Nebraska Real Property Appraiser Board

500 S 16th Street, Suite 202
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Board Number: _____
Date Received:

For Board Use Only

APPLICATION FOR RENEWAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

This application is to be used by an education provider applying for renewal of an active continuing education activity. Except for the seven-hour Uniform Standards of Professional Practice Continuing Education course, the seven-hour valuation bias and fair housing laws and regulations course, and the four-hour valuation bias and fair housing laws and regulations course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity expires on the date five years after the date of approval. An education provider may renew a continuing education activity not required to be resubmitted as specified in 298 NAC Chapter 6, § 003.03A. A separate application form must be filed for each continuing education activity submitted for renewal, and the application must be postmarked prior to the date of expiration. Applicants should carefully read 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)

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Continuing Education Activity Information

Activity Title: _____

Activity Length (Hours): _____

Nebraska Continuing Education Activity Approval Number: _____

Activity Expiration Date: _____

Activity Setting: ☐ Classroom ☐ Synchronous ☐ Asynchronous ☐ Hybrid

Synchronous educational offering means, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting. Asynchronous educational offering means the instructor and students' interaction is non-simultaneous, and the student progresses at their own pace and follows a structured course content and quiz/exam schedule.

Application Checklist

All materials submitted to the Board related to an Application for Renewal as a Continuing Education Activity are for Board use only and shall be retained by the Board.

General

Required for all renewal of all continuing education activities.

☐ Completed application.

☐ Non-refundable $20.00 application fee.

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 distance education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity. At the Board's request, a transcript of the distance education activity must be provided to the Board.
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. The expiration date for any continuing education activity will remain the same as approved under the previous 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).

I hereby attest that I understand the GENERAL REQUIREMENTS listed above, and that none of the following has taken place since approval was initially granted by the Board:

- A change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.
- A substantial change to the materials, presentation, or policies.
- A change in the qualifications as specified in 298 NAC Chapter 6, §005 for any instructor.
- One or more instructors were added or removed by the education provider.
- The materials, theories, and/or methodologies are no longer current.
- The activity content and/or policies are no longer communicated or administered as approved.
- A change in the status of qualifications specified in NAC 298 Chapter 6, § 001.15 under which a distance education activity was approved,
- A change to a secondary provider's rights to the activity.

Print Name: _____ _____ _____

Last First Middle

_____ _____

Signature Date

Expiration and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Continuing Education Course, and the four-hour valuation bias and fair housing laws and regulations course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:
    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in 298 NAC Chapter 6, § 001.15 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in 298 NAC Chapter 6, § 005,
    7) The activity content and/or policies are not communicated or administered 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) There is a change in the secondary provider's rights to the activity.
3. If reason to rescind its approval of an activity is found, a written notice shall be made to the education provider that includes a description of the reason(s) for rescinding approval. The education provider has sixty (60) days from the date of notice to provide a written response. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, or no response is received, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.
4. Nothing in 298 NAC Chapter 6 may be construed to preclude education providers from surrendering approval of education activities.

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

    Deliver to (FedEx or UPS):
    NEBRASKA REAL PROPERTY APPRAISER BOARD
    500 S 16TH ST STE 202
    LINCOLN NE 68508

4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.