

# **AHO APPLICATION INSTRUCTIONS**

## **2016 Exam Dates:**

**Jan 14, Feb 11, Mar 10, Apr 14, May 12, Jun 9, Jul 14, Aug 11, Sep 15, Oct 18, Nov 10, Dec 15**

The exam is administered in Elizabethtown at the Kentucky Board of Auctioneers office, 2819 Ring Road, Suite 200.

The exam begins at 9:00 AM eastern time and ends at 12:00 NOON eastern time. There will be an afternoon exam only if necessary to seat all applicants.

We will provide a calculator (hand-held, non-printing). Cell phones, pagers or study materials are not allowed in the exam room. Please arrive on time.

The Kentucky Board of Auctioneers complies with the Americans with Disabilities Act of 1990. To ensure equal opportunity for all qualified persons and by the applicant's request, the Board will make reasonable modifications for candidates with disabilities that might affect their taking the licensing examination.

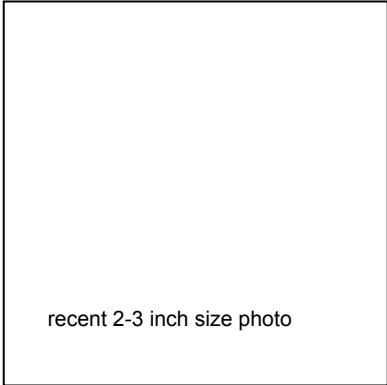
Before a license is issued, the applicant will be asked if he/she has a loan through the KY Higher Education Assistance Authority. If the applicant is in default, the license will not be processed until arrangements are made with the KHEAA. (KRS 164.772)

### **INSTRUCTIONS TO COMPLETE EXAM APPLICATION**

- Complete Questions 1 through 13 on your computer. Print out and complete, by pen, sections 14 and 15. All sections/questions must be answered.
- Applicant must read, date and sign Section 14. (Please sign in front of Notary)
- Applicant's signature in Section 15 must be witnessed.
- The non-refundable exam fee for the Auction House Operator Exam is \$125. Check or money order is made payable to the Kentucky Board of Auctioneers.
- Submit pages 1, 2 and 3 of the application, a recent 2-3 inch size photo, a copy of your pre-license education certificate and a check or money order for \$125 to the Kentucky Board of Auctioneers at least one week before the exam date.

The following is a brief summary of the licensing process. For more detail, please read KRS Chapter 330.

The requirements to attain a Kentucky Auction House Operator license are: 1) at least 18 years old, 2) a high school diploma or a equivalent, 3) trustworthy, competent and of good repute, 4) completion of twelve (12) hours of pre-license auction education as required (KRS 330.060(1)(d) and 5) successful completion of the auction house operator exam. The application, exam fee and photo are submitted to the Board office. Upon notification of passing the exam, the initial license fee is remitted with the License Issuance Information Form. All licenses expire June 30th.



COMMONWEALTH OF KENTUCKY  
**KENTUCKY BOARD OF AUCTIONEERS**  
 2819 RING ROAD #200  
 ELIZABETHTOWN KENTUCKY 42701  
<http://auctioneers.ky.gov>  
 (270) 360-0736

## Auction House Operator (AHO) License Exam Application

1. Exam Date: 2. Daytime Phone Number:
3. Name (as printed on license & used in advertising): MR. MS.  
 FIRST MIDDLE LAST:
4. Home / Mailing Address:  
 STREET / PO BOX:  
 CITY STATE ZIP:  
 KENTUCKY COUNTY: EMAIL:
5. Date of Birth: 6. Social Security Number
7. List the year and place from which you were awarded a high school diploma or equivalent (GED)?
8. Have you ever been licensed by the Kentucky Board of Auctioneers? YES NO  
 If yes, explain.
9. Have you ever been denied an Auctioneer/AHO license in KY or another state? YES NO  
 If yes, attach a separate statement giving complete details.
10. Has disciplinary action ever been taken against your Auctioneer/AHO license or other professional license in this state or another state? YES NO  
 If yes, attach a separate statement giving complete details and a copy of final order.
11. Are there pending criminal charges or final convictions of any state/federal felony or misdemeanor (other than a minor traffic violation)? YES NO  
 If yes, attach a separate statement giving complete details and a copy of final order.
12. Has a judgment involving personal property or real estate ever been obtained against you?  
YES NO If yes, attach a separate statement giving complete details and a copy of final order.
13. Legal resident of:  
 COUNTRY:  
 STATE:

## AUCTION HOUSE BUSINESS OWNERSHIP

An Auction House Operator license is required for each co-owner or manager of an auction house who actively participates in the operation of the auction house, but who is not an auctioneer.

A Principal auctioneer may own an auction house without an Auction House Operator License.

An Auction House Operator licensee may not call bids for the auction. Only a Kentucky licensed auctioneer can call bids at auction in Kentucky. An AHO licensee should have an agreement or contract with a Principal Auctioneer. An apprentice may call the bids at an Auction House with the permission of his/her principal auctioneer and is only paid through the Principal Auctioneer.

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### 14. Applicant's Certification

*I hereby apply for admission to the Auction House Operator Examination in conformity with the Auctioneer Law (KRS 330) and Regulations of the Commonwealth of Kentucky. I certify that all the information is true and correct. I hereby authorize the police department or credit bureau to avail information about me to the Kentucky Board of Auctioneers. I have submitted this and other items as required. **I have enclosed payment for the examination fee of \$125, checks are made payable to the Kentucky Board of Auctioneers.** I have read and agree to abide by the applicable laws and administrative regulations.*

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**Notary Certification:**

I certify this application was subscribed and sworn to before me by \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY SIGNATURE: \_\_\_\_\_

My commission in the state of \_\_\_\_\_ expires on \_\_\_\_\_.

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**15. AUTHORITY TO RELEASE INFORMATION**

I, (print name) \_\_\_\_\_, hereby authorize an investigation into all records which may be of interest to the Kentucky Board of Auctioneers. This authorization is limited to any educational, criminal and civil records.

This authorization is executed in consideration of the Kentucky Board of Auctioneers considering my application for licensure and shall serve as a release of all liability to all parties furnishing such information to the Kentucky Board of Auctioneers and their authorized agents.

A photocopy of this release shall be considered as effective and binding as the original hand executed copy.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE, ZIP CODE

WITNESSED BY \_\_\_\_\_