PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Thursday, August 15, 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)

The Nebraska Real Property Appraiser Board will meet in executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation that is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. The Board will exit executive session at 11:00 a.m. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete review of the above-mentioned items. The Board will not take action on agenda items C, D, E, and F until executive session is completed.

C. Credentialing as a Nebraska Real Property Appraiser 1-31

1. New Applicants for Licensed Residential Credential through Education, Experience, and Examination
   a. L24002
2. Pending Applications
   a. L24001
   b. CR23005
   c. CG23022
   d. CG23036
   e. CG23039
   f. CG24001

D. Registration as an Appraisal Management Company

E. Compliance Matters 1

1. New Grievances
   a. 24-06
   b. 24-07
2. Active Investigations
   a. 23-08
3. Post-Board Action Matters
   a. 23-12
   b. 23-01

F. Other Executive Session Items

1. Personnel Matters

G. Welcome and Chair's Remarks *(Public Agenda 11:00 a.m.)*

H. Board Meeting Minutes

1. Approval of July 18, 2024 Meeting Minutes 1-19

I. Director's Report

1. Real Property Appraiser and AMC Counts and Trends
   a. Real Property Appraiser Report 1-4
   b. Temporary Real Property Appraiser Report 5
   c. Supervisory Real Property Appraiser Report 6
   d. Appraisal Management Company Report 7
2. Director Approval of Applicants
   a. Real Property Appraiser Applicants 8
   b. Education Activity and Instructor(s) Report 9-10
3. 2024-25 NRPAB Goals and Objectives + SWOT Analysis 11-12

J. Financial Report and Considerations

1. July Financial Report
   a. Agency Budget Status Report 1-3
   b. Appraiser Program Budget Status Report 4-6
   c. AMC Program Budget Status Report 7-9
   d. MTD General Ledger Detail Report 10-16
   e. Financial Charts 17-20
2. ASC Grant Report
   a. Grant Application 21-29
   b. Statement of Work 30-38
3. FY 2024-2025 Budget Correction -
   Conference Registration to Other Operating Expenses Reallocation 39
4. 2025-2027 Biennial Budget
   a. 2025-2027 Biennial Budget Request Highlights 40-42
   b. Agency Narrative Report 43-49
   c. Program Narrative Report 50-62
   d. Agency Request Report 63-66
   e. Issue Detail Report 67-99
   f. Funds Analysis Reports 100-110
5. Per Diems

K. General Public Comments

L. Education

M. Unfinished Business

1. Board Member Commuting/Travel Status
2. Consideration of Second Special Assistant Attorney General
   a. NRPAB Special Assistant Attorney General RFP_August 15, 2024 1-3
3. Senator, Legislative Staff, and GPRO Open House/Roundtable

N. New Business

O. Legislative Report and Business

1. Title 298 Update
   a. Summary of Proposed Changes to Title 298_July 25, 2024 Draft 1-10
   b. Title 298_July 25, 2024 Draft 11-117
2. Other Legislative Matters

P. Administrative Business

1. Guidance Documents
   a. 24-01: PAREA Program Real Property Appraisal Practice Experience Evaluation 1-3
2. Internal Procedural Documents
3. Forms, Applications, and Procedures
   a. Application for Nebraska Certified General Real Property Appraiser Credential 4-17
   b. Application for Nebraska Certified Residential Real Property Appraiser Credential 18-29
   c. Application for Nebraska Licensed Residential Real Property Appraiser Credential 30-40
   d. NRPAB Applicant Real Property Appraisal Practice Experience Log Cover Sheet 41-44
   e. NRPAB Applicant Real Property Appraisal Practice Experience Log 45

Q. Other Business

1. Board Meetings
2. Conferences/Education
   a. Fall AARO Conference; October 28-30, 2024 – Boston, MA 1-3
3. Memos from the Board
4. Quarterly Newsletter
5. Appraisal Subcommittee
   a. ASC Quarterly Meeting: September 11, 2024 (Online)
   b. ASC Staff comments on Concept Paper - Assessment of College Degree Requirements within the Criteria 4-5
6. The Appraisal Foundation
   a. TAF August Newsletter 6-8
   b. TAF State Regulator Newsletter 9-10
   c. AQB Q&A_July 18, 2024 11-12
   d. UPSAP Q&As_July 15, 2024 13-14
   e. TAF Meeting Notice – Forum to Explore Artificial Intelligence_September 12, 2024 15
7. Association of Appraiser Regulatory Officials
8. In the News

R. Adjourn

Scheduled Appearances:

1. Kirk Manker – 9:30 a.m.

NEBRASKA REAL PROPERTY APPRAISER BOARD
NRPAB OFFICE MEETING ROOM, FIRST FLOOR
NEBRASKA STATE OFFICE BUILDING
301 CENTENNIAL MALL SOUTH, LINCOLN, NE

July 18, 2024 Meeting Minutes

A. OPENING

Chairperson Downing called to order the July 18, 2024 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m. in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

B. NOTICE OF MEETING

Chairperson Downing announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at www.nebraska.gov on July 12, 2024. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material (https://appraiser.ne.gov/board_meetings/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record Bonnie Downing of Dunning, Nebraska, Kevin Hermsen of Gretna, Nebraska, and Derek Minshull of North Platte, Nebraska were present. Cody Gerdes of Lincoln, Nebraska and Rodney Johnson of Norfolk, Nebraska were absent and excused. Also present were Director Tyler Kohtz, Business Programs Manager Karen Loll, Licensing Programs Manager Allison Nespor, and Education Program Manager Kashinda Sims, who are headquartered in Lincoln, Nebraska.

ADOPTION OF THE AGENDA

Chairperson Downing reminded those present for the meeting that the agenda cannot be altered twenty-four hours prior to the meeting except for emergency items according to the Open Meetings Act. Board Member Minshull moved to adopt the agenda as printed. Board Member Hermsen seconded the motion. With no further discussion, the motion carried with Hermsen, Minshull, and Downing voting aye.

Board Member Hermsen moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Minshull seconded the motion. The time on the meeting clock was 9:02 a.m. The motion carried with Hermsen, Minshull, and Downing voting aye.

Brian Morrissey appeared before the Board from 9:15 a.m. to 9:23 a.m.

Break from 9:57 a.m. to 10:22 a.m.

Board Member Minshull moved to come out of executive session at 10:34 a.m. Board Member Hermsen seconded the motion. The motion carried with Hermsen, Minshull, and Downing voting aye.

Break from 10:35 a.m. to 10:40 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Downing welcomed all to the July 18, 2024 meeting of the Nebraska Real Property Appraiser Board, thanked the members of the board for the quorum, and staff for their preparation. The Chairperson then recognized Roger Morrissey as the only member of the public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF JUNE 13, 2024 STRATEGIC PLANNING MEETING MINUTES

Chairperson Downing asked for any additions or corrections to the June 13, 2024 strategic planning meeting minutes. With no discussion, Board Member Downing called for a motion. Board Member Minshull moved to approve the June 13, 2024 strategic planning meeting minutes as presented. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

2. APPROVAL OF JUNE 20, 2024 MEETING MINUTES

Chairperson Downing asked for any additions or corrections to the June 20, 2024 regular meeting minutes. With no discussion, Board Member Downing called for a motion. Board Member Minshull moved to approve the June 20, 2024 regular meeting minutes as presented. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

I. DIRECTOR'S REPORT

1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS

a. Real Property Appraiser Report

Director Kohtz presented eight charts outlining the number of real property appraisers as of July 18, 2024 to the Board for review. The Director reported that trends were stable and indicated that he had no specific comments. Director Kohtz asked for any questions or comments. There was no further discussion.

b. Real Property Appraiser Renewal Report

Director Kohtz presented three charts detailing the 2024-2025 real property appraiser renewals as of June 30, 2024, and informed the Board that the 2024-2025 renewal period has been closed. Direct Kohtz reviewed the 2024-25 Percentage Projections/Actuals Renewal Progress Report and informed the Board that, although there have been variations in the renewal rates for each classification over the past five years, the overall renewal rate has been consistent at 92%. Except for 2023-24, which finished at 89%, the renewal rate for the certified general classification has been between 91% and 93%. Over the five-year period, the renewal rate for the certified residential classification has been mostly consistent. There was a 7% decline between 2022-23 and 2023-24, but that followed a 5% increase between 2021-22 and 2022-23. The licensed residential classification renewal rate was consistently at 95% to 96% until 2022-23, which was an unusual 78%. Since 2022-23, the renewal rate has been consistently at 91%. The renewal rate for the trainee classification varied between 86% and 72%. The Director informed the Board that there is no known pattern that explains the renewal rate variance for the trainee classification within the five-year period. Director Kohtz then reiterated the renewal rates for each classification for 2024-25. Next, the Director guided the Board to the 2024-25 Real Property Appraiser Renewal Process Report and indicated that, out of the 491 real property appraisers whose credential expired on December 31, 2023, 450 real property appraisers renewed. Chairperson Downing expressed satisfaction with the renewal rates for 2024-25. Director Kohtz finished by presenting a new chart created by LPM Nespor showing the percent of real property appraiser renewal applications considered late by year. Director Kohtz asked LPM Nespor to confirm that November 30th was used as the late renewal date. LPM Nespor confirmed this to be correct. Director Kohtz reported that the percent of late real property appraiser renewal applications received in 2024-25 were slightly higher than the previous four years. The Director asked for any questions or comments. There was no further discussion.

c. Temporary Real Property Appraiser Report

Director Kohtz presented three charts outlining the number of temporary credentials issued as of June 30, 2024 to the Board for review. The Director reported that trends were stable and indicated that he had no specific comments. Director Kohtz asked for any questions or comments. There was no further discussion.

d. Supervisory Real Property Appraiser Report

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of July 18, 2024 to the Board for review. The Director reported that trends were stable and indicated that he had no specific comments. Director Kohtz asked for any questions or comments. There was no further discussion.

e. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of July 18, 2024 to the Board for review. The Director reported that there had been a couple more non-renewals and surrenders since the strategic planning meeting, which affected the budget projections for FY2024-25. Board Chair Downing inquired if other states were experiencing the same downward trend. Director Kohtz responded that other states were facing the same challenge and that the decline was not because of any Nebraska policy. Board Member Minshull indicated that more complicated banking regulations could be driving the AMCs towards consolidation. The Board agreed and thanked Board Member Minshull for that insight. Director Kohtz asked for any questions or comments. There was no further discussion.

2. DIRECTOR APPROVAL OF APPLICANTS

a. Education Activity and Instructors Report

Director Kohtz presented the Education Activities and Instructors Report to the Board for review showing education activities and instructors approved by the Director for the period between June 8, 2024 and July 9, 2024. The Director remarked that he had no specific comments and asked for any questions or comments. There was no further discussion.

3. 2024-25 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

The Director presented the 2024-25 NRPAB Goals and Objectives + SWOT Analysis to the Board for consideration. The Director reported that these documents reflect the Board's goals and objectives set during the strategic planning meeting in June. Director Kohtz informed the Board that he will continue to present a goals and objectives progress report at each monthly meeting. The Director asked the Board if the 2024-25 NRPAB Goals and Objectives + SWOT Analysis documents accurately reflect the Board's discussions during the strategic planning meeting. Chairperson Downing confirmed that the document captured the objectives and goals discussed during the strategic planning very well. The Board agreed with the Chairperson's assessment. Director Kohtz then requested a motion to approve the 2024-25 NRPAB Goals and Objectives + SWOT Analysis. Chairperson Downing called for a motion. Board Member Hermsen moved to approve the 2024-25 NRPAB Goals and Objectives + SWOT Analysis as presented. Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. APPROVAL OF JUNE RECEIPTS AND EXPENDITURES

Director Kohtz reported to the Board that the 2023-2024 fiscal year has closed and informed the Board that he will that he will provide a summary for both the June expenditures and revenues and the fiscal year expenditures and revenues.

The Director began with the receipts and expenditures for the 2023-24 fiscal year. Director Kohtz reported that 100.27% of the year had elapsed and the expenditures for the fiscal year were $381,872.83, which is 84.07 percent of the budgeted. The Director also informed the Board that PSL expenditures for the fiscal year ended at $211,620.44, which is 97.16 percent of budgeted. According to Director Kohtz, the expenditure to budget ratio is typical for the Board.

Director Kohtz then moved to the object code accounts and brought attention to the Publication & Print expenses. The Director explained that the $1,333.01 expenditure for the year was deceptively low due to the contract for the Board's copier expiring. Director Kohtz informed the Board that its copier has been replaced and the Publication & Print expenses will be around 80 percent the budgeted amount for the next fiscal year. The Director then guided the Board's attention to the $1,200.00 Conference Registration costs and informed the Board that registration costs exceeded the budget by $100.00 due to an AARO Conference fee increase during this fiscal year. Director Kohtz commented that the Legal Services Expenses and Legal Related Expenses finished at 5.95 percent and 0.03 percent of budgeted, and indicated that there were very few expenditures for these object code accounts. The Director emphasized the Board's responsible use of funds related to compliance matters. Director Kohtz then brought attention to Insurance Expenses and reported that these expenditures finished at 107.18 percent of budgeted, but that only translates to $3.51 over budget. For the fiscal year, Travel Expenses finished at $11,742.21, and 78.77 percent of budgeted.

Director Kohtz then directed the Board's focus to revenues for the fiscal year and informed the Board that revenues finished at $355,510.65 for the fiscal year, which is 97.25 percent of projected. The Director moved on to the specific object code accounts and noted that the revenues for Continuing Ed New Fees finished at 78.33 percent of projected, and the revenues for Qualifying Ed Course Fees finished at 230.00 percent of projected. The Director informed the Board that these revenues are difficult to project due to the unknown volume from year to year. Director Kohtz proceeded to present the real property appraiser and AMC renewal revenues. The Director informed the Board that the revenues for the certified general classification exceeded projections, but the licensed and certified residential classifications failed to reach the projections. Director Kohtz indicated that, although overall the revenues met projections, the differences within the classifications are due to a difference between one- and two-year renewals. The Director mentioned that AMC renewal revenues finished the fiscal year at $105,000.00, which is 92.11 percent of budgeted. The slow downward trend in the number of registered AMCs continued this fiscal year. Director Kohtz then discussed new credential and AMC revenues and informed the Board that all real property appraiser classifications were below projections, but mentioned that this is not a cause for alarm. According to the Director, the Board was coming off of a couple of high revenue years for new credentials and the revenues at the end of the fiscal year are well within the average range for each classification. The revenues for new AMCs met projections.

The receipts and expenditures for June were presented to the Board for review in the Budget Status Report. Director Kohtz informed the Board that he had no specific comments on any object code accounts. The Director then proceeded to overall expenditures for the month, and indicated that the expenditures for the month of June totaled $31,183.44. Director Kohtz next turned the Board's attention to revenues and once again informed the Board that he had no specific comments on any object code accounts. The Director declared that revenues for the month of June were $10,833.00, which is significantly lower than what was expected. Director Kohtz indicated that he had no explanation for the low revenues for June, then added that, for comparison, the revenues for halfway through July were already at $17,052.00.

Director Kohtz informed the Board that two new Budget Status Reports have been added to the Financial Report and Considerations, one specific to the Real Property Appraiser Fund, and one specific to the AMC Fund. These reports show the budgeted expenditures, expenditures, projected revenues, and revenues for each program. The Director then reported that the Real Property Appraiser Fund finished the fiscal year with $254,138.89 in expenditures, which is 82.17 percent of budgeted. $309,294.71 is the budgeted amount for the 2023-24 fiscal year. The revenues for the Real Property Appraiser Fund were $236,168.13 which is 99.22 percent of the $238,029.75 projected. The Director noted that State Accounting still had not corrected the investment income error; approximately $1,000.00 has not been applied to the Real Property Appraiser Fund. If the investment income was correctly applied, the revenues would be right at projected. Director Kohtz then moved to the AMC Fund. The Director reported that the AMC Fund finished the fiscal year with $127,733.94 in expenditures, which is 88.14 percent of budgeted. $144,918.09 is the budgeted amount for the 2023-24 fiscal year. The revenues for the AMC Fund were $119,342.52 which is 93.57 percent of the $127,550.00 projected. Chairperson Downing inquired if there was a way to identify which report was for Appraiser Fund and which was AMC Fund. Director Kohtz stated that currently there is not, but each report could be labeled in the future and asked BPM Loll to add labels to future reports.

Director Kohtz then guided the Board to the MTD General Ledger Detail report for the month of June and stated he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz presented four graphs showing expenses, revenues, and cash balances. The Director noted expenditures of $31,183.44 and revenues of $10,833.00 for the month of June for the Real Property Appraiser program, which includes both the Appraiser Fund and the AMC Fund. The Director reported that the Real Property Appraiser Fund expenditures totaled $20,575.71, the Real Property Appraiser Fund revenues totaled $5,153.94, the AMC Fund expenditures totaled $10,607.73, and the AMC Fund revenues totaled $5,679.06. Director Kohtz remarked that the cash balance for the AMC Fund is $319,294.42, the Appraiser Fund is $395,136.42, and the overall cash balance for both funds is $714,430.84. The Director added that the balances are still healthy. The Director asked for any questions or comments. Board Member Minshull noted the balances are in decline. Director Kohtz agreed with Board Member Minshull. There was no further discussion.

Board Member Minshull moved to accept and file the June financial reports for audit. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

2. ASC GRANT REPORT

Director Kohtz informed the Board that a new regular agenda item has been added for the ASC grant report and requested that BPM Loll provide a brief update on the grant application activity to this point. BPM Loll reported the staff met with the ASC to learn about the grant application process. The ASC stated the grant award is up to $120,000.00 per year and could be renewed twice for a total of $360,000.00. The next application submission deadline is on September 4, 2024 with another deadline in April of 2025. BPM Loll expressed her intent to complete the application process for the first submission deadline. During preliminary discussions with ASC, it indicated that migrating applications online and adding a credit card payment system are fundable projects. A UEI number is required before the process begins, and the ASC recommended asking DAS State Accounting if it had a UEI number the Board could use for the application. BPM Loll followed through and State Accounting agreed that the Board could utilize its UEI number. This development saves a month for the application process. BPM Loll also informed the Board that State Accounting is familiar with the payment process that the ASC uses to distribute grant funds, so implementation should not be cumbersome. Director Kohtz remarked that he inquired if the grant could also include funding for travel to and from, and for the attendance of, AARO conferences. Grant funds cannot be used to supplant already approved/appropriated funds for the same activity. The Director informed the Board that his discussions with the ASC appear to indicate that AARO travel would costs would be acceptable if the Board does not include these costs in its approved budget since the legislature does not specifically allocate money for this purpose. Director Kohtz indicated that he is still reviewing this idea from the state side, but if the Board is interested, it should remove any AARO travel costs from the proposed budget before approving it. The Board asked to see a breakdown of future projects that could be completed under the grant funding. The Director informed the Board that staff would prepare an outline of the projects and costs that could be covered by the ASC grant into the future. In addition, the ASC grant application will be presented to the Board for review. Chairperson Downing thanked staff for its work on this.

3. FY 2024-2025 BUDGET

Director Kohtz presented the proposed budget and projected revenues for FY 2024-2025 to the Board for consideration. The Director informed the Board that the only changes in the proposed budget, since it was presented at the strategic planning meeting, is an additional $294.00 for CIO charges, which was moved from Other Operating Expenses. Director Kohtz explained that CIO has an extreme fund balance and has not been charging agencies for some services for the past six months. The Director indicated that when preparing for strategic planning, he failed to account for these expenditures that would once again be included for the next fiscal year. Director Kohtz also informed the Board that the projected AMC revenues were revised down to $114,175.00 after the final June budget numbers were available.

Director Kohtz then presented four charts projecting expenses and revenues over the next three fiscal years that were revised to reflect the new fee schedule through the FY 26-27 budget. Board Member Minshull commented that even with the fee increases the cash balances were continuing to decline. Director Kohtz agreed and added that with the fee schedule the revenues would slowly catch up to the expenditures. According to the Director the Real Property Appraiser revenues would exceed the expenditures in FY 26-27 and the AMC revenues would exceed the expenditures in FY 27-28. Director Kohtz noted that State Budgeting released its budget instructions for the next biennium and the projected expenditures will already be reduced by $12,000.00 to $13,000.00 for each fiscal year; which is good news for fund balance management. Chairperson Downing inquired if the Real Property Appraiser Fund/AMC Fund split would need to be reviewed. Director Kohtz confirmed this would be likely, and indicated that the Board's policy implemented at the request of the State Auditor's Office requires staff to track its time spent in each program quarterly, which is used each fiscal year to determine the split between the two funds for shared expenses. As the number of AMCs decline, the workload is naturally moving away from the AMC program to the Real Property Appraiser program. The Director indicated that, in the future, he expects the allocation of shared expenditures to change to 70 percent of expenditures to the Real Property Appraiser Fund and 30 percent of expenditures.

Director Kohtz reminded the Board that it intends to remove funding for travel to and from, and for attendance, at AARO conferences before approving the FY 2024-2025 Budget. The Board agreed to remove $2,221.21 from Travel Expenses (-$1,000.00 from 571100; -$171.81 from 571800; -$850.00 from 572100; -$80.40 from 574500; -$120.00 from 575100) and move that amount to Other Operating Expenses (559100).

Director Kohtz asked for approval of the FY 2024-2025 Budget. Board Member Minshull moved to approve the FY 2024-2025 Budget as amended with a Travel Expenditure decrease of $2,221.21 and an Other Operating Expense increase of $2,221.21. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing asked for a vote. The motion carried with Hermsen, Minshull and Downing voting aye.

4. PER DIEMS

Director Kohtz requested a per diem payment in the amount of $100.00 on behalf of Board Member Gerdes and Board Member Johnson for representing the Board during an applicant informal conference on July 8, 2024. Board Member Hermsen moved to approve the per diem payment in the amount of $100.00 for Board Member Gerdes, and the per diem payment in the amount of $100.00 for Board Member Johnson. Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and asked for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

K. GENERAL PUBLIC COMMENTS

Chairperson Downing asked for any public comments. Roger Morrissey appeared before the Board and requested a legible copy of page I.3 of the public materials for the meeting, and stated he had no additional comments at this time but would like to comment as the meeting progressed. Downing granted permission for Morrissey to speak when ready to comment. LPM Nespor demonstrated how to access page I.3 on the Board's website for Morrissey. Morrissey thanked LPM Nespor and indicated that he would no longer need a copy of the requested page. With no additional public comments, Chairperson Downing moved on to Education.

L. EDUCATION: No discussion

M. UNFINISHED BUSINESS: No discussion

N. NEW BUSINESS:

1. Board Member Commuting/Travel Status

Director Kohtz reported that he had been informed by State Accounting that a board member traveling to and from the Nebraska State Office Building is commuting, not in travel status; therefore, travel expenses are not reimbursable for attendance of a board meeting. State Accounting's rationale is that the State Office Building is the headquarter location for board members and an employee cannot be reimbursed for travel when they are commuting to and from their office. The Director informed the Board that he notified State Accounting that the Board has direct statutory authority to reimburse board members for their expenses under Neb. Rev. Stat. § 76-222(6). Director Kohtz indicated that he was originally notified that no June travel expenses would be paid, but they were approved a short time later. In addition, the agency was informed that it should continue with its current procedures while State Accounting gets a legal opinion on the applicability of the policy change. Options for future meetings were discussed including the utilization of virtual conferencing for six meetings per year and moving the meeting location to a place outside of the Lincoln metropolitan area. It was acknowledged that moving the meeting to another location would increase travel expenditures as staff would also need to be reimbursed for travel costs related to attendance. The Director informed the Board that it is his intention that board members are reimbursed for travel expenses for attendance at board meetings and that he has prepared an email to request a formal opinion from the Attorney General's Office if State Accounting follows through with its policy change. There was no further discussion.

2. Consideration of Second Special Assistant Attorney General

Director Kohtz reported that this agenda item was added with the intention of making some progress before the meeting, but no progress had been made in the search for a second Special Assistant Attorney General. The Director then inquired if the Board has any specifications or recommendations to be considered. The Board requested that the Director proceed as discussed during the strategic planning meeting. There was no further discussion.

3. **PAREA Program Real Property Appraisal Practice Experience Evaluation**

Director Kohtz brought attention to a discussion regarding the PAREA program real property appraisal practice experience evaluation. The Director indicated that he had a note from the meeting to follow up with Board Member Hermsen regarding this topic and did so. Board Member Hermsen requested that the Board discuss the requirements for the evaluation of real property appraisal practice experience obtained through completion of a PAREA program. Director Kohtz asked Board Member Hermsen to provide more information regarding his concerns. Board Members Hermsen indicated that it is not clear in Title 298 how or when the real property appraisal practice experience obtained through the completion of a PAREA program is evaluated and accepted by the Board. Board Member Hermsen went on to state that it should be clear that reports will be reviewed by the Board the same as if all experience was obtained through the traditional method. Board Member Minshull agreed. LPM Nespor noted that the AQB requirements for PAREA already exceed the Nebraska credentialing requirements. Board Member Hermsen expressed skepticism that the PAREA programs are as effective as advertised. Director Kohtz informed the Board that it has the authority to review reports completed by an applicant with PAREA program experience, but that the procedures are not defined. The Director indicated that he will amend the Title 298 draft to clarify that that real property appraisal practice experience obtained through completion of a PAREA program is to be reviewed and accepted by the Board. There was no further discussion.

4. **Senator, Legislative Staff, and GPRO Open House/Roundtable**

Director Kohtz informed the Board that he received an email from the Board's Legislative Fiscal Analyst Eric Kasik, explaining a legislative staff briefing that the Nebraska Broadband Office held. The Director indicated that with senator term limits, there is less of a connection with state agencies than there used to be, even more so with the smaller boards and commissions. An open house or roundtable could be a means for senators learn about who the Board is what it does. Chairperson Downing added that board members could attend as well to be available to answer questions. After receiving the email, the Director indicated that he expressed his enthusiasm to do something similar to Chairperson Downing, who also thought that this was a good idea. Director Kohtz informed the Board that he has since learned that this was arranged by the Clerk's Office of the Legislature as a learning opportunity, so he is now not certain that the Board could get a similar meeting arranged. The Director was asked if a narrower scope could produce attendees, such as focusing on the Banking, Commerce, and Insurance Committee members. Director Kohtz noted that the Board already has a good relationship with committee members, but that he would run the idea by the legal counsel to see if he thought there would be any interest. There was no further discussion.

O. LEGISLATIVE REPORT AND BUSINESS

1. Nebraska Real Property Appraiser Act_June 17, 2024 Draft

Director Kohtz presented the updated Nebraska Real Property Appraiser Act draft to the Board for consideration. Director Kohtz informed the Board that language is added to authorize the Board's use of a contingent dismissal agreement for grievances in which the Board determines that disciplinary action is not warranted, but something stronger than an advisory letter is. A contingent dismissal would be used to correct minor issues causing USPAP violations through education or report writing. The Director indicated that he believes Senator Dungan would be willing to introduce the bill on behalf of the Board. Roger Morrissey, who was granted approval to speak, requested an explanation as to how a contingent dismissal works. The Director described the process that would allow the Board to dismiss a grievance after a respondent agreed to and completed certain terms as established by the Board. This would allow for the Board to provide adequate guidance to the respondent, and for the respondent to not have disciplinary action on their record. Morrissey thanked the Director for the explanation. Director Kohtz informed the Board that the next step is to work with the Banking, Commerce, and Insurance Committee Legal Counsel to develop an REQ draft for public review once approved by the Board. Board Member Hermsen moved to approve the Nebraska Real Property Appraiser Act draft as presented and authorize Director Kohtz to work with the Committee legal counsel to prepare a requisition draft. Board Member Minshull seconded. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

2. Nebraska Appraisal Management Company Registration Act_June 17, 2024 Draft

Director Kohtz presented the updated Nebraska Appraisal Management Company Registration Act draft to the Board for consideration. The Director informed the Board that the language change in Neb. Rev. Stat. § 76-3207 is to correct the intent. It is not the applicant to whom the AMC Rule ownership restrictions apply, but the AMC. As with the Real Property Appraiser Act, language was added to authorize the Board's use of a contingent dismissal agreement. Director Kohtz informed the Board that the same step is required for the Nebraska Appraisal Management Company Registration Act draft as identified for the Real Property Appraiser Act draft. Board Member Hermsen moved to approve the Nebraska Appraisal Management Company Registration Act draft as presented and authorize Director Kohtz to work with the Committee legal counsel to prepare a requisition draft. Board Member Minshull seconded. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

3. Title 298_July 1, 2024 Draft

Director Kohtz presented the July 1, 2024 draft of Title 298 to the Board for consideration, and informed the Board that there are numerous changes. Director Kohtz indicated that he would break the changes down into specific categories during the review and would summarize the changes. The Director asked the Board to stop him at any time with questions, concerns, or recommendations, and proceeded with the following changes:

- The Director began on page O.6 and noted that "Course does not include an activity offered in a conference setting" is added to clarify that a conference is not the same as a course for a continuing education activity.

