



Application Received _____
Activity Number _____
Approval Date _____
<b>For Board Use Only</b>

## APPLICATION FOR QUALIFYING EDUCATION

**INSTRUCTIONS:** *This application form must be used by the education provider applying for approval of a qualifying education activity. A separate application form must be filed for each activity submitted for approval. Applicants should read carefully, Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below.*

### Education 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 activity, 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: \_\_\_\_\_

## QUALIFYING EDUCATION

### ACTIVITY

**TITLE:** \_\_\_\_\_

**Total 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 Qualifying Education activity?  
 Yes, skip to Question 3     No
  
2. Is this a resubmission of an approved Qualifying Education activity?  
 Yes                       No
  - a. What is the reason for resubmission?
    - There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    - There is a change in the status of certification by the International Distance Education Certification Center,
    - 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 activity content and/or policies are no longer communicated to the attendee(s) as presented to the Board for approval,
    - There is a change to a secondary provider's rights to the activity.
  - b. Is written explanation detailing the reason for change included?  
 Yes                       No
  
3. Is a non-refundable \$50.00 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 this a submission for a Qualifying Education activity approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program?  
 Yes             No
- a. If the answer to #6 is yes, **submit the following information:**  
**(All Core Curriculum must be AQB approved)**
- Evidence that the education activity is approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education
  - A document certifying completion will be issued to each attendee upon completion of any qualifying 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 attendee, 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 Activities**, submit evidence that 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:**

**All core curriculum courses** shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, **or** be included as curriculum in a bachelor's degree or higher program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation

- Qualifying Education Description
- Detailed Content Outline reflecting hours of credit per topic/category (Including Exam Length)
- Learning Objectives
- All texts and materials used in teaching and used by the student
- A copy of the examination  
**The Appraisal Foundation** USPAP final examination must be used for the fifteen-hour Uniform Standards of Professional Appraisal Practice course.
- Proof of a written policy requiring instructor(s) 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 qualifying 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 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)

All materials submitted to the Nebraska Real Property Appraiser Board of an application for Qualifying Education Activity are for Board use only. All materials submitted shall be retained by the Board.



## Rescinding Approval

1. 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) 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) 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,
  - 8) The instructor(s) responsible for the activity content and presentation is not approved by the Board,
  - 9) The activity content and/or policies are not communicated to the attendee(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.
2. 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 \$50 application fee
  - b. Evidence that the activity 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)