



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

Board Number: _____
Instructor Name: _____
Date Received: _____

For Board Use Only

APPLICATION FOR APPROVAL AS INSTRUCTOR FOR QUALIFYING EDUCATION ACTIVITY, CONTINUING EDUCATION ACTIVITY, OR SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE IN NEBRASKA

This application must be used by an education provider applying for approval of an instructor of a continuing education activity, qualifying education activity, supervisory real property appraiser and trainee course, or a resubmission of any such approved activity. A separate application form must be filed for each instructor 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. Any application deemed to be incomplete may be returned.

EDUCATION PROVIDER INFORMATION

Education Provider Name: _____

Contact Person Name: _____
Last First Middle

Email Address Area Code + Phone Number

ACTIVITY INFORMATION

Activity Title: _____

The submission is a: ☐ New Activity ☐ Resubmission of an Approved Activity

The activity is being submitted for approval as:

- ☐ Fifteen-hour National USPAP Course ☐ Seven-hour National USPAP Update Course
☐ Supervisory Real Property Appraiser and Trainee Course ☐ Other continuing education or qualifying education activity

If *New Activity* is selected for submission type, proceed to INSTRUCTOR APPLICANT INFORMATION.

If *Resubmission of an Approved Activity* is selected under submission type, the reason for resubmission is:

- ☐ There is a change in the status of instructor's certification as an AQB Certified USPAP Instructor, or change in the status of approval of the activity, by the Appraiser Qualifications Board of The Appraisal Foundation.
☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005.01 under which an instructor was approved.
☐ There are substantial changes to the activity materials, presentation, or policies; or the activity materials, theories, and/or methodologies are no longer current.
☐ The activity content and/or policies are no longer communicated to the attendee(s) as approved.
☐ There is a change to a secondary provider's rights to the activity.
☐ One or more instructors are added or removed by the education provider.

INSTRUCTOR APPLICANT INFORMATION

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

Instructor Applicant Name:

Last

First

Middle

Address:

PO Box or Street Number

City

State

Zip Code + 4

Email Address

Area Code + Phone Number

Highest level of education:

☐ High School Diploma or equivalency ☐ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree or higher

Field of Study for Associate's Degree, Bachelor's Degree, or Master's Degree or higher: _____

Has the instructor applicant been convicted of a felony? ☐ Yes ☐ No

If the instructor applicant has been convicted of a felony, have their civil rights been restored? ☐ Yes ☐ No ☐ N/A

Is the instructor applicant a state-certified appraiser in Nebraska or any other jurisdiction? ☐ Yes ☐ No

Number of years of real property appraisal practice experience the instructor has directly related to the subject matter being taught: _____

Has the instructor applicant been the subject of disciplinary action by the State of Nebraska or by any other appraiser credentialing jurisdiction within the past three years? ☐ Yes ☐ No

APPLICATION CHECKLIST

All materials submitted for an Application for Approval as Instructor for Qualifying Education Activity, Continuing Education Activity, or Supervisory Real Property Appraiser and Trainee Course are for Board use only and shall be retained by the Board.

- ☐ Completed application.
- ☐ Written evidence of the instructor applicant's qualifications related to the activity for which approval is requested.

AND if *Fifteen-hour National USPAP Course, Seven-hour National USPAP Update Course, or Supervisory Real Property Appraiser and Trainee Course* is selected under ACTIVITY INFORMATION:

- ☐ Evidence that the instructor applicant is an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation, **AND**
Evidence of instructional background in real property appraisal practice education.

AND if the instructor applicant has been the subject to disciplinary action by the State of Nebraska or any other appraiser credentialing jurisdiction within the past three years:

- ☐ Documentation regarding the disciplinary action, including convictions, orders, and/or settlement agreements, **AND**
A brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction.

GENERAL REQUIREMENTS

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. 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 the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. 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 will 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 activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities 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(21).
6. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in appraisal practice; valuation methodology and/or techniques; market fundamentals, characteristics, conditions and analysis; real property concepts, characteristics and analysis; communication; computation; and/or legal considerations, does not meet the requirements for approval as a continuing education activity.

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

Instructor Applicant Signature Date

EXPIRATION AND RESCINDING OF INSTRUCTOR APPROVAL

1. Approval as an instructor for an activity shall expire on the same date the activity is no longer approved.
2. The Board may rescind approval of an instructor for an activity if the Board finds:
 - 1) Falsification of information submitted for activity and/or instructor approval,
 - 2) A change in the status of instructor's certification as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation if certification is required for instructor approval,
 - 3) A change in the instructor's qualifications, as specified in 298 NAC, Chapter 6, § 005.01, under which he or she was approved as an instructor for an activity,
 - 4) A change in the status of approval of the activity by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
 - 5) Substantial errors and/or deficiencies in the materials or presentation of activity,
 - 6) The materials, theories, and/or methodologies of activity are not current and/or practical,
 - 7) The activity content and/or policies are not communicated as approved,
 - 8) A material violation of the Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
 - 9) A change to a secondary provider's rights to the activity.
3. If the Board finds reason to rescind its prior approval of an instructor, the Board will provide written notice to the education provider that includes a description of 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 instructor. If approval is rescinded, the education provider may file a new application for instructor approval, 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 incomplete and may be returned.
2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.
3. Mail application, fee, 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.