

**PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
BY VIRTUAL CONFERENCING**

Thursday, June 13, 2024, 9:00 a.m.

**Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska**

AGENDA

- A. Opening 9:00 a.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 2023-24 Strategic Planning Goals and Objectives 1-2**
- 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
 - a. Title 298 – Ch. 8
 - b. Internal Procedural Documents
 - i. 201706 - Timeliness Requirements for Appraisal Reviews
 - ii. 201901 - NRPAB Board Member Investigation Guidelines
 - iii. 201902 - NRPAB Consent Agreement Negotiation Guidelines
 - iv. 201903 - Intent of the NRPAB Regulatory Program
 - v. 201904 - NRPAB Special Assistant Attorney General Grievance Guidelines
 - vi. 201905 - Documentation Provided to a Respondent during an Investigation
 - vii. 201906 - NRPAB SME Investigation Guidelines
 - viii. 201907 - Investigation of AMC that Ceases Operation and Fails to Maintain a Surety Bond for One Year
 - c. Guidance Documents
 - i. 17-03: Credentialing Applicant Advisory Meeting Information – Adopted June 15, 2017
https://appraiser.ne.gov/docs/pdf/guidance_documents/17-03_Credentialing_Applicant_Advisory_Meeting_Information.pdf
 - ii. 20-01: Consideration of Disciplinary Action Imposed Against a Real Property Appraiser by Another Appraiser Regulator Agency – Adopted October 15, 2020
https://appraiser.ne.gov/docs/pdf/guidance_documents/20-01_Consideration_of_Disciplinary_Action_by_Another_Appraiser_Regulator_Agency.pdf
 - 5. Other Executive Session Items

6. 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)
 - c. Appraisal Reporting Form
(https://appraiser.ne.gov/Enforcement/pdf/Appraisal_Reporting_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. 2021-27 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)
 - v. Guidance Documents
 - a) 17-02: Software Specific Training – Adopted June 15, 2017
(https://appraiser.ne.gov/docs/pdf/guidance_documents/17-02_Software_Specific_Training.pdf)
 - b) 17-03: Credentialing Applicant Advisory Meeting Information – Adopted June 15, 2017
(https://appraiser.ne.gov/docs/pdf/guidance_documents/17-03_Credentialing_Applicant_Advisory_Meeting_Information.pdf)
 - c) 21-03: Real Property Appraiser and AMC Applicant CHRC Carried Out by the Board – Adopted July 15, 2021
(https://appraiser.ne.gov/docs/pdf/guidance_documents/21-03_Appraiser_and_AMC_Applicant_CHRC_Carried_Out_by_Board.pdf)
 - vi. Internal Procedural Documents
 - a) 201714 - Violation of Time Requirements in Neb. Rev. Stat. § 76-2236 (2)
 - b) 201801 - Application of Late Processing Fee for Renewal Application Mailed with Insufficient Postage
 - c) 202301 - Real Property Appraiser Applicant Experience Review Subcommittees
 - 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

- 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
 - i. Title 298 – Ch. 6
 - ii. Internal Procedural Documents
 - a) 201714 - Renewal of Continuing Education Activities
 - 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. Processes and Procedures (Title 298 – Ch. 6)
 - b. 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. General Discussion
- 2. Staff Positions
 - a. Business Programs Manager 1-4
 - b. Education Program Manager 5-8
 - c. Licensing Programs Manager 9-11
- 3. Policies and Procedures
 - a. Employee Handbook 12-48
 - b. State of Nebraska Expense Reimbursement Policies 49-54
 - c. NRPAB Personal Vehicle Use Authorization (Effective September 19, 2019) 55
 - d. Board Member Orientation Packet 56-109

