



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

Check Number:
ASC National Registry Checked:
Education Reviewed:
Database Updated:
Credentialing Card Issued:
<b>For Board Use Only</b>

## 2022-23 APPLICATION FOR TWO-YEAR RENEWAL OF NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

### PRE-ACKNOWLEDGEMENT

I understand that I am required to have completed the required two years of my continuing education cycle to be eligible for renewal. If I have not completed the required 28 continuing education hours prior to submitting my renewal application, my application will not be processed. I understand that an application that is not processed may be returned to me. I understand that I will be responsible for all late processing fees incurred after November 30, 2021.

### RANDOM CRIMINAL HISTORY RECORD CHECK PROGRAM FEE

\$10 (Fee due even if you were not randomly selected to submit fingerprints with your application.)

### LATE PROCESSING FEE (If submitting renewal application after November 30)

\$25 per month or portion of a month

**Each successfully renewed credential holder will receive access to a free, one-time digital download of the 2020-21 edition of USPAP.**

### APPLICATION INFORMATION

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

County of Business (Resident credential holders only. List one Nebraska county only for Appraiser Listing search results.): \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board’s website at <https://appraiser.ne.gov/>.

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, if different: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

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

## EDUCATION QUESTIONS

If the answer to any of the following questions is “no,” your application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. Please note that registration for and/or intention to take a course at a future date does not satisfy the requirement for an education course.

1. Have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?  
 YES  NO
2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?  
Date last USPAP Update completed (month, year): \_\_\_\_\_  YES  NO

## DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?  
 YES  NO  
*If your answer to No. 1 above is yes, have your civil rights been restored?*  
 N/A  YES  NO
2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application?  
 YES  NO
3. Have you been convicted of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application, including a conviction based upon a plea of guilty or nolo contendere?  
 YES  NO
4. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?  
 YES  NO
5. Are there any criminal charges pending against you at this time, or have you been convicted of a misdemeanor criminal offense within the five-year period immediately preceding the date of application?  
 YES  NO
6. Have you surrendered a Nebraska appraiser credential, or an appraiser credential or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**  
 YES  NO
7. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended with the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**  
 YES  NO

8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the three-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**
- YES     NO
9. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?
- YES     NO

***If you answered yes to any of the above questions 1 through 9, provide 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. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency.***

## APPLICATION CHECKLIST

1.  Completed application form signed on pages 3, 4, and 5.
2.  All required education certificates for renewal of your credential are attached, have been submitted through the Education Submission Portal in Appraiser Login, or have already been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). **If the certificates are not attached, submitted through the Education submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**
3.  \$10.00 random fingerprint program fee. *The random fingerprint program fee is required regardless of whether you have been selected to submit fingerprint cards.*
4.  I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on \_\_\_\_\_. Signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is attached. **OR**  
 I was **not** notified of selection for criminal history record check
5.  I am submitting my application for renewal to be postmarked on or prior to November 30, 2021. **OR**  
 I am **not** submitting my application for renewal postmarked on or before November 30, 2021. I understand that my application is required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late processing fees. *A \$25 per month late processing fee is charged for each month or portion of a month past the November 30, 2021 renewal deadline.*

***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. I understand that an application not processed for any reason may be returned to me. I understand that I will be responsible for any late processing fees that may result.***

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

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

\_\_\_\_\_  
Date



## UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States of America

**OR**

I am a qualified alien under the federal Immigration and Nationality Act. *Include a copy of your USCIS documentation.*

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

***I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.***

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

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

## LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

### MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: \_\_\_\_\_

### AFFIDAVIT OF APPLICANT

The foregoing statements are made for the purpose of procuring a Nebraska Trainee Real Property Appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a Trainee Real Property Appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

I attest that I am at least 19 years of age.

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

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.



I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

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

\_\_\_\_\_  
Date

## DIRECTIONS

1. Complete entire application. If required information is not provided, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following documentation is also required to be included:
  - a. Check or money order for non-refundable random fingerprint program fee (due even if you were not randomly selected to submit fingerprints with your application) and any applicable late processing fee.
  - b. All copies of certificates for education activities required of the applicant not submitted through the Education Submission Portal in Appraiser Login or previously provided to and approved by the NRPAB.
  - c. Two sets of fingerprints. *Only required if you were notified by the NRPAB to submit fingerprint cards.* The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old. If fingerprints are being submitted electronically, the NRPAB ORI Number is NB920183Z, and the reason fingerprinted is AREN – 76-2233.02 Appraiser Credential Renewal.

If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/> (click 2022-2023 Renewal Applications link located in menu box on right side of page).

3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963  
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board Staff at 402-471-9015 or [nrpab.renewals@nebraska.gov](mailto:nrpab.renewals@nebraska.gov).

## ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, will remain in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 2021.
- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. Qualifying education, as approved by the board, successfully completed by a credential holder to fulfill the class-hour requirement to upgrade to a higher classification than his or her current classification, will be approved by the board as continuing education. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.
- If any continuing education credit hours being submitted were completed outside of the State of Nebraska, the activity is required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed (jurisdiction of legal residency for online or correspondence activities). If approval cannot be verified, your application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
- The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed after July 1 begins with the next January 1 following the issuance of a credential.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board.
- If all requirements for renewal are not met by November 30, 2021, the credential holder has until July 1, 2022 to meet the requirements. A late processing fee of \$25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2021. The Board's staff will utilize postmark dates to determine late processing fees.
- If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint-based criminal history record check, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions are required to accompany your renewal application. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/>. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check will be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board. If fingerprints were requested and not submitted the application will be considered invalid and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.