

**NOTICE OF PUBLIC MEETING**  
**Thursday, June 20, 2019, 1:00 p.m.**  
**Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building**  
**301 Centennial Mall South, Lincoln, Nebraska**  
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**AGENDA**

- A. Opening 1:00 p.m.**
- B. Notice of Meeting (Adopt Agenda)**
- C. Chair’s State of the Board Report**
- D. Director’s Comments**
- E. General Public Comments**
- F. Review of 2018-19 Strategic Planning Goals and Objectives** ..... 1-2
- G. Compliance**
  - 1. Review of Enforcements/Investigations ..... 1-4
  - 2. Enforcement of Real Property Appraiser Act
    - a. Subject Matter Expert Services Agreement ..... 5-11
    - b. Hearing Officer Services Agreement ..... 12-15
    - c. Subject Matter Expert Qualifications ..... 16
  - 3. Enforcement of Appraisal Management Company Registration Act
  - 4. Investigative Processes and Procedures (Title 298 – Ch. 8)
  - 4. Forms
    - a. Grievance Against Appraiser  
<http://appraiser.ne.gov/docs/pdf/filegrievance.pdf>
    - b. Grievance Against AMC  
[http://appraiser.ne.gov/Enforcement/pdf/AMC\\_Grievance\\_form.pdf](http://appraiser.ne.gov/Enforcement/pdf/AMC_Grievance_form.pdf)
  - 6. Short and Long Term Goals and Objectives
- H. Credentialing and Registration**
  - 1. Review of Current Credential Holders/AMC Registrations ..... 1-7
  - 2. Review of Credential Holder Renewals ..... 8
  - 3. 2019-22 Credential Holder/AMC Registration Projections ..... 9-11
  - 4. Real Property Appraisers Credentials
    - a. General Discussion
      - i. Trainee Courtesy Review ..... 12
      - ii. Exemption From Appraisals of Real Estate Located in Rural Areas ..... 13-14
      - iii. Applicant Appraisal Review Services Agreement ..... 15-21
    - b. Real Property Appraiser Qualifications
    - c. Real Property Appraiser Credential Renewal
    - d. Supervisory Appraiser
      - i. Possible Incentives for Supervisory Appraiser
      - ii. Supervisory Appraiser and Trainee Course Requirements (See P.4)

