____

Subscribed and sworn before me this _____ day of _____, 20____.

_____
NOTARY PUBLIC

My Commission expires:_____ My Commission Number is: _____

EDUCATION & EXPERIENCE PREREQUISITES

The education and experience requirements for each of the four levels of real estate appraiser credential issued by the Oklahoma Real Estate Appraiser Board are specified by REA Form 9.

FEES

Those individuals applying for original licensure, or those considered a "new applicant", must include two (2) duplicate sets of fingerprints on the appropriate Civil Applicant Cards which can be obtained from the Real Estate Appraiser Board upon request. In addition to the fee referenced below, you must also remit $55.00 for payment of the OSBI/FBI background check.

Those individuals applying for original licensure as a Trainee Appraiser must include a $300.00 credentialing fee with this application and provide an original REA Form 8, Report of Supervisory Relationship.

Those individuals applying for original licensure by examination at a level other than Trainee Appraiser must include a non-refundable application fee with this submission, as follows: Applicants for State Licensed Appraiser or State Certified Residential Appraiser must include a remittance in the amount of $150.00. Those applying for State Certified General Appraiser must include a remittance in the amount of $225.00.

Those individuals who have established a bona-fide residence in Oklahoma and are applying for transfer of their credential from another licensing jurisdiction to Oklahoma should include a $340.00 remittance with this application.

Those applying for reinstatement of an Oklahoma real estate appraiser credential should contact the Board office for guidance.

OSBI/FBI FINGERPRINT BACKGROUND CHECKS

Privacy Act Statement and Applicant Notification

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Public Law 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or other responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Record Challenge: Before a final decision is made, you have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit www.FBI.gov or https://www.fbi.gov/cjis/identity-history-summary-checks#challenge-of-an-identity-history-summary.

If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred.

THE REAL ESTATE APPRAISER BOARD WILL NOT DENY YOUR APPLICATION UNTIL YOU HAVE BEEN AFFORDED A REASONABLE OPPORTUNITY TO CORRECT OR COMPLETE THE RECORD, OR UNTIL YOU HAVE DECLINED TO DO SO.

Submissions must be received and administratively approved at least five (5) working days prior to a Board meeting or it will be held over until the following meeting.

Applicants with a History of Criminal Conviction

In accordance with 59 O.S. § 4000.1, the Oklahoma Real Estate Appraiser Board has formally adopted a list of criminal offenses which, by the Board's determination, substantially relate to the practice of appraising and pose a reasonable threat to the public or others working in the same occupation. The Board is authorized to deny the application of any person with a conviction of any of these offenses.

If you have a criminal conviction, pursuant to 59 O.S. § 4000.1, prior to submission of an application for licensure you may submit, *in writing*, a Request for Initial Determination of Eligibility as to whether your criminal history might disqualify you from licensure as an appraiser. **Your written request *must* include**: a copy of your criminal history record with explanation of each conviction; OR a statement describing each criminal conviction including the date of the conviction, the court of jurisdiction, and the sentence imposed. **You may include** additional information for consideration including but not limited to your current circumstances, the length of time since conviction, evidence of rehabilitation, testimonials, personal reference statements, and employment aspirations.

The Oklahoma Real Estate Appraiser Board will review each request, and all accompanying materials, and shall issue a Notice of Initial Determination to the requestor, in writing, within sixty (60) days of receipt of the request. The Notice of Initial Determination will contain the following statements:

1. Whether the person appears eligible for licensure in the occupation at the current time based upon the information submitted by the Requestor;
2. Whether there is a disqualifying offense prohibiting the person's engagement in the occupation at any time and a statement identifying such offense in the criminal history record or information submitted for consideration;
3. Any actions the person may take to remedy what appears to be a temporary disqualification, if any;
4. The earliest date the person may submit another request for consideration, if any; and
5. A statement that the Notice of Initial Determination is only an initial determination of eligibility for licensure or certification in the occupation based upon the information provided by the Requestor. The requestor is still subject to an OSBI/FBI fingerprint background check upon application.

The Director is authorized to close a file requesting initial determination of eligibility when the person seeking determination of eligibility for licensure has failed to respond to a written request from the Board for information, within sixty (60) days of the written request from the Board.

The full list of felonies that may impact your ability to obtain a real estate appraiser credential can be found on the Board's website at https://www.oid.ok.gov/regulated-entities/real-estate-appraiser-board/reab-resident-licensing/.