

PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Wednesday, June 21, 2023, 2:00 p.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska

AGENDA

- A. Opening 2:00 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 2022-23 Strategic Planning Goals and Objectives** 1-3
- G. Compliance**
 - 1. Review of Enforcement/Investigations 1-4
 - 2. Enforcement of Real Property Appraiser Act
 - 3. Enforcement of Appraisal Management Company Registration Act
 - 4. Investigative Processes and Procedures (Title 298 – Ch. 8)
 - 5. Forms
 - a. Grievance Against Appraiser
(https://appraiser.ne.gov/Enforcement/pdf/Appraiser_Grievance_Form.pdf)
 - b. Grievance Against AMC
(https://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. 2020-26 Credential Holder/AMC Registration Projections 9-11
 - 4. Real Property Appraiser Credentials
 - a. General Discussion
 - b. Real Property Appraiser Qualifications
 - c. Real Property Appraiser Credential Renewal
 - d. Supervisory Real Property Appraiser
 - e. Processes and Procedures
 - i. Credentialing through Education, Experience, and Examination (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 Certified General Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_CG_Application.pdf)
 - ii. Application for Nebraska Certified Residential Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_CR_Application.pdf)
 - iii. Application for Nebraska Licensed Residential Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_LR_Application.pdf)
 - iv. Application for Nebraska Real Property Appraiser Credential by Reciprocity (https://appraiser.ne.gov/reciprocity/docs/Reciprocity_Application.pdf)
 - v. Application for Trainee Real Property Appraiser Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Trainee_Application.pdf)
 - vi. Application for Registration as Supervisory Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Supervisory_Appraiser_Application.pdf)
 - vii. Real Property Appraisal Practice Experience Log Cover Sheet (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Experience_Log_Cover_Sheet.pdf)
 - viii. Real Property Appraisal Practice Experience Log (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/NRPAB_Experience_Log_Page_PD_F_form.pdf)
 - ix. Application for Inactive Status of Nebraska Real Property Appraiser Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Inactive_Status_Application.pdf)
- g. Short- and Long-Term Goals and Objectives
 - i. Explore change to real property appraiser credential renewal dates (short-term).
 - ii. Explore opportunities to increase number of Nebraska resident real property appraisers (long-term).
- 5. Temporary Credential
 - a. Processes and Procedures (Title 298 – Ch. 3)
 - b. Forms
 - i. Application for Nebraska Real Property Appraiser Temporary Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Application.pdf)
 - ii. Application for Renewal of Nebraska Real Property Appraiser Temporary Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Renewal_Application.pdf)
 - c. Short- and Long-Term Goals and Objectives
- 6. Appraisal Management Company Registration
 - a. Processes and Procedures (Title 298 – Ch. 7)
 - i. Initial Registration
 - ii. Renewal of Registration
 - b. Forms
 - i. Application for Nebraska Appraisal Management Company Registration (https://appraiser.ne.gov/AMC/AMC_Registration_Application.pdf)
 - ii. Application for Renewal of Nebraska AMC Registration (https://appraiser.ne.gov/AMC/AMC_Renewal_Application.pdf)
 - iii. Federally Regulated AMC Nebraska Reporting Form (https://appraiser.ne.gov/AMC/Federally_Regulated_AMC_Annual_Reporting_Form.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 Approval as a Qualifying Education Activity in Nebraska (https://appraiser.ne.gov/Education/Applications/QE_Activity_Application.pdf)
 - c. Short- and Long-Term Goals and Objectives
 - i. Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers (long-term).
 - ii. Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers (long-term).
3. Continuing Education
 - a. Processes and Procedures (Title 298 – Ch. 6)
 - b. Forms
 - i. Application for Approval as Continuing Education Activity in Nebraska (https://appraiser.ne.gov/Education/Applications/CE_Activity_Application.pdf)
 - ii. Application for Renewal of Continuing Education Activity in Nebraska (https://appraiser.ne.gov/Education/Applications/CE_Activity_Renewal_Application.pdf)
 - c. Short- and Long-Term Goals and Objectives
4. Supervisory Real Property Appraiser and Trainee Course
 - a. Processes and Procedures (Title 298 – Ch. 6)
 - b. Application for Supervisory Real Property Appraiser and Trainee Course in Nebraska (https://appraiser.ne.gov/Education/Applications/Supervisor_Trainee_Activity_Application.pdf)
 - c. Short- and Long-Term Goals and Objectives
5. Instructors
 - a. 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
 - a. Business Programs Manager 1-5
 - b. Education Program Manager 6-10
 - c. Licensing Programs Manager 11-15
2. Policies and Procedures
 - a. Employee Handbook 16-52
 - b. State of Nebraska Expense Reimbursement Policies 53-58
 - c. NRPAB Personal Vehicle Use Authorization (Effective September 19, 2019) 59
 - d. Board Member Orientation Packet 60-113

