OKLAHOMA REAL ESTATE APPRAISER BOARD
NEW LICENSES – SEQUENCE OF EVENTS

Below is the typical course a new application will follow. This sequence is generally event based; when one action is completed, instructions are issued for the next requirement.

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.

   "**Supervising Appraisal Trainees**" is a 4-hour online course given by both the Appraisal Institute and McKissock. You can register at www.appraisalinstitute.org or www.mckissock.com.

3. Complete the application online or prepare and forward a hard-copy application to the Real Estate Appraiser Board with a **form REA-8 "Report of Supervisory Relationship"**. Send your $355.00 licensing fee with the application. If you prepare a hard copy application, be sure to double check that you have:

   a. Provided the required photograph.

   b. Provided Proof of Citizenship. ie. Copy of a birth certificate or passport.

   c. Provided a Certificate of Course Completion for each course listed on page 3 of the application.

   d. Answered every question.

   e. Signed the Oath on the back of the form and had your signature notarized.

   f. Included the personal check, cashier's check, or money order for $341.00 payable to the **Real Estate Appraiser Board**.

   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 with the background report, your application will be placed on the next regularly scheduled board meeting. Once approved, your credential will be issued to you electronically in our online licensing system. If you did not file your application online, we will email you instructions on how to access your profile to obtain your license.

If there are concerns with your background report, you will be given an opportunity to respond in writing prior to submission to the Board.

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