- e. Processes and Procedures
  - i. Credentialing through Education, Experience, Education (Title 298 – Ch. 2)
  - ii. Credentialing through Reciprocity (Title 298 – Ch. 3)
  - iii. Renewal of Active Credential (Title 298 – Ch. 4)
  - iv. Inactive Status (Title 298 – Ch. 5)
- f. Forms
  - i. Application for Nebraska Real Property Appraiser Credential  
([http://appraiser.ne.gov/residential\\_forms/pdf/NebraskaResidentApp.pdf](http://appraiser.ne.gov/residential_forms/pdf/NebraskaResidentApp.pdf))
  - ii. Application for Real Property Appraiser Credential by Reciprocity  
([http://appraiser.ne.gov/reciprocity/docs/Reciprocity\\_Application.pdf](http://appraiser.ne.gov/reciprocity/docs/Reciprocity_Application.pdf))
  - iii. Application for Trainee Real Property Appraiser Credential  
([http://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Trainee%20Application.pdf](http://appraiser.ne.gov/Appraiser_Credentialing/pdf/Trainee%20Application.pdf))
  - iv. Application for Registration as Supervisory Appraiser  
([http://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Supervisory\\_Appraiser\\_Application.pdf](http://appraiser.ne.gov/Appraiser_Credentialing/pdf/Supervisory_Appraiser_Application.pdf))
  - v. Experience Log  
([http://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Experience\\_Log\\_Cover\\_Sheet\\_Fill-In\\_Version.pdf](http://appraiser.ne.gov/Appraiser_Credentialing/pdf/Experience_Log_Cover_Sheet_Fill-In_Version.pdf))
  - vi. Application for Inactive Status of Real Property Appraiser Credential  
([http://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Inactive\\_Status\\_Application.pdf](http://appraiser.ne.gov/Appraiser_Credentialing/pdf/Inactive_Status_Application.pdf))
- g. Short and Long Term Goals and Objectives
  - i. Explore Opportunities to Increase Number of Nebraska Resident Appraisers
- 5. Temporary Credential
  - a. Processes and Procedures (Title 298 – Ch. 2)
  - b. Forms
    - i. Application for Real Property Appraiser Temporary Credential  
([http://appraiser.ne.gov/docs/pdf/Temporary\\_Application\\_new.pdf](http://appraiser.ne.gov/docs/pdf/Temporary_Application_new.pdf))
    - ii. Application for Renewal of Appraiser Temporary Credential  
([http://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Temporary\\_Permit\\_Renewal\\_Application.pdf](http://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Permit_Renewal_Application.pdf))
  - c. Short and Long Term Goals and Objectives
- 6. Appraisal Management Company Registration
  - a. Processes and Procedures (Title 298 – Ch. 2)
    - i. Initial Registration
    - ii. Renewal of Registration
  - b. Forms
    - i. Application for Nebraska Appraisal Management Company Registration  
([http://appraiser.ne.gov/AMC/AMC\\_Registration\\_Application.pdf](http://appraiser.ne.gov/AMC/AMC_Registration_Application.pdf))
    - ii. Application for Renewal of Nebraska AMC Registration  
([http://appraiser.ne.gov/AMC/AMC\\_Renewal\\_Application.pdf](http://appraiser.ne.gov/AMC/AMC_Renewal_Application.pdf))
    - iii. Federally Regulated AMC Nebraska Reporting Form  
([http://appraiser.ne.gov/AMC/Federally\\_Regulated\\_AMC\\_Annual\\_Reporting\\_Form.pdf](http://appraiser.ne.gov/AMC/Federally_Regulated_AMC_Annual_Reporting_Form.pdf))
    - iv. AMC Surety Bond  
(<http://appraiser.ne.gov/AMC/AMC.pdf>)
  - c. Short and Long Term Goals and Objectives

## **I. Education**

- 1. General
  - a. Short and Long Term Goals
- 2. Qualifying Education
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Application for Qualifying Education  
([http://appraiser.ne.gov/Education/2016/QE\\_Provider\\_Application.pdf](http://appraiser.ne.gov/Education/2016/QE_Provider_Application.pdf))
  - c. Short and Long Term Goals and Objectives

3. Continuing Education
  - a. Out of State Online Continuing Education (See P.5, P.13, P.28)
  - b. Processes and Procedures (Title 298 – Ch. 6)
  - c. Forms
    - i. Application for Continuing Education  
([http://appraiser.ne.gov/Education/2016/CE\\_Provider\\_Application.pdf](http://appraiser.ne.gov/Education/2016/CE_Provider_Application.pdf))
    - ii. Application for Continuing Education Renewal  
([http://appraiser.ne.gov/Education/2016/CE\\_Provider\\_Renewal\\_Application.pdf](http://appraiser.ne.gov/Education/2016/CE_Provider_Renewal_Application.pdf))
  - d. Short and Long Term Goals and Objectives
4. Supervisory Appraiser and Trainee Course
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Application for Supervisory Appraiser/Trainee Course  
([http://appraiser.ne.gov/Education/2016/7\\_Hour\\_STA\\_Course\\_Application.pdf](http://appraiser.ne.gov/Education/2016/7_Hour_STA_Course_Application.pdf))
  - c. Short and Long Term Goals and Objectives
5. Instructors
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Application for Instructor Approval  
([http://appraiser.ne.gov/Education/2016/Instructor\\_Application.pdf](http://appraiser.ne.gov/Education/2016/Instructor_Application.pdf))
  - c. Short and Long Term Goals and Objectives
6. Post-Secondary Education
  - a. Short and Long Term Goals and Objectives
7. Board Representation/Offerings
  - a. Short and Long Term Goals and Objectives

## **J. Personnel**

1. Staff Positions
2. Policies and Procedures
  - a. Employee Handbook ..... 1-39
  - b. State of Nebraska Expense Reimbursement Policies ..... 40-45
  - c. Board Member Orientation Packet ..... 46-57
3. Conferences/Training
  - a. Fall/Spring AARO Conference
  - b. TAF/AARO Investigator Training
4. Board Structure
5. Renewal Season Interns
6. Short and Long Term Goals and Objectives

