

REAL ESTATE APPRAISER BOARD

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TRAINEE APPLICATION INSTRUCTIONS

1. Please contact Board staff 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.
- **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.

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.

REA-6 (Reverse) (1908)