- The Director then moved to page O.7 and reported the definition of secondary provider is moved from 001.10 to 001.11 to maintain alphabetical order for definitions.

- The language in 013 is amended to state, "As applicable, the Board shall apply the Occupational Board Reform Act, NEB. REV. STAT. § 84-934 et. seq., when administering and enforcing this Title." All language pertaining to the procedures for administration of the preliminary criminal history review are removed as the preliminary criminal history review requirements do not apply to the Board.

- In Chapter 2 001.01A; 001.02A; 001.03A; 001.04A, the qualifying education requirements for the trainee, licensed residential, certified residential, and certified general classifications are amended to include eight hours of valuation bias and fair housing laws and regulations after December 31, 2025. Eight hours of appraisal subject matter electives is removed for the certified residential and certified general classifications. These changes implement 2026 Criteria as authorized in LB992.

- In Chapter 2 001.03D.2 001.03E.2; 001.04B.2; 001.04C.2, the qualifying education requirements for upgrading to the certified residential and certified general classifications are amended to account for the eight hours of valuation bias and fair housing laws and regulations required for each classification after December 31, 2025. Eight hours of appraisal subject matter electives is removed for upgrade to the certified residential and certified general classifications when applicable. These changes are to implement 2026 Criteria as authorized in LB992.

- In Chapter 2 001.02B; 001.04B; 001.04C; 001.04D, non-substantial changes are made to the language in the upgrade requirements of the licensed residential real property appraiser and certified general real property appraiser to provide for better clarification and consistent language structure between all classifications.

- In Chapter 2 002.02, the real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser that may be obtained in another jurisdiction is increased from 50% to 100%. In addition, "Section 002 of this Chapter and" is added to clarify that the real property appraisal practice experience must meet the requirements of Title 298 in addition to the laws of the jurisdiction in which it was obtained.

- In Chapter 2 00208B.1; 002.08B.2, “and a period of six months experience” is added to the language pertaining to credit awarded for the successful completion of a licensed residential PAREA program; and “and a period of six months experience” is added for the licensed residential classification, “and a period of twelve months experience” is added for the certified residential and certified general classifications to the language pertaining to credit for awarded for the successful completion of a certified residential PAREA program. This added language clarifies how the PAREA program approval applies to the real property appraisal practice experience requirements.

- In Chapter 2 002.09A(4), the real property appraisal practice experience log responsibilities for the supervisory real property appraiser and the appraiser-in-charge are updated to emphasize that a description of the scope of review is required for clarification.

- In Chapter 2 004.01A.2; 004.02A.2, a fee schedule is added to implement an application fee change from $150.00 to $200.00 between FY2025-26 and FY2027-28 for those applying for credentialing through education, experience, and examination.

- In Chapter 2 004.02E, a fee schedule is added to implement a credential fee change from $300.00 to $350.00 between FY2025-26 and FY2027-28 for those credentialed through education, experience, and examination.

- In chapter 3, all changes reference the following increases to the fee schedule: $150.00 to $200.00 between FY2025-26 and FY2027-28 for those applying for credentialing through reciprocity; $300.00 to $350.00 between FY2025-26 and FY2027-28 for those credentialed through reciprocity; $100.00 to $150.00 between FY2025-26 and FY2027-28 for those applying for a temporary real property appraiser credential; $50.00 to $100.00 between FY2025-26 and FY2027-28 for those applying for a temporary real property appraiser credential.

Board Member Minshull indicated that he understands the changes that are intended to implement federal requirements and the fee tables, and requested that Director Kohtz focus on changes that are substantial, but not implementing federal requirements or fee tables. The Board agreed with Board Member Minshull. The Director informed the Board that he will proceed accordingly.

- In chapter 4 001.05, “of activity” is stricken and “at which activity was conducted or presentation method” is added to ensure that the education activity presentation method reflects the classroom, synchronous, asynchronous, or hybrid delivery methods for the evidence of attendance at an education activity sponsored or conducted by the Board submitted for continuing education credit.

- In chapter 6 001.06, the Board no longer maintains a schedule of education activities on its website; therefore, all original language is stricken. The language, "Nothing in this Chapter may be construed to preclude education providers from surrendering approval of education activities" is added. This language allows for staff to accept an education provider's request to surrender an education activity approval without Board action required in 002.04, 003.04, and 004.06.

- In Chapter 6 001.10, the timed outline used to evaluate education hours may be submitted by education providers in a schedule or non-schedule format. The current language for determining the number of hours of approval for an education activity is difficult to apply to all timed outlines reviewed by staff. To determine education activity hours for timed outline in a schedule format, where sixty minutes equals one hour in Coordinated Universal Time, the language is amended to utilize the start time and the end time to determine the total minutes engaged in instruction. Breaks, meal periods, and time not engaged in instruction are removed. Fifty minutes engaged in instruction out of each sixty-minute segment equals one hour. To determine education activity hours for a timed outline in a non-schedule format, where each topic is assigned a specific duration, the language is amended to utilize each minute engaged in instruction to determine the total minutes engaged in instruction. Fifty minutes engaged in instruction equals one hour.

- In Chapter 6 002.04B; 003.04C; 004.06B, the procedure for the Board to rescind approval of an education activity is made more efficient to reduce the length of time needed to rescind approval of an education activity by removing the Board's first review of the education activity. The education activity will go before the Board after the education provider has been notified of the reason for rescission and had an opportunity to provide a response for the Board's consideration.

- In Chapter 6 003.02A.2j, the requirement that a completed 7-Hour USPAP Course Checklist for AQB Equivalency Approval as developed and published by The Appraisal Foundation for any seven-hour Uniform Standards of Appraisal Practice Update course not approved by the Appraiser Qualifications Board of The Appraisal Foundation is stricken as all seven-hour Uniform Standards of Professional Appraisal Practice Continuing Education Courses must be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

- In Chapter 6 005.03B, the instructor qualifications for those holding a credential are updated from three years to five years for the period that an instructor may not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action to better align with the requirements for AQB Certified USPAP instructors.

- In Chapter 8 005.03B, the instructor qualifications for those holding a credential are updated from three years to five years for the period that an instructor may not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action to better align with the requirements for AQB Certified USPAP instructors.

Director Kohtz asked for any questions or corrections. The Director informed the Board that he will make the updates to clarify real property appraisal practice experience obtained through the completion of a PAREA program for consideration at the August 15, 2024 meeting. There was no further discussion.

4. **Other Legislative Matters:** No discussion.

P. ADMINISTRATIVE BUSINESS: No discussion.

Q. OTHER BUSINESS

1. **BOARD MEETINGS:** No discussion.

2. **CONFERENCES/EDUCATION:** No discussion.

3. **MEMOS FROM THE BOARD:** No discussion.

4. **QUARTERLY NEWSLETTER:** No discussion.

5. **APPRAISAL SUBCOMMITTEE**

   a. **2025 ASC Compliance Review – March 11-13, 2025**
   Director Kohtz reported that the Appraisal Subcommittee has scheduled its compliance review of Nebraska's appraiser and AMC programs for March 11-13, 2025. The Director informed the Board that the ASC requested that the Board hold its March 20, 2025 meeting by virtual conferencing. After discussion with Chairperson Downing, the ASC's request was agreed to. The Director asked for any questions or comments. There was no discussion.

   b. **ASC Quarterly Meeting: June 12, 2024 (Online**): No discussion.

   c. **ASC March 13, 2024 Meeting Minutes**
   Director Kohtz presented the Appraisal Subcommittee March 13, 2024 Quarterly Meeting Minutes to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no discussion.

   d. **ASC Annual Report 2023**
   Director Kohtz presented the ASC 2023 Annual Report to the Board for review. The Director reported that he had no specific comments, and asked for any questions or comments. There was no further discussion.

6. **THE APPRAISAL FOUNDATION**

   a. **TAF July Newsletter**
   Director Kohtz presented The Appraisal Foundation's July Newsletter to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no discussion.

b. No Findings Result from HUD Secretary-Initiated Complaint into TAF; Conciliation Agreement Signed

Director Kohtz presented The Appraisal Foundation's press release titled, "No Findings Result from HUD Secretary-Initiated Complaint; Conciliation Agreement Signed" to the Board for review and reported that he had no specific comments but noted that the contents found in the Conciliation Agreement are very interesting. The Director asked for any questions or comments. There was no discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS: No discussion.

8. IN THE NEWS: No discussion.

C. Credentialing as a Nebraska Real Property Appraiser:

The Board reviewed applicants CG23039 and CG24002. Chairperson Downing asked for a motion on CG24002.

Board Member Hermsen moved to take the following action:

CG24002 / Approve evidence showing completion of fifteen hours of market analysis and highest and best use on December 14, 2016 as required under 298 NAC Chapter 2, 001.03A.1(4) and authorize staff to continue processing application according to established procedures.

Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and called for a vote. Motion carried with Hermsen, Minshull and Downing voting aye.

D. Registration as an Appraisal Management Company: No discussion.

E. Consideration of Compliance Matters

The Board reviewed compliance matters 23-08, 23-12, and 24-05. Chairperson Downing asked for a motion on 23-12 and 24-05.

Board Member Hermsen moved to take the following action:

24-05 / Dismiss with prejudice.

Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and called for a vote. Motion carried with Hermsen, Minshull and Downing voting aye.

Board Member Hermsen moved to take the following action:

23-12 / Authorize the filing of a formal complaint for violation of Neb. Rev. Stat. §§ 76-2237 and 76-2238(12),(14),(19).

Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and called for a vote. Motion carried with Hermsen, Minshull and Downing voting aye.

F. Consideration of Other Executive Session Items

1. 2024.11

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Update Course at least once every two years as required by Neb. Rev. Stat. 76-2236(2) for a second time. Board Member Hermsen moved to issue a written advisory to inform applicant of the requirement to complete the 7-Hour USPAP Update Course at least once every two years and that the next 7-Hour USPAP Update Course is due before January 1, 2025. If applicant fails to submit evidence of the successful completion of the 7-Hour USPAP Update Course in a timely manner, the next Application for Renewal of Nebraska Real Property Appraiser Credential will go before the Board for consideration. The advisory letter is to be sent by certified mail. Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With none, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

2. 2024.12

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Update Course at least once every two years as required by Neb. Rev. Stat. 76-2236(2) for a third time. Board Member Hermsen moved to authorize Director Kohtz approve the 2024-25 Application for Renewal of Nebraska Real Property Appraiser Credential upon the receipt of evidence of the successful completion of the 2024-25 seven-hour National Uniform Standards of Professional Appraisal Practice Update Course if received on or before August 8, 2024. Notice to be sent by certified mail. Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With none, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

3. **2024.13**

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Update Course at least once every two years as required by Neb. Rev. Stat. 76-2236(2) for a second time. Board Member Hermsen moved to issue a written advisory to inform applicant of the requirement to complete the 7-Hour USPAP Update Course at least once every two years and that the next 7-Hour USPAP Update Course is due before January 1, 2025. Director Kohtz announced that this is the incorrect motion. Board Member Hermsen withdrew the motion and moved to authorize Director Kohtz approve the 2024-25 Application for Two-Year Renewal of Nebraska Trainee Real Property Appraiser Credential upon the receipt of evidence of the successful completion of the 2024-25 seven-hour National Uniform Standards of Professional Appraisal Practice Update Course if received on or before to August 8, 2024. Notice to be sent by certified mail. Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With none, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

4. **2024.14**

The Board reviewed a request for an individualized program of continuing education. A Nebraska credentialed real property appraiser requested that an education activity offered by a specific education provider, not approved by the Board for continuing education at the time of completion, be allowed as continuing education. In accordance with Neb. Rev. Stat. § 76-2236(4), Board Member Hermsen moved to adopt an individualized program of continuing education during the applicant's 2023-2024 continuing education period as follows: Up to fourteen hours of continuing education may be awarded for an education activity that includes the topics of real estate finance, statistics, and valuation modeling, not approved by the Board under 298 NAC Chapter 6, that fails meet the requirements for acceptance under 298 NAC Chapter 4, § 001.10, and is approved as continuing education in another jurisdiction, if evidence is provided that such education activity was satisfactorily completed during the two-year continuing education period. Except for the individualization of continuing education as stated, all provisions of Neb. Rev. Stat. § 76-2236 shall apply. Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With none, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

5. **2024.15**

The Board reviewed an appraisal report received from the Fannie Mae Loan Quality Center. The Board concluded there were no substantial errors or omissions which lead to non-credible assignment results or USPAP violations; however, the real property appraiser does need to be made aware of the issue that Fannie Mae brought attention to as it could become a problem for the real property appraiser in the future. Board Member Hermsen moved to provide a copy of the Fannie Mae Loan Quality Center LQC State Tips document to real property appraiser and issue a written advisory directing real property appraiser to take notice of the issue identified by Fannie Mae in the Fannie Mae Loan Quality Center LQC State Tips document. Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With none, Chairperson Downing called for a vote. The motion carried with Hermsen, Minshull, and Downing voting aye.

6. **Personnel Matters**: No discussion.

R. ADJOURNMENT

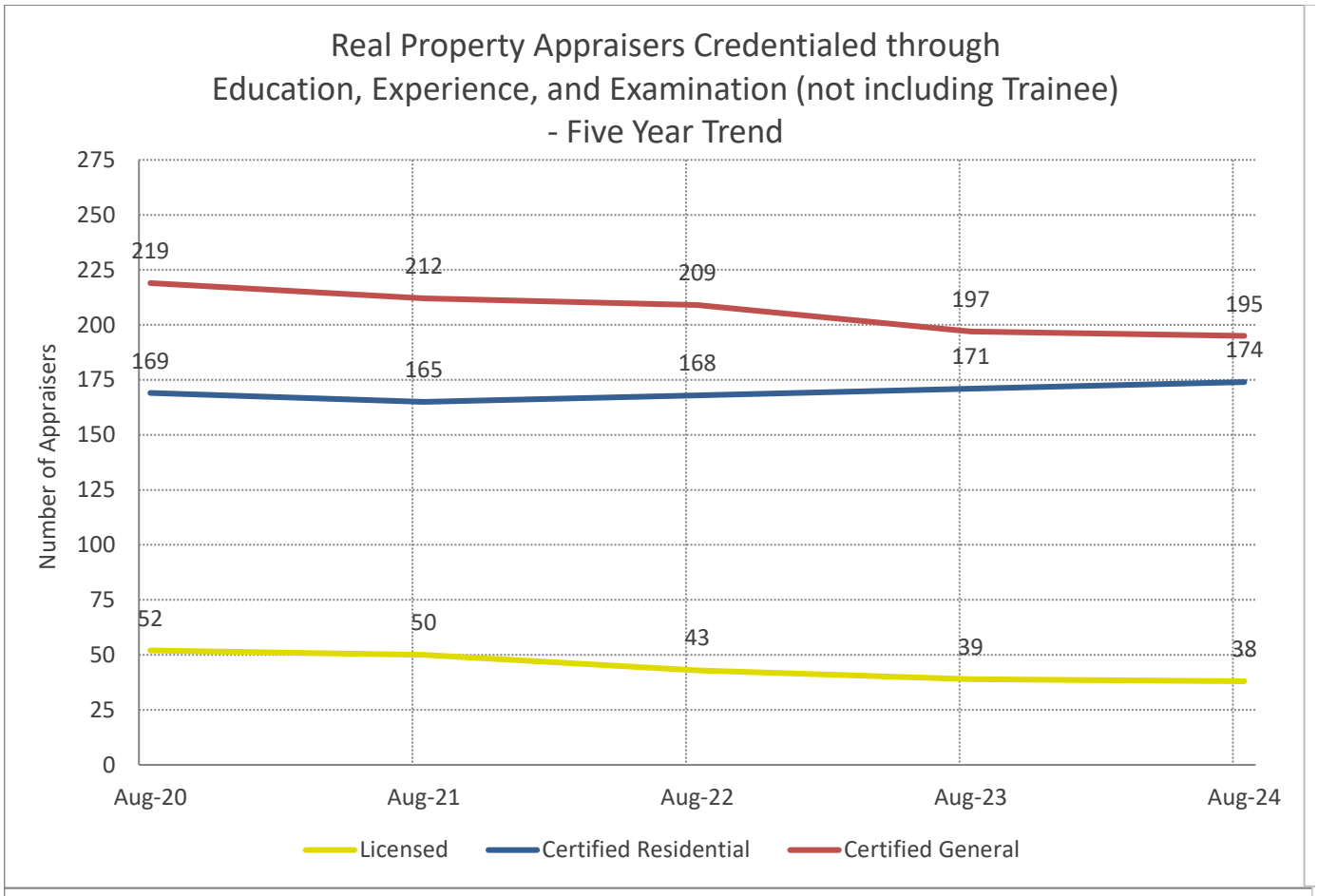
Board Member Minshull moved to adjourn the meeting. Board Member Hermsen seconded the motion. The motion carried with Hermsen, Minshull, and Downing voting aye. At 12:50 p.m., Chairperson Downing adjourned the July 18, 2024 meeting of the Nebraska Real Property Appraiser Board.

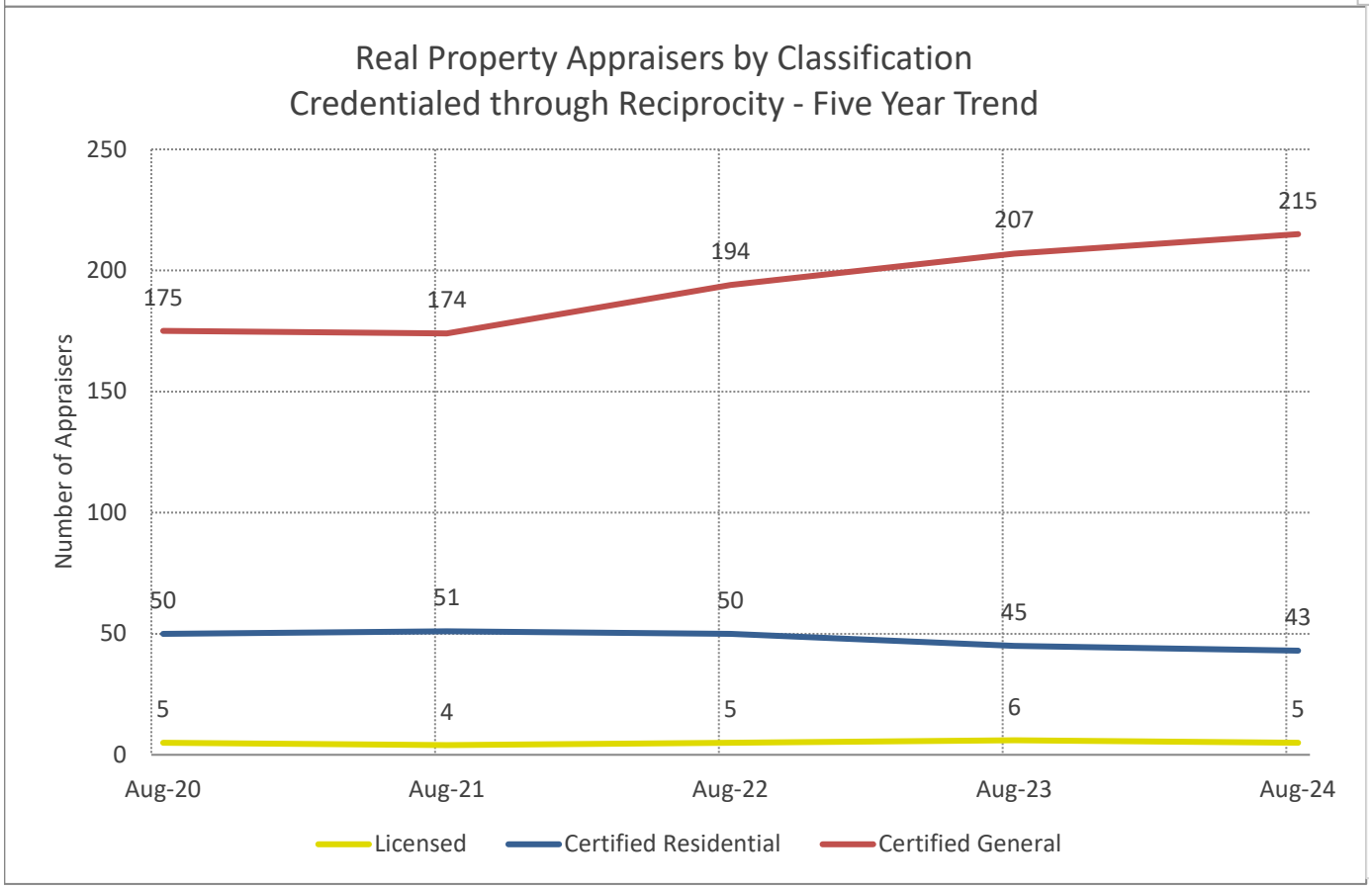
Respectfully submitted,

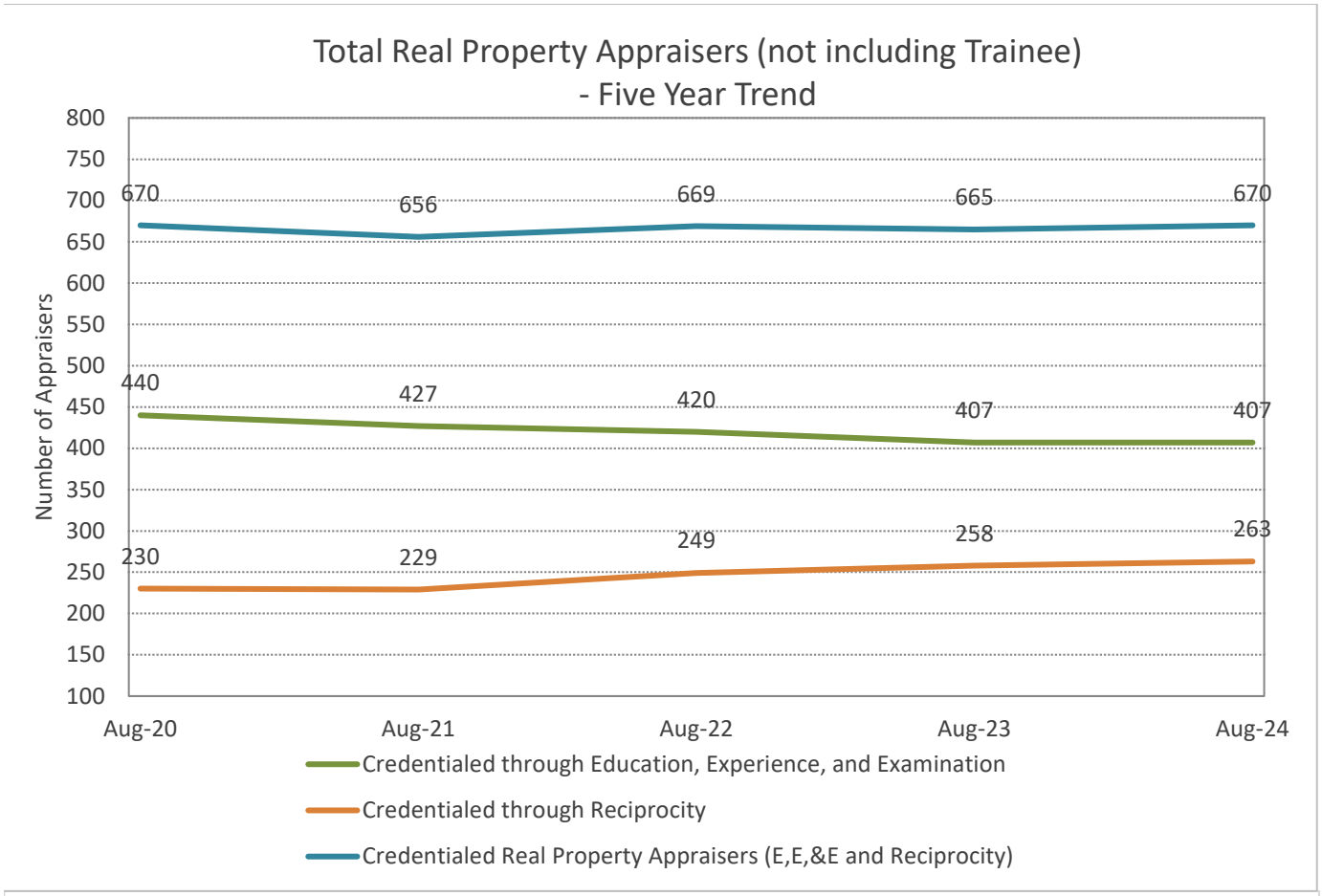
Tyler N. Kohtz
Director

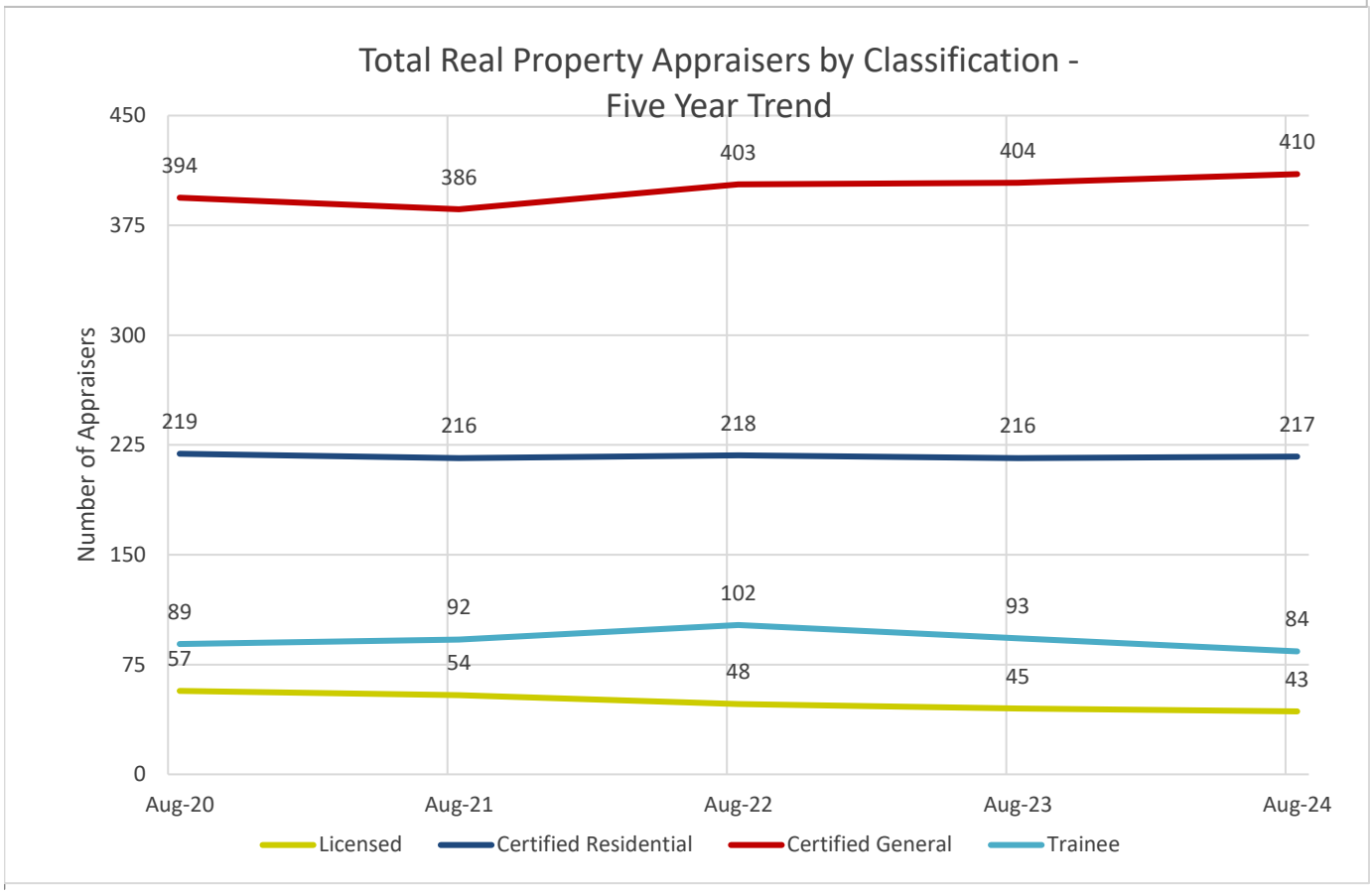
These minutes were available for public inspection on July 26, 2024, in compliance with Nebraska Revised Statute § 84-1413 (5).

