

NEBRASKA REAL PROPERTY APPRAISER CONTINUING EDUCATION REQUIREMENTS

Effective July 1, 2021

Real Property Appraiser Credential Renewal

All current credentials issued under the Nebraska Real Property Appraiser Act, other than temporary permits, will remain in effect until December 31 of the designated year. The application for renewal, along with evidence of continuing education completion (if applicable), and two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions (if requested) is due to the Board's office no later than November 30 of the designated year. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing a credential for a two-year period.

Please note the following:

- If a credential holder was awarded his or her initial credential prior to July 1 of the current year, his or her continuing education period begins in the year of issuance and ends December 31 of the next year. If a credential holder was awarded his or her initial credential after July 1 of the current year, his or her continuing education period begins January 1 of the next year. Only the application for renewal is due to the Board's office by November 30 for any credential holder awarded his or her credential during the current year.
- If a credential holder is in the first year of his or her continuing education cycle and he or she was required to complete the 7-Hour USPAP course before December 31 of the year in which he or she is submitting a renewal application, he or she is required to submit a copy of the certificate of completion for the 7-Hour USPAP Update with a renewal application, or through the Education Submission Portal in Appraiser Login in the year in which the course was required (if not previously submitted to and approved by the NRPAB).

If all required information is not received at the Board's office postmarked by November 30, 2021 for paper real property appraiser renewal applications, or date stamped by November 30, 2021 for online real property appraiser renewal applications, a credential holder will have until July 1, 2022 to meet the requirements. A late processing fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2021. If a credential holder obtained his or her credential at the current level on or after November 1, 2021, the late processing fee does not apply until January 1, 2022. With the exception of a credential holder who obtained his or her credential at the current level after November 30, 2021, but before January 1, 2022, all paper real property appraiser renewal applications received postmarked after November 30, 2021, and all online real property appraiser renewal applications received date stamped after November 30, 2021, will be subject to executive and/or Board review. If an application is incomplete, or the required continuing education documentation has

not been provided to the Board, the application will not be processed. An application not processed for any reason may be returned.

The Board may adopt a program of continuing education for individual credentials as long as the program is compliant with the Appraiser Qualifications Board's criteria specific to continuing education.

The Education Activity Search (link located at the top of the home page of the Board's website at <https://appraiser.ne.gov/>) can be used to find online and classroom activities approved by the Board to meet the continuing education requirements. A calendar of upcoming classroom activities (as reported to the Board) is also available. Click the Education link in the box on the right-hand side of the home page. On the Education page, click the Upcoming Qualifying and Continuing Education Activities (pdf) link.

Continuing Education Hours

1. A credential holder is required to satisfactorily complete at least 28 hours of continuing education during his or her designated two-year continuing education period.
2. The required continuing education hours, with the exception of the 7-Hour USPAP Update Course, may be completed at any time during the two-year continuing education period.
3. Each Continuing Education activity is required to be at least 2 hours in length (1 hour = 50 minutes of course instruction).

Online Continuing Education

1. All 28 hours of continuing education, including the 7-Hour USPAP Update Course, may be taken online.
2. All online activities are required to conform with AQB criteria pertaining to online delivery.

Approved Continuing Education Activities

1. All continuing education activities, with the exception of those taken in another jurisdiction, are required to be approved by the Board, and to contribute to the maintenance and improvement of the quality of real estate appraisal service provided to the public.
2. Continuing education credit will be awarded for any education activities sponsored or conducted by the Board.
3. Continuing education credit will be awarded for any qualifying education taken to fulfill the class-hour requirement to upgrade to a higher classification, and continuing education credit will be awarded for any qualifying education taken not to fulfill the class-hour requirement to upgrade to a higher classification if examination is completed.
4. No more than fourteen hours may be awarded as continuing education in each two-year continuing education period for participation, other than as a student, in appraisal educational processes and programs, which includes teaching, program development, authorship of textbooks, or similar activities that are determined by the Board to be equivalent to obtaining continuing education. No preapproval will be granted for participation in appraisal educational processes or programs.
5. Continuing education credit will be awarded for any Board-approved supervisory appraiser and trainee course successfully completed by a certified real property appraiser for approval as a supervisory appraiser no more than once during each two-year continuing education period.
6. Continuing education hours will not be awarded for the following activities:
 - Those that are specifically examination preparation in nature
 - Those that deal with office or business skills, such as typing, speed reading, memory improvement, body language, motivation, and similar activities
 - Those which are completed by a challenge examination (testing out of the activity)
 - Meetings held in conjunction with an appraisal firm's general business
 - Orientation courses
7. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course and any activity approved by the Board on an annual basis in which the content changes on an annual basis, any education activity of the same content, or in the opinion of the Board is indistinguishable in content, cannot be used towards meeting the continuing education requirements within the same two-year continuing education period.