## **K. Public Information**

1. General
  - a. Short and Long Term Goals
    - i. FBLA/FFA Contact Review
    - ii. Encourage staff to develop Memos From the Board and Facebook posts that contain interesting facts the appraiser community may be interested in.
2. Website
  - a. Processes and Procedures
  - b. Short and Long Term Goals and Objectives
3. Board Memos
  - a. Processes and Procedures
  - b. Short and Long Term Goals and Objectives

4. Newsletter
  - a. Processes and Procedures
  - b. Short and Long Term Goals and Objectives
5. Facebook Page
  - a. Processes and Procedures
  - b. Short and Long Term Goals and Objectives

**L. Administration**

1. Policies and Procedures (not already on agenda)
  - a. NRPAB Meeting Frequency (monthly, bi-monthly, quarterly)
  - b. Short and Long Term Goals and Objectives
    - i. Continue updating processes and procedures required to carry out the Board's business in an efficient manner.
2. Retention Schedule
  - a. Short and Long Term Goals and Objectives
3. NRPAB Database
  - a. NRPAB Database Report (No Exhibits) ..... 1-13
  - b. Short and Long Term Goals and Objectives
    - i. Online Appraiser Renewal Application Submission Portal with Electronic Payment
    - ii. Enforcement Interface
    - iii. LB17 AMC Interface Database Update ..... 14-22
    - iv. Explore Online Real Property Appraiser Initial Applications, and AMC Initial and Renewal Applications

**M. Appraisal Subcommittee**

**N. Appraisal Foundation**

**O. AARO**

**P. Laws, Rules and Guidance Documents**

1. Laws
  - a. Real Property Appraiser Act  
[http://appraiser.ne.gov/docs/pdf/Real\\_Property\\_Appraiser\\_Act\\_Effective\\_4-12-2018.pdf](http://appraiser.ne.gov/docs/pdf/Real_Property_Appraiser_Act_Effective_4-12-2018.pdf)
    - i. Appraiser Background Requirements
    - ii. Scope of Practice as it Relates to Experience
  - b. Appraisal Management Company Registration Act  
[http://appraiser.ne.gov/docs/pdf/Appraisal\\_Management\\_Company\\_Registration\\_Act\\_Effective\\_7-19-2018.pdf](http://appraiser.ne.gov/docs/pdf/Appraisal_Management_Company_Registration_Act_Effective_7-19-2018.pdf)
  - c. Processes and Procedures
  - d. Short and Long Term Goals and Objectives
    - i. Address federal requirements and guidelines as they become known.
2. Rules
  - a. Title 297  
[http://appraiser.ne.gov/docs/pdf/Title%20297\\_Effective%2005-20-2012.pdf](http://appraiser.ne.gov/docs/pdf/Title%20297_Effective%2005-20-2012.pdf)
  - b. Title 298  
[http://appraiser.ne.gov/docs/pdf/Title\\_298.pdf](http://appraiser.ne.gov/docs/pdf/Title_298.pdf)
    - i. Title 298 Update Draft ..... 1-69
  - c. Processes and Procedures
  - d. Short and Long Term Goals and Objectives

3. Guidance Documents	
( <a href="http://appraiser.ne.gov/guidance_documents.html">http://appraiser.ne.gov/guidance_documents.html</a> )	
a. Processes and Procedures	
b. Short and Long Term Goals and Objectives	
4. Internal Procedural Documents	70-81
a. Processes and Procedures	
b. Short and Long Term Goals and Objectives	

**Q. Financial**

1. Review of Current Fiscal Year	1-6
2. 2019-22 Projections	7-10
3. FY 2019-20 Budget	11-13
a. Policies and Procedures	
i. AMC Fund/Appraiser Fund Split	14-15
b. Goals and Objectives	
4. Fees	16
a. Real Property Appraiser Program Fees	
b. Appraisal Management Company Registration Program Fees	

**R. SWOT Analysis**

**S. Adjourn**