3. Conferences/Training
 - a. Fall/Spring AARO Conference
4. Board Structure
5. Short- and Long-Term Goals and Objectives
 - a. Hire Administrative Specialist classified employee (short-term).
 - b. Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes, and to address general work environment needs and/or changes (long-term).

K. Public Information

1. General
 - a. Short- and Long-Term Goals
 - i. Encourage development of Memos from the Board and Facebook posts that contain facts the appraiser community may be interested in (long-term).
 - ii. Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, and other information that affects the industry (long-term).
 - iii. Explore the development and implementation of an updated NRPAB logo (long-term).
2. NRPAB Website
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue to monitor the effectiveness of current NRPAB website; repair bugs, make improvements, and add enhancements needed to address functionality or use (long-term).
3. Memos from the Board
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser (long-term).
4. The Nebraska Appraiser Newsletter
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner (long-term).
5. NRPAB Facebook Page
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that that appraiser community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information (long-term).

L. Administration

- 1. Policies and Procedures (not already on agenda)
 - a. NRPAB Meetings
 - i. Agenda Structure
 - b. Request Forms
 - i. Confidentiality Waiver
(https://appraiser.ne.gov/request_forms/docs/confidentiality_waiver.pdf)
 - ii. Real Property Appraiser Document Request Form
(https://appraiser.ne.gov/request_forms/docs/request_form.pdf)
 - iii. Real Property Appraiser Information Change Form
(https://appraiser.ne.gov/request_forms/docs/Appraiser_Information_Change.pdf)
 - iv. Request for Criminal History Record Information Form
(https://appraiser.ne.gov/request_forms/docs/CHRI_Release_Form.pdf)
 - v. Application for Preliminary Criminal History Review
(https://appraiser.ne.gov/request_forms/docs/Preliminary_Criminal_History_Review_Application.pdf)
 - vi. AMC Document of Good Standing Request Form
(https://appraiser.ne.gov/AMC/AMC_Good_Standing_Document_Request_Form.pdf)
 - vii. AMC Information Change Form
(https://appraiser.ne.gov/AMC/AMC_Information_Change_Form.pdf)
 - c. Short- and Long-Term Goals and Objectives
 - i. Continue to monitor the effectiveness of current processes and procedures and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board’s programs (long-term).
- 2. NRPAB Records Management
 - a. Retention Schedule 71 1-6
 - b. Short- and Long-Term Goals and Objectives
- 3. NRPAB Database
 - a. Short- and Long-Term Goals and Objectives
 - i. Continue to monitor the effectiveness of current NRPAB database; repair bugs, make improvements, and add enhancements needed to address program or use changes (long-term).
 - ii. Explore online real property appraiser initial applications (Reciprocity; E,E,&E; Temporary), AMC initial applications, education activity applications, and other services that require payment of a fee (long-term).
 - iii. Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system (short-term).
- 4. Appraisal Review Services Contractor Program
 - a. Processes and Procedures
 - b. Contractor Agreements
 - i. Applicant Appraisal Review Services Agreement 7-13
 - ii. Subject Matter Expert Services Agreement 14-20
 - iii. Hearing Officer Services Agreement 21-24
 - c. Appraisal Services Contractor USPAP Compliance Review Report Summary Documents
 - i. NRPAB Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary 25
 - ii. NRPAB Applicant Review Services Contactor USPAP Compliance Review Report Summary 26