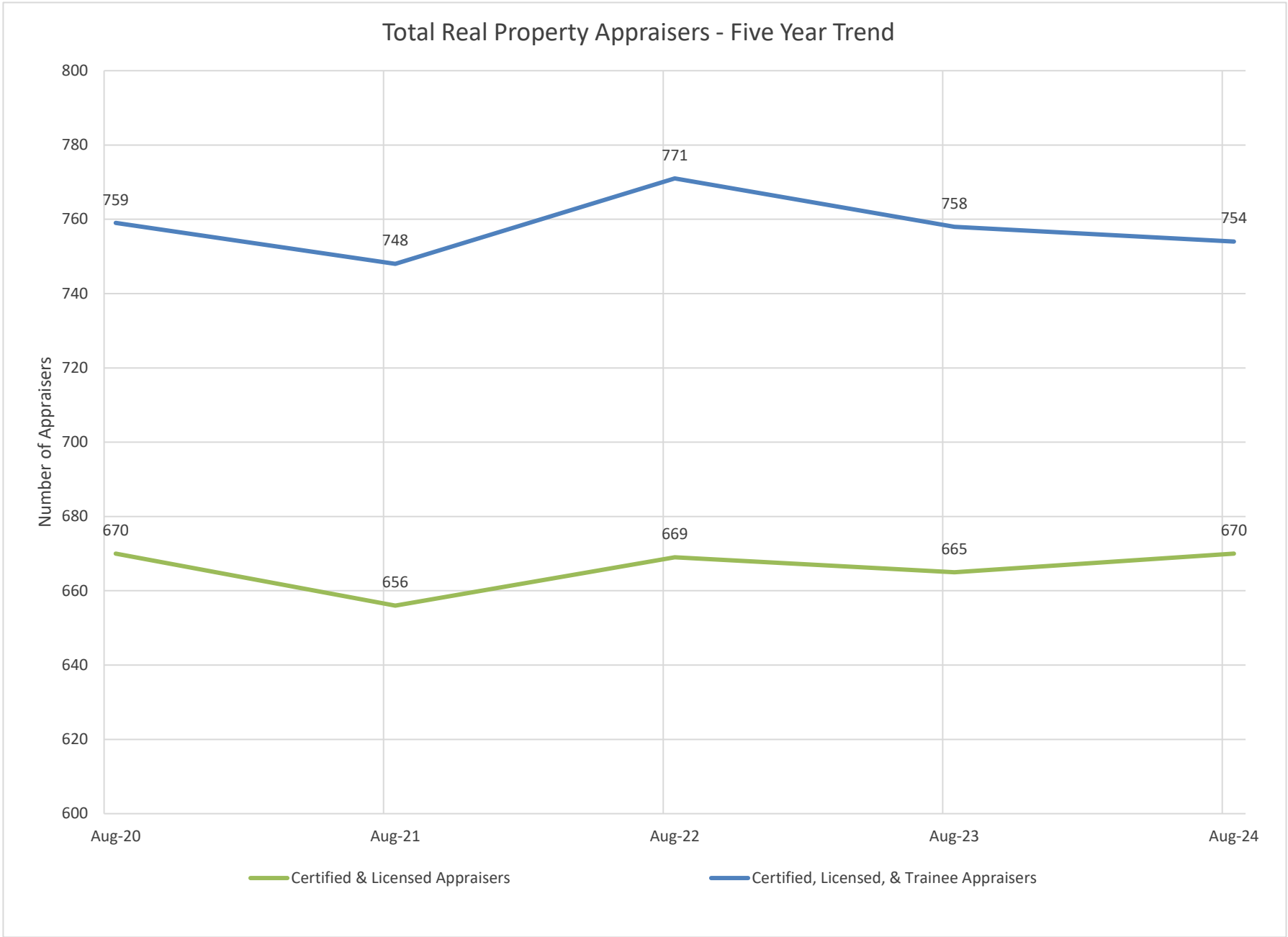
Real Property Appraiser Report

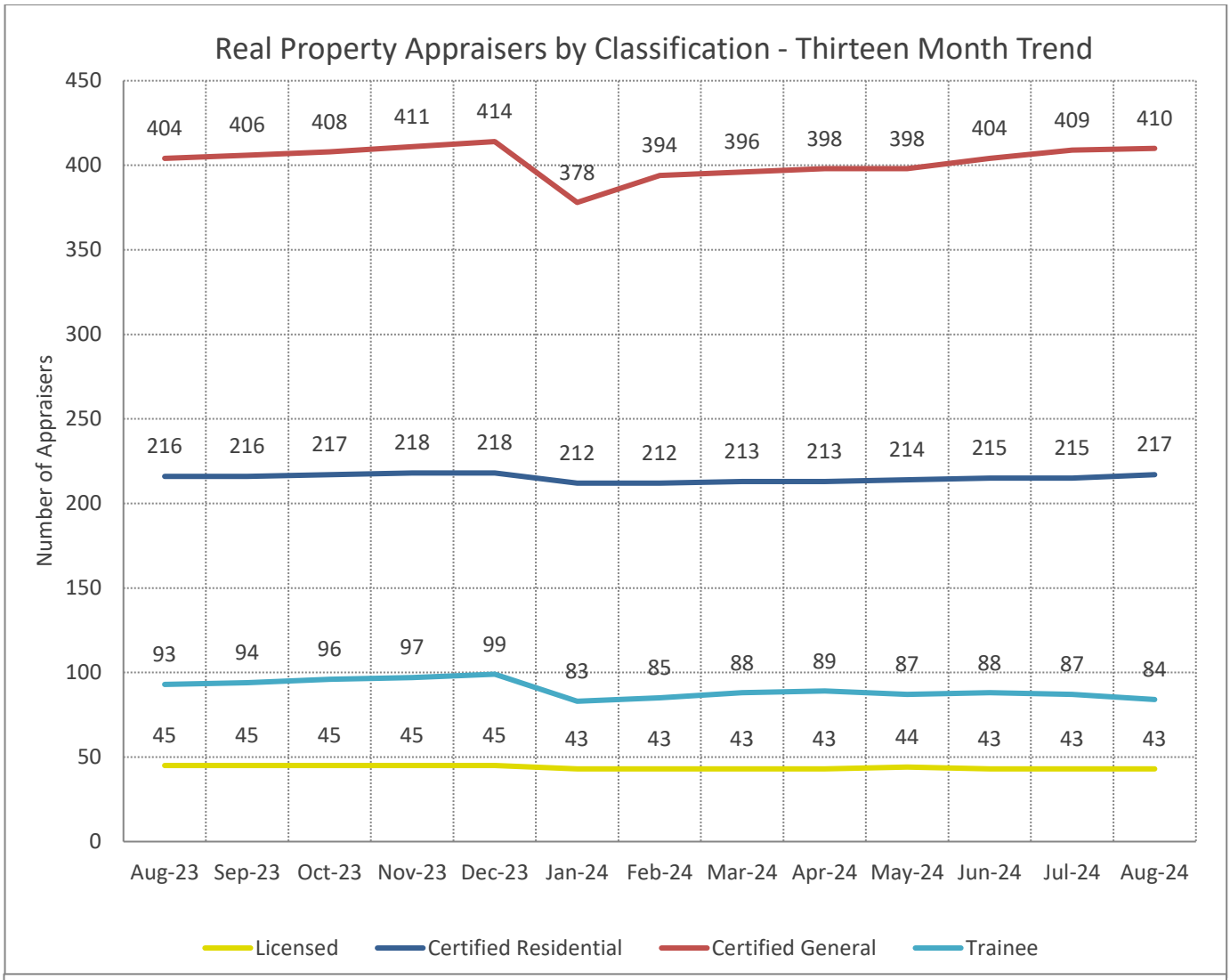


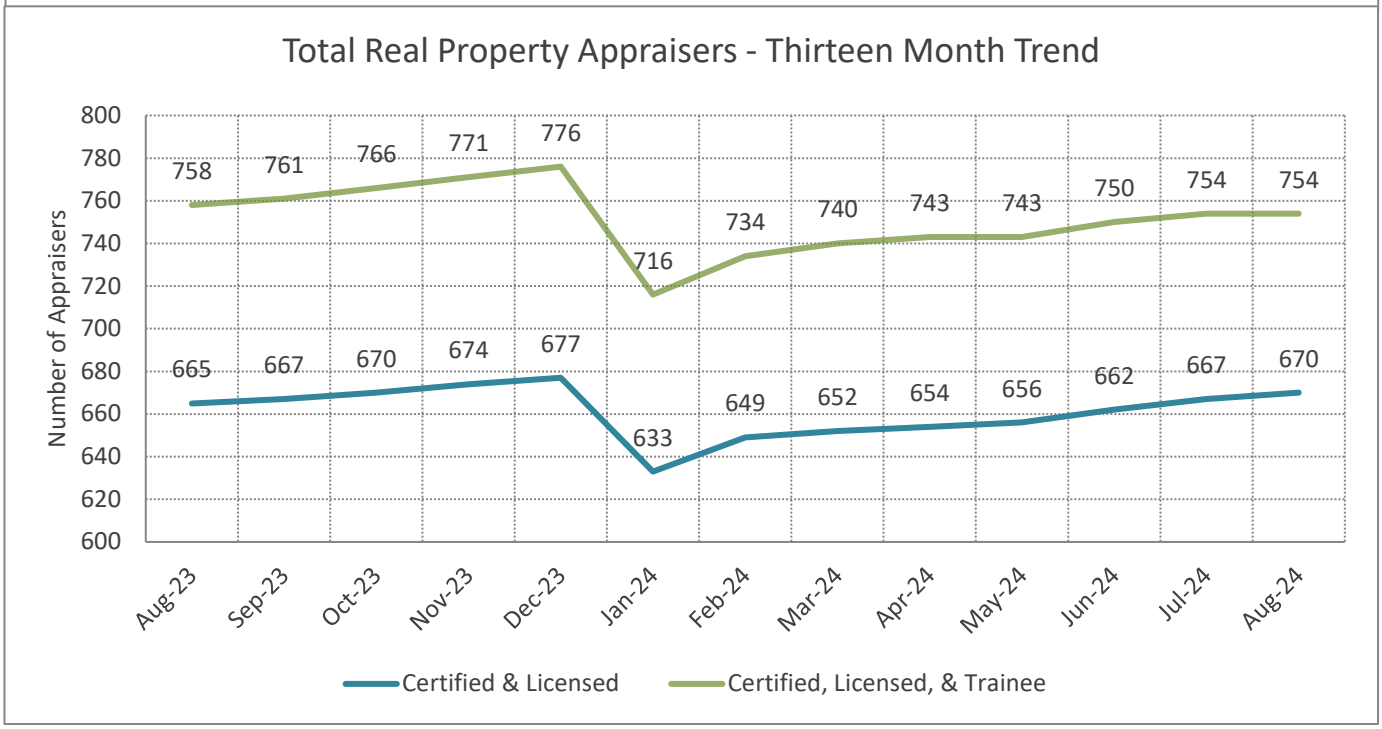



Total Real Property Appraisers (not including Trainee) - Five Year Trend
Number of Appraisers
800
750
700
650
600
550
500
450
400
350
300
250
200
150
100
670
656
669
665
670
440
427
420
407
407
230
229
249
258
263
Aug-20
Aug-21
Aug-22
Aug-23
Aug-24
Credentialed through Education, Experience, and Examination
Credentialed through Reciprocity
Credentialed Real Property Appraisers (E,E,&E and Reciprocity)

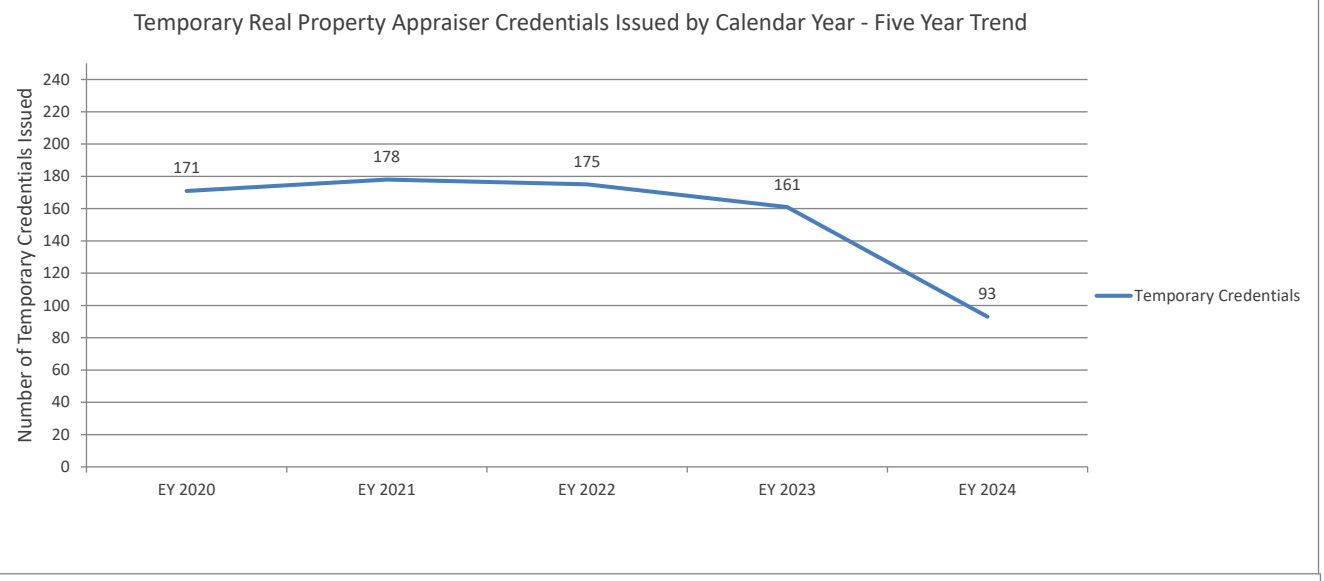

Total Real Property Appraisers by Classification - Five Year Trend
Number of Appraisers
450
375
300
225
150
75
0
394
386
403
404
410
219
216
218
216
217
89
92
102
93
84
57
54
48
45
43
Aug-20
Aug-21
Aug-22
Aug-23
Aug-24
Licensed
Certified Residential
Certified General
Trainee

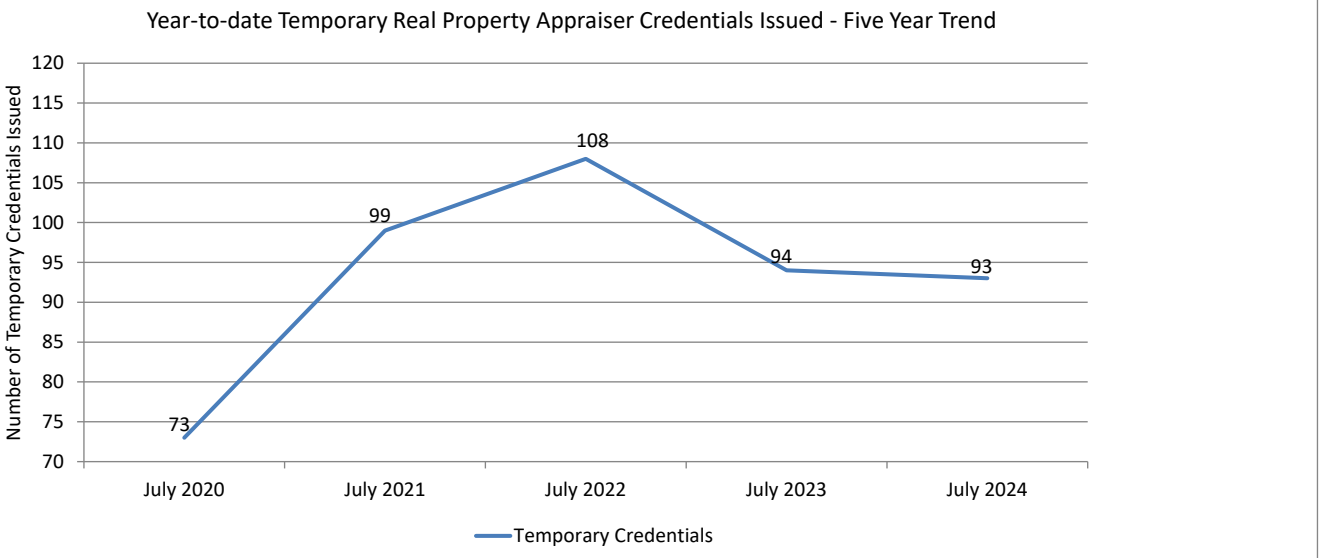

Total Real Property Appraisers - Five Year Trend
Number of Appraisers
800
780
760
740
720
700
680
660
640
620
600
759
748
771
758
754
670
656
669
665
670
Aug-20
Aug-21
Aug-22
Aug-23
Aug-24
Certified & Licensed Appraisers
Certified, Licensed, & Trainee Appraisers

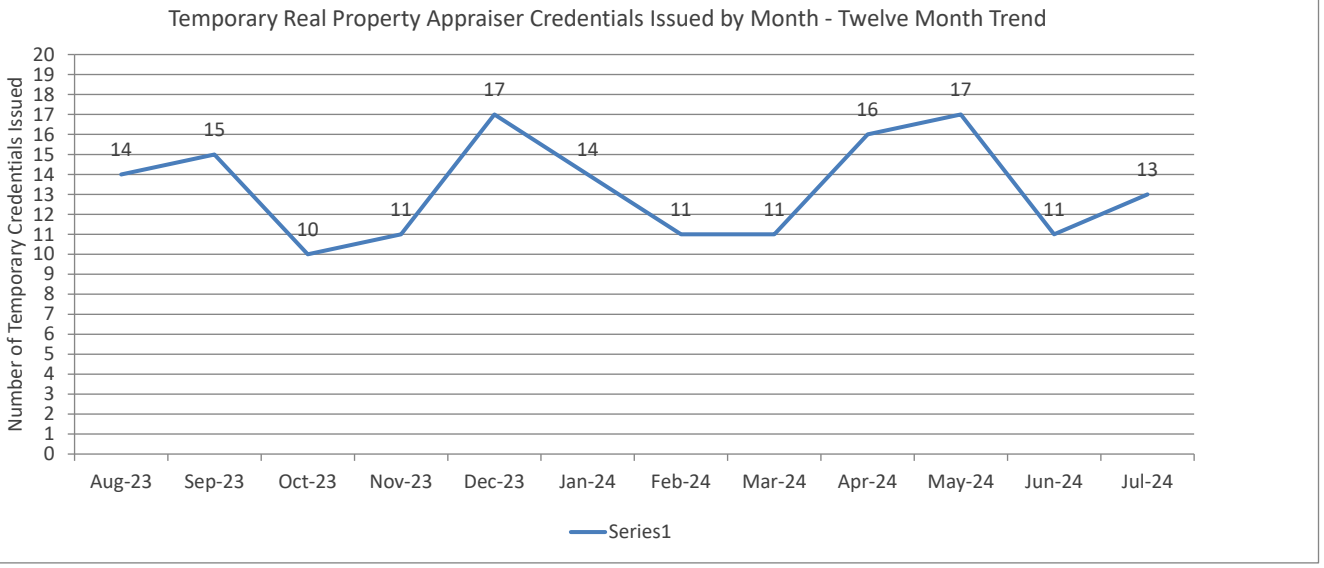

Real Property Appraisers by Classification - Thirteen Month Trend
Number of Appraisers
450
400
350
300
250
200
150
100
50
0
404 406 408 411 414 378 394 396 398 398 404 409 410
216 216 217 218 218 212 212 213 213 214 215 215 217
93 94 96 97 99 83 85 88 89 87 88 87 84
45 45 45 45 45 43 43 43 43 44 43 43 43
Aug-23 Sep-23 Oct-23 Nov-23 Dec-23 Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24 Jul-24 Aug-24
Licensed
Certified Residential
Certified General
Trainee


Total Real Property Appraisers - Thirteen Month Trend
Number of Appraisers
800
780
760
740
720
700
680
660
640
620
600
758 761 766 771 776 716 734 740 743 743 750 754 754
665 667 670 674 677 633 649 652 654 656 662 667 670
Aug-23 Sep-23 Oct-23 Nov-23 Dec-23 Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24 Jul-24 Aug-24
Certified & Licensed
Certified, Licensed, & Trainee

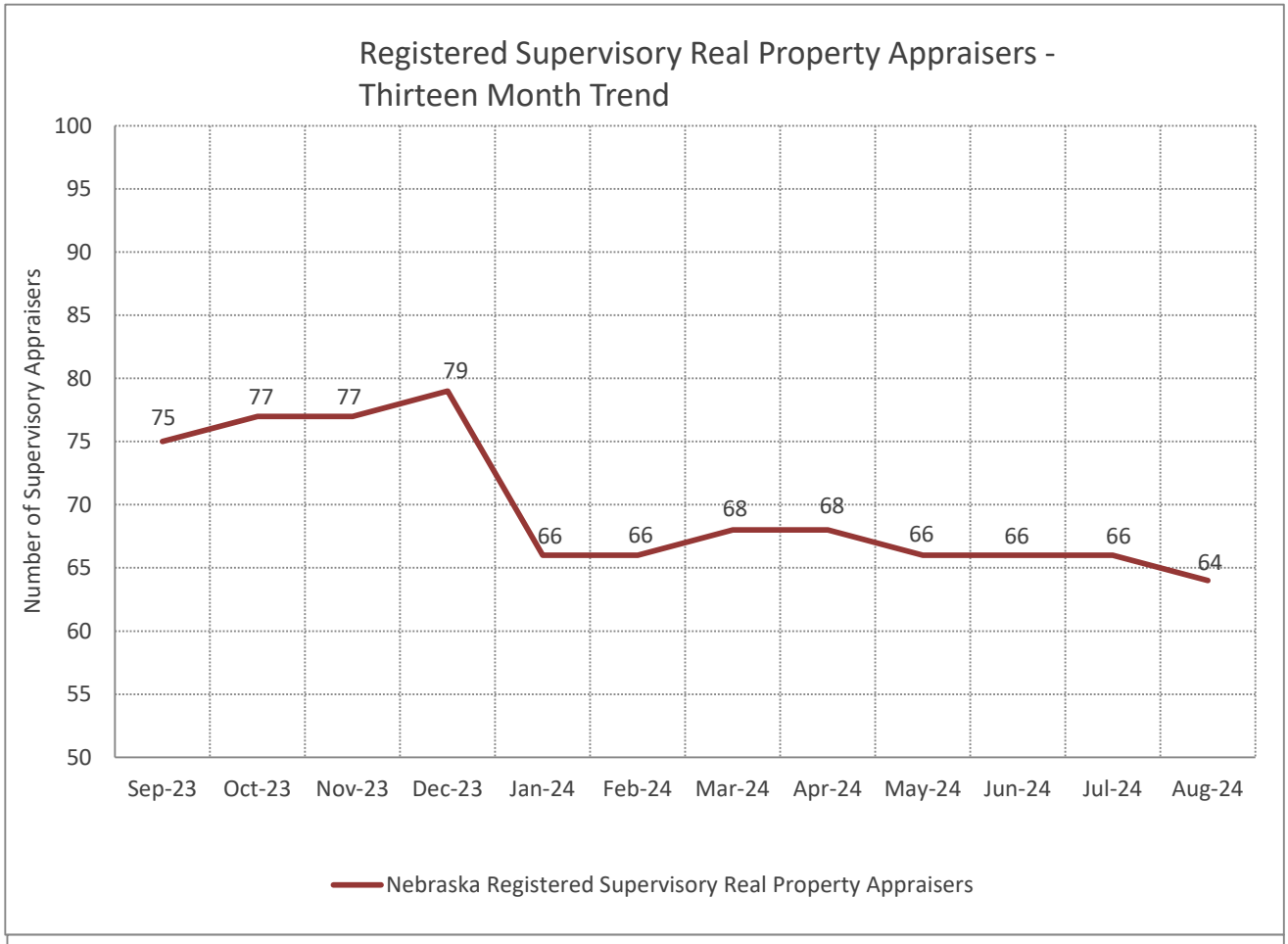
Temporary Real Property Appraiser Report

