



301 Centennial Mall South, First Floor
 PO Box 94963
 Lincoln, NE 68509-4963
 www.appraiser.ne.gov
 402-471-9015

Check Number:
Receipt Number:
ASC National Registry Checked:
NE Disciplinary Action Checked:
Criminal History Reviewed:
Processed By: _____ Date: _____
For Board Use Only

APPLICATION FOR TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

VALID FOR A PERIOD OF TIME THAT COINCIDES WITH YOUR CONTINUING EDUCATION CYCLE
TOTAL FEE DUE: \$178.75: Non-refundable Application Fee \$150.00 and non-refundable Criminal History Record Check Fee: \$28.75

2018-19 USPAP (Each successfully approved credential holder will receive access to a free, one-time digital download.)

APPLICATION INFORMATION

County of Business: _____

Date of Application: _____ Date of Birth: _____

Name: _____
Last First Middle

Residential Address: _____
PO Box or Street Number City State Zip Code + 4

_____ E-Mail Address Area Code + Phone Number

Business Name: _____

Business Address: _____
PO Box or Street Number City State Zip Code + 4

Mail communications from the Board will be sent to the Business Address given.

_____ Business E-Mail Address Business Area Code + Phone Number Fax Number

EDUCATION QUESTIONS

Applicant must hold a high school diploma or certificate of high school equivalency, or have education acceptable to the Board. Provide name and location of high school from which you graduated, or provide name and location of institution that issued Certificate of Equivalency.

High School Diploma Certificate of Equivalency

School Attended: _____

Location: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

YES NO

If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

N/A YES NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or in the making of an appraisal been brought against you within the five-year period immediately preceding the date of application?

YES NO

3. Have you surrendered a Nebraska appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

YES NO

4. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

YES NO

5. Has disciplinary action ever been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction?

YES NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

YES NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency.

EMPLOYMENT RECORD

List the position(s) you have held, starting with your present employment. If more than one position or classification has been with a given organization, list each position or classification as a separate period of employment. Under "Description of Duties," describe, in full, the tasks you performed and the nature of your responsibilities. Your employment history may be verified by contacting previous employers. If you need more space, attach a separate sheet of paper.

Employer:

Position Title:

Street Address:

City, State, Zip Code:

Immediate Supervisor/Title:

Phone Number:

Dates of Employment (*month, year*):

From:

To:

Total Employed:

Years:

Months:

Description of Duties:

Employer:

Position Title:

Street Address:

City, State, Zip Code:

Immediate Supervisor/Title:

Phone Number:

Dates of Employment (*month, year*):

From:

To:

Total Employed:

Years:

Months:

Description of Duties:

Employer:

Position Title:

Street Address:

City, State, Zip Code:

Immediate Supervisor/Title:

Phone Number:

Dates of Employment (*month, year*):

From:

To:

Total Employed:

Years:

Months:

Description of Duties:

APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application.

- Proof of completion of 30-Hour Basic Appraisal Principles *(completed within five years of application)*
Date completed (month, year): _____

- Proof of completion of 30-Hour Basic Appraisal Procedures *(completed within five years of application)*
Date completed (month, year): _____

- Proof of completion of 15-Hour National USPAP course or its equivalent *(completed within two years of application)*
Date completed (month, year): _____

- Proof of completion of 7-Hour Supervisory Appraiser and Trainee course *(completed within one year of application)*
Date completed (month, year): _____

For any courses taken outside of Nebraska, include documentation indicating course approval from that jurisdiction. If this information is not included when applicable, the application will be considered incomplete and will be returned to you.

A Bachelor's degree or higher in real estate, from an Appraiser Qualifications Board approved accredited degree-awarding college or university as required core curriculum may be substituted for the above education. If 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.

- Passport type photo *(Copy of driver's license will meet the requirement.)*.

- Check or money order for \$178.75: \$150.00 non-refundable application fee and \$28.75 non-refundable criminal history record check fee.

- Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it may be considered invalid and be returned to me.

Print Name: _____
Last First Middle

Applicant's Signature Date



UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States of America

OR

I am a qualified alien under the federal Immigration and Nationality Act. *Include a copy of your USCIS documentation.*

Immigration Status: _____ Alien Number: _____

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____
Last First Middle

Applicant's Signature Date



AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
 - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
 - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for ninety days after the date on which an application is withdrawn or denied, and is disposed of immediately after an application is approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the NRPAB Privacy Act Statement.

Printed name of person whose fingerprints are being submitted

Signature of person whose fingerprints are being submitted

Date

NRPAB PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States or other authorized authorities. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Disclosing your Social Security Number keeps records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), disclosure of your Social Security Number is voluntary on the fingerprint card submission.

Principal Purpose: Your fingerprints and associated information/biometrics is provided to the Nebraska Real Property Appraiser Board, 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 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.

Additional Information: At your request, the Nebraska Real Property Appraiser Board shall provide any additional information pertinent to the specific circumstances of this Criminal History Record Check, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Estate Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3324, the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:
 - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;
 - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;
 - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
 - Any felony if civil rights have not been restored;
 - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or in the making of an appraisal within the five-year period immediately preceding the date of application; or
 - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;
 - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or in the making of an appraisal brought within the five-year period immediately preceding the date of application.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.
3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska Real Property Appraiser Trainee credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a Real Property Appraiser Trainee credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I understand that a certified real property appraiser must be approved by the Nebraska Real Property Appraiser Board as a supervisory appraiser prior to engaging in real property appraisal activity or appraisal practice under that certified real property appraiser's direct supervision. I am aware that my scope of practice includes only those properties which my supervisory appraiser is qualified and competent to appraise. I acknowledge that I must maintain a log of completed appraisal reports jointly with each supervisory appraiser.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of : _____)
County of: _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

Signature of Notary Public



DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered invalid and be returned to you.
2. Along with the application, the following documentation must also be included:
 - a. Check or money order for \$178.75: non-refundable \$150.00 application fee and nonrefundable \$28.75 criminal history record check fee.
 - b. Recent passport type photo (Copy of driver's license will meet the requirement.).
 - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board approved accredited degree-awarding college or university. If qualifying education courses were completed outside of Nebraska, proof of approval from the jurisdiction where the course was taken must be included.
 - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than 1 year old.
3. Mail application, fee(s), and supporting documentation to:

NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN, NE 68509-4963

Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68509
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- Prior to engaging in appraisal practice or real property appraisal activity, a trainee real property appraiser shall submit a written request for supervisory appraiser on a Board approved form. The request for supervisory appraiser approval may be made at the time of application, or any time after approval as a trainee real property appraiser.
- All qualifying education activities must be completed in a classroom and not online or by correspondence.
- The trainee real property appraiser credential shall remain in effect until December 31 of the second year of the two-year continuing education period unless surrendered, revoked, suspended, or cancelled prior to such date.
- The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the second year of the two-year continuing education period.
- To qualify for renewal of a credential, a credential holder must satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period must be satisfactorily completed prior to renewing a credential for a two-year period.
- If any continuing education credit hours being submitted were completed outside of the State of Nebraska, supporting documentation from the appraiser regulatory agency in the jurisdiction where the course was completed that the activity was approved as continuing education by the jurisdiction in which it was completed at the time it was completed must accompany the certificate.
- At least once during every two-year continuing education period, a credential holder must successfully take the 7-hour National Uniform Standards of Professional Appraisal Practice Update course taught by an AQB certified USPAP instructor who is a certified appraiser.
- If all requirements for renewal are not met by November 30 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.