



Nebraska Real Property Appraiser Board

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

Application Received \_\_\_\_\_

Board Number \_\_\_\_\_

Approval Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

**For Board Use Only**

## APPLICATION FOR SEVEN-HOUR SUPERVISORY APPRAISER AND TRAINEE COURSE

**INSTRUCTIONS:** *This application form must be used by the education provider applying for approval of a Seven-Hour Supervisory Appraiser and Trainee Course. Applicants should read carefully, Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below.*

### School / Provider Information

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. Fax: \_\_\_\_\_

5. E-Mail: \_\_\_\_\_

6. Contact Person: 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: \_\_\_\_\_

Contact Person Signature: \_\_\_\_\_

**Seven-Hour Supervisory Appraiser and Trainee Course Title**

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**Length (Hours):** \_\_\_\_\_

**Is this an:**     **In-class Activity**                       **Online/Correspondence Activity**

*(Any application deemed to be incomplete, will be returned)*

1. Is this a submission for approval of a new Seven-Hour Supervisory Appraiser and Trainee Course?  
 Yes, skip to Question 3     No
  
2. Is this a resubmission of an approved Seven-Hour Supervisory Appraiser and Trainee Course?  
 Yes                       No
  - a. What is the reason for resubmission?
    - There is a substantial change to the materials, presentation, or policies,
    - There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
    - One or more instructors are added or removed by the education provider,
    - The materials, theories, and/or methodologies are no longer current,
    - The course content and/or policies are no longer communicated to the credential holder(s) as presented to the Board for approval,
    - There is a change in the status of certification by the International Distance Education Certification Center, or
    - There is a change to a secondary provider's rights to the activity.
  - b. Is written explanation detailing the reason for the change included?  
 Yes                       No
  
3. If requesting approval as a secondary provider, were the rights to use the activity materials purchased or lawfully acquired from another education provider by the School/Provider listed on this Application?  
 Yes                       No
  - a. If the answer to #3 is yes, submit written evidence that the rights to the activity have been purchased or lawfully acquired

4. Any education provider applying for approval of a supervisory appraiser and trainee course must submit the following information with the completed application. For resubmissions of approved Activities, only the information that has changed since approval was granted by the Board must be included.

- Course Description
- Detailed Content Outline reflecting hours of credit per topic/category
- Learning Objectives
- All texts and materials used in teaching and used by the student
- A copy of the examination
- Proof of a written policy requiring instructor to meet the requirements of the Nebraska Real Property Appraiser Act and Title 298
- Proof of a written policy requiring attendance be verified in accordance with the Nebraska Real Property Appraiser Act and Title 298
- Proof of a written record retention policy
- A completed Instructor Approval Application for each instructor
- A document certifying completion will be issued to each attendee upon completion of a trainee and supervisory appraiser course. The document includes the name of education provider, signature of education provider and/or instructor, name of course as approved by the Board, location at which course was conducted or presentation method, date(s) the course was conducted, number of hours, pass or fail statement, and name of attendee
- A non-refundable \$25.00 application fee
- For Online Activities**, submit evidence that online activity is certified by the International Distance Education Certification Center (Secondary providers must have IDECC approval under own name)  
**And,**
- A written description of the mechanism(s) used to demonstrate the student's knowledge of the subject matter, and why the mechanism(s) are effective

All materials submitted to the Nebraska Real Property Appraiser Board related to an application for the Seven-Hour Supervisory Appraiser and Trainee Course are for Board use only and shall be retained by the Board.

**General Requirements**

1. The Board may at any time conduct an audit of any approved education activity to verify that activity is being conducted in accordance with the Act and this Title as approved by the Board. If requested, electronic access will be provided to the Board for any approved online education activity.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that activity and/or instructor(s) meets the requirements of the Act and this Title as approved by the Board.
3. Board approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider.
4. Education providers and instructors must comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer a qualifying or continuing education course or activity as being approved by the Board to an appraiser credentialed under the Real Property Appraiser Act, or an applicant, without first obtaining approval of the activity from the Board, except for courses required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(25).
6. Course Content must adhere to the requirements set forth in Chapter 6, Section 004.03 of Title 298 of the Nebraska Administrative Code.

***I hereby attest that I have included all required materials, comply with all the listed requirements, and completed the submitted application in its entirety. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned.***

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

\_\_\_\_\_  
Applicants Signature Date

## **Rescinding Approval**

1. The Board may rescind approval of an Seven-Hour Supervisory Appraiser and Trainee Course if the Board finds:
  - 1) Falsification of information submitted for activity approval,
  - 2) Substantial errors and/or deficiencies in the materials or presentation,
  - 3) The materials, theories, and/or methodologies are not current and/or practical,
  - 4) There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
  - 5) The instructor(s) responsible for the activity content and presentation is not approved by the Board,
  - 6) The activity has not been offered for a period of at least five years from the last date of completion submitted to the Board or the approval date if activity has not been offered,
  - 7) The activity content and/or policies are not communicated to the credential holder(s) as presented to the Board for approval, or
  - 8) A material violation of the Act or this Title by the education provider or instructor for the activity,
  - 9) A change in status of certification by the International Distance Education Certification Center, or
  - 10) There is a change to a secondary provider's rights to the activity.
  
2. If the Board finds reason to rescind its approval of a course, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the supervisory appraiser and trainee course. If approval is rescinded, the education provider may file a new application for approval of a supervisory appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

## **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 must also be included:
  - a. Check or money order for non-refundable \$25 application fee
  - b. All information requested in Question 4
  
3. Mail application, fee(s), and supporting documentation to:

NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963
  
4. Questions or concerns may be directed to Board staff at 402-471-9015 or [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov)