



301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
402-471-9015

Qualifying Education <input type="checkbox"/>
Continuing Education <input type="checkbox"/>
Application Received: _____
Board Number: _____
Approval Date: _____
Expiration Date: _____
BOARD USE ONLY

APPLICATION FOR EDUCATION RENEWAL

INSTRUCTIONS: *This application form must be used by the provider applying for renewal of a qualifying education course or a continuing education activity. A separate application form must be filed for each course/continuing education activity submitted for approval. Applicants should read carefully the Qualifying Education and Continuing Education Activity Approval Policy and Procedures found on the Board's website before completing the information below. In addition, you should refer to Title 298 Rules and Regulations.*

School / Provider Information

1. Name: _____

2. Address: _____

3. Telephone: _____ 4. Fax: _____

5. E-Mail: _____

6. Contact Person: _____

7. Contact Person Telephone: _____

8. Authorized Agent: Person legally authorized to act on behalf of the provider named in Item 1 of this application in all matters before the Nebraska Real Property Appraiser Board including but not limited to matters of discipline, approval or denial of course, maintenance of student records, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board and the Nebraska Real Property Appraiser Board is enforced. *(This Agent must sign this application)*

Name: _____

Contact Address: _____

Contact Telephone: _____

Agent Signature: _____

COURSE: _____	CONTINUING EDUCATION: _____
TITLE: _____ _____	
Education Length (Hours): _____	Examination Length (Hours): _____
Total Hours: _____	
Intended Date(s) of Offering: _____	
Location of Offering: _____	

All of the following materials must be submitted together with this application.

1. A copy of license approval issued by the Nebraska Department of Education for all Qualifying Education.
2. Qualifying Education / Continuing Education Description
3. Detailed Content Outline / Course Matrix / Hours per Topic
4. Learning Objectives
5. Work Assignments
6. Text and Materials: this includes all texts and materials used in teaching and used by the student.
7. Presentation method
8. Prerequisites
9. A copy of the examination.
10. The instructor qualifications used in selecting instructors for appraisal education.
11. A completed Instructor Approval Application
12. A copy of Student Evaluation Form for Course and Instructor.
13. A copy of the proposed certificate of completion.
14. Procedure for measuring and validating student attendance.
15. A non-refundable \$10.00 application fee.
16. **For USPAP Courses and USPAP Updates**, a copy of the AQB Certification for the instructor and the provider's license agreement or equivalency certification from The Appraisal Foundation.

All materials submitted to the Nebraska Real Property Appraiser Board related to an application for Education Renewal are for Board use only and shall be retained by the Board.