8. The 7-Hour USPAP Update Course or the 7-hour Instructor Recertification course is required to be completed at least once every two years from the time the course was last completed (e.g. USPAP Update taken July 1, 2017. Two years from this date is July 1, 2019. USPAP Update is required to be completed before January 1, 2020). The 4-hour Instructor Recertification course does not fulfill the 7-hour USPAP Update requirement.
9. Continuing education credit will be awarded for participation, other than as a student, in appraisal education processes and programs. Evidence is required to include a written description of the process or program and the credential holder's participation, along with any documents supporting the credential holder's participation, which may include, but is not limited to, documentation showing hours of instruction and evidence of activity offering, program documents developed by the credential holder with evidence supporting credential holder's participation, and/or credit awarded for authorship or participation in publication.
10. Any education activity successfully completed to make up a deficiency of the continuing education requirements in a two-year continuing education period may not be used toward the continuing education requirements in the subsequent continuing education period.

Continuing Education Activities Completed in Another Jurisdiction

1. Continuing education activities completed in another jurisdiction may be accepted by the Board if the activity is approved by the appraiser credentialing authority in that jurisdiction as continuing education. Continuing education activities completed online must be approved by the appraiser credentialing authority in the jurisdiction of legal residency for acceptance if the activities are not already approved in Nebraska at the time they were completed.
2. All activities are required to meet the continuing education requirements of Nebraska to be accepted by the Board.
3. A Nebraska credentialed real property appraiser is required to furnish a document of completion for the course that affirms successful completion of the activity.

Submitting Completion Documents for Continuing Education Credit in Appraiser Login

When an appraiser submits evidence of completion of an education activity through Appraiser Login for credit, Board staff receive a notice to review the activity (evidence of completion may be submitted at any time). Staff may choose to approve the activity, deny the activity, or hold decision on the activity. The appraiser receives an email from ocio.nrabNoReply@nebraska.gov, Subject: Completed Activity Certificate Review, that indicates that the request for education credit for the activity was approved, denied, or another action was taken. The message will also include the reason for the action, and any steps required by the appraiser to resolve the matter (if applicable).

Once an education activity submission is approved, and the appraiser receives an approval email, the activity appears on the “Education for Current CE Period” log. There is also a hyperlink at the bottom of this section to show all education history for activities submitted and approved through the Education Submission Portal. Please note that the education history prior to the implementation of the portal is no longer in the system. Appraisers may contact the Board’s office to obtain a historic record of prior continuing education activity submissions.

Log into Appraiser Login, click the “Education” button, then click the blue “Upload Completed Activity Certificate for Approval” button:

Nebraska Real Property Appraiser Continuing Education Requirements
 CE Period: 2020-2021
 7-Hour USPAP Update (Required every two years): 2023
 CE Hours Remaining: 14

Upload Completed Activity Certificate for Approval

Education for Current CE Period								
Name ↕	Number ↕	Hours	Provider Name ↕	Activity Completed Date ↕	CE Period ↕	Approved Date ↕	Status ↕	Education Type ↕
2018-2019 7-Hour Equivalent USPAP Update	2182132	7	Moore Group	02/02/2021	2020-2021	02/02/2021	Approved	
Appraisal of Land Subject to Ground Leases	2142448	7	McKissock	03/24/2021	2020-2021	03/24/2021	Approved	

[Education History](#)

Enter the education activity by searching for and selecting the provider name first, and then the activity name. After selecting the activity, enter the date on which the activity was completed and upload a copy of the evidence of completion document. The Education Activity Number is not required. If you have difficulty submitting an activity, leave the Education Activity Number field blank.

The "Out of State" checkbox is to be used for the submission of an education activity:

1. Physically completed in a state other than Nebraska, or
2. Completed online or by correspondence if the education activity is not already approved by the Nebraska Real Property Appraiser Board.

An education activity will be denied for not meeting the requirement in N.R.S. § 76-2236 (3), if:

1. An education activity physically completed outside of the State of Nebraska is not approved for continuing education credit by the appraiser credentialing authority of the jurisdiction in which the activity is completed at the time of completion; or
2. An education activity completed online or by correspondence, not approved by the Nebraska Real Property Appraiser Board, is not approved for continuing education credit by the appraiser credentialing authority of the jurisdiction in which the credential holder is a legal resident at the time the activity is completed.

Add Activity

Provider:

Activity:
Select Activity after Provider is selected.

Education Activity Number:

Date Activity Completed: *

Out of State:

Upload Certificate: *

[Return to your Profile](#)

If you are unable to complete submission of an education activity, please contact the Board's office by email at nrpab.education@nebraska.gov or by phone at 402-471-9015.

To submit continuing education activities completed outside of the State of Nebraska, check the "Out of State" box and upload the evidence of completion. The "Out of State" checkbox is to be used *only* to submit an education activity completed in a state other than Nebraska. If this option is used for an education activity completed within the State of Nebraska that is not found through the Provider and Activity lists, the request for credit may be denied.

For questions about or problems with the Education Submission Portal, contact the Board's office by email at nrpab.education@nebraska.gov, or by phone at 402-471-9015.

Evidence of completion of education activities received by mail, email, or fax will be entered by Board staff, and will appear in the Education for Current CE Period and Education History sections of the education page in Appraiser Login. The appraiser will receive an email from ocio.nrabNoReply@nebraska.gov, Subject: Completed Activity Certificate Review.

- Mail: NRPAB, PO Box 94963, Lincoln NE 68509-4963 (street address: 301 Centennial Mall South, First Floor, Lincoln NE 68509-4963)
- Email: nrpab.education@nebraska.gov
- Fax: 402-471-9017