



301 Centennial Mall South, First Floor  
 PO Box 94963  
 Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
 402-471-9015

Check Number:
Receipt Number:
<b>For Board Use Only</b>

## APPLICATION FOR INACTIVE STATUS OF NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL

### INACTIVE STATUS INFORMATION

- CERTIFIED GENERAL     
  CERTIFIED RESIDENTIAL     
  LICENSED RESIDENTIAL     
  TRAINEE

### INACTIVE/ACTIVE

- ELECTING TO BEGIN INACTIVE STATUS  
**BEGIN INACTIVE STATUS TOTAL DUE: \$400**
- ELECTING TO RETURN TO ACTIVE STATUS  
**RETURN TO ACTIVE STATUS TOTAL DUE: \$100**

### APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: \_\_\_\_\_

Date Inactive Status to Begin: \_\_\_\_\_

Name: \_\_\_\_\_  
Last                      First                      Middle

Business Name: \_\_\_\_\_

Principal Place of Business Address: \_\_\_\_\_  
PO Box or Street Number                      City                      State                      Zip Code + 4

\_\_\_\_\_  
Principal Business Email Address                      Business Area Code + Phone Number

Secondary or Residential Address: \_\_\_\_\_  
PO Box or Street Number                      City                      State                      Zip Code + 4

\_\_\_\_\_  
Email Address                      Area Code + Phone Number

# APPLICATION CHECKLIST

- Completed application.
- Application fee and credentialing fee.
- I am submitting an application to place my credential on inactive status.

## OR

- I am submitting my application to return my credential to active status; I have included certificates of completion evidencing completion of my continuing education requirements and, if applicable, I have included a renewal application with the required documentation with the exception of the late processing fee.

***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 will not be processed and may be returned to me. I understand that I will be responsible for any late fees that may result. I understand that, while my credential is inactive, I may not assume or use any title, designation, or abbreviation likely to create the impression that I hold an active credential issued by the board, nor may I engage in real property appraisal practice or act as a credentialed real property appraiser.***

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date



I, \_\_\_\_\_, of \_\_\_\_\_, do hereby submit  
(Name) (City, State)

an irrevocable consent that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my activities as a real property appraiser.

\_\_\_\_\_  
Applicant's Signature Date

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed. An application not processed for any reason may be returned.
2. Along with the application, the following are also required to be included:
  - a. Check or money order for non-refundable fee(s):
    - i. If applying to place credential on inactive status, submit non-refundable application fee of \$100 and non-refundable inactive status credentialing fee of \$300.
    - ii. If applying to place credential on active status following a period of inactive status, submit non-refundable application fee of \$100.
3. Mail application and fee(s) to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963  
Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD, 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

## ADDITIONAL INFORMATION

- Inactive status may not exceed a period of two years.
- To return to active status during a period in which the credential holder has been granted inactive status, the credential holder is required submit this application indicating their intent to be granted active status, along with the appropriate fee of \$100.
- Upon returning to active status, a credential holder is required to include evidence that their continuing education requirements have been met. Credential holders in an inactive status are required to complete all required continuing education hours that would have been required if the credential holder had been in an active status for the entire period.
- Prior to reactivation, credential holders in an inactive status are required to complete all required continuing education hours that would have been required if the credential holder had been in an active status. The required hours are also required to include the most recent edition of a *7-Hour National USPAP Update Course* (or its AQB-approved equivalent), in accordance with the Appraiser Qualifications Board Real Property Appraiser Qualification Criteria effective January 1, 2022.
- If, while on inactive status, the credential holder's credential expires, an application for renewal is required to also accompany the application to return to active status, and all renewal qualifications are required to be met with the exception of the late processing fee. A credential holder is only eligible for a two-year renewal if the end of the renewal period will coincide with the end of a CE period.
- If the credential holder allows their two-year inactive status to lapse and the expiration date of their current credential has passed, the credential holder may reapply for credentialing as a real property appraiser, and meet all requirements in effect at the time that the application is submitted.
- Fee(s) associated with inactive/active status application: \$100
- Fee(s) associated with inactive status credentialing: \$300