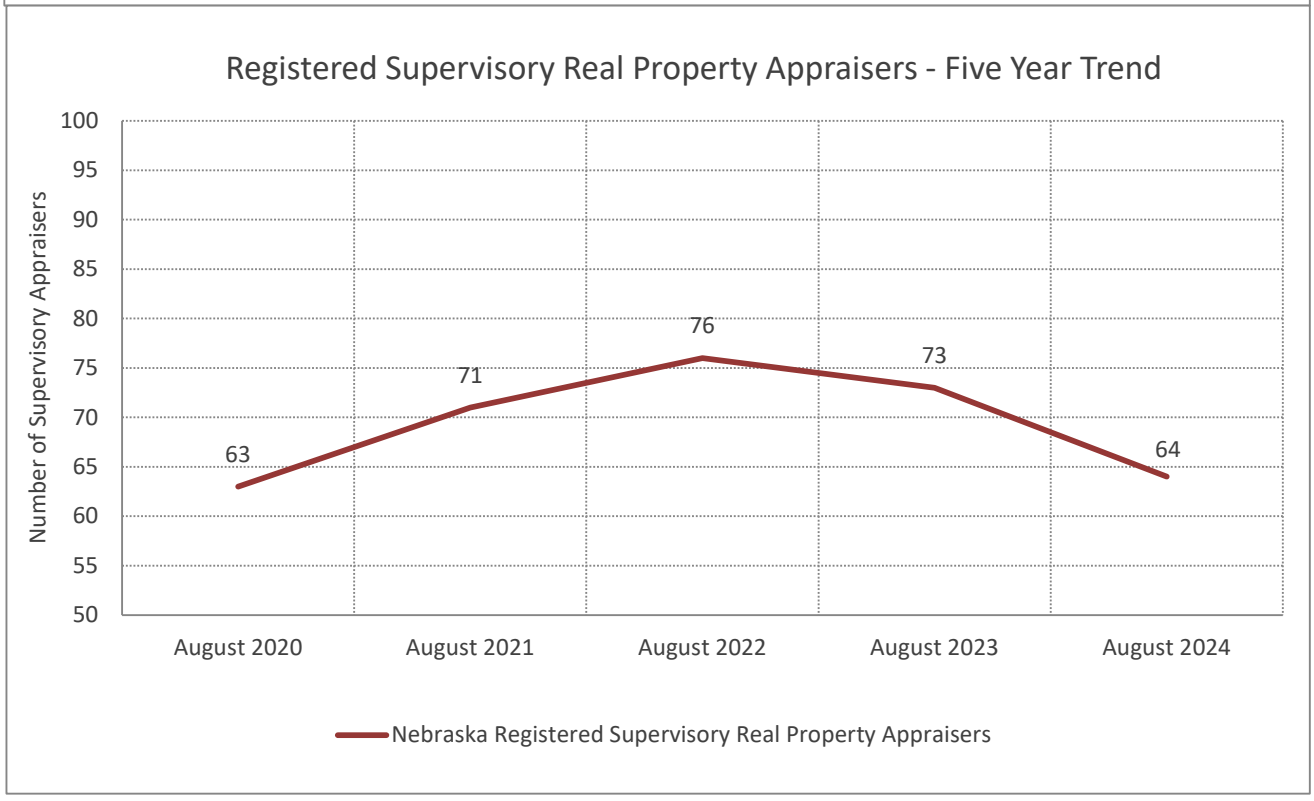




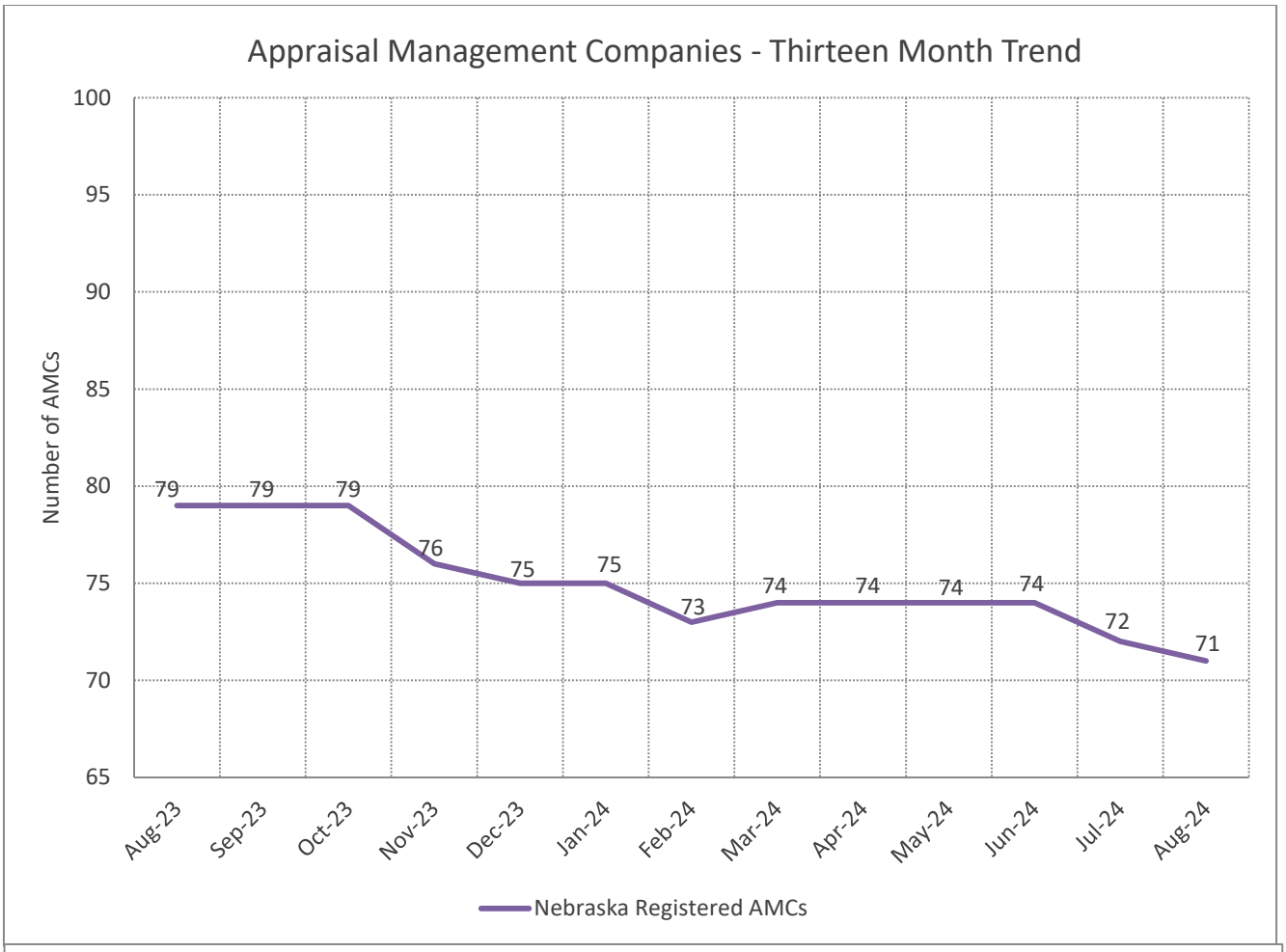


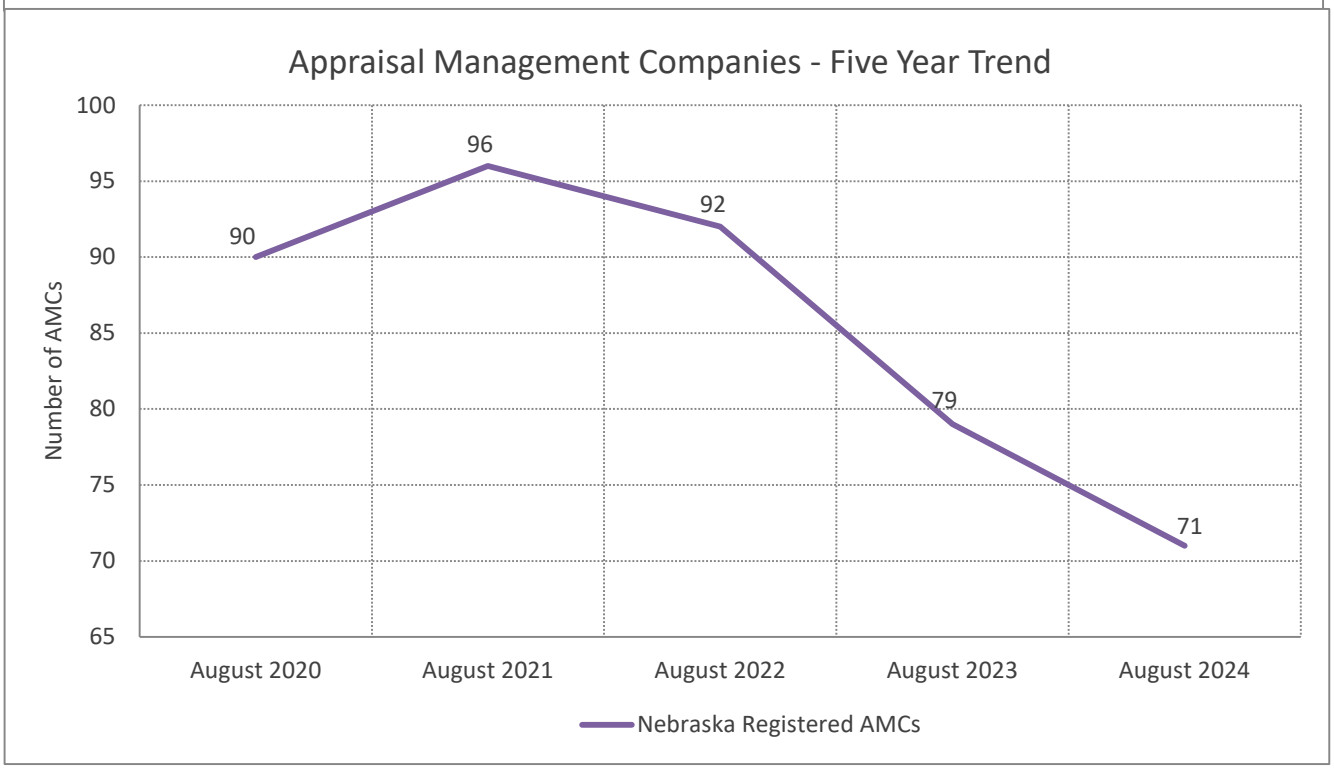
Supervisory Real Property Appraiser Report





Appraisal Management Company Report





NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

July 10, 2024 – August 6, 2024

New Certified Residential Real Property Appraisers through Reciprocity		
CR2024006R	Jackson, Joe	Approved July 17, 2024
New Certified General Real Property Appraisers through Reciprocity		
CG2024015R	Greenlee, Benjamin	Approved July 17, 2024
CG24010R	Parent, Stephen	Approved July 22, 2024
CG24012R	Calvanico, Joseph	Approved August 5, 2024

NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF EDUCATION ACTIVITY AND INSTRUCTOR(S) APPLICANTS

July 10, 2024 – August 6, 2024

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
New Continuing Education Activities and Instructors					
McKissock, LLC	2241463.03	3	Cracking the Code-Demystifying Desktop and Hybrid Appraisals	Dan Bradley, Wallace Czekalski, Robert Frazier, Charles Huntoon, Kevin Hecht, Mel Black, Alan Hummel, Greg Stephens, Robert Luciani, Howard Kanter, Larry McMillen, Steve Maher, Tony Pistilli, Alexander Gilbert, Pam Teel, Julie Molendorp-Floyd, Dan Tosh, Daniel Bone, Charles Fisher, Josh Walitt	7/15/2024
McKissock, LLC	2243464.03	3	Live Webinar: Cracking the Code-Demystifying Desktop and Hybrid Appraisals	Dan Bradley, Alexander Gilbert, Diana Jacob, Robert Frazier, Charles Huntoon, Kevin Hecht, Mel Black, Alan Hummel, Greg Stephens, Jo Traut, Philicia Lloyd, Robert Abelson, Robert McClelland, Steve Maher, Pam Teel, Julie Molendorp-Floyd, Josh Walitt, Charles Fisher	7/15/2024
Planit Omaha	2241475.14	4.25	2024 Commercial Real Estate (CRE) Summit	Jerry Slusky	7/29/2024
ASFMRA	2241476.01	8	Data Analytics for Appraisers	Ray Wagester	7/30/2024
ASFMRA	2243477.01	8	Data Analytics for Appraisers	Ray Wagester	8/1/2024

Appraisal Institute	2241478.02	7	Fair Value, Market Value, Fair Market Value	Kerry Jorgensen	8/1/2024
Appraisal Institute	2243479.02	7	Fair Value, Market Value, Fair Market Value Synchronous	Kerry Jorgensen	8/1/2024
New Qualifying Education Activities and Instructors					
McKissock, LLC	1242465.03	20	Appraisal Subject Matter Electives	Dan Bradley, Jo Traut	7/17/2024
McKissock, LLC	1242466.03	30	Basic Appraisal Principles	Dan Bradley, Jo Traut	7/17/2024
McKissock, LLC	1242467.03	30	Basic Appraisal Procedures	Dan Bradley, Jo Traut	7/17/2024
Appraisal Institute	1241474.02	33	Review Theory - General	Robert Moorman	7/17/2024
McKissock, LLC	1242468.03	30	General Appraiser Site Valuation and Cost Approach	Dan Bradley, Paul Lorenzen	7/30/2024
McKissock, LLC	1242469.03	30	Residential Sales Comparison and Income Approaches	Dan Bradley, Paul Lorenzen	7/30/2024
McKissock, LLC	1242470.03	15	Statistics, Modeling, and Finance	Dan Bradley, Paul Lorenzen	7/30/2024

2024-25 Nebraska Real Property Appraiser Board Goals and Objectives
June 13, 2024 Strategic Planning Meeting

	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	NOTES
LAWS, RULES, AND GUIDANCE DOCUMENTS	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction to add language to the Real Property Appraiser Act, and the Appraisal Management Company Registration Act, allowing the use of a conditional dismissal in lieu of disciplinary action.	12/31/2024	Drafts approved by the Board on July 18, 2024. Director Kohtz to work with committee legal council to prepare requisition draft.	Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.	Ongoing.	
	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, add fee schedule, and incorporate changes made to the Real Property Appraiser Qualification Criteria Effective January 1, 2026 and CAP Guidelines effective September 17, 2023.	6/30/2025	In progress.	Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.	Ongoing.	
				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, and provide for better clarification and administration.	Ongoing.	
				Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.	Ongoing.	
				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.	Ongoing.	
COMPLIANCE	Obtain second special assistant attorney general for compliance matters.	1/1/2025	In progress.	None.		
CREDENTIALING AND	None.			Explore opportunities to increase the number of Nebraska resident real property appraisers.	Ongoing.	
				Monitor real property appraiser credential renewal dates.	Ongoing.	
EDUCATION	None.			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.	Ongoing.	
				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.	Ongoing.	
PERSONNEL	None.			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.	Ongoing.	
PUBLIC INFORMATION	None.			Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the appraiser community.	Ongoing.	
				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, documents posted to the NRPAB website, meeting information, and other information that affects the industry.	Ongoing.	
				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.	Ongoing.	
				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.	Ongoing.	
				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.	Ongoing.	
				Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use.	Ongoing.	
				Explore the development and implementation of an updated NRPAB logo.	None.	
				Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders.	None.	
ADMINISTRATION	Explore credit card payment option for online applications.	6/30/2025	In progress.	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.	Ongoing.	
	Explore use of Federal grant money for development of online temporary real property appraiser credential application and NRPAB Database interface.	6/30/2025	In progress.	Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes.	Ongoing.	
				Explore online real property appraiser initial applications (Reciprocity and E,E,&E), AMC initial applications, education activity applications, and other services that require payment of a fee.	None.	
FINANCIALS	Complete 2025-27 Biennial Budget Request addressing agency issues discussed at strategic planning.	10/1/2024	Proposed 2025-27 Biennial Budget Request to be presented to the Board at its August 15, 2024 meeting.	None.		

2024-25 NRPAB SWOT Analysis			
STRENGTHS: -	**WEAKNESSES:**	**OPPORTUNITIES:**	**THREATS:**
* Customer service	* Industry's inability to grow	* Growth in real property appraiser field	* Agency turnover
* Organization	* Efficiency loss due to database not meeting potential	* Continued evaluation of Board and Agency operations	* Federal agency oversight
* Board member knowledge	* Regulatory and statutory barriers	* Embrace of available technology	* Economic climate
* Staff knowledge	* Difficulty obtaining new board members	* Agency staff size and cross-training of Agency duties	* Aging appraiser population
* Adaptability		* Board member with residential appraisal expertise	* Inadequate supervisory appraiser knowledge
* Professional diversity of Board		* Authority for non-disciplinary conditional dismissals	* Deemphasis on appraisals at the Federal level
* Modernization of accessability		* Utilization of ASC grant funding for technology projects	* Commodification of appraisal reports
		* Education of users of appraisal reports	* Business consolidation
			* Government consolidation

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 07/31/24

Overall

Agency 053 REAL PROPERTY APPRAISER BD
Division 000 Real Property App Bd
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
511100	PERMANENT SALARIES-WAGES	202,636.00	14,555.47	14,555.47	7.18		188,080.53
511600	PER DIEM PAYMENTS	7,600.00	500.00	500.00	6.58		7,100.00
511700	EMPLOYEE BONUSES	2,000.00					2,000.00
512100	VACATION LEAVE EXPENSE	17,634.00	724.46	724.46	4.11		16,909.54
512200	SICK LEAVE EXPENSE	2,281.00	353.48	353.48	15.50		1,927.52
512300	HOLIDAY LEAVE EXPENSE	10,769.00	1,737.05	1,737.05	16.13		9,031.95
Personal Services Subtotal		242,920.00	17,870.46	17,870.46	7.36	0.00	225,049.54
515100	RETIREMENT PLANS EXPENSE	17,649.00	1,300.72	1,300.72	7.37		16,348.28
515200	FICA EXPENSE	18,583.00	1,216.67	1,216.67	6.55		17,366.33
515500	HEALTH INSURANCE EXPENSE	59,730.00	4,977.52	4,977.52	8.33		54,752.48
516500	WORKERS COMP PREMIUMS	1,546.00					1,546.00
Major Account 510000 Total		340,428.00	25,365.37	25,365.37	7.45	0.00	315,062.63
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	2,500.00	88.65	88.65	3.55		2,411.35
521400	DATA PROCESSING EXPENSE	32,164.00	958.81	958.81	2.98		31,205.19
521500	PUBLICATION & PRINT EXPENSE	3,000.00					3,000.00
521900	AWARDS EXPENSE	50.00					50.00
522100	DUES & SUBSCRIPTION EXPENSE	600.00					600.00
524600	RENT EXPENSE-BUILDINGS	12,772.00	1,064.01	1,064.01	8.33		11,707.99
524900	RENT EXP-DUPR SURCHARGE	4,187.00	348.91	348.91	8.33		3,838.09
531100	OFFICE SUPPLIES EXPENSE	2,000.00	36.46	36.46	1.82		1,963.54
532100	NON CAPITALIZED EQUIP PU					1,830.00	1,830.00-
541100	ACCTG & AUDITING SERVICES	1,128.00	1,128.00	1,128.00	100.00		
541200	PURCHASING ASSESSMENT	39.00					39.00
541500	LEGAL SERVICES EXPENSE	20,000.00					20,000.00
541700	LEGAL RELATED EXPENSE	3,000.00					3,000.00
547100	EDUCATIONAL SERVICES	68.00					68.00
554900	OTHER CONTRACTUAL SERVICE	27,000.00	90.50	90.50	.34		26,909.50
556100	INSURANCE EXPENSE	53.00					53.00
559100	OTHER OPERATING EXP	53,500.96					53,500.96

Overall

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Division 000 Real Property App Bd
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
Major Account 520000 Total		162,061.96	3,715.34	3,715.34	2.29	1,830.00	156,516.62
570000 TRAVEL EXPENSES							
571100	BOARD & LODGING	3,300.00	321.00	321.00	9.73		2,979.00
571800	MEALS - TRAVEL STATUS	1,860.00	185.88	185.88	9.99		1,674.12
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	8,375.00	834.82	834.82	9.97		7,540.18
575100	MISC TRAVEL EXPENSES	400.00	37.50	37.50	9.38		362.50
Major Account 570000 Total		14,135.00	1,379.20	1,379.20	9.76	0.00	12,755.80
BUDGETED EXPENDITURES TOTAL		516,624.96	30,459.91	30,459.91	5.90	1,830.00	484,335.05
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	516,624.96	30,459.91	30,459.91	5.90	1,830.00	484,335.05
BUDGETED EXPENDITURES TOTAL		516,624.96	30,459.91	30,459.91	5.90	1,830.00	484,335.05
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
471100	SALE OF SERVICES	450.00-	50.00-	50.00-	11.11		400.00-
471120	QUALIFYING ED COURSE FEES	1,600.00-	550.00-	550.00-	34.38		1,050.00-
471121	CONTINUING ED NEW FEES	2,500.00-	150.00-	150.00-	6.00		2,350.00-
471122	CONTINUING ED RENEWAL FEES	150.00-	30.00-	30.00-	20.00		120.00-
475150	CERTIFIED GENERAL NEW FEES	9,300.00-	600.00-	600.00-	6.45		8,700.00-
475151	LICENSED NEW FEES	300.00-					300.00-
475152	FINGERPRINT FEES	2,760.25-	271.50-	271.50-	9.84		2,488.75-
475153	CERTIFIED RESIDENTIAL NEW	3,000.00-	600.00-	600.00-	20.00		2,400.00-
475154	CERTIFIED GENERAL RENEWAL	116,050.00-	11,000.00-	11,000.00-	9.48		105,050.00-
475155	LICENSED RENEWAL	12,100.00-					12,100.00-
475156	FINGERPRINT AUDIT PROGRAM FEES		20.00-	20.00-			20.00
475157	CERTIFIED RESIDENTIAL RENEWAL	62,700.00-	1,650.00-	1,650.00-	2.63		61,050.00-
475161	TEMPORARY CERTIFIED GENERAL	8,250.00-	600.00-	600.00-	7.27		7,650.00-
475163	AMC REGISTERED NEW FEES	4,000.00-					4,000.00-
475164	AMC APPLICATION FEES	700.00-	350.00-	350.00-	50.00		350.00-
475165	AMC REGISTERED RENEWAL	99,000.00-	9,000.00-	9,000.00-	9.09		90,000.00-

Overall

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	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475166	FED REG AMC RPT FORM PROC FEES	700.00-					700.00-
475167	CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168	CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234	APPLICATION FEES	25,650.00-	2,100.00-	2,100.00-	8.19		23,550.00-
476101	LATE PROCESSING FEES	4,175.00-	400.00-	400.00-	9.58		3,775.00-
Major Account 470000 Total		353,985.25-	27,371.50-	27,371.50-	7.73	0.00	326,613.75-
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	21,000.00-	3,575.06-	3,575.06-	17.02		17,424.94-
484500	REIMB NON-GOVT SOURCES	1,000.00-					1,000.00-
Major Account 480000 Total		22,000.00-	3,575.06-	3,575.06-	16.25	0.00	18,424.94-
BUDGETED REVENUE TOTAL		375,985.25-	30,946.56-	30,946.56-	8.23	0.00	345,038.69-

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	375,985.25-	30,946.56-	30,946.56-	8.23		345,038.69-
BUDGETED REVENUE TOTAL		375,985.25-	30,946.56-	30,946.56-	8.23	0.00	345,038.69-

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 07/31/24

Appraiser

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

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	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
511100	PERMANENT SALARIES-WAGES	131,713.40	9,461.22	9,461.22	7.18		122,252.18
511600	PER DIEM PAYMENTS	4,940.00	325.00	325.00	6.58		4,615.00
511700	EMPLOYEE BONUSES	1,300.00					1,300.00
512100	VACATION LEAVE EXPENSE	11,462.10	470.76	470.76	4.11		10,991.34
512200	SICK LEAVE EXPENSE	1,482.65	229.71	229.71	15.49		1,252.94
512300	HOLIDAY LEAVE EXPENSE	6,999.85	1,129.08	1,129.08	16.13		5,870.77
Personal Services Subtotal		157,898.00	11,615.77	11,615.77	7.36	0.00	146,282.23
515100	RETIREMENT PLANS EXPENSE	11,471.85	845.51	845.51	7.37		10,626.34
515200	FICA EXPENSE	12,078.95	790.87	790.87	6.55		11,288.08
515500	HEALTH INSURANCE EXPENSE	38,824.50	3,235.37	3,235.37	8.33		35,589.13
516500	WORKERS COMP PREMIUMS	1,004.90					1,004.90
Major Account 510000 Total		221,278.20	16,487.52	16,487.52	7.45	0.00	204,790.68
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	1,625.00	3.43-	3.43-	.21-		1,628.43
521400	DATA PROCESSING EXPENSE	20,906.60	623.23	623.23	2.98		20,283.37
521500	PUBLICATION & PRINT EXPENSE	1,950.00					1,950.00
521900	AWARDS EXPENSE	32.50					32.50
522100	DUES & SUBSCRIPTION EXPENSE	390.00					390.00
524600	RENT EXPENSE-BUILDINGS	8,301.80	691.61	691.61	8.33		7,610.19
524900	RENT EXP-DUPR SURCHARGE	2,721.55	226.79	226.79	8.33		2,494.76
531100	OFFICE SUPPLIES EXPENSE	1,300.00	23.70	23.70	1.82		1,276.30
532100	NON CAPITALIZED EQUIP PU					1,830.00	1,830.00-
541100	ACCTG & AUDITING SERVICES	733.20	733.20	733.20	100.00		
541200	PURCHASING ASSESSMENT	25.35					25.35
541500	LEGAL SERVICES EXPENSE	18,000.00					18,000.00
541700	LEGAL RELATED EXPENSE	2,700.00					2,700.00
547100	EDUCATIONAL SERVICES	44.20					44.20
554900	OTHER CONTRACTUAL SERVICE	26,350.00	45.25	45.25	.17		26,304.75
556100	INSURANCE EXPENSE	34.45					34.45
559100	OTHER OPERATING EXP	34,775.62					34,775.62

Appraiser

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ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
Major Account 520000 Total		119,890.27	2,340.35	2,340.35	1.95	1,830.00	115,719.92
570000 TRAVEL EXPENSES							
571100	BOARD & LODGING	2,145.00	208.65	208.65	9.73		1,936.35
571800	MEALS - TRAVEL STATUS	1,209.00	120.81	120.81	9.99		1,088.19
573100	STATE-OWNED TRANSPORT	130.00					130.00
574500	PERSONAL VEHICLE MILEAGE	5,443.75	542.64	542.64	9.97		4,901.11
575100	MISC TRAVEL EXPENSES	260.00	24.37	24.37	9.37		235.63
Major Account 570000 Total		9,187.75	896.47	896.47	9.76	0.00	8,291.28
BUDGETED EXPENDITURES TOTAL		350,356.22	19,724.34	19,724.34	5.63	1,830.00	328,801.88
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	350,356.22	19,724.34	19,724.34	5.63	1,830.00	328,801.88
BUDGETED EXPENDITURES TOTAL		350,356.22	19,724.34	19,724.34	5.63	1,830.00	328,801.88
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
471100	SALE OF SERVICES	450.00-	50.00-	50.00-	11.11		400.00-
471120	QUALIFYING ED COURSE FEES	1,600.00-	550.00-	550.00-	34.38		1,050.00-
471121	CONTINUING ED NEW FEES	2,500.00-	150.00-	150.00-	6.00		2,350.00-
471122	CONTINUING ED RENEWAL FEES	150.00-	30.00-	30.00-	20.00		120.00-
475150	CERTIFIED GENERAL NEW FEES	9,300.00-	600.00-	600.00-	6.45		8,700.00-
475151	LICENSED NEW FEES	300.00-					300.00-
475152	FINGERPRINT FEES	2,760.25-	271.50-	271.50-	9.84		2,488.75-
475153	CERTIFIED RESIDENTIAL NEW	3,000.00-	600.00-	600.00-	20.00		2,400.00-
475154	CERTIFIED GENERAL RENEWAL	116,050.00-	11,000.00-	11,000.00-	9.48		105,050.00-
475155	LICENSED RENEWAL	12,100.00-					12,100.00-
475156	FINGERPRINT AUDIT PROGRAM FEES		20.00-	20.00-			20.00
475157	CERTIFIED RESIDENTIAL RENEWAL	62,700.00-	1,650.00-	1,650.00-	2.63		61,050.00-
475161	TEMPORARY CERTIFIED GENERAL	8,250.00-	600.00-	600.00-	7.27		7,650.00-
475167	CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168	CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234	APPLICATION FEES	25,650.00-	2,100.00-	2,100.00-	8.19		23,550.00-

Appraiser

Agency 053 REAL PROPERTY APPRAISER BD
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Program 079 APPRAISER LICENSING

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ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
476101	LATE PROCESSING FEES	3,900.00-	350.00-	350.00-	8.97		3,550.00-
Major Account 470000 Total		249,310.25-	17,971.50-	17,971.50-	7.21	0.00	231,338.75-
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	12,000.00-	1,997.13-	1,997.13-	16.64		10,002.87-
484500	REIMB NON-GOVT SOURCES	500.00-					500.00-
Major Account 480000 Total		12,500.00-	1,997.13-	1,997.13-	15.98	0.00	10,502.87-
BUDGETED REVENUE TOTAL		261,810.25-	19,968.63-	19,968.63-	7.63	0.00	241,841.62-

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	261,810.25-	19,968.63-	19,968.63-	7.63		241,841.62-
BUDGETED REVENUE TOTAL		261,810.25-	19,968.63-	19,968.63-	7.63	0.00	241,841.62-

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ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000	**PERSONAL SERVICES**						
511100	PERMANENT SALARIES-WAGES	70,922.60	5,094.25	5,094.25	7.18		65,828.35
511600	PER DIEM PAYMENTS	2,660.00	175.00	175.00	6.58		2,485.00
511700	EMPLOYEE BONUSES	700.00					700.00
512100	VACATION LEAVE EXPENSE	6,171.90	253.70	253.70	4.11		5,918.20
512200	SICK LEAVE EXPENSE	798.35	123.77	123.77	15.50		674.58
512300	HOLIDAY LEAVE EXPENSE	3,769.15	607.97	607.97	16.13		3,161.18
Personal Services Subtotal		85,022.00	6,254.69	6,254.69	7.36	0.00	78,767.31
515100	RETIREMENT PLANS EXPENSE	6,177.15	455.21	455.21	7.37		5,721.94
515200	FICA EXPENSE	6,504.05	425.80	425.80	6.55		6,078.25
515500	HEALTH INSURANCE EXPENSE	20,905.50	1,742.15	1,742.15	8.33		19,163.35
516500	WORKERS COMP PREMIUMS	541.10					541.10
Major Account 510000 Total		119,149.80	8,877.85	8,877.85	7.45	0.00	110,271.95
520000	**OPERATING EXPENSES**						
521100	POSTAGE EXPENSE	875.00	92.08	92.08	10.52		782.92
521400	DATA PROCESSING EXPENSE	11,257.40	335.58	335.58	2.98		10,921.82
521500	PUBLICATION & PRINT EXPENSE	1,050.00					1,050.00
521900	AWARDS EXPENSE	17.50					17.50
522100	DUES & SUBSCRIPTION EXPENSE	210.00					210.00
524600	RENT EXPENSE-BUILDINGS	4,470.20	372.40	372.40	8.33		4,097.80
524900	RENT EXP-DUPR SURCHARGE	1,465.45	122.12	122.12	8.33		1,343.33
531100	OFFICE SUPPLIES EXPENSE	700.00	12.76	12.76	1.82		687.24
541100	ACCTG & AUDITING SERVICES	394.80	394.80	394.80	100.00		
541200	PURCHASING ASSESSMENT	13.65					13.65
541500	LEGAL SERVICES EXPENSE	2,000.00					2,000.00
541700	LEGAL RELATED EXPENSE	300.00					300.00
547100	EDUCATIONAL SERVICES	23.80					23.80
554900	OTHER CONTRACTUAL SERVICE	650.00	45.25	45.25	6.96		604.75
556100	INSURANCE EXPENSE	18.55					18.55
559100	OTHER OPERATING EXP	18,725.34					18,725.34
Major Account 520000 Total		42,171.69	1,374.99	1,374.99	3.26	0.00	40,796.70

