

# ***CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER***

## ***SCOPE OF PRACTICE***

The scope of practice for a certified residential real property appraiser shall be limited to the appraisal of, and review of appraisal of, residential property having no more than four residential units, without regard to transaction value or complexity. The appraisal of subdivisions for which a development analysis or appraisal is necessary, is not included in the scope of practice for a certified residential real property appraiser.

## ***STEPS TO CREDENTIALING***

1. Be at least nineteen years of age.
2. Hold a bachelor's degree, or higher, from an accredited degree-awarding college or university. Official transcripts evidencing completion of degree must be submitted with application. A photocopy of an official transcript is not considered to be an official transcript. Unofficial transcripts may be considered invalid.
3. Obtain and submit required qualifying education OR hold a bachelor's degree in Real Estate from an accredited degree-awarding college or university that has had all of part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum. Official transcripts evidencing completion of degree must be submitted with application (if applicable). A photocopy of an official transcript is not considered to be an official transcript. Unofficial transcripts may be considered invalid.
4. Obtain no fewer than 2,500 hours of experience in a period of no fewer than twenty-four months that is acceptable to the Real Property Appraiser Board and meets the requirements of the Nebraska Real Property Appraiser Act, Title 298. Experience shall be submitted on the most recent Board approved form.
5. Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. The Nebraska State Patrol will not process fingerprints taken more than one year prior to submission. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal

Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board.

6. Complete application and submit to the Board for review, along with application fee in the appropriate amount as specified on the application.

*If you are submitting documentation for the Board to consider at its next meeting, voluntarily or at the Board's request, please have this documentation to the Board's office by 5 p.m. on Friday, two weeks before the scheduled meeting (e.g. for the Thursday, June 21, 2018 meeting, please have documentation to the Board's office by 5 p.m. on Friday, June 8, 2018). The Board typically meets on the third Thursday of each month.*

## **PROCESS FOLLOWING APPLICATION SUBMISSION**

Any application received at the Board's office considered to be incomplete will not be processed and will be returned to the applicant as invalid. The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Nebraska Real Property Appraiser Act and Title 298 that pertain to credentialing.

1. Board staff will process the application and select three appraisal reports from the submitted experience log for review. The applicant selects one report to submit. The applicant will be notified of the selected reports in writing, and will have ten business days from the date of receipt of the notification to submit a true copy of each appraisal report (4) to the Board's office. Board staff will then send at least one report for Standards 3 & 4 review to verify compliance with the Uniform Standards of Professional Appraisal Practice.
2. To qualify an applicant for the Certified Residential Real Property Appraiser credential to sit for examination, the Board will review submitted qualifying and/or post-secondary education, along with the experience log, submitted appraisal reports, and Standards 3 & 4 Review reports for those submitted reports.
3. The Board may request a written response to the Board's findings and/or a meeting in person or by conference call with the applicant to discuss deficiencies found in the report(s). The Board may then reevaluate the applicant's appraisal experience. If the experience is not found to be acceptable, the Board may request the submission of a supplemental log with additional hours of appraisal experience, completion of additional education, and/or submission of an additional report or reports for further evaluation.
4. The applicant must pass the National Uniform Licensing and Certification Examination approved by the Appraiser Qualifications Board within twelve months following approval by the Board to sit for examination. An applicant shall have up to three attempts to successfully pass the exam.

5. The applicant must provide an official copy of the test results to the Board’s office within twelve months following approval by the Board to sit for examination.
6. The applicant must submit the credentialing fee and national registry fee as specified on the application within 30 days of notice from the Board that the exam results have been received and the application process is complete.
7. Upon receipt of the credentialing and national registry fees, the applicant will be issued a credential and will be authorized to act as a Certified Residential Real Property Appraiser in Nebraska.

## ***POST SECONDARY EDUCATION REQUIREMENTS***

Bachelor’s degree, or higher, from an accredited degree-awarding college or university

## ***QUALIFYING EDUCATION***

If applicant holds a bachelor’s degree in Real Estate, and the degree in real estate as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours shall be completed in Real Property Appraiser Board-approved qualifying education as shown below.

BASIC APPRAISAL PRINCIPLES.....	30 HOURS
BASIC APPRAISAL PROCEDURES.....	30 HOURS
15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT.....	15 HOURS
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE.....	15 HOURS
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH.....	15 HOURS
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES.....	30 HOURS
RESIDENTIAL REPORT WRITING AND CASE STUDIES.....	15 HOURS
STATISTICS, MODELING, AND FINANCE.....	15 HOURS
ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES.....	15 HOURS
APPRAISAL SUBJECT MATTER ELECTIVES.....	20 HOURS
(May include hours over minimum shown above in other modules)	

CERTIFIED RESIDENTIAL EDUCATION REQUIREMENT TOTAL.....	200 HOURS
--	-----------

*Applicant shall complete each course and pass examination for 200 class hours specified above. All qualifying education must be completed in a classroom. Online and correspondence classes are not approved for qualifying education.*

## **EXPERIENCE**

An applicant shall have completed no fewer than 2,500 hours of experience in a period of no fewer than twenty-four months.

1. Appraisal experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a certified residential real property appraiser must be acquired as a trainee or licensed real property appraiser.
2. At the Board's discretion, up to 50% of appraisal experience obtained in another jurisdiction for credentialing as a certified residential real property appraiser may be accepted by the Board if the experience meets all applicable Nebraska laws, and is compliant with the laws of the jurisdiction in which the experience was obtained.
3. An applicant's hours of experience submitted to the Board for review and determination of acceptability by the Board shall be completed in compliance with the Uniform Standards of Professional Appraisal Practice.
4. An applicant must provide significant real property appraisal assistance for experience credit to be awarded by the Board. An applicant may apply his or her signature, along with the supervisory appraiser's signature if applicable, to the appraisal certification; or the applicant must be given attribution in the appraisal, which shall include a description of the applicant's assistance.
5. Experience hours obtained in any manner considered to be exempt from the Real Property Appraiser Act per Neb. Rev. Stat. § 76-2221 shall not be credited to the applicant, unless the applicant and/or supervisory appraiser verify that said experience is compliant with the Uniform Standards of Professional Appraisal Practice.
6. There need not be a client in a traditional sense (i.e. a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience, but experience gained without a traditional client cannot exceed 50% of the total experience required.
7. Appraisal experience submitted to the Board for review and determination of acceptability by the Board may include no more than an aggregate maximum of 25% of the total number of experience hours in the following areas or a combination from the following areas: mass appraisal, highest and best use analysis, ad valorem tax appraisal, feasibility analysis or study, appraisal review, practicum courses of study adhering to AQB guidelines, appraisal analysis, and restricted appraisal reports.

8. Experience hours obtained in the areas specified in #7 are considered to be work without a traditional client, and are applied to the 50% experience allocation detailed in #6.

## ***UPGRADE TO CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER***

### **Trainee Real Property Appraiser**

A Trainee Real Property Appraiser shall complete 125 additional hours of designated core curriculum education, meet the post-secondary educational requirements, and meet the experience requirements prescribed for the Certified Residential Real Property Appraiser credential.

### **Licensed Residential Real Property Appraiser**

A Licensed Residential Real Property Appraiser shall complete 50 additional hours of designated core curriculum education, meet the post-secondary educational requirements, and meet the experience requirements prescribed for the Certified Residential Real Property Appraiser credential.