



Credential Renewal Questions and Answers

- **“I log in and everything is blank.”**
 - Most of the time this issue is occurring because the password is being entered incorrectly. If you have forgotten your password, you may contact the Board’s office to obtain that information. Once you log in, you may change your password.
 - Occasionally there are issues with appraisers using a different email than the one that was shown on an application for credentialing. If you need to update your email, please submit an Appraiser Information Change Form to the Board’s office to have this change made for you.

- **“Where can I find what I need to take for education?”**
 - Appraiser Login is found on the Board’s website, <https://appraiser.ne.gov/>. Directly under the Nebraska Real Property Appraiser Board banner, click the Appraiser Login link. You will need your email, last 4 digits of your SSN, and password. If you have not changed your password, it will likely be your last name in all lowercase letters.
 - The website will provide you with information such as your continuing education period, next USPAP update year, and all continuing education you have submitted to the Board’s office for approval.

- **“MY CE period is 2019-2020; what do I need by this year to renew?”**
 - The 2019-2020 period indicates that an appraiser has until the end of the 2020 year to complete that education. The exception to this rule is that if the USPAP Update is due, it is required to be completed before December 31 of the year it is due, regardless of the CE period. The USPAP Update is to be completed at least once every two years. For example, an appraiser with a latest USPAP from 2017 will be due for the update before December 31, 2019. Certificates of completion for the USPAP Update are required to be submitted with any application for renewal submitted in the year they were taken, even if it is not the second year of the CE period and no other CE certificates are due with the application.

- **“I see provider X is having a 15-Hour USPAP course in September, can I take it instead of my 7-Hour USPAP Update course?”**
 - No, the reason for this is that the 15-hour course is more general and geared toward teaching the basics to those who are new to the appraisal industry. The Update courses spend significant time dealing with changes to USPAP and common problems that are arising. It is the Board’s opinion that these changes and issues are the purpose of the update requirement.

- **“I already have all of my education completed for this cycle; can I take course X this month and use it toward my 2020-2021 cycle?”**
 - No. Excess credits, or those credits used to make up required CE from a previous cycle, may not be used for another continuing education cycle.

- **“I don’t know which classes are being offered in my area.”**
 - A list of upcoming continuing education activities is provided on the Board’s website. This list includes only activities reported to the Board by providers. The list is found at <https://appraiser.ne.gov/>. On the right hand side of the page, click on Education, then click on Upcoming Qualifying and Continuing Education Activities (pdf). Online activities can be found by clicking on the Approved Education Activities link in the menu at the top of the page.

- **“How many credits of online education can I take?”**
 - Each continuing education period, a credential holder is required to satisfactorily complete 28 hours of continuing education. All 28 hours may be completed online.

- **“Am I required to complete my education in Nebraska, or can I take courses out of state?”**
 - The Board accepts education taken in other jurisdictions if the activity is approved by the appraiser credentialing authority in that jurisdiction as continuing education. In order to receive credit, an appraiser is required to furnish a document of completion for the course that affirms successful completion of the activity.

- **“I need my credentialing card, but I don’t know how to get it.”**
 - Appraisers are sent a postcard detailing how to obtain their credentialing card; they do not receive a credentialing card from the Board’s office. Go to the website, <https://appraiser.ne.gov/>, click Appraiser Login, and enter your email, last 4 digits of your SSN, and password. You can download your current credentialing card in this interface.

- **“Is there only a one-year renewal?”**
 - It depends on your education cycle. You can renew for either one or two years as long as you are not in the middle of your CE cycle. If your CE period is 2019-2020, you may only renew for one year. If your CE cycle is 2018-2019 or 2020-2021 (new credential), you may renew for either one year or two years.

- **“How much do I have to pay for renewal?”**
 - 1-year renewals are \$320 (\$275 credentialing fee, \$40 federal registry fee, and \$5 random fingerprint program fee).
 - 2-year renewals are \$640 (\$550 for two credentialing fees, \$80 for two federal registry fees, and \$10 for two years’ random fingerprint program fees).
 - 2-year Trainee credential renewals are \$10 (two years’ random fingerprint program fees)

- **“When do I renew?”**
 - Renewal applications are due by November 30 of the year the credential expires. If applications are not received by that time, appraisers can still renew until July 1 of the following year. Beginning December 1, a \$25 late fee per month, or portion of a month, is required to be paid in addition to the credentialing, federal registry, and random fingerprint program fees.