AMC

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
570000	**TRAVEL EXPENSES**						
571100	BOARD & LODGING	1,155.00	112.35	112.35	9.73		1,042.65
571800	MEALS - TRAVEL STATUS	651.00	65.07	65.07	10.00		585.93
573100	STATE-OWNED TRANSPORT	70.00					70.00
574500	PERSONAL VEHICLE MILEAGE	2,931.25	292.18	292.18	9.97		2,639.07
575100	MISC TRAVEL EXPENSES	140.00	13.13	13.13	9.38		126.87
Major Account 570000 Total		4,947.25	482.73	482.73	9.76	0.00	4,464.52
BUDGETED EXPENDITURES TOTAL		166,268.74	10,735.57	10,735.57	6.46	0.00	155,533.17

SUMMARY BY FUND TYPE - EXPENDITURES

2	CASH FUNDS	166,268.74	10,735.57	10,735.57	6.46		155,533.17
BUDGETED EXPENDITURES TOTAL		166,268.74	10,735.57	10,735.57	6.46	0.00	155,533.17

BUDGETED FUND TYPES - REVENUES

470000	**REVENUE - SALES AND CHARGES**						
475163	AMC REGISTERED NEW FEES	4,000.00-					4,000.00-
475164	AMC APPLICATION FEES	700.00-	350.00-	350.00-	50.00		350.00-
475165	AMC REGISTERED RENEWAL	99,000.00-	9,000.00-	9,000.00-	9.09		90,000.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-					700.00-
476101	LATE PROCESSING FEES	275.00-	50.00-	50.00-	18.18		225.00-
Major Account 470000 Total		104,675.00-	9,400.00-	9,400.00-	8.98	0.00	95,275.00-
480000	**REVENUE - MISCELLANEOUS**						
481100	INVESTMENT INCOME	9,000.00-	1,577.93-	1,577.93-	17.53		7,422.07-
484500	REIMB NON-GOVT SOURCES	500.00-					500.00-
Major Account 480000 Total		9,500.00-	1,577.93-	1,577.93-	16.61	0.00	7,922.07-
BUDGETED REVENUE TOTAL		114,175.00-	10,977.93-	10,977.93-	9.62	0.00	103,197.07-

SUMMARY BY FUND TYPE - REVENUE

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
2	CASH FUNDS	114,175.00-	10,977.93-	10,977.93-	9.62		103,197.07-
BUDGETED REVENUE TOTAL		114,175.00-	10,977.93-	10,977.93-	9.62	0.00	103,197.07-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.471100.		571831	07/17/24	RC	RB	NRPAB DEPOSIT 240717	7543444		50.00-
Total for Object			471100 SALE OF SERVICES									50.00-
25310	079	000	53105018.471120.		571831	07/17/24	RC	RB	NRPAB DEPOSIT 240717	7543444		250.00-
25310	079	000	53105018.471120.		573768	07/29/24	RC	RB	NRPAB DEPOSIT 240729	7555898		300.00-
Total for Object			471120 QUALIFYING ED COURSE FEES									550.00-
25310	079	000	53105018.471121.		571831	07/17/24	RC	RB	NRPAB DEPOSIT 240717	7543444		75.00-
25310	079	000	53105018.471121.		573197	07/25/24	RC	RB	NRPAB DEPOSIT 240724	7553102		50.00-
25310	079	000	53105018.471121.		573768	07/29/24	RC	RB	NRPAB DEPOSIT 240729	7555898		25.00-
Total for Object			471121 CONTINUING ED NEW FEES									150.00-
25310	079	000	53105018.471122.		569429	07/02/24	RC	RB	NRPAB DEPOSIT 240702	7530315		10.00-
25310	079	000	53105018.471122.		571831	07/17/24	RC	RB	NRPAB DEPOSIT 240717	7543444		10.00-
25310	079	000	53105018.471122.		573768	07/29/24	RC	RB	NRPAB DEPOSIT 240729	7555898		10.00-
Total for Object			471122 CONTINUING ED RENEWAL FEES									30.00-
25310	079	000	53105018.475150.		570047	07/08/24	RC	RB	NRPAB DEPOSIT 240708	7533255		300.00-
25310	079	000	53105018.475150.		572710	07/23/24	RC	RB	NRPAB DEPOSIT 240723	7550746		300.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									600.00-
25310	079	000	53105018.475152.		569429	07/02/24	RC	RB	NRPAB DEPOSIT 240702	7530315		45.25-
25310	079	000	53105018.475152.		570047	07/08/24	RC	RB	NRPAB DEPOSIT 240708	7533255		45.25-
25310	079	000	53105018.475152.		570326	07/09/24	RC	RB	NRPAB DEPOSIT 240709	7535119		45.25-
25310	079	000	53105018.475152.		571831	07/17/24	RC	RB	NRPAB DEPOSIT 240717	7543444		45.25-
25310	079	000	53105018.475152.		573197	07/25/24	RC	RB	NRPAB DEPOSIT 240724	7553102		45.25-
25310	079	000	53105018.475152.		574080	07/30/24	RC	RB	NRPAB DEPOSIT 240730	7558241		45.25-
Total for Object			475152 FINGERPRINT FEES									271.50-
25310	079	000	53105018.475153.		573768	07/29/24	RC	RB	NRPAB DEPOSIT 240729	7555898		300.00-
25310	079	000	53105018.475153.		574080	07/30/24	RC	RB	NRPAB DEPOSIT 240730	7558241		300.00-
Total for Object			475153 CERTIFIED RESIDENTIAL NEW									600.00-
25310	079	000	53105018.475154.		569877	07/03/24	RC	RB	NRPAB APP REN DEPOSIT 240703	7532100		1,100.00-
25310	079	000	53105018.475154.		569835	07/05/24	RC	RB	NRPAB APP REN DEPOSIT 240705	7532165		550.00-
25310	079	000	53105018.475154.		569890	07/05/24	RC	RB	NRPAB APP REN EFW DEP 240705	7533235		275.00-
25310	079	000	53105018.475154.		570559	07/09/24	RC	RB	NRPAB APP REN EFW DEP 240709	7536543		1,650.00-
25310	079	000	53105018.475154.		571189	07/11/24	RC	RB	NRPAB APP REN DEPOSIT 240711	7540022		550.00-
25310	079	000	53105018.475154.		571171	07/11/24	RC	RB	NRPAB DEPOSIT 240712	7540178		550.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.475154.		571830	07/17/24	RC	RB	NRPAB APP REN DEPOSIT 240717	7543378		1,100.00-
25310	079	000	53105018.475154.		572103	07/17/24	RC	RB	NRPAB APP REN EFW DEP 240717	7545094		1,100.00-
25310	079	000	53105018.475154.		572431	07/18/24	RC	RB	NRPAB APP REN EFW DEP 240718	7546438		550.00-
25310	079	000	53105018.475154.		572710	07/23/24	RC	RB	NRPAB DEPOSIT 240723	7550746		550.00-
25310	079	000	53105018.475154.		572998	07/23/24	RC	RB	NRPAB APP REN EFW DEP 240723	7551565		1,375.00-
25310	079	000	53105018.475154.		573180	07/24/24	RC	RB	NRPAB APP REN EFW DEP 240724	7552964		1,100.00-
25310	079	000	53105018.475154.		574080	07/30/24	RC	RB	NRPAB DEPOSIT 240730	7558241		550.00-
Total for Object			475154 CERTIFIED GENERAL RENEWAL									11,000.00-
25310	079	000	53105018.475156.		569429	07/02/24	RC	RB	NRPAB DEPOSIT 240702	7530315		10.00-
25310	079	000	53105018.475156.		569835	07/05/24	RC	RB	NRPAB APP REN DEPOSIT 240705	7532165		10.00-
Total for Object			475156 FINGERPRINT AUDIT PROGRAM FEES									20.00-
25310	079	000	53105018.475157.		569678	07/03/24	RC	RB	NRPAB APP REN DEPOSIT 240703	7532080		275.00-
25310	079	000	53105018.475157.		570047	07/08/24	RC	RB	NRPAB DEPOSIT 240708	7533255		275.00-
25310	079	000	53105018.475157.		570559	07/09/24	RC	RB	NRPAB APP REN EFW DEP 240709	7536543		275.00-
25310	079	000	53105018.475157.		572103	07/17/24	RC	RB	NRPAB APP REN EFW DEP 240717	7545094		275.00-
25310	079	000	53105018.475157.		572618	07/19/24	RC	RB	NRPAB APP REN EFW DEP 240719	7547830		275.00-
25310	079	000	53105018.475157.		572998	07/23/24	RC	RB	NRPAB APP REN EFW DEP 240723	7551565		275.00-
Total for Object			475157 CERTIFIED RESIDENTIAL RENEWAL									1,650.00-
25310	079	000	53105018.475161.		569429	07/02/24	RC	RB	NRPAB DEPOSIT 240702	7530315		100.00-
25310	079	000	53105018.475161.		570326	07/09/24	RC	RB	NRPAB DEPOSIT 240709	7535119		100.00-
25310	079	000	53105018.475161.		571171	07/11/24	RC	RB	NRPAB DEPOSIT 240712	7540178		250.00-
25310	079	000	53105018.475161.		571831	07/17/24	RC	RB	NRPAB DEPOSIT 240717	7543444		50.00-
25310	079	000	53105018.475161.		573197	07/25/24	RC	RB	NRPAB DEPOSIT 240724	7553102		50.00-
25310	079	000	53105018.475161.		574080	07/30/24	RC	RB	NRPAB DEPOSIT 240730	7558241		50.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									600.00-
25310	079	000	53105018.475234.		569429	07/02/24	RC	RB	NRPAB DEPOSIT 240702	7530315		350.00-
25310	079	000	53105018.475234.		570047	07/08/24	RC	RB	NRPAB DEPOSIT 240708	7533255		150.00-
25310	079	000	53105018.475234.		570326	07/09/24	RC	RB	NRPAB DEPOSIT 240709	7535119		350.00-
25310	079	000	53105018.475234.		571171	07/11/24	RC	RB	NRPAB DEPOSIT 240712	7540178		500.00-
25310	079	000	53105018.475234.		571831	07/17/24	RC	RB	NRPAB DEPOSIT 240717	7543444		250.00-
25310	079	000	53105018.475234.		573197	07/25/24	RC	RB	NRPAB DEPOSIT 240724	7553102		250.00-
25310	079	000	53105018.475234.		574080	07/30/24	RC	RB	NRPAB DEPOSIT 240730	7558241		250.00-
Total for Object			475234 APPLICATION FEES									2,100.00-
25310	079	000	53105018.476101.		569429	07/02/24	RC	RB	NRPAB DEPOSIT 240702	7530315		150.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.476101.		569835	07/05/24	RC	RB	NRPAB APP REN DEPOSIT 240705	7532165		175.00-
Total for Object			476101 LATE PROCESSING FEES									350.00-
25310	079	000	53105018.481100.		23799430	07/09/24	JE	G	OIP May 24 2.91548%	7536477		1,042.63-
25310	079	000	53105018.481100.		23901994	07/25/24	JE	G	OIP June 24 2.87059%	7555418		954.50-
Total for Object			481100 INVESTMENT INCOME									1,997.13-
25310	079	000	53105018.484500.		23895217	07/25/24	JE	G	Q2 2024 PCARD REBATE	7554949		406.56-
25310	079	000	53105018.484500.		23895217	07/25/24	JE	G	Q2 2024 PCARD REBATE	7554949		406.56
Total for Object			484500 REIMB NON-GOVT SOURCES									
25310	079	000	53105018.511100.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		4,604.22
25310	079	000	53105018.511100.		3182628	07/24/24	T2	7	PAYROLL LABOR DISTRIBUTION	7545444		4,857.00
Total for Object			511100 PERMANENT SALARIES-WAGES									9,461.22
25310	079	000	53105018.511600.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		325.00
Total for Object			511600 PER DIEM PAYMENTS									325.00
25310	079	000	53105018.512100.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		105.93
25310	079	000	53105018.512100.		3182628	07/24/24	T2	7	PAYROLL LABOR DISTRIBUTION	7545444		364.83
Total for Object			512100 VACATION LEAVE EXPENSE									470.76
25310	079	000	53105018.512200.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		201.88
25310	079	000	53105018.512200.		3182628	07/24/24	T2	7	PAYROLL LABOR DISTRIBUTION	7545444		27.83
Total for Object			512200 SICK LEAVE EXPENSE									229.71
25310	079	000	53105018.512300.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		545.78
25310	079	000	53105018.512300.		3182628	07/24/24	T2	7	PAYROLL LABOR DISTRIBUTION	7545444		583.30
Total for Object			512300 HOLIDAY LEAVE EXPENSE									1,129.08
25310	079	000	53105018.515100.		3182384	07/10/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7530769		408.71
25310	079	000	53105018.515100.		3182629	07/24/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7545444		436.80
Total for Object			515100 RETIREMENT PLANS EXPENSE									845.51
25310	079	000	53105018.515200.		3182384	07/10/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7530769		393.50
25310	079	000	53105018.515200.		3182629	07/24/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7545444		397.37
Total for Object			515200 FICA EXPENSE									790.87
25310	079	000	53105018.515500.		3182384	07/10/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7530769		1,617.20

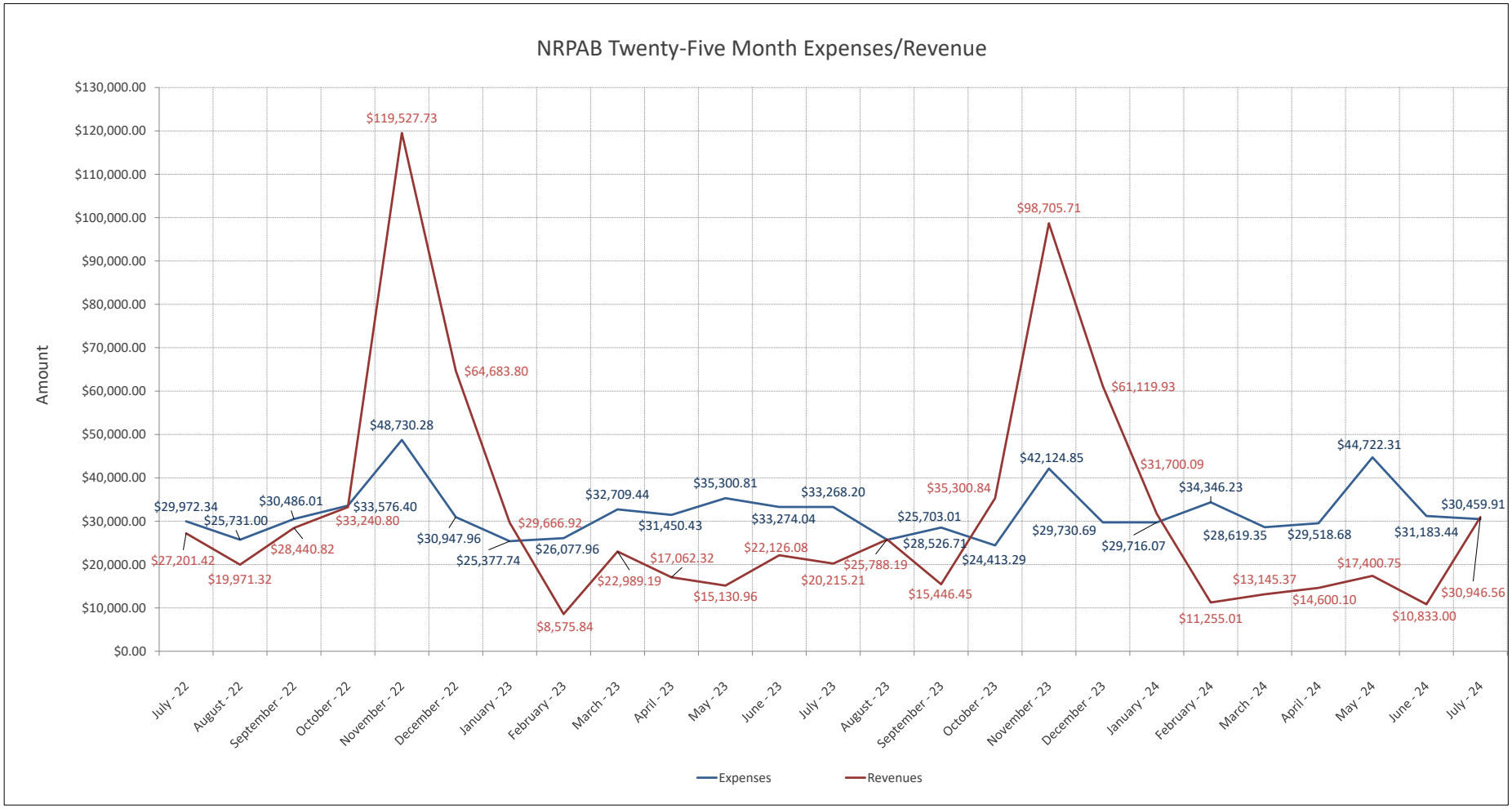
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.515500.		3182629	07/24/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7545444		1,617.67
Total for Object			515500 HEALTH INSURANCE EXPENSE									3,235.37
25310	079	000	53105018.521100.		23797884	07/09/24	JE	G	NRPAB POSTAGE MAY 2024	7535896		56.63-
25310	079	000	53105018.521100.		23860073	07/18/24	J9	G	POSTAGE DUE JUN 2024	7547252		88.65
25310	079	000	53105018.521100.		23888320	07/24/24	J9	G	NRPAB POSTAGE JUNE 2024	7552719		35.45-
Total for Object			521100 POSTAGE EXPENSE									3.43-
25310	079	000	53105018.521400.		55441239	07/02/24	P9	V	AS - OCIO - COMMUNICATIONS	7531453		144.05
25310	079	000	53105018.521400.		55487243	07/12/24	P9	V	AS - OCIO - IMSERVICES	7541276		479.18
Total for Object			521400 CIO CHARGES									623.23
25310	079	000	53105018.524600.		23759677	07/01/24	JE	G	RENT & LB530 JULY 2024 - OTHER	7528309		1,034.31
25310	079	000	53105018.524600.		23837687	07/15/24	JE	G	NRPAB RENT JULY 2024	7542911		362.01-
25310	079	000	53105018.524600.		55498580	07/16/24	P9	V	SECRETARY OF STATE	7544783		19.31
Total for Object			524600 RENT EXPENSE-BUILDINGS									691.61
25310	079	000	53105018.524900.		23759677	07/01/24	JE	G	RENT & LB530 JULY 2024 - OTHER	7528309		348.91
25310	079	000	53105018.524900.		23837687	07/15/24	JE	G	NRPAB RENT JULY 2024	7542911		122.12-
Total for Object			524900 RENT EXP-DEPR SURCHARGE									226.79
25310	079	000	53105018.531100.		23588129	07/03/24	J9	G	OFFICE DEPOT MAY 2024	7501250		36.46
25310	079	000	53105018.531100.		23799498	07/09/24	J9	G	NRPAB ODP BUS SOL 05/2024	7536939		12.76-
Total for Object			531100 OFFICE SUPPLIES EXPENSE									23.70
25310	079	000	53105018.541100.		55515374	07/18/24	PV	V	AS - ACCOUNTING DIVISION	7547432		733.20
Total for Object			541100 ACCTG & AUDITING SERVICES									733.20
25310	079	000	53105018.554900.		55464944	07/09/24	P9	V	NEBRASKA STATE PATROL	7537139		45.25
Total for Object			554900 OTHER CONTRACTUAL SERVICES									45.25
25310	079	000	53105018.571100.		55464785	07/09/24	P9	V	CORNHUSKER HOTEL	7536926		208.65
Total for Object			571100 LODGING									208.65
25310	079	000	53105018.571800.		55441251	07/02/24	P9	V	DOWNING, BONNIE M	7531454		40.27
25310	079	000	53105018.571800.		55441257	07/02/24	P9	V	MINSHULL, DEREK	7531468		40.27
25310	079	000	53105018.571800.		55441259	07/02/24	P9	V	JOHNSON, RODNEY D	7531470		40.27
Total for Object			571800 MEALS - TRAVEL STATUS									120.81

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.574500.		55441251	07/02/24	P9	V	DOWNING, BONNIE M	7531454		204.69
25310	079	000	53105018.574500.		55441255	07/02/24	P9	V	HERMSEN, KEVIN P	7531466		37.45
25310	079	000	53105018.574500.		55441257	07/02/24	P9	V	MINSHULL, DEREK	7531468		200.33
25310	079	000	53105018.574500.		55441259	07/02/24	P9	V	JOHNSON, RODNEY D	7531470		100.17
Total for Object			574500 PERSONAL VEHICLE MILEAGE									542.64
25310	079	000	53105018.575100.		55441251	07/02/24	P9	V	DOWNING, BONNIE M	7531454		7.31
25310	079	000	53105018.575100.		55441255	07/02/24	P9	V	HERMSEN, KEVIN P	7531466		2.44
25310	079	000	53105018.575100.		55441257	07/02/24	P9	V	MINSHULL, DEREK	7531468		7.31
25310	079	000	53105018.575100.		55441259	07/02/24	P9	V	JOHNSON, RODNEY D	7531470		7.31
Total for Object			575100 MISC TRAVEL EXPENSE									24.37
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									244.29-
25320	079	000	53105200.475164.		573766	07/29/24	RC	RB	NRPAB AMC DEPOSIT 240729	7555965		350.00-
Total for Object			475164 AMC APPLICATION FEES									350.00-
25320	079	000	53105200.475165.		569428	07/02/24	RC	RB	NRPAB AMC DEPOSIT	7529691		1,500.00-
25320	079	000	53105200.475165.		570560	07/09/24	RC	RB	NRPAB AMC REN EFW DEP 240709	7537080		1,500.00-
25320	079	000	53105200.475165.		570795	07/10/24	RC	RB	NRPAB AMC REN EFW DEP 240710	7537683		1,500.00-
25320	079	000	53105200.475165.		571633	07/15/24	RC	RB	NRPAB AMC REN EFW DEP 240715	7541900		1,500.00-
25320	079	000	53105200.475165.		572709	07/23/24	RC	RB	NRPAB AMC DEPOSIT 240723	7550718		1,500.00-
25320	079	000	53105200.475165.		573179	07/24/24	RC	RB	NRPAB AMC REN EFW DEP 240724	7553069		1,500.00-
Total for Object			475165 AMC REGISTERED RENEWAL									9,000.00-
25320	079	000	53105200.476101.		570560	07/09/24	RC	RB	NRPAB AMC REN EFW DEP 240709	7537080		50.00-
Total for Object			476101 LATE PROCESSING FEES									50.00-
25320	079	000	53105200.481100.		23799430	07/09/24	JE	G	OIP May 24 2.91548%	7536477		813.53-
25320	079	000	53105200.481100.		23901994	07/25/24	JE	G	OIP June 24 2.87059%	7555418		764.40-
Total for Object			481100 INVESTMENT INCOME									1,577.93-
25320	079	000	53105200.511100.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		2,479.12
25320	079	000	53105200.511100.		3182628	07/24/24	T2	7	PAYROLL LABOR DISTRIBUTION	7545444		2,615.13
Total for Object			511100 PERMANENT SALARIES-WAGES									5,094.25
25320	079	000	53105200.511600.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		175.00
Total for Object			511600 PER DIEM PAYMENTS									175.00

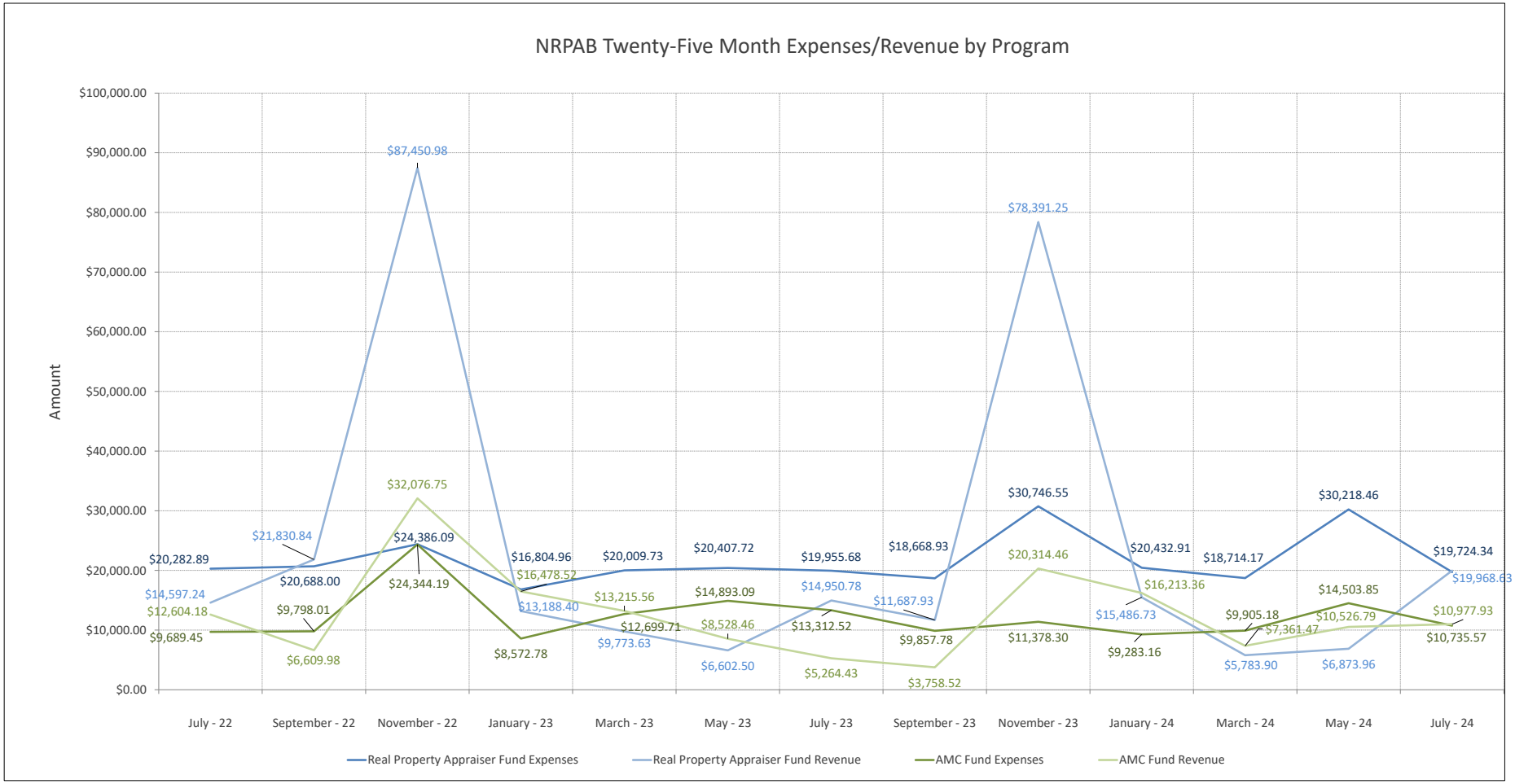
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.512100.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		57.04
25320	079	000	53105200.512100.		3182628	07/24/24	T2	7	PAYROLL LABOR DISTRIBUTION	7545444		196.66
Total for Object			512100 VACATION LEAVE EXPENSE									253.70
25320	079	000	53105200.512200.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		108.78
25320	079	000	53105200.512200.		3182628	07/24/24	T2	7	PAYROLL LABOR DISTRIBUTION	7545444		14.99
Total for Object			512200 SICK LEAVE EXPENSE									123.77
25320	079	000	53105200.512300.		3182383	07/10/24	T2	7	PAYROLL LABOR DISTRIBUTION	7530769		293.88
25320	079	000	53105200.512300.		3182628	07/24/24	T2	7	PAYROLL LABOR DISTRIBUTION	7545444		314.09
Total for Object			512300 HOLIDAY LEAVE EXPENSE									607.97
25320	079	000	53105200.515100.		3182384	07/10/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7530769		220.05
25320	079	000	53105200.515100.		3182629	07/24/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7545444		235.16
Total for Object			515100 RETIREMENT PLANS EXPENSE									455.21
25320	079	000	53105200.515200.		3182384	07/10/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7530769		211.86
25320	079	000	53105200.515200.		3182629	07/24/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7545444		213.94
Total for Object			515200 FICA EXPENSE									425.80
25320	079	000	53105200.515500.		3182384	07/10/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7530769		871.06
25320	079	000	53105200.515500.		3182629	07/24/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7545444		871.09
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,742.15
25320	079	000	53105200.521100.		23797884	07/09/24	JE	G	NRPAB POSTAGE MAY 2024	7535896		56.63
25320	079	000	53105200.521100.		23888320	07/24/24	J9	G	NRPAB POSTAGE JUNE 2024	7552719		35.45
Total for Object			521100 POSTAGE EXPENSE									92.08
25320	079	000	53105200.521400.		55441239	07/02/24	P9	V	AS - OCIO - COMMUNICATIONS	7531453		77.56
25320	079	000	53105200.521400.		55487243	07/12/24	P9	V	AS - OCIO - IMSERVICES	7541276		258.02
Total for Object			521400 CIO CHARGES									335.58
25320	079	000	53105200.524600.		23837687	07/15/24	JE	G	NRPAB RENT JULY 2024	7542911		362.01
25320	079	000	53105200.524600.		55498580	07/16/24	P9	V	SECRETARY OF STATE	7544783		10.39
Total for Object			524600 RENT EXPENSE-BUILDINGS									372.40
25320	079	000	53105200.524900.		23837687	07/15/24	JE	G	NRPAB RENT JULY 2024	7542911		122.12
Total for Object			524900 RENT EXP-DEPR SURCHARGE									122.12

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.531100.		23799498	07/09/24	J9	G	NRPAB ODP BUS SOL 05/2024	7536939		12.76
Total for Object			531100 OFFICE SUPPLIES EXPENSE									12.76
25320	079	000	53105200.541100.		55515374	07/18/24	PV	V	AS - ACCOUNTING DIVISION	7547432		394.80
Total for Object			541100 ACCTG & AUDITING SERVICES									394.80
25320	079	000	53105200.554900.		55464944	07/09/24	P9	V	NEBRASKA STATE PATROL	7537139		45.25
Total for Object			554900 OTHER CONTRACTUAL SERVICES									45.25
25320	079	000	53105200.571100.		55464785	07/09/24	P9	V	CORNHUSKER HOTEL	7536926		112.35
Total for Object			571100 LODGING									112.35
25320	079	000	53105200.571800.		55441251	07/02/24	P9	V	DOWNING, BONNIE M	7531454		21.69
25320	079	000	53105200.571800.		55441257	07/02/24	P9	V	MINSHULL, DEREK	7531468		21.69
25320	079	000	53105200.571800.		55441259	07/02/24	P9	V	JOHNSON, RODNEY D	7531470		21.69
Total for Object			571800 MEALS - TRAVEL STATUS									65.07
25320	079	000	53105200.574500.		55441251	07/02/24	P9	V	DOWNING, BONNIE M	7531454		110.21
25320	079	000	53105200.574500.		55441255	07/02/24	P9	V	HERMSEN, KEVIN P	7531466		20.17
25320	079	000	53105200.574500.		55441257	07/02/24	P9	V	MINSHULL, DEREK	7531468		107.87
25320	079	000	53105200.574500.		55441259	07/02/24	P9	V	JOHNSON, RODNEY D	7531470		53.93
Total for Object			574500 PERSONAL VEHICLE MILEAGE									292.18
25320	079	000	53105200.575100.		55441251	07/02/24	P9	V	DOWNING, BONNIE M	7531454		3.94
25320	079	000	53105200.575100.		55441255	07/02/24	P9	V	HERMSEN, KEVIN P	7531466		1.31
25320	079	000	53105200.575100.		55441257	07/02/24	P9	V	MINSHULL, DEREK	7531468		3.94
25320	079	000	53105200.575100.		55441259	07/02/24	P9	V	JOHNSON, RODNEY D	7531470		3.94
Total for Object			575100 MISC TRAVEL EXPENSE									13.13
Total for Business Unit		53105200	AMC LICENSING									242.36-
Total for Division		000										486.65-
Total for Agency		053	REAL PROPERTY APPRAISER BD									486.65-

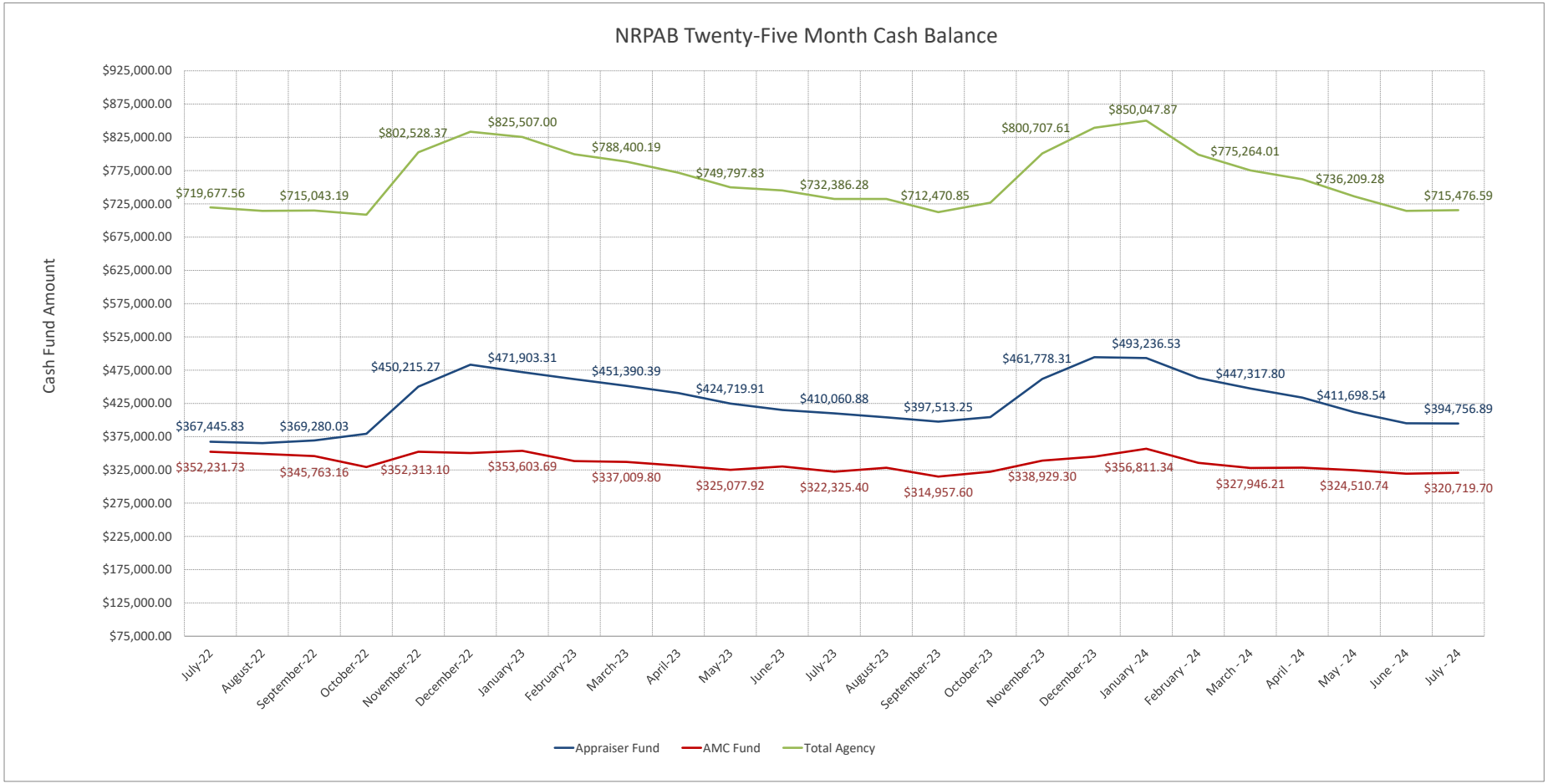
Financial Report and Considerations - Financial Charts



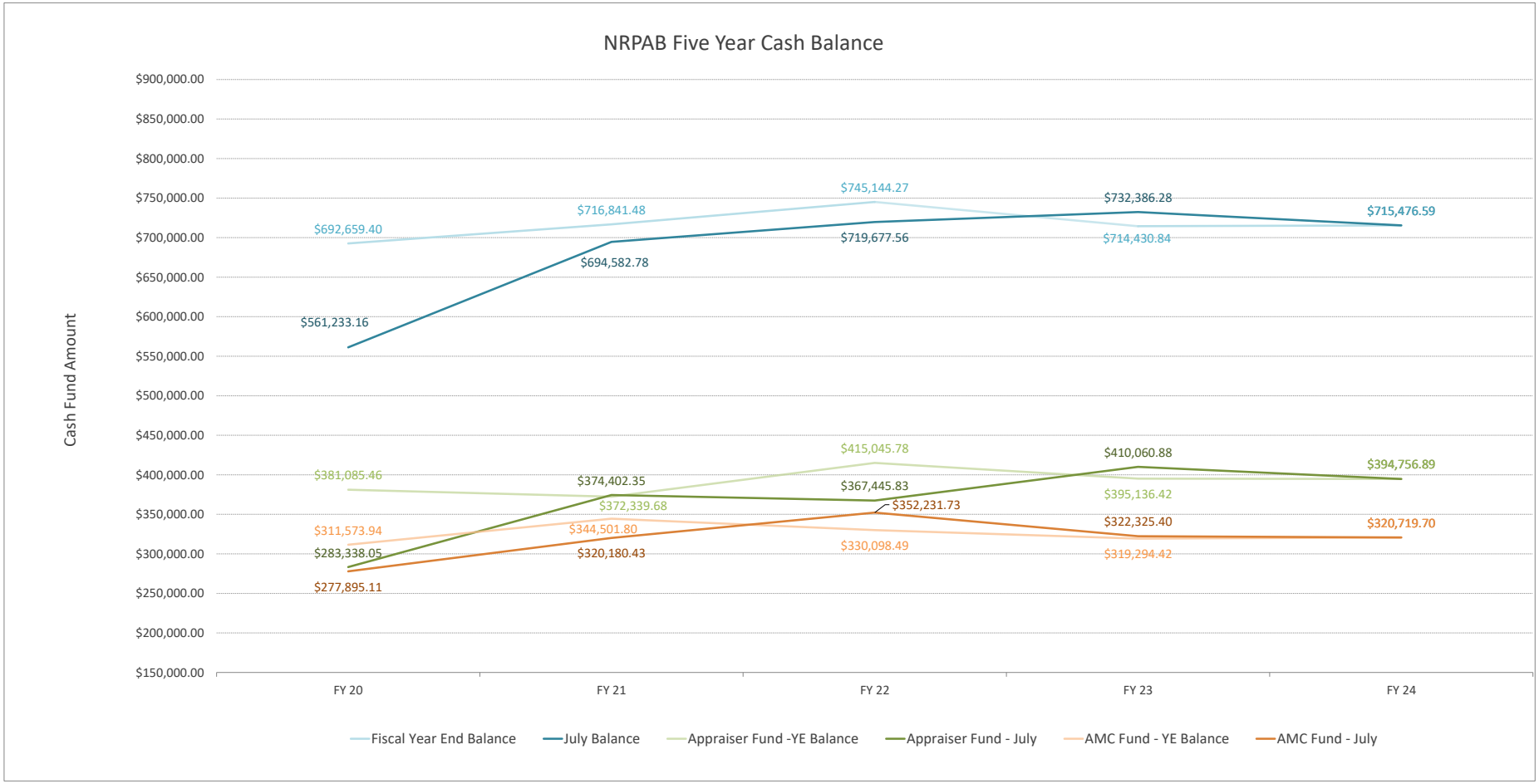
Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Nebraska Department of Administrative Services

* b. Employer/Taxpayer Identification Number (EIN/TIN): 470491233

* c. UEI: JE62CSD5KGJ6

d. Address:

* Street1: 1526 K St Ste 190
Street2:
* City: Lincoln
County/Parish:
* State: NE: Nebraska
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 68508-2741

e. Organizational Unit:

Department Name: NE Real Property Appraiser Boa

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:
* First Name: Karen
Middle Name:
* Last Name: Loll
Suffix:

Title: Business Programs Manager

Organizational Affiliation:

* Telephone Number: 402-471-9015
Fax Number:

* Email: Karen.Loll@Nebraska.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

FFIEC:Appraisal Subcommittee(ASC)

11. Catalog of Federal Domestic Assistance Number:

38.006

CFDA Title:

State Appraiser Regulatory Agencies Support (SARAS) Grant

*** 12. Funding Opportunity Number:**

FY24 SSG

* Title:

Fiscal Year 2024 State Appraiser Regulatory Agencies Support (SARAS)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Online Application System Enhancement and Payment Integration: Migrate some paper-based applications on-line and integrate a mechanism for credit card payments.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1 | * b. Program/Project: State

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2024 | * b. End Date: 06/30/2027

18. Estimated Funding ($):

* a. Federal	120,000.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	0.00
* g. TOTAL	120,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	Mr.
* First Name:	Tyler
Middle Name:	
* Last Name:	Kohtz
Suffix:	
* Title:	Director
* Telephone Number:	402-471-9015
Fax Number:	
* Email:	Tyler.kohtz@nebraska.gov
* Signature of Authorized Representative:	Tyler N. Kohtz
* Date Signed:	08/08/2024

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SARAS	38.006	$	$	$ 120,000.00	$	$ 120,000.00
2.						
3.						
4.						
5. Totals		$	$	$ 120,000.00	$	$ 120,000.00

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) SARAS	(2)	(3)	(4)	Total (5)
a. Personnel	$ 0.00	$	$	$	$ 0.00
b. Fringe Benefits	0.00				0.00
c. Travel	2,500.00				2,500.00
d. Equipment	0.00				0.00
e. Supplies	0.00				0.00
f. Contractual	116,200.00				116,200.00
g. Construction	0.00				0.00
h. Other	1,300.00				1,300.00
i. Total Direct Charges (sum of 6a-6h)	120,000.00				$ 120,000.00
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$ 120,000.00	$	$	$	$ 120,000.00
7. Program Income	$	$	$	$	$

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Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. SARAS	$ 0.00	$	$	$ 0.00
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$ 0.00	$	$	$ 0.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 120,000.00	$ 650.00	$ 29,350.00	$ 45,000.00	$ 45,000.00
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$ 120,000.00	$ 650.00	$ 29,350.00	$ 45,000.00	$ 45,000.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS) (b)First	(c) Second	(d) Third	(e) Fourth
16. SARAS	$ 120,000.00	$ 120,000.00	$ 120,000.00	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$ 120,000.00	$ 120,000.00	$ 120,000.00	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

OMB Number: 4040-0007
Expiration Date: 02/28/2025

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U. S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

ASC Budget Narrative Spreadsheet

State Appraiser Regulatory Agencies Support Grant

State: Nebraska

Agency Name: Nebraska Real Property Appraiser Board

The ASC may need to contact you for additional information during the review and negotiation process. On Line 12, please enter the name and contact information for the person we should call to answer questions about the program design and budget.

Name	Email	Phone
Karen Loll, Business Programs Manager	Karen.Loll@Nebraska.gov	**402-471-9015**

Budget Detail for SECTION B, Budget Categories for Standard Federal Form (SF-424A)

Object Class Categories	Federal Amount Requested	State Share (If relevant)
a. Personnel: Use a separate line for each position and follow instructions from the NOFA for calculating percentage of time on project and total salary.		
	$0	
	$0	
	$0	
	$0	
	$0	
Subtotal: Enter Total Amount Requested on Line 6a, Personnel, on the 424A, Column 1	**$0**	
b. Fringe Benefits: *Fringe benefits may be calculated as a percentage or other methods, following state policies. Enter separate lines for personnel if methods of calculating fringe benefits are different*		
	$0	
	$0	
	$0	
	$0	
Subtotal: Enter Total Amount Requested on Line 6b, Fringe Benefits, on the 424A, Column 1	**$0**	
c. Travel: Enter travel for different purposes on separate lines. (Travel costs should be broken out per person, per activity)		
Hotel (Director, Boston, MA)	$1,125	
Meals	$225	
Commercial travel	$900	
Mileage	$150	
Parking	$100	
Subtotal: Enter Total Amount Requested on Line 6c, Travel, on the 424A, Column 1	**$2,500**	
d. Equipment: *Only enter items here with a unit cost over $5,000 or lessor if state has a different threshold.*		
	$0	
	$0	
	$0	
Subtotal: Enter Total Amount Requested on Line 6d, Equipment, line on the 424A, Column 1	**$0**	
e. Supplies: *Enter computers separately. Other supplies can be combined.*		
	$0	
	$0	
	$0	
	$0	
Subtotal: Enter Total Amount Requested on the Supplies line on the 424A, Column 1	**$0**	
f. Contractual: *Enter each contract separately and state its purpose and daily rate.*		
Migrate temporary applications online ($100.00/hr)	$54,500	
Online credit card payment ($114.00/hr)	$61,700	
	$0	
Subtotal: Enter Amount Requested on the Contractual line on the 424A, Column 1	**$116,200**	
h. Other: *Use this section for any items that don't fit other categories.* (An example of other is training and conference expenses)		
Fall AARO conference registration (Director, Boston, MA)	$650	
Spring AARO conference registration (virtual)	$650	
	$0	
	$0	
	$0	
Subtotal: Enter Federal Amount Requested on Line 6h, Other, on the 424A, Column 1	**$1,300**	
i. Total Direct Costs: Enter on Line 6i on the 424A, Column 1	**$120,000**	
j. Indirect Costs: *On the line below enter the percentage in Column B and the amount in Column C*		
	$0	
Subtotal: Enter on Line 6, Indirect Costs, on the 424A, Column e		
Total Costs: Enter Total Federal Amount on Line 6k on the 424, Column 1	**$120,000**	

Nebraska Real Property Appraiser Board Statement of Work

Project Title: Online Temporary Real Property Appraiser Credential Application, Online Real Property Appraiser Credential by Reciprocity Application, Online Education Provider Education Activity Application, and NRPAB Database Interface Enhancement; Development of Online Mechanism to Accept Online Credit/Debit Card Payments; and AARO Conference Attendance

Priorities: Improving the State's overall process or infrastructure to ensure compliance with Title XI requirements.

Staff Development that ensures effective supervision of the activities of State certified and licensed appraisers.

Objective: Maximum operation efficiency and effectiveness is achieved when the Board's technology systems are highly functioning, utilizing all available resources. Continue to develop and improve the agency's technology that increases the efficiency and effectiveness of the agency and meets the intent of USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required; and provides the best available service to the appraisal business community and the general public.

The primary objective of this project is to develop and improve technology tools to maximize operations efficiency and better serve Nebraska real property appraisers, appraisal management companies, and the public. Specifically, the Board intends to develop online real property appraiser initial applications (Reciprocity and Temporary) and education activity applications, along with the enhancements required in Appraiser Login, AMC Login, and the NRPAB Database. In addition, the Board intends to expand online payment options to include credit and debit card payments. A secondary objective of this project is to maintain a high-level understanding of the appraisal regulatory environment through representative attendance at Association of Appraiser Regulatory Officials conferences.

Project Background: In this digital age, the ability to provide convenient and efficient online services is essential for the Board to meet the expectations of the appraisal business community and the general public. In the areas of application submissions and fee payments, streamlined processes can significantly enhance user satisfaction and operational efficiency.

Over the past few years, the Nebraska Real Property Appraiser Board has been transitioning from paper-based methods for collecting real property appraiser and appraisal management company information to digital methods. Applicants for initial credentialing as real property appraisers and renewal of real property appraiser credentials, and applicants for registration as appraisal management companies and renewal of appraisal management company registrations, now expect the convenience and security of submitting materials online, reflecting broader trends toward digital accessibility and efficiency. Credit/debit card payments have also become preferred due to their convenience, security, and electronic tracking. This payment option also eliminates the need for the cumbersome check making process. Integrating secure credit card payments into the online application process will reduce burden on the appraisal business community, enhance financial transparency, and increase operational efficiency.

The following specific projects are included in Grant application:

Online Temporary Real Property Appraiser Credential Application and NRPAB Database Interface Enhancement

Create an online application for Nebraska real property appraiser temporary credential that includes:

- Mechanism for applicants not already in the NRPAB Database to enter a database profile, generate a Centurion invitation, and connect the Centurion User ID to the database profile so the appraiser can use Appraiser Login.
- Online application form completed through Appraiser Login with payment by EFW.
- Temporary credential renewal completed through Appraiser Login for any given temporary credential.
- Develop Temporary Credential Application Interface in NRPAB Database.
- Issue Temporary Credentialing Card through Appraiser Login.

Develop Online Mechanism to Accept Online Credit/Debit Card Payments

Develop online mechanism and implement all fiscal and data requirements to accept online credit/debit card payments for applications accepted by the Board through Appraiser Login and AMC Login. This project includes establishing and meeting all data security requirements and all online fund collection requirements of the Nebraska State Treasury.

Online Real Property Appraiser Credential by Reciprocity Application and NRPAB Database Interface Enhancement

Create an online application for Nebraska real property appraiser temporary credential that includes:

- Mechanism for applicants not already in the NRPAB Database to enter a database profile, generate a Centurion invitation, and connect the Centurion User ID to the database profile so the appraiser can use Appraiser Login.
- Online application form completed through Appraiser Login with payment by EFW.
- Develop Real Property Appraiser Credential by Reciprocity Application Interface in NRPAB Database.

Online Education Activity Application Submission and NRPAB Database Interface Enhancement

Create an online qualifying, continuing and supervisory appraiser and trainee education activity applications for education providers that includes:

- Develop an online Education Provider Login.
- Mechanism for education providers not already in the NRPAB Database to enter a database profile, generate a Centurion invitation, and connect the Centurion User ID to the database profile so the education provider can use Education Provider Login.
- Online qualifying education, continuing education, and supervisory appraiser and trainee course application forms completed through Education Provider Login with payment by EFW.
- Continuing education activity renewal completed through Appraiser Login for any given approved continuing education activity.
- Develop Education Activity Application Interface in NRPAB Database.
- Issue qualifying, continuing, and supervisory real property appraiser and trainee education activity approval documents through Education Provider Login.

AARO Conference Attendance

Attendance by a representative staff member at conferences of the Association of Appraiser Regulatory Agencies helps the agency maintain a high level understanding of the functions of the Appraisal Subcommittee, The Appraisal Foundation, and other entities that influence or participate in appraisal industry policy making, keeps the Board updated on the trends and changes in the appraisal industry, establishes relationships with peers, and develops a greater understanding of the appraisal regulatory framework through interactions with industry participants and peer agencies.

Technology Systems Enhancement Objectives

By transitioning to an online application system with integrated credit card payment capabilities, the Board aims to achieve several critical objectives:

- **Enhanced User Experience:** Simplifying the application submission process and offering a seamless payment option will improve overall user satisfaction and provide ease of use.
- **Operational Efficiency:** Operation efficiency is increased greatly as all the information for applicants, credential holders, appraisal management companies, enforcement, and education is automated into the NRPAB Database. In addition, the NRPAB Database records management system reduces the need for paper files. As applications become automated through online applications, the potential for data related errors decrease dramatically. Finally, relevant reports may be extracted directly from the NRPAB database, which results in saving time used to gather the information manually and allows Board staff to better analyze data.

- **Accessibility and Inclusivity:** Providing an online platform ensures equitable access to services for all credentialing, registration, and education approval applicants, regardless of their geographic location or technological proficiency.
- **Financial Accountability:** Secure credit/debit card payments enable real-time tracking and reporting, enhancing the Board's financial compliance and accountability.

In summary, the proposed project seeks to modernize the Board's application submission process by leveraging digital technologies to meeting appraisal business community's expectations and needs, reducing unnecessary burdens, reducing human error, and reducing costs associated with receiving and maintaining paper applications.

Timeline:

1. Year One (July 1, 2024 – June 30, 2025)

    - Obtain OCIO estimate for Online Application for Nebraska Real Property Appraiser Temporary Credential Application and Application for Renewal of Nebraska Real Property Appraiser Temporary Credential – completed May 3, 2024
    - Draft specifications and obtain OCIO estimate for Credit Card Payment option for Online Application for Renewal of Nebraska Appraisal Management Company Registration, Online Application for Renewal of Nebraska Real Property Appraiser Credential, and all future online applications – October 31, 2024
    - Discussions with Treasury Management and US Bank regarding Credit Card Payment processing – October 31, 2024
    - Agency representative to attend fall AARO convention and brief staff and board – November 30, 2024
    - OCIO DEV environment programming for Online Temporary Nebraska Real Property Appraiser Credential and Online Temporary Nebraska Real Property Appraiser Credential Renewal Applications with NRPAB staff review, testing, and critique – March 31, 2025
    - OCIO DEV environment programming for Credit Card Payment with NRPAB staff review, testing, and critique – April 30, 2025
    - Agency representative to attend spring virtual AARO convention and brief staff and board – May 2025
    - Draft specifications and obtain OCIO estimate for Online Application for Nebraska Real Property Appraiser Credential Through Reciprocity – May 31, 2025
    - OCIO CAT environment migration of Online Temporary Nebraska Real Property Appraiser Credential and Online Temporary Nebraska Real Property Appraiser Credential Renewal Applications and Credit Card Payment Option for existing online applications with extensive NRPAB staff review, testing, and critique – May 31, 2025
    - Staff training and drafting of public information regarding new online options (Temporary Credential Applications and Credit Card Payment) – June 30, 2025

2. Year Two (July 1, 2025 – June 30, 2026)

    - OCIO Production environment migration of Online Temporary Nebraska Real Property Appraiser Credential and Online Temporary Nebraska Real Property Appraiser Credential Renewal Applications and Online Payment Option for Online Application for Renewal of Nebraska Appraisal Management Company Registration, Online Application for Renewal of Nebraska Real Property Appraiser Credential, and Online Temporary Nebraska Real Property Appraiser Credential Application – July 1, 2025
    - Static website updates to harmonize with new application interfaces (Temporary Credential Applications and Credit Card Payment) – July 1, 2025
    - Draft specifications and obtain OCIO estimate for Online Education Provider Applications (Application for Approval as a Qualifying Education Activity in Nebraska, Application for Approval as a Continuing Education Activity in Nebraska, Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska, Supplemental Instructor Information for Education Activity Application, and Application for Renewal as a Continuing Education activity in Nebraska) – July 31, 2025
    - Analyze and review performance of Online Temporary Nebraska Real Property Appraiser Credential and Online Temporary Nebraska Real Property Appraiser Credential Renewal Applications and Online Payment Option, report bugs to OCIO, and test fixes – September 30, 2025
    - Agency representative to attend fall AARO convention and brief staff and board – November 30, 2025
    - OCIO DEV environment programming for Online Application for Nebraska Real Property Appraiser Credential through Reciprocity with NRPAB staff review, testing, and critique – March 31, 2026
    - OCIO DEV environment programming for Online Education Provider Applications with NRPAB staff review, testing, and critique – April 30, 2026
    - Agency representative to attend spring virtual AARO convention and brief staff and board – May 2026
    - OCIO CAT environment migration of Online Application for Nebraska Real Property Appraiser Credential through Reciprocity with extensive NRPAB staff review, testing, and critique – May 31, 2026
    - OCIO CAT environment migration of Online Education Provider Applications with extensive NRPAB staff review, testing, and critique – June 30, 2026
    - Staff training and drafting of public information regarding new online options (Temporary Credential Applications) – June 30, 2026

3. Year Three (July 1, 2026 – June 30, 2027)

    - OCIO Production environment migration of Online Application for Nebraska Real Property Appraiser Credential through Reciprocity – July 1, 2026
    - Static website updates to harmonize with new application interface (Temporary Credential Applications) – July 1, 2026
    - Analyze and review performance of Online Application for Nebraska Real Property Appraiser Credential through Reciprocity, report bugs to OCIO, and test fixes – October 31, 2026
    - Agency representative to attend fall AARO convention and brief staff and board – November 30, 2026
    - Staff training and drafting of public information regarding new online options (Education Provider Applications) – November 30, 2026
    - OCIO Production environment migration of Online Education Provider Applications – December 31, 2026
    - Static website updates to harmonize with new application interface (Education Provider Applications) – December 31, 2026
    - Analyze and review performance of Online Application for Nebraska Real Property Appraiser Credential through Reciprocity, report bugs to OCIO, and test fixes – October 31, 2026
    - Agency representative to attend spring virtual AARO convention and brief staff and board – May 2027
    - Analyze and review performance of Online Education Applications, report bugs to OCIO, and test fixes – May 31, 2027
    - Gather information and explore options for online applications for real property appraiser credentials through education, examination, and experience, and credit card payment of initial credentialing fees – June 30, 2027

Budget:

1. Year One (July 1, 2024 – June 30, 2025) – total $120,000.00

    - $3,800.00 – Expenses for agency representative to attend AARO conventions: registration, transportation, hotel, food.
    - $54,500.00 (includes 15% contingency on total cost estimate) – OCIO Online Temporary Nebraska Real Property Appraiser Credential and Online Temporary Nebraska Real Property Appraiser Credential Renewal Applications development.
    - $61,700.00 (includes 25% contingency) – OCIO Credit Card Payment development.

2. Year Two (July 1, 2025 – June 30, 2026) total $120,000.00

    - $3,300.00 – Expenses for agency representative to attend AARO conventions and brief staff: registration, transportation, hotel, food.
    - $5,280.00 – OCIO Online Temporary Nebraska Real Property Appraiser Credential and Online Temporary Nebraska Real Property Appraiser Credential Renewal Applications development
    - $6,010.00 – OICO Credit Card Payment development
    - $58,410.00 – OCIO Online Application for Nebraska Real Property Appraiser Credential through Reciprocity development
    - $47,000.00 – OCIO Online Education Provider Applications development

3. Year Three (July 1, 2026 – June 30, 2027) total $120,000.00

    - $3,500.00 – Expenses for agency representative to attend AARO conventions and brief staff: registration, transportation, hotel, food.
    - $6,000.00 – OCIO Online Application for Nebraska Real Property Appraiser Credential through Reciprocity development
    - $50,000.00 – OCIO Online Education Provider development
    - $60,500.00 – OCIO other application and/or online payment as timeframe allows.

The Nebraska Real Property Appraiser Board is currently seeking funding to support the integration of online application and credit card payment systems. Without this financial assistance, the associated costs would need to be passed on to the appraisal business community creating financial barriers for them.

Evaluation Criteria:

1. **Security and Compliance**:
    - **Payment Security**: Ensure compliance with PCI DSS (Payment Card Industry Data Security Standard) for handling credit card information.
    - **Data Encryption**: Evaluate encryption standards for data transmitted and stored online.
    - **Compliance**: Ensure adherence to relevant data protection regulations (e.g., GDPR, CCPA) and industry standards.
2. **Reliability and Performance**:
    - **Uptime and Availability**: Assess the hosting provider's uptime guarantees and historical performance.
    - **Scalability**: Determine if the infrastructure can scale to accommodate increased traffic and transactions.
    - **Load Balancing**: Check for mechanisms to distribute load and ensure consistent performance during peak times.

3. **User Experience**:
    - **Ease of Use**: Evaluate the user interface for simplicity and intuitiveness in navigating the application and payment process.
    - **Compatibility**: Ensure compatibility across devices and browsers for a seamless user experience.
    - **Mobile-Friendliness**: Assess responsiveness and usability on mobile devices.
4. **Integration and Compatibility**:
    - **Existing Systems**: Evaluate compatibility with current backend systems and databases.
    - **Third-Party Integration**: Check compatibility with third-party services or APIs (e.g., payment gateways, CRM systems).
    - **Data Synchronization**: Ensure smooth data synchronization between online and offline systems if applicable.
5. **Cost**:
    - **Implementation Costs**: Assess initial setup costs, including development, migration, and configuration.
    - **Operational Costs**: Evaluate ongoing maintenance, hosting fees, transaction fees, and support costs.
6. **Support and Maintenance**:
    - **Support Availability**: Check the availability and responsiveness of technical support from the hosting provider or development team.
    - **Maintenance Requirements**: Evaluate the frequency and impact of updates, patches, and maintenance downtime.
7. **Compliance and Legal Considerations**:
    - **Legal Compliance**: Ensure compliance with international, federal, and local laws regarding online transactions and data privacy.
    - **Terms of Service**: Review terms of service agreements with the hosting provider and payment gateway for legal protection.
8. **Performance Monitoring and Analytics**:
    - **Monitoring Tools**: Assess availability of tools for monitoring application performance, uptime, and transaction success rates.
    - **Analytics**: Evaluate the availability of analytics tools to track user behavior, payment trends, and system performance.
9. **Training and Support for Staff**:
    - **User Training**: Assess the need for training staff on new processes related to online payments and application usage.
    - **Documentation**: Ensure comprehensive documentation for users and administrators on how to use and maintain the system.
10. **Scalability and Future Growth**:
    - **Future Needs**: Assess the ability of the chosen solution to accommodate future growth in transaction volumes and feature enhancements.
    - **Vendor Roadmap**: Review OCIO's roadmap for updates, new features, and scalability options.

By considering these criteria, the Nebraska Real Property Appraiser Board can effectively evaluate the feasibility, benefits, and risks associated with migrating applications online and integrating online credit card payment capabilities.

In conclusion, migrating appraiser applications online represents a modernization step that can greatly improve the state's regulatory infrastructure. It enhances efficiency, transparency, data integrity, and accessibility while supporting compliance with Title XI requirements.

NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Tyler Kohtz **Title:** Director **Date:** 7/24/2024

Agenda Section: Financial Report and Considerations

Agenda Item Identification Number: K.3

Subject: FY 2024-2025 Budget Correction

Description: Reallocate $650.00 from Conference Registration to Other Operating Expenses

SUMMARY

During discussion of the proposed FY 2024-2025 budget at its July 18, 2024 regular meeting, the Board moved to reallocate $2,221.21 from Travel Expenses to Other Operating Expenses. The proposed budget also included funding for conference registration, which should have been moved to Other Operating Expenses as well. This funding was inadvertantly included in the approved FY 2024-2025 budget, but not entered into the Nebraska State Enterprise One Budget System. In order to correct this oversight, funding in the amount of $650.00 is to be reallocated from Conference Registration (522200) to Other Operating Expenses (559100).

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

None

DISCIPLINARY/WRITTEN ADVISORY HISTORY

None

EXHIBITS

None

2025-2027 NRPAB Biennial Budget Request Highlights

Narrative Summary

The Nebraska Real Property Appraiser Board administers and enforces the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act. In order to carry out its duties in an efficient and equitable manner, and to maintain compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, appropriate funding is needed for general operation and issues faced by the Board. The Board's primary functions are to issue and renew appraiser credentials; develop and implement standards for appraiser credentialing; register and renew registration for appraisal management companies; approve appraiser qualifying education courses and appraiser continuing education activities; investigate and adjudicate grievances; develop laws and rules through relevant, efficient and effective legislation and rulemaking; and disseminate relevant information to general public, stakeholders, credentialed appraisers and appraisal management companies. Through these processes, the Board ensures that the citizens of Nebraska are protected and served, and also that the appraisal business community is highly qualified through education, experience, and examination. The Board's funding request addresses the Board's primary functions and current expenditures. Funding adjustments are requested to address the specific issues that affect the base appropriation as shown below.

Base Appropriations

	FY2024-25
CASH FUND	$444,285
SALARY LIMIT	$243,592

Budget Request Issues (Requested budget change relative to the Base Appropriations)

- **Board Member Travel** - As of February 2024, the Board has three members traveling a significant distance to attend meetings and conduct the Board's business. The Board's former Financial Institutions Representative resided in Lincoln, Nebraska and the newly appointed Financial Institutions Representative resides in North Platte, Nebraska. As a result, lodging and vehicle mileage costs have increased. The Board is utilizing carryover funding from FY24 for the difference in costs for FY25. The Board is requesting additional funding for increased board member travel costs for both FY26 and FY27 (FY26: $2,161, FY27: $2,161).

- **Employee Health Insurance Plan Change** - The Board hired an Accountant I employee in January 2024. The Board's budget for FY24 included health insurance funding for the Regular Individual Plan; this employee elected the Family Plan upon hire. Because this position was not filled for the first six months of FY24, the Board utilized funds allocated to this position for the difference in cost between the Regular Individual Plan and the Family Plan. The Board is utilizing carryover funding from FY24 for the difference in cost between the Regular Individual Plan and the Family Plan for FY25. The Board is requesting funding for the difference in cost between the Regular Individual Plan and the Family Plan for the Accountant I position for FY26 and FY27. In addition, the Board is requesting an increase equivalent to 5% for FY26 and FY27 for the difference between the Regular Individual Plan and the Family Plan as per the Enterprise Issue (FY26: $18,483, FY27: $19,407).

- **CIO and Technology Maintenance** - The cost to the Board for Adobe Dreamweaver, Microsoft Exchange. WebEx Premium, and phone service increases for the 2025-2027 biennium. The Board is requesting additional funding for the software subscription and phone cost increases. In addition, as the NRPAB Database, Appraiser Login, AMC Login and the NRPAB website become more detailed with increased functionality, the maintenance costs are also increasing. The Board is not requesting additional funding for CIO and technology maintenance, but intends to utilize cost savings from other areas for this purpose (FY26: $1,700, FY27: $1,700).

- **2025-2027 DAS Assessment Changes** - Administrative Services charges an assessment based on usage of services. The projected rates, as identified in the 2025-2027 Biennium Budget Instructions are based on the agency's actual usage and the agency's usage percentage compared to all state agencies. The assessment was changed for the Nebraska Real Property Board's worker's compensation, rent expense, rent depreciation, accounting, purchasing, contents and inland marine insurance, and state blanket bond projected rates for the 2025-2027 biennium budget period (FY26: $3,137, FY27: $3,658).

- ***2025-2027 Public Servant Salary Increase** - As requested, “2025-2027 Public Servant Salary Increase” is included as an issue to estimate the cost of employee salary increases equivalent to 3% for FY26 and FY27 each (FY26: $8,060, FY27: $16,363).

- ***2023-2025 Public Servant Health Insurance** - It is anticipated that health care costs will change in the next biennium. As requested, “2025-2027 Public Servant Health Insurance” is included as an issue to estimate the cost to the agency for employee health insurance with an increase equivalent to 5% for FY26 and FY27 each (FY26: $2,107, FY27: $4,319).

* Enterprise Issues are used to aggregate information and costs across all agencies of state government for a specific activity. Two Enterprise Issues have been established for the 2025-2027 biennial budget by the State Budget Division.

Fund Summary

The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing), is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The allocation percentage is rounded to the nearest half number for ease of application. Based on the most recent analysis, the AMC/Appraiser Funds allocation for FY25 is 65% Appraiser Fund and 35% AMC Fund. Due to the decline in the number of registered appraisal management companies, the AMC/Appraiser Funds allocation for FY26 and FY27 is projected to be 70% Appraiser Fund and 30% AMC Fund based on the shift in labor and material needs.

The Board strives to provide the most effective and efficient service possible, while maintaining fiscal responsibility. For the past thirteen years, the Board has utilized technology enhancements to better automate processes, staff duty evaluation and reassignment, and streamlined processes and procedures to maintain spending levels. Although the Board will continue to take a measured approach to budget management, a point has been reached where fees must be increased to keep pace with costs as the number of real property appraisers credential in Nebraska are stable, resulting in flat revenues; and the number of appraisal management companies are in decline, resulting in declining revenues. The Board is in the process of implementing fee schedules to increase revenues slowly over the next four years based on real property appraiser and appraisal management company count projections, projected revenues, and projected expenditures. The FY26 and FY27 revenues as shown in this is budget request include these fee changes.

Fiscal Summary

FY 25-26	
Base:	$444,285
Request:	$479,993
Difference:	$35,708
Projected Expenditures:	$414,540
Projected Revenues:	$393,080
Appraiser Fund Balance:	$353,447
AMC Fund Balance:	$301,929

FY 26-27	
Base:	$444,285
Request:	$491,893
Difference:	$47,608
Projected Expenditures:	$424,885
Projected Revenues:	$451,361
Appraiser Fund Balance:	$368,343
AMC Fund Balance:	$331,538

Agency Narrative Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

STATUTORY AUTHORITY:

The Real Property Appraiser Board is charged with administering the Real Property Appraiser Act, Nebraska Revised Statutes §§ 76-2201 to 76-2250, and the Appraisal Management Company Registration Act, Nebraska Revised Statutes §§ 76-3201 to 76-3222.

Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("FIRREA") requires each state to prescribe appropriate standards for the performance of real estate appraisals in connection with federally related transactions. In addition, real estate appraisals are to be performed in accordance with generally accepted uniform appraisal standards, and are to be performed by an individual whose competency has been demonstrated, and whose professional conduct is subject to effective state supervision. The Real Property Appraiser Board was established as the Real Estate Appraiser Board on January 1, 1991 to carry out the requirements of Title XI. The Real Property Appraiser Act consists of qualifications for credentialing, as well as standards for appraisal practice and appraiser conduct.

Title XI was amended by the Dodd–Frank Wall Street Reform and Consumer Protection Act signed into law on July 21, 2010, which requires states to register and supervise the operations and activities of appraisal management companies. The Appraisal Management Company Registration Act was established on January 1, 2012, authorizing the Real Property Appraiser Board to register and oversee appraisal management companies in Nebraska. The Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, the Office of the Comptroller of the Currency, the National Credit Union Administration, the Consumer Financial Protection Bureau, and the Federal Housing Finance Agency, jointly, by rule, established minimum requirements to be applied by states to register and supervise the operations and activities of appraisal management companies; the AMC Rule was adopted on June 9, 2015, with an effective date of August 10, 2018.

The Appraisal Subcommittee of the Federal Financial Institutions Examination Council monitors the requirements established by the states, territories, and the District of Columbia and their appraiser regulatory agencies for the certification and licensing of appraisers, and the registration of appraisal management companies. The Appraisal Subcommittee reviews each state's compliance with the requirements of Title XI, and is authorized by Title XI to take action against a non-complying state appraiser regulatory program if the policies, practices and procedures in place are inconsistent with the requirements of Title XI. The Appraisal Subcommittee is also charged with monitoring and reviewing the practices, procedures, activities, and organizational structure of The Appraisal Foundation, which is authorized by the U.S. Congress to develop the Real Property Appraiser Qualification Criteria through its Appraiser Qualifications Board, and the Uniform Standards of Professional Appraisal Practice, also known as USPAP, through its Appraisal Standards Board. The Real Property Appraiser Act and the Appraisal Management Company Registration Act are updated as needed to ensure compliance with Title XI and the Appraisal Subcommittee Policy Statements.

VISION:

The Nebraska Real Property Appraiser Board's vision is to be the leading advocate for the appraisal industry in the State of Nebraska. The Board will generate interest by promoting the appraiser profession in schools and colleges, build positive public awareness of the industry throughout the state, and identify and resolve issues faced by the public and appraisal business community. The Nebraska Real Property Appraiser Board will also establish and maintain standards for appraisers and appraisal management companies that lays the foundation for a highly qualified, motivated, dependable, and ethical appraisal business community in Nebraska.

Agency Narrative Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

MISSION AND PRINCIPLES:

The mission of the Nebraska Real Property Appraiser Board is to administer and enforce the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act with efficiency, equity, and integrity, to not only ensure that the citizens of Nebraska are protected and served, but also that the appraisal business community is highly qualified through education, experience, and examination.

GOALS:

The NRPAB's ongoing goals:

- Ensure continued compliance with federal requirements set forth in Title XI and the ASC Policy Statements.
- Administer and enforce the Real Property Appraiser Act and the Appraisal Management Company Registration Act with efficiency, equity, and integrity.
- Uphold the mission and vision of the Board.
- Continue to improve the agency's operations efficiency through evaluation of policies and procedures and measuring the effectiveness of the agency's functions.
- Continue to develop and improve the agency's technology that increases the efficiency and effectiveness of the agency.

The following objectives were set by the Nebraska Real Property Appraiser Board at its June 13, 2024 strategic planning meeting:

Long-term Goals

- Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.
- Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.
- 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, and provide for better clarification and administration.
- Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.
- 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.
- Explore opportunities to increase the number of Nebraska resident real property appraisers.
- Monitor real property appraiser credential renewal dates.
- 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.
- 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.
- 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.

- Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the appraisal business community.
- 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, documents posted to the NRPAB website, meeting information, and other information that affects the industry.
- 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.
- 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.
- 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.
- Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use.
- Explore the development and implementation of an updated NRPAB logo.
- Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders.
- 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.
- Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes.
- Explore online real property appraiser initial applications (Reciprocity and E,E,&E), AMC initial applications, education activity applications, and other services that require payment of a fee.

Short-term Goals

- Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction to add language to the Real Property Appraiser Act, and the Appraisal Management Company Registration Act, allowing the use of a conditional dismissal in lieu of disciplinary action.
- 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, add fee schedule, and incorporate changes made to the Real Property Appraiser Qualification Criteria Effective January 1, 2026 and CAP Guidelines effective September 17, 2023.
- Obtain second special assistant attorney general for compliance matters.
- Explore credit card payment option for online applications.
- Explore use of Federal grant money for development of online temporary real property appraiser credential application and NRPAB Database interface.

Attachments:

2024-25 NRPAB Goals & Objectives + SWOT Analysis_June 13, 2024.pdf

Agency Narrative Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

2024 Strategic Planning Meeting Minutes_June 13, 2024.pdf

EXECUTIVE SUMMARY, MGMT PROCESSES, AND SERVICE DELIVERY METHODS:

Executive Summary

The Nebraska Real Property Appraiser Board administers and enforces the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act. In order to carry out its duties in an efficient and equitable manner, and to maintain compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, appropriate funding is needed for general operation and issues faced by the Board. The Board's primary functions are to issue and renew appraiser credentials; develop and implement standards for appraiser credentialing; register and renew registration for appraisal management companies; approve appraiser qualifying education courses and appraiser continuing education activities; investigate and adjudicate grievances; develop laws and rules through relevant, efficient and effective legislation and rulemaking; and disseminate relevant information to general public, stakeholders, credentialed appraisers and appraisal management companies. Through these processes, the Board ensures that the citizens of Nebraska are protected and served, and also that the appraisal business community is highly qualified through education, experience, and examination. The Board's funding request addresses its primary functions and current expenditures. The Board is requesting funding adjustments for the following specific issues that affect the base appropriation:

- The Board hired an Accountant I employee in December 2023. The Board's Budget for FY24 included health insurance funding for the Regular Individual Plan; this employee elected the Family Plan upon hire. Because this position was not filled for the first six months of FY24, the Board utilized funds allocated to this position for the difference in cost between the Regular Individual Plan and the Family Plan. The Board is utilizing carryover funding from FY24 for the difference in cost between the Regular Individual Plan and the Family Plan for FY25. The Board is requesting funding for the difference in cost between the Regular Individual Plan and the Family Plan for the Accountant I position for FY26 and FY27. In addition, the Board is requesting an increase equivalent to 5% for FY26 and FY27 for the difference between the Regular Individual Plan and the Family Plan as per the Enterprise Issue.
- As of February 2024, the Board has three members traveling a significant distance to attend meetings and conduct the Board's business. The Board's former Financial Institutions Representative resided in Lincoln, Nebraska and the newly appointed Financial Institutions Representative resides in North Platte, Nebraska. As a result, lodging and vehicle mileage costs have increased. The Board is utilizing carryover funding from FY24 for the difference in costs for FY25. The Board is requesting additional funding for increased board member travel costs for both FY26 and FY27.
- The cost to the Board for Adobe Dreamweaver, Microsoft Exchange. WebEx Premium, and phone service increases for the 2025-2027 biennium. The Board is requesting additional funding for the software subscription and phone cost increases. In addition, as the NRPAB Database, Appraiser Login, AMC Login and the NRPAB website become more detailed with increased functionality, the maintenance costs are also increasing. The Board is not requesting additional funding for this maintenance, but intends to utilize cost savings from other areas for this purpose.

- As requested, “2025-2027 Public Servant Salary Increase” is included as an issue to estimate the cost of employee salary increases equivalent to 3% for FY26 and FY27 each.
- It is anticipated that health care costs will change in the next biennium. As requested, “2025-2027 Public Servant Health Insurance” is included as an issue to estimate the cost to the agency for employee health insurance with an increase equivalent to 5% for FY26 and FY27 each.
- The Department of Administrative Services charges an assessment based on usage. The Board is requesting the necessary adjustments based on the changes to assessments for FY26 and FY27.

Management Processes

The Nebraska Real Property Board was established on January 1, 1991 upon the adoption of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

Agency Narrative Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

The Board is responsible ensuring that Nebraska's appraiser and appraisal management company regulation programs are compliant with the Federal Financial Institutions Examination Council Appraisal Subcommittee requirements. In addition, The Appraisal Foundation is authorized by U.S. Congress as the source of appraisal standards and qualifications. The Board incorporates the Uniform Standards of Professional Appraisal Practice ("USPAP") developed by The Appraisal Foundation's Appraisal Standards Board and establishes appraiser education and experience requirements in accordance with the standards promulgated by The Appraisal Foundation's Appraiser Qualifications Board.

The Nebraska Real Property Appraiser Board consists of five members; three members are certified real property appraisers representing each of the three congressional districts, and two members are at-large, which includes one representative of financial institutions, and one licensed real estate broker. The term for each member is five years, and no person shall serve as a member of the Board for consecutive terms.

The Board employs a Director, who is responsible for carrying out the will of the Board, and administering the compliance, education, public information, accounting and budgeting, and credentialing programs. Three staff members provide administrative, accounting, licensing, education, enforcement, public information, and daily operations support to the Director.

The primary functions of the Nebraska Real Property Appraiser Board are to:

- Issue and renew licensed, certified residential, and certified general appraiser credentials, which includes reviewing applications to ensure that each applicant meets the necessary education and experience requirements for issuance or renewal. The requirements for credentialing can be found in the Real Property Appraiser Act, along with Title 298 of the Rules and Regulations, and are developed in accordance with the standards promulgated by the Appraisal Foundation's Appraiser Qualifications Board. In order for a credential holder to renew his or her credential, the individual must complete 28 hours of continuing education in a two-year period, and must have successfully completed the 7-Hour USPAP Update Course during that period.
- Register and renew registration for appraisal management companies. This includes reviewing each application to ensure that the organization meets the requirements to practice as an appraisal management company in Nebraska. The requirements can be found in the Appraisal Management Company Registration Act, along with Title 298 of the Rules and Regulations.
- Approve appraiser qualifying education courses and appraiser continuing education activities. This requires review of applications to ensure that core curriculum qualifying courses are approved by The Appraisal Foundation's Course Approval Program, and that qualifying courses and continuing education activities meet the requirements set forth in the Board's Rules and Regulations. Instructors must be qualified through education, experience, or by being highly qualified to teach the subject matter.
- Enforce the Real Property Appraiser Act and Appraisal Management Company Registration Act, and ensure that credential holders and appraisal management companies are in compliance with the laws governing appraisal practice in Nebraska. The Board investigates and adjudicates alleged violations of the Real Property Appraiser Act and Appraisal Management Company Registration Act. This includes protecting a respondent's due process, interviewing the complainant and respondent if needed, gathering and documenting evidence, and contracting to have a USPAP compliance review completed if a complaint alleges a violation of USPAP. The intent of the Board's regulatory program is to be educational in practice when possible.
- Communicate with general public, stakeholders, credentialed appraisers, and appraisal management companies to not only make known the laws and rules that govern real property appraisal practice in Nebraska, but to also identify and resolve issues faced by the appraisal business community through efficient and effective legislation and rulemaking. The Board places priority on the service to, and protection of, the citizens of Nebraska, and ensuring that the appraisal business community is highly qualified through education, experience, and examination.
- Disseminate information relevant to real property appraisal practice in Nebraska to general public, stakeholders, credentialed appraisers and appraisal management companies. This information includes changes or updates to federal requirements, changes or updates to practice or qualifications for appraisers or appraisal management companies, information pertaining to issues faced by the appraisal business community, changes or updates related to the Board's policies and procedures, and other information meant to be educational in nature.

Service Delivery Methods

Agency Narrative Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

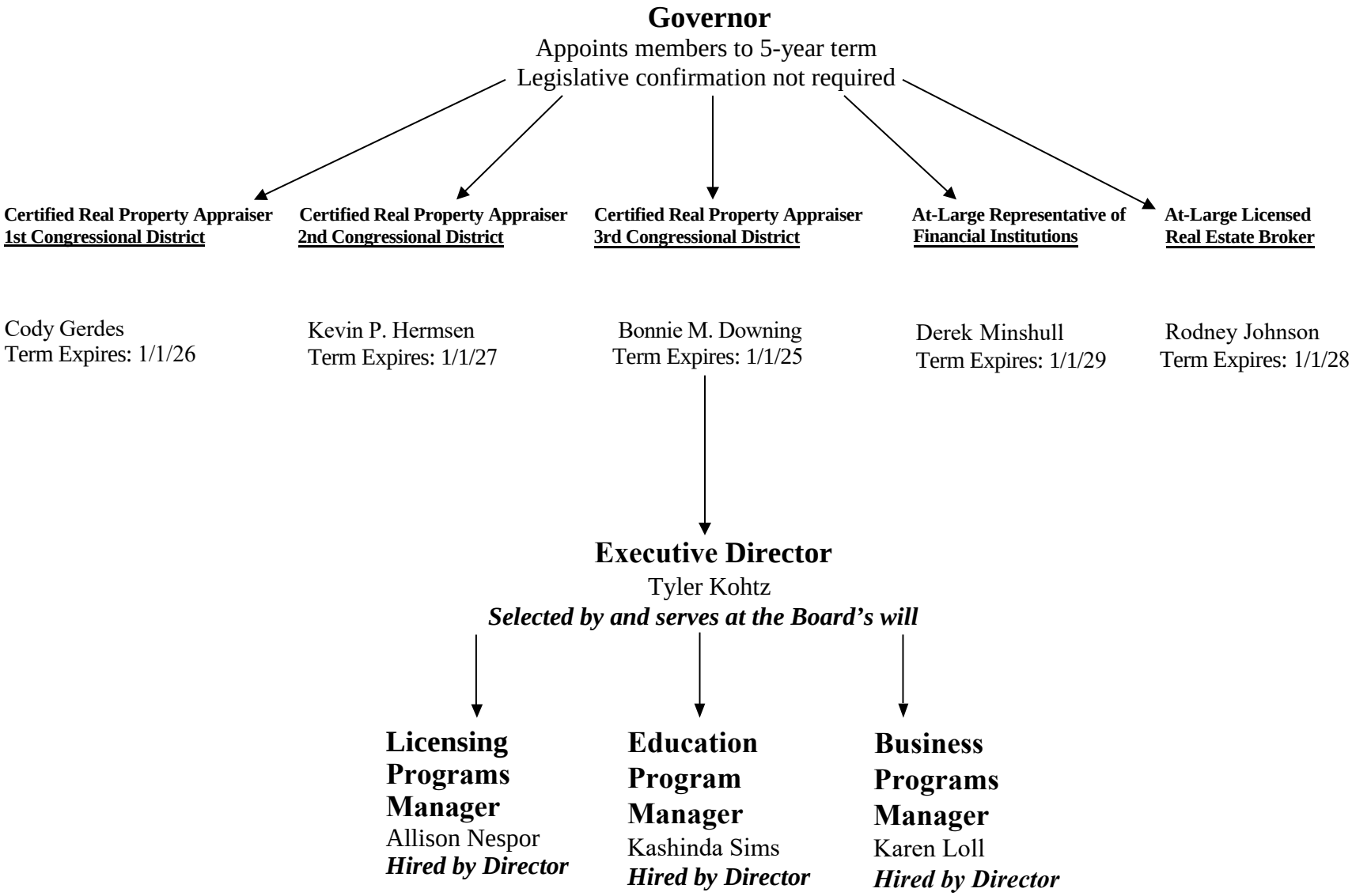
Services are delivered to the public, credential holders, and appraisal management companies through Board staff by phone, mail, internet, and in person. Specific personal and confidential information concerning credentialing, registration, or compliance is typically delivered by mail or through the Board's secure portal called Appraiser Login, but may occasionally be delivered through the state email system or in person. General information is typically delivered through the internet, and may be emailed, found in Appraiser Login, or posted on the Board's website or Facebook page. Board Members or staff may meet with an individual or a group of people to conduct Board business. Notice of board meetings are posted on the Board's website and on the State of Nebraska Public Calendar found at www.nebraska.gov.

Attachments:

NRPAB 2025-2027 Evidence-Based Certification.xlsx

240824_NRPAB Organizational Chart.pdf

NRPAB Schematic Organization Diagram



Program Narrative Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Program: 079 - APPRAISER LICENSING
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

PROGRAM DESCRIPTION:

The Real Property Appraiser Board is statutorily charged with administering and enforcing the Real Property Appraiser Act and the Appraisal Management Company Registration Act. The Board's primary functions are to issue and renew appraiser credentials, develop and implement standards for appraiser credentialing, register and renew registration for appraisal management companies, approve appraiser qualifying education courses and appraiser continuing education activities, investigate and adjudicate grievances, develop laws and rules through relevant, efficient and effective legislation and rulemaking, and disseminate relevant information to general public, stakeholders, credentialed appraisers and appraisal management companies.

Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("FIRREA") requires each state to prescribe appropriate standards for the performance of real estate appraisals in connection with federally related transactions. In addition, real estate appraisals are to be performed in accordance with generally accepted uniform appraisal standards, and are to be performed by an individual whose competency has been demonstrated, and whose professional conduct is subject to effective state supervision. The Real Property Appraiser Board was established as the Real Estate Appraiser Board on January 1, 1991 to carry out the requirements of Title XI. The Real Property Appraiser Act consists of qualifications for credentialing, as well as standards for appraisal practice and appraiser conduct.

Title XI was amended by the Dodd–Frank Wall Street Reform and Consumer Protection Act signed into law on July 21, 2010, which requires states to register and supervise the operations and activities of appraisal management companies. The Appraisal Management Company Registration Act was established on January 1, 2012, authorizing the Real Property Appraiser Board to register and oversee appraisal management companies in Nebraska. The Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, the Office of the Comptroller of the Currency, the National Credit Union Administration, the Consumer Financial Protection Bureau, and the Federal Housing Finance Agency, jointly, by rule, established minimum requirements to be applied by states to register and supervise the operations and activities of appraisal management companies; the AMC Rule was adopted on June 9, 2015, with an effective date of August 10, 2018.

The Appraisal Subcommittee of the Federal Financial Institutions Examination Council monitors the requirements established by the states, territories, and the District of Columbia and their appraiser regulatory agencies for the certification and licensing of appraisers, and the registration of appraisal management companies. The Appraisal Subcommittee reviews each state’s compliance with the requirements of Title XI, and is authorized by Title XI to take action against a non-complying state appraiser regulatory program if the policies, practices and procedures in place are inconsistent with the requirements of Title XI. The Appraisal Subcommittee is also charged with monitoring and reviewing the practices, procedures, activities, and organizational structure of The Appraisal Foundation, which is authorized by the U.S. Congress to develop the Real Property Appraiser Qualification Criteria through its Appraiser Qualifications Board, and the Uniform Standards of Professional Appraisal Practice, also known as USPAP, through its Appraisal Standards Board. The Real Property Appraiser Act and the Appraisal Management Company Registration Act are updated as needed to ensure compliance with Title XI and the Appraisal Subcommittee Policy Statements.

PROGRAM OBJECTIVES:

The Nebraska Real Property Appraiser Board has evolved in to a strategic results-based agency. The Board’s goals and objectives are set each year at its annual strategic

planning meeting held in June and evaluated throughout the fiscal year at each board meeting. The Board has established both new and ongoing objectives for the 2025-2027 biennial budget period.

The Nebraska Real Property Appraiser Board's general objectives:

Federal Compliance

Comments: The Board is required to comply with federal requirements set forth by the Appraisal Subcommittee, Title XI of FIRREA, and the Dodd-Frank Wall Street Reform and Consumer Protection Act. The Board was audited by the Appraisal Subcommittee on March 14-16 of 2023, and received a rating of “Excellent” for both the Appraiser Program and the AMC Program. The Appraisal Subcommittee found no weaknesses in the state's regulatory programs. This was the State of Nebraska's third rating of excellent in a row for the Appraiser Program, and the second rating of excellent in a row for the AMC Program (only two compliance review cycles for AMC Programs).

Objectives: The Board will continue to implement and monitor policies and procedures that ensure compliance with federal requirements.

Administer and Enforce the Real Property Appraiser Act and Appraiser Management Company Registration Act

Comments: The Board continuously strives to administer and enforce the Nebraska Real Property Appraiser Act and the Nebraska Appraisal Management Company Registration Act with efficiency, equity, and integrity.

Objectives: The Board will continue to review processes and procedures related to administering and enforcing the Nebraska Real Property Appraiser Act and the Nebraska Appraisal Management Company Registration Act. The following highlights are essential to program success:

1. Real property appraiser credentials are issued in a timely manner to individuals qualified to serve the public.
2. Ensure that real property appraisers meet all continuing education requirements for renewal, and that each real property appraiser submits appropriate documentation in support of his or her continuing education activities.
3. In the absence of disciplinary or other issues, temporary credentials are issued within 48 hours of the application being received at the Board's office.
4. Register appraisal management companies in a timely manner that will operate with integrity and respect for the citizens and real property appraisers in the State of Nebraska.
5. Grievances are resolved in an efficient manner that includes respect of the respondent's due process and a thorough investigation. The intent of the Board's regulatory program is to be educational in practice when possible.
6. Approve continuing education offerings that improve the quality of appraisers in the state.
7. Approve qualifying education courses that helps prepare an individual for success once credentialed.
8. Identify and remove barriers for entry into the real property appraiser profession and for registration as an appraisal management company, and for renewal of real property appraiser credentials and appraisal management company registrations.

Uphold the Mission and Vision of the Board

Program Narrative Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Program: 079 - APPRAISER LICENSING
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Comments: Uphold the mission and vision of the Board while approving applicants for credentialing, education offerings, appraisal management company registrations, and communicating with credential holders and the public.

Objectives: Continue to conduct Board business in a way that upholds the mission and vision of the Board, and incorporates processes and procedures that results in increased opportunities for, and protects, the public.

Evaluate and Update Board Policies and Procedures

Comments: The process of reviewing and updating the Board's policies and procedures is an ongoing objective.

Objectives: Continue to improve the agency's operations efficiency through evaluation of policies and procedures, and measuring the effectiveness of the agency's functions.

Develop and Improve Board's Technology

Comments: All information for applicants, credential holders, appraisal management companies, enforcement, and education is incorporated into one database, and the database includes an increasing number of interactive functions through the Appraiser Login and AMC Login portals. The Board also uses the OBIEE software for extracting relevant and important information from the database, and to create reports to help better understand data and trends. The Board's computer and printing equipment is also updated to remain current with relevant technology. In order to better reach Nebraska credentialed appraisers, appraisal management companies, and the public, the Board operates a website and Facebook page. Finally, the Board has expanded its videoconferencing capabilities to better serve Nebraska credentialed appraisers, appraisal management companies, and the public.

Objectives: Continue to develop and improve technology tools to maximize operations efficiency and better serve Nebraska real property appraisers, appraisal management companies, and the public. Specifically, the Board intends to develop online real property appraiser initial applications (Reciprocity; Education, Experience, & Examination; Temporary), AMC initial applications, education activity applications, and other services that require payment of a fee. In addition, the Board intends to expand online payment options to include credit and debit card payments. The Board also intends to keep technology equipment current.

Objectives set by the Board at its June 13, 2024 strategic planning meeting:

Legislation, Rulemaking, and Guidance Documents

Comments: The Board’s Appraiser Program and AMC Program must maintain compliance with USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI. The Real Property Appraiser Act, Appraisal Management Company Registration Act, and Title 298 of the Nebraska Administrative Code must be updated as changes occur at the Federal level. In addition, it is the Board’s priority to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession.

Program Narrative Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Program: 079 - APPRAISER LICENSING
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Objectives:

- Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.
- Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.
- 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, and provide for better clarification and administration.
- Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.
- 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.

Real Property Appraiser Credentialing and AMC Registration

Comments: The average age of a real property appraiser is approximately 55 years old; the Board acknowledges the need to increase the number of real property appraisers credentialed in Nebraska. As such, the Board regularly evaluates the effectiveness and efficiency of the Appraiser Program and explores ways to address this issue by removing barriers to entry into the real property appraiser profession, building positive public awareness of the real property appraiser profession, and maintaining relationships with colleges and universities that place priority on real estate related education. It is also the Board's mission to ensure that the appraisal business community is highly qualified through education, experience, and examination and competent to perform real property appraisal practice assignments.

Objectives:

- Explore opportunities to increase the number of Nebraska resident real property appraisers.
- Monitor real property appraiser credential renewal dates.

Education

Comments: It is the Board's mission to ensure that the appraisal business community is highly qualified through education, experience, and examination and competent to perform real property appraisal practice assignments. Education providers play a critical role in this process. Recently, the Board has observed deficiencies in agricultural real property appraisals submitted by applicants for credentialing. It is the Board's intent to resolve this issue by communicating with trainee real property appraisers, supervisory real property appraisers, and education providers.

Objectives:

- 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.
- 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.

Personnel

Comments: It is essential that the agency operates with the highest efficiency and effectiveness. Adequate staffing is required to carry out the Board's mission, maintain a high-level operation, remain compliant with Title XI, and to keep public satisfaction. In addition, the workplace environment is constantly changing. It is the Board's intent to

implement policies and procedures that result in the best possible employee environment for the Board's success.

Objectives:

- Continue to evaluate employee duties and workload to maintain the current level of efficiency and effectiveness.
- 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.

Public Information

Comments: One of the Board's primary functions is to disseminate relevant information to general public, stakeholders, credentialed appraisers, and appraisal management companies. The Board publishes a quarterly newsletter named "The Nebraska Appraiser," and communicates with credential holders, appraisal management companies, and the general public through other means such as LISTSERV emails called "Memos From the Board," the Board's website, and the Board's Facebook page. The Board also maintains uniform branding, which includes logos, colors, and public presentation standards.

Objectives:

- Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the appraiser community.
- 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, documents posted to the NRPAB website, meeting information, and other information that affects the industry.
- 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.
- 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.
- 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.
- Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use.
- Explore the development and implementation of an updated NRPAB logo.
- Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders.

Administration

Comments: Administration includes those processes, procedures, and functions that pertain to the administration of the Board's programs. The Board regularly evaluates the effectiveness and efficiency of its technology in place and its intent is to develop and maintain technology that reduces burden on real property appraisers, AMCs, and the public, while increasing the efficiency and effectiveness of the Board's programs. The Board will continue developing online applications accessed through Appraiser Login and AMC Login, is exploring a credit card payment option for online applications, and is exploring the use of Federal grant money for development of an online temporary real property appraiser credential application.

Objectives:

- 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.
- Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes.
- Explore online real property appraiser initial applications (Reciprocity and E,E,&E), AMC initial applications, education activity applications, and other services that require payment of a fee.

Actual results pertaining to the objectives specified will depend on the timeliness and effectiveness of the entire plan the Board is presenting. Meeting one objective successfully might make another objective irrelevant. The Nebraska Real Property Appraiser Board intends to meet its operation goals in a cost-effective manner.

REQUEST PRIORITIES AND SIGNIFICANT ISSUES:

The Nebraska Real Property Appraiser Board administers and enforces the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act. In order to carry out its duties in an efficient and equitable manner, and to maintain compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, appropriate funding is needed for general operation and issues faced by the Board. The Board's primary functions are to issue and renew appraiser credentials; develop and implement standards for appraiser credentialing; register and renew registration for appraisal management companies; approve appraiser qualifying education courses and appraiser continuing education activities; investigate and adjudicate grievances; develop laws and rules through relevant, efficient and effective legislation and rulemaking; and disseminate relevant information to general public, stakeholders, credentialed appraisers and appraisal management companies. Through these processes, the Board ensures that the citizens of Nebraska are protected and served, and also that the appraisal business community is highly qualified through education, experience, and examination. The Board's funding request addresses its primary functions and current expenditures. The Board is requesting funding adjustments for the following specific issues that affect the base appropriation:

- The Board hired an Accountant I employee in December 2023. The Board's Budget for FY24 included health insurance funding for the Regular Individual Plan; this employee elected the Family Plan upon hire. Because this position was not filled for the first six months of FY24, the Board utilized funds allocated to this position for the difference in cost between the Regular Individual Plan and the Family Plan. The Board is utilizing carryover funding from FY24 for the difference in cost between the Regular Individual Plan and the Family Plan for FY25. The Board is requesting funding for the difference in cost between the Regular Individual Plan and the Family Plan for the Accountant I position for FY26 and FY27. In addition, the Board is requesting an increase equivalent to 5% for FY26 and FY27 for the difference between the Regular Individual Plan and the Family Plan as per the Enterprise Issue.
- As of February 2024, the Board has three members traveling a significant distance to attend meetings and conduct the Board's business. The Board's former Financial Institutions Representative resided in Lincoln, Nebraska and the newly appointed Financial Institutions Representative resides in North Platte, Nebraska. As a result, lodging and vehicle mileage costs have increased. The Board is utilizing carryover funding from FY24 for the difference in costs for FY25. The Board is requesting additional funding for increased board member travel costs for both FY26 and FY27.
- The cost to the Board for Adobe Dreamweaver, Microsoft Exchange. WebEx Premium, and phone service increases for the 2025-2027 biennium. The Board is requesting additional funding for the software subscription and phone cost increases. In addition, as the NRPAB Database, Appraiser Login, AMC Login and the NRPAB website become more detailed with increased functionality, the maintenance costs are also increasing. The Board is not requesting additional funding for this maintenance, but

intends to utilize cost savings from other areas for this purpose.

- As requested, “2025-2027 Public Servant Salary Increase” is included as an issue to estimate the cost of employee salary increases equivalent to 3% for FY26 and FY27 each.
- It is anticipated that health care costs will change in the next biennium. As requested, “2025-2027 Public Servant Health Insurance” is included as an issue to estimate the cost to the agency for employee health insurance with an increase equivalent to 5% for FY26 and FY27 each.
- The Department of Administrative Services charges an assessment based on usage. The Board is requesting the necessary adjustments based on the changes to assessments for FY26 and FY27.

The Board’s program performance concerns credentialing appraisers, registering appraisal management companies, approving qualifying and continuing education offerings, and appraiser and appraisal management company compliance. The Board reviews performance in these areas at each regular meeting and discusses issues and sets objectives once a year during its strategic planning meeting. The Board also measures performance through program feedback from the Federal Appraisal Subcommittee, which audits the Board's appraiser credentialing and AMC registration programs on a biennial basis. Finally, the Board's performance is measured through public accountability. Although public accountability is not quantitative, it is the very reason for the existence of the Board. Internal and external sources that affect program performance include:

Nebraska Real Property Appraiser Board Revenues
The Board's primary source of revenue is new real property appraiser credentials, real property appraiser credential renewals, temporary real property appraiser credentials, appraisal management company registrations, appraisal management company renewals, new appraiser qualifying and continuing education activities, and renewal of appraiser continuing education activities. An increase in the number of new real property appraisers and/or appraisal management companies, along with a high real property appraiser and appraisal management company renewal rate, would result in a positive impact on the Board's revenue. For the past thirteen years, the board has utilized technology enhancements to better automate processes, staff duty evaluation and reassignment, and streamlined processes and procedures to maintain spending levels; however, the number of real property appraisers credentialed in Nebraska remain stable, resulting in flat revenues, and the number of appraisal management companies are in slow decline, resulting in declining revenues. Although the Board will continue to take a measured approach to budget management, a point has been reached where fees must be increased to keep pace with costs The Board is in the process of implementing fee schedules to increase revenues slowly over the next four years (FY25-FY28) based on real property appraiser and appraisal management company count projections, projected revenues, and projected expenditures. The FY26 and FY27 revenues, as shown in this is budget request, include these fee changes. Maintaining healthy revenues is important for the Board's pursuit of future goals and objectives. Surpassing the projected revenue amounts would indicate that the appraisal industry is improving and growing. If the projected revenues are not achieved due to a decline to the number of credentialed real property appraisers and/or appraisal management companies in Nebraska, the Board must explore additional revenues and develop a plan to increase the number of credential holders and/or appraisal management companies. In addition, the Board may consider collecting additional fees to make up for the shortfall. A negative measure will also compromise the Board's ability to carry out its mission, goals, and objectives in the future.

New Real Property Appraisers and Real Property Appraiser Renewals
The Board awards trainee, licensed residential, certified residential, and certified general real property appraiser credentials to individuals that qualify through education, experience, and examination, as specified in the Real Property Appraiser Qualifications Criteria promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, to engage in real property appraisal practice in Nebraska in an ethical, competent manner. The Board also awards licensed residential, certified residential, and certified general real property appraiser credentials through reciprocity to individuals credentialed to appraise real estate and real property under the laws of another jurisdiction at the time of application. Real Property Appraisers must meet requirements for renewal to maintain a credential. Changes at the federal level have introduced multiple paths to become a credentialed real property appraiser and the Board has been proactive removing barriers to becoming a real property appraiser; however, the average age of an appraiser is over 55 years old and becoming a real property appraiser is still a lengthy process. It is imperative that the Board continues to proactively build awareness of the profession, so that future real property appraisers can plan how to meet the education and experience requirements in advance. Outperforming the projected numbers would result in additional revenue for the Board, which would benefit the Board as it pursues its mission, goals, and objectives. Also, higher than anticipated growth would indicate that the appraisal industry

is improving and growing in Nebraska, and that the Board has sound policies in place related to credentialing. An adequate number of real property appraisers is required to meet the specifications set forth by the federal government, and to meet the needs of the public, real estate, and financial sectors. If the projected numbers for real property appraisers are not met, the Board will have issues carrying out its mission and reaching its goals and objectives in the future. Furthermore, the Board will consider additional sources of revenue and develop a plan to more aggressively increase the number of credential holders in Nebraska.

Temporary Real Property Appraiser Applications
The Board issues temporary real property appraiser credentials to individuals that hold a valid credential in another jurisdiction for the duration of one project, or a maximum of six months, whichever comes first. To qualify for a temporary real property appraiser credential, an individual must be in good standing in his or her jurisdiction of residency. The temporary real property appraiser credential offers an alternative for credential holders in other jurisdictions wishing to engage in real property appraisal for one project in the state. Outperforming the projected numbers would result in additional revenue for the Board, which would be benefit the Board in pursuit of its mission, goals and objectives. If the number of temporary real property appraiser credentials issued does not reach the projected number, the Board will evaluate the temporary credential program performance to establish the reasons for the decline. A decline in temporary real property appraiser credentials may not be negative. For example, many regular temporary credential holders elect to obtain regular credentialing. If the Board finds an increase in the number of real property appraisers credentialed in other jurisdictions engaging in real property appraisal practice in Nebraska without obtaining a proper credential, the decline in the number of temporary credentials will need to be addressed within the compliance program.

New Appraisal Management Company Registrations and Renewal of Appraisal Management Company Registrations
Appraisal management companies provide appraisal management services in connection with valuing a consumer's principal dwelling as security for a consumer credit transaction or incorporating such transactions into securitizations, that within a twelve-month period, oversee an appraiser panel of more than fifteen AMC appraisers in Nebraska, or twenty-five or more AMC appraisers who each hold a credential or equivalent in two or more jurisdictions. If the projected number of registered appraisal management companies are reached, this indicates that the current consolidation and attrition experienced in the market has slowed, stopped, or reversed. The Board will have adequate resources to carry out its mission, goals, and objectives. A decline in the number of appraisal management companies to below the projections would indicate a lack of appraisal management services work, which would likely indicate that the consolidation and attrition continued beyond what is anticipated. The Board's revenue would continue to decrease causing difficulty in carrying out its mission, goals, and objectives in the future.

Cost per Real Property Appraiser Credential and AMC Registration Budgetary Efficiency
The cost of labor and materials per credential and registration is utilized by the Board as the measure of budgetary efficiency. This measure is the Board's overall expenditures for each year divided by the total number of credential holders, temporary credentials issued, and appraisal management companies registered. The expenditures are estimated at 85% of budgeted for the Appraiser Program for FY25 ($270,227), FY26 ($295,803) and FY27 ($302,919) based on historic budgeted expenditures compared to actual expenditures and the issues included in this budget request. For the AMC Program, the expenditures are estimated at 90% of budgeted for FY25 ($133,902), FY26 ($118,737), and FY27 ($121,966) based on historic budgeted expenditures compared to actual expenditures and the issues included in this budget request. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing), is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. For FY25, 65% of these expenditures are applied to the Appraiser Program and 35% of these expenditures are applied to the AMC Program. For FY 26 and FY27, 70% of these expenditures are applied to the Appraiser Program and 30% of these expenditures are applied to the AMC Program. The FY26 and FY27 percentages are projected based on the shift in labor and material needs due to the decline in the number of registered appraisal management companies.

Actual Cost		Projected Cost		
FY23	FY24	FY25	FY26	FY27
384	384	410	420	433

An increase in budgetary efficiency over the projected number indicates that costs for the fiscal year came in below projections; or the number of credential holders, temporary credentials issued, or appraisal management companies registered increased; or a new agency operation efficiency was implemented. A decrease in budgetary efficiency indicates that costs for the fiscal year came in above projections; or the number of credential holders, temporary permits issued, or appraisal management companies registered decreased; or a decrease in agency operation efficiency took place. If a decrease in budgetary efficiency occurs, the Board may need to re-evaluate how revenues are being utilized to support Board operations and make any necessary adjustments to increase efficiency. There are many factors that are not accounted for, such as inflation or potential legal issues that may arise, which would be considered if re-evaluation becomes necessary. Accountability is important to the Board and this measure of efficiency is a good indicator of the Board's overall operation efficiency.

Appraisal Business Community and General Public Satisfaction
The Board understands that it is held accountable by the citizens of Nebraska, and therefore must be responsible when administering the Real Property Appraiser Act and Appraisal Management Company Registration Act, and conservative with use of the Real Property Appraiser and Appraisal Management Company Registration funds. The Board is also held accountable by applicants for credentialing, real property appraisers, education providers, appraisal management companies, and financial institutions. It is essential that the agency operates with the highest efficiency and effectiveness as any loss of efficiency or effectiveness would have a negative effect on credential holders, the mortgage loan industry, and the public. Regarding the appraisal business community, the Board ensures that applicants, credential holders, and appraisal management companies are provided service in a timely manner, and in a way that leaves the customer feeling satisfied with the Board's service. The public reaction and views are an indicator of the quality and timeliness of appraisal reports completed in Nebraska, and subsequently, satisfaction with the Board's programs. Appraisal business community satisfaction is an indicator that the Board's programs are not only effective, but serving the applicants, credential holders, education providers, and appraisal management companies well. As with appraisal business community satisfaction, general public satisfaction is an indicator that the Board's credentialing program is not only effective, but also serving the citizens of Nebraska well. The Board will strive to continue its level of service, while also pursuing more efficient and progressive ways to provide an even higher quality service. If the appraisal business community or the general public have a negative perception of the Board, the Board will have to reconsider its policies and procedures and the effects on the administration of its programs.

Appraisal Subcommittee
The Board receives direct feedback regarding the performance of the appraiser credentialing, appraisal management company registration, education, and enforcement programs from the Federal Appraisal Subcommittee during its compliance review every other year. The Appraisal Subcommittee issued a finding of "Excellent" for both the Board's Appraiser Program and Appraisal Management Company Program in August 2023. Compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 is an indicator of the quality of the Board's appraiser credentialing, appraisal management company registration, education, and enforcement programs. The Board will strive to maintain compliance. If the Board's program is found to not be in compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the Board will re-evaluate its program and implement changes that will bring the Board's program back into compliance with Title XI.

Nebraska State Auditor of Public Accounts
The APA last completed an audit of the Board's finances in March and April of 2020, for the period July 1, 2018, through December 31, 2019. The Board receives direct feedback from the APA regarding the performance of the Board's accounting practices and procedures. The APA listed no material issues or deficiencies in the April 15, 2020 Attestation Report. The lack of material issues or deficiencies found by the APA is an indicator of the quality of the Board's accounting practices and procedures, and the proper use of the Appraiser Fund and AMC Registration Fund. Also, the lack of material issues or deficiencies indicates that the Board is administering its programs in a responsible manner. The Board will strive to maintain its current accounting practices and procedures. If the APA finds material issues or deficiencies in the Board's accounting practices or procedures, or the improper use of the Appraiser Fund or Appraisal Management Company Registration Fund, the Board will re-evaluate its program and implement changes that include sound accounting practices and procedures.

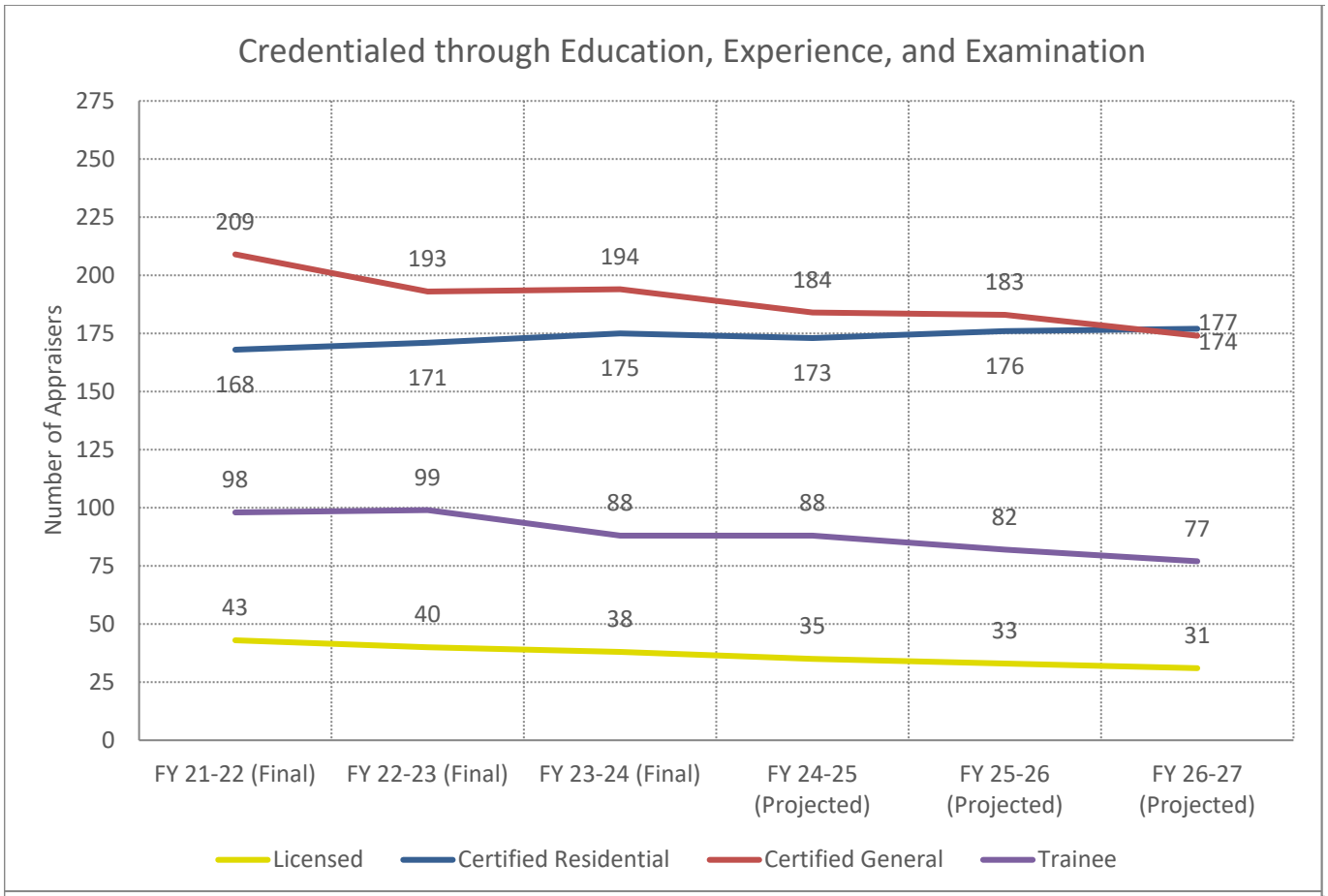
Attachments:

