



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

Application Received: \_\_\_\_\_  
Board Number: \_\_\_\_\_  
Approval Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
**For Board Use Only**

## APPLICATION FOR CONTINUING EDUCATION RENEWAL

**INSTRUCTIONS:** *This application form must be used by the education provider applying for renewal of a continuing education activity. A separate application form must be filed for each continuing education activity submitted for renewal. 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: \_\_\_\_\_



3. Is a non-refundable \$10.00 application fee included?  
 Yes       No
4. Is a completed Instructor Approval Application for each instructor included with the application?  
 Yes       No
5. 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 #5 is yes, submit written evidence that the rights to the activity have been purchased or lawfully acquired
6. Is evidence being submitted that the Continuing Education activity is approved by The Appraiser Qualifications Board through its Course Approval Program?  
 Yes       No
- a. If the answer to #6 is yes, **submit the following information:**
- Evidence that the education activity is approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education
  - A document certifying completion will be issued to each attendee upon completion of any continuing education activity. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, number of hours, pass or fail statement, and name of credential holder, or be an official transcript from a university or college that includes the name of activity as approved by the Board, the number of credit hours awarded, and the name of the attendee
  - For Online Courses**, submit evidence that the online activity is certified by the International Distance Education Certification Center (Secondary providers must have IDECC approval under own name)

b. If the answer to #6 is no, **submit the following information:**

- Continuing Education 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 (if applicable)
- 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
- Except for activities provided by a university or college, a document certifying completion will be issued to each attendee upon completion of any continuing education activity which includes the name of education provider, signature of education provider and/or instructor, name of activity as approved by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, number of hours, pass or fail statement, and name of credential holder. A document certifying completion of an activity provided by a university or college will be an official transcript that includes the name of activity as approved by the Board, the number of credit hours awarded, and the name of the attendee
- For USPAP Update Activities**, submit a completed “7-Hour USPAP Course Checklist for AQB Equivalency Approval” as developed and published by The Appraisal Foundation
- 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 Continuing Education Activity are for Board use only and shall be retained by the Board.



### **Expiration and Rescinding Approval**

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval by the Board.
2. The Board may rescind approval of an qualifying education activity if the Board finds:
  - 1) Falsification of information submitted for activity approval,
  - 2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
  - 3) A change in status of certification by the International Distance Education Certification Center,
  - 4) Substantial errors and/or deficiencies in the materials or presentation,
  - 5) The materials, theories, and/or methodologies are not current and/or practical,
  - 6) 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,
  - 7) The instructor(s) responsible for the activity content and presentation is not approved by the Board,
  - 8) 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,
  - 9) The activity content and/or policies are not communicated to the credential holder(s) as presented to the Board for approval,
  - 10) A material violation of the Act or this Title by the education provider or instructor for the activity, or
  - 11) There is a change to a secondary provider's rights to the activity.
3. If the Board finds reason to rescind its approval of an activity, 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 approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, 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 \$10 application fee
  - b. Evidence that the course is AQB approved; **OR**
  - c. All information requested in Question 6
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)