



Real Property Appraiser Credential Renewal Questions and Answers

- **“I can’t log in.”**
 - If you have not created a Centurion UserID and password, email nrpab.appraiserlogin@nebraska.gov or call 402-471-9015 to request a Centurion invitation.
 - If you have created a Centurion UserID and password, but are not able to find or click the [Appraiser Login](#) link on the Centurion Welcome page, call 402-471-9015 for assistance in “hooking” your Centurion UserID to your Appraiser Login.
 - If you have forgotten your Centurion password, go to the Board’s website, <https://appraiser.ne.gov/>, click [Appraiser Login](#) at the top of the page, click [Log in via Centurion](#), enter your Centurion Username, and click [Forgot Password](#). The access email will be sent to the email account you used to set up your Centurion UserID. If you don’t know which email account that is, or you no longer have access to the email account, call 402-471-9015.
 - If you have forgotten your Centurion UserID, email nrpab.appraiserlogin@nebraska.gov or call 402-471-9015 to request that information. Board staff can see your UserID but not your Centurion password.

- **“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, then click [Log in via Centurion](#). (If you are unable to log in via Centurion, see the steps above for “I can’t log in.”)
 - In Appraiser Login, click the [Education](#) link on the left side of the page. The Education page will show your continuing education period, next 7-Hour USPAP Update Course year, CE hours remaining in your current CE period, and all continuing education activities you have submitted to the Board’s office for approval in the current CE period. The Hours Remaining total will include hours submitted but not yet approved by Board staff. Click the [Education History](#) link to see all activities submitted since the online education submission portal became active.

- **“MY CE period is 2021-2022; what do I need by this year to renew?”**
 - The 2021-2022 period indicates that a real property appraiser has until the end of the 2022 year to complete that education. The exception to this rule is that if the 7-Hour USPAP Update Course is due, it is required to be completed before December 31 of the year it is due, regardless of the CE period. The 7-Hour USPAP Update Course is to be completed at least once every two years. For example, a real property appraiser with a latest 7-Hour USPAP Update Course from 2019 will be due for the course before December 31, 2021. Certificates of completion for the 7-Hour USPAP Update Course 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 2022-2023 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. Go to <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 using the Approved Education Activity Search link in the menu at the top of the page. Select Online in the Class Type dropdown menu and click Search to see a list of approved online activities. You can sort the list by provider or by activity name by clicking on those tabs at the top of the list of activities found. If you want to see all approved education activities, click Search without filling out any of the fields.

- **“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, a real property 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.”**
 - Go to the Board’s website, <https://appraiser.ne.gov/>, click Appraiser Login, and log in via Centurion. (If you are unable to log in via Centurion, see the steps above for “I can’t log in.”) Click on the Credential link. You can download your current credentialing card and your renewal credentialing card in this interface. You may also call 402-471-9015 and request that Board staff email your credentialing card to you.

- **“Is there only a one-year renewal?”**
 - It depends on your continuing education cycle. You can renew your real property appraiser credential for either one or two years as long as you are not in the middle of your CE cycle. *If your CE period is 2021-2022, you may only renew for one year.* If your CE period is 2020-2021 or 2022-2023 (new credential issued 7/1/2021 or later), you may renew for either one year or two years.

- **“How much do I have to pay for renewal of my credential?”**
 - 1-year credential renewals are \$320 (\$275 credentialing fee, \$40 federal registry fee, and \$5 random fingerprint program fee).
 - 2-year credential renewals are \$640 (\$550 for two years’ credentialing fees, \$80 for two years’ federal registry fees, and \$10 for two years’ random fingerprint program fees).
 - 2-year trainee real property appraiser credential renewals are \$10 (two years’ random fingerprint program fees).
 - Late processing fee is \$25 for each month or portion of a month the application is postmarked, hand-delivered, or submitted online on or after December 1, 2021. (Late processing fee for new credentials issued after November 1, 2021 starts with applications postmarked, hand-delivered, or submitted online on or after January 1, 2022.)

- **“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, real property 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.
 - The online renewal is available in Appraiser Login July 1 of the year the credential expires. First click the [Contact Information](#) link and review and update your contact information as needed. Click on the [Education](#) link and submit any required education activity certificates of completion using the [Upload Completed Activity Certificate for Approval](#) link. Click the [Renew Credential](#) link, answer all of the questions and upload required documents, and pay using a savings or checking account routing number and account number.
 - PDF renewal forms will be available after July 1 on the Board’s website <https://appraiser.ne.gov/>, by clicking the [2022-23 Renewal Applications](#) link in the box on the right side of the page. PDF forms must be completed, printed out, and submitted by mail with a check or money order, or in person with cash, check, or money order (exact amount only, the Board does not have change available).

- **“Since USPAP was not updated, do I have to take the 7-Hour USPAP Update Course if I have already taken the course for the 2020-21 edition of USPAP?”**
 - Yes. A new 2022-2023 7-Hour National USPAP Update Course (and its AQB-approved equivalents) is currently being written by the Appraisal Standards Board of The Appraisal Foundation and will be released on October 1, 2021. The 2022-2023 course does not contain the same course materials as the 2020-2021 course. If your next 7-Hour USPAP Update Course is due in 2022 or 2023, you must still complete the required 7-Hour USPAP Update Course for the 2020-21 edition of USPAP.