- e. Internal Procedural Documents
 - i. 201702 - Employee Recognition
 - ii. 201703 - Employee Reimbursement of Training and Education Tuition
 - iii. 201707 - Director's Performance Review
 - iv. 201708 - Board Staff Clothing Allowance
 - v. 201802 - NRPAB Employee Real Property Appraisal Activity
 - vi. 201908 - NRPAB Personal Vehicle Use Policy
- 4. Conferences/Training
 - a. Fall AARO Conference
- 5. Board Structure
- 6. Short- and Long-Term Goals and Objectives
 - a. 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 Discussion
 - a. Short- and Long-Term Goals
 - i. Encourage development of Memos from the Board, Facebook posts, and The Nebraska Appraiser articles that contain facts and information the appraisal business 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
 - i. Internal Procedural Documents
 - a) 201711 - Requests for Non-NRPAB Information to be Placed on the Website
 - 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).
 - ii. Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders (long-term).
- 3. Memos from the Board
 - a. Processes and Procedures
 - i. Internal Procedural Documents
 - a) 201712 - Blast Email Requests
 - b) 201713 - Blast Email Policy
 - 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 appraisal business 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. General Discussion
 - a. AM3346 to LB1417 1-63
2. Policies and Procedures
 - a. New or Recommended
 - b. Internal Procedural Documents
 - i. 201701 - Endorsement of an Appraiser
 - c. NRPAB Meetings
 - i. Agenda Structure
 - d. 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)
 - e. 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).
3. NRPAB Records Management
 - a. Retention Schedule 71 64-69
 - b. Policies and Procedures
 - i. Guidance Documents
 - a) 17-04 Public Records Policy – Adopted June 15, 2017
(https://appraiser.ne.gov/docs/pdf/guidance_documents/17-04_Public_Records_Policy.pdf)
 - c. Short- and Long-Term Goals and Objectives

4. NRPAB Database	
a. Online Temporary Real Property Appraiser Credential Application and NRPAB Database Interface	70-72
b. Credit Card Payment Option for Online Applications	
c. 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).	
5. Appraisal Review Services Contractor Program	
a. Processes and Procedures	
i. Internal Procedural Documents	
a) 201706 - Timeliness Requirements for Appraisal Reviews	
b) 201710 - Contracts for Work and Associated Fees	
c) 202101 - Appraisal Review Services Contractor Program Management	
b. Contractor Agreements	
i. Applicant Appraisal Review Services Agreement	73-79
ii. Applicant Appraisal Review Services Agreement (Employee)	80-86
iii. Subject Matter Expert Services Agreement	87-93
iv. Subject Matter Expert Services Agreement (Employee)	94-100
v. Hearing Officer Services Agreement	101-104
c. Appraisal Services Contractor USPAP Compliance Review Report Summary Documents	
i. NRPAB Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary	105
ii. NRPAB Applicant Review Services Contactor USPAP Compliance Review Report Summary	106
d. USPAP Compliance Review Report Forms	
i. 2024 USPAP Review Report Form (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/2024_Edition_USPAP_Review_Report_Form.pdf)	
ii. 2020-2021 USPAP Review Report Form (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/20-21_USPAP_Review_Report_Form.pdf)	
iii. 2018-2019 USPAP Review Report Form (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/18-19_USPAP_Review_Report_Form.pdf)	
iv. 2016-2017 USPAP Review Report Form (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/16-17_USPAP_Review_Report_Form.pdf)	
v. 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. General Discussion
- 2. Laws
 - a. Real Property Appraiser Act
(https://nebraskalegislature.gov/laws/search_range_statute.php?begin_section=76-2201&end_section=76-2250)
 - i. Real Property Appraiser Renewal Due Date (October 31st – November 30th)
 - b. Appraisal Management Company Registration Act
(https://nebraskalegislature.gov/laws/search_range_statute.php?begin_section=76-3201&end_section=76-3222)
 - 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).
- 3. Rules
 - a. Title 297
(<https://rules.nebraska.gov/rules?agencyId=59&titleId=167>)
 - b. Title 298
(<https://rules.nebraska.gov/rules?agencyId=59&titleId=168>)
 - i. Title 298_Draft June 4, 2024 1-94
 - 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. Adopt Title 298 changes to harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act in 2024, address the Board's PAVE Dashboard regulations review, and incorporate changes made to the Real Property Appraiser Qualification Criteria Effective January 1, 2026 and CAP Guidelines effective September 17, 2023 (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 95-108
 - 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. 2024-27 Projections 8-11
- 3. FY 2024-25 Budget 12-17
 - a. Policies and Procedures
 - i. AMC Fund/Appraiser Fund Split 18-19
 - ii. Internal Procedural Documents
 - 1. 201704 - AMC Fund Cash Balance
 - 2. 201705 – Real Property Appraiser Fund Cash Balance
 - 3. 201709 - Appraisal Review Services Contractor Fees
 - 4. 202001 - Appraiser-AMC Funds Allocation Procedure
 - b. Goals and Objectives
- 4. 2025-2027 Biennial Budget 20-27
 - a. Policies and Procedures
 - b. Goals and Objectives
- 5. Fees 28
 - a. Real Property Appraiser Program Fees
 - b. Appraisal Management Company Registration Program Fees

R. SWOT Analysis

S. Adjourn