- d. USPAP Compliance Review Report Forms
 - i. 2020-2021 USPAP Review Report Form
(https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/20-21_USPAP_Review_Report_Form.pdf)
 - ii. 2018-2019 USPAP Review Report Form
(https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/18-19_USPAP_Review_Report_Form.pdf)
 - iii. 2016-2017 USPAP Review Report Form
(https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/16-17_USPAP_Review_Report_Form.pdf)
 - iv. 2014-2015 USPAP Review Report Form
(https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/14-15_USPAP_Review_Report_Form.pdf)
- e. USPAP Compliance Review Report Check Sheets
 - i. Applicant Appraisal Review Services Contractor
USPAP Compliance Review Report Check Sheet
(https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/Applicant_Review_Report_Checklist.pdf)
 - ii. Subject Matter Expert (SME) Services Contractor
USPAP Compliance Review Report Check Sheet
(https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/SME_Review_Report_Checklist.pdf)

M. Appraisal Subcommittee

N. Appraisal Foundation

O. AARO

P. Laws, Rules and Guidance Documents

- 1. Laws
 - a. Real Property Appraiser Act
([Nebraska Real Property Appraiser Act Effective April 19, 2022](#))
 - i. Real Property Appraiser Act_June 1, 2023 Draft 1-38
 - ii. PAVE Dashboard Statute Review 39
 - iii. 2024 USPAP Update 40-97
 - iv. ASC SOA Statute Updates (ASC Appraiser Registry)
 - v. Qualifying Education for Continuing Education Acceptance
 - vi. Directory of Appraisers Content Changes
 - vii. Real Property Appraiser Renewal Due Date (October 31st – November 30th)
 - b. Appraisal Management Company Registration Act
([Nebraska Appraisal Management Company Registration Act Effective April 19, 2022](#))
 - i. AMC Registration Act_June 1, 2023 Draft 98-110
 - ii. ASC SOA Statute Updates (AMC Rule, ASC AMC Registry)
 - iii. Criminal and Civil Immunity in AMC Registration Act
 - iv. Owner of More than 10% of an AMC CHRC Requirements
 - c. Processes and Procedures

- d. Short- and Long-Term Goals and Objectives
 - i. Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required (long-term).
 - ii. Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the Real Property Appraiser Act, which include but is not limited to the USPAP changes, Real Property Appraiser Qualifications Criteria changes, ASC SOA recommendations, and the Board's PAVE Dashboard statute review.
 - iii. Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the AMC Registration Act, which include but is not limited to the ASC SOA recommendations, changes to the CHRC requirements for owner of more than 10% of an AMC CHRC Requirements, and inclusion of criminal and civil immunity language.
2. Rules
- a. Title 297
(https://appraiser.ne.gov/docs/pdf/Title_297_Effective_05-20-2012.pdf)
 - b. Title 298
(https://appraiser.ne.gov/docs/pdf/Title_298.pdf)
 - i. PAVE Dashboard Regulations Review 111
 - ii. CAP Policies and Procedures_Effective September 17, 2022 112-113
 - c. Processes and Procedures
 - d. Short- and Long-Term Goals and Objectives
 - i. Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed (long-term).
 - ii. Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, maintain an effective enforcement program, and provide for better clarification and administration (long-term).
 - iii. Implement updated Real Property Appraiser Qualifications Criteria, CAP Policies and Procedures, and address the Board's PAVE Dashboard regulations review (short-term).
3. Guidance Documents
(https://appraiser.ne.gov/guidance_documents.html)
- a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant (long-term).
4. Internal Procedural Document 114-127
- a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant (long-term).

Q. Financial

1. Review of Current Fiscal Year.....	1-7
2. 2023-26 Projections.....	8-11
3. FY 2023-24 Budget.....	12-17
a. Policies and Procedures	
i. AMC Fund/Appraiser Fund Split.....	18-28
b. Goals and Objectives	
4. Fees.....	29
a. Real Property Appraiser Program Fees	
b. Appraisal Management Company Registration Program Fees	

R. SWOT Analysis

S. Adjourn