



OKLAHOMA REAL ESTATE APPRAISER BOARD

OKLAHOMA INSURANCE DEPARTMENT

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TRAINEE APPLICATION INSTRUCTIONS

PLEASE READ THE FOLLOWING CAREFULLY.

1. Please contact the Real Estate Appraiser Board at (405) 521-6636 to request fingerprint cards.
2. Complete the front and back of the application. Please be sure that you have checked the correct license category on the front and have had your signature notarized on the back.
2. Fill out the education grid. A Certificate of Course Completion must be attached for each course listed. **(See note below).**
3. Attach an original REA Form 8, Report of Supervisory Relationship, with the original signatures of both trainee and supervisory appraisers.
4. 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)
5. Mail your application to the Oklahoma Real Estate Appraiser Board, 5 Corporate Plaza, 3625 NW 56th Street, Suite 100, Oklahoma City, OK 73112. You may deliver your application and leave it at the front desk of the Oklahoma Insurance Department. Staff cannot take your applications or money.

- **Trainee and Supervisors are required to take a specific course relating to the Trainee/Supervisor relationship.** At this time, the only course being offered is as follows:

"Supervising Appraisal Trainees" is a 4-hour online course given by the Appraisal Institute. You can register at www.appraisalinstitute.org.

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. Contact the Real Estate Appraiser Board and ask for an appraisal packet. This may be by mail (At 3625 N.W. 56th Street, Suite 100, Oklahoma City, OK 73107) or by telephone (405 521-6636). This packet contains an application, application instructions, a copy of the law and rules, and a list of education providers.
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 \$300.00 licensing fee with the application as well as \$41.00 for the OSBI background check. Be sure that you have:
 - a. Included two sets of fingerprints;
 - b. Provided the required photograph;
 - 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 **Oklahoma Insurance Department**.
4. Your certificate will be printed and mailed to you in due course.

ATTENTION: YOUR FINGERPRINTS WILL BE USED TO CHECK CRIMINAL RECORD INFORMATION FROM THE SYSTEMS OF THE OSBI AND FBI. THE FBI WILL RETAIN YOUR FINGERPRINTS AND ASSOCIATED INFORMATION/BIOMETRICS AND, WHILE RETAINED, YOUR FINGERPRINTS WILL CONTINUE TO BE COMPARED AGAINST OTHER FINGERPRINTS SUBMITTED TO OR RETAINED BY THE FBI. IF NECESSARY, YOU WILL BE GIVEN AN OPPORTUNITY TO COMPLETE OR CHALLENGE THE ACCURACY OF THE INFORMATION CONTAINED IN THE REPORT OF THE OSBI AND FBI. THE PROCEDURE FOR OBTAINING A CHANGE, CORRECTION, OR UPDATING OF AN FBI IDENTIFICATION RECORD ARE SET FORTH IN TITLE 28, CFR, 16.34. FOR INFORMATION ON UPDATING THE NATIONAL CRIMINAL HISTORY RECORD VISIT FBI.GOV OR <https://www.fbi.gov/about-us/cjis/identity-historysummary-checks/challenge-of-an-identity-history-summary>. IF THE APPLICANT RECEIVES A DOCUMENT THAT UPDATES THE CRIMINAL HISTORY RECORD, THE APPLICANT SHOULD FORWARD A CERTIFIED COPY OF THE DOCUMENT TO THE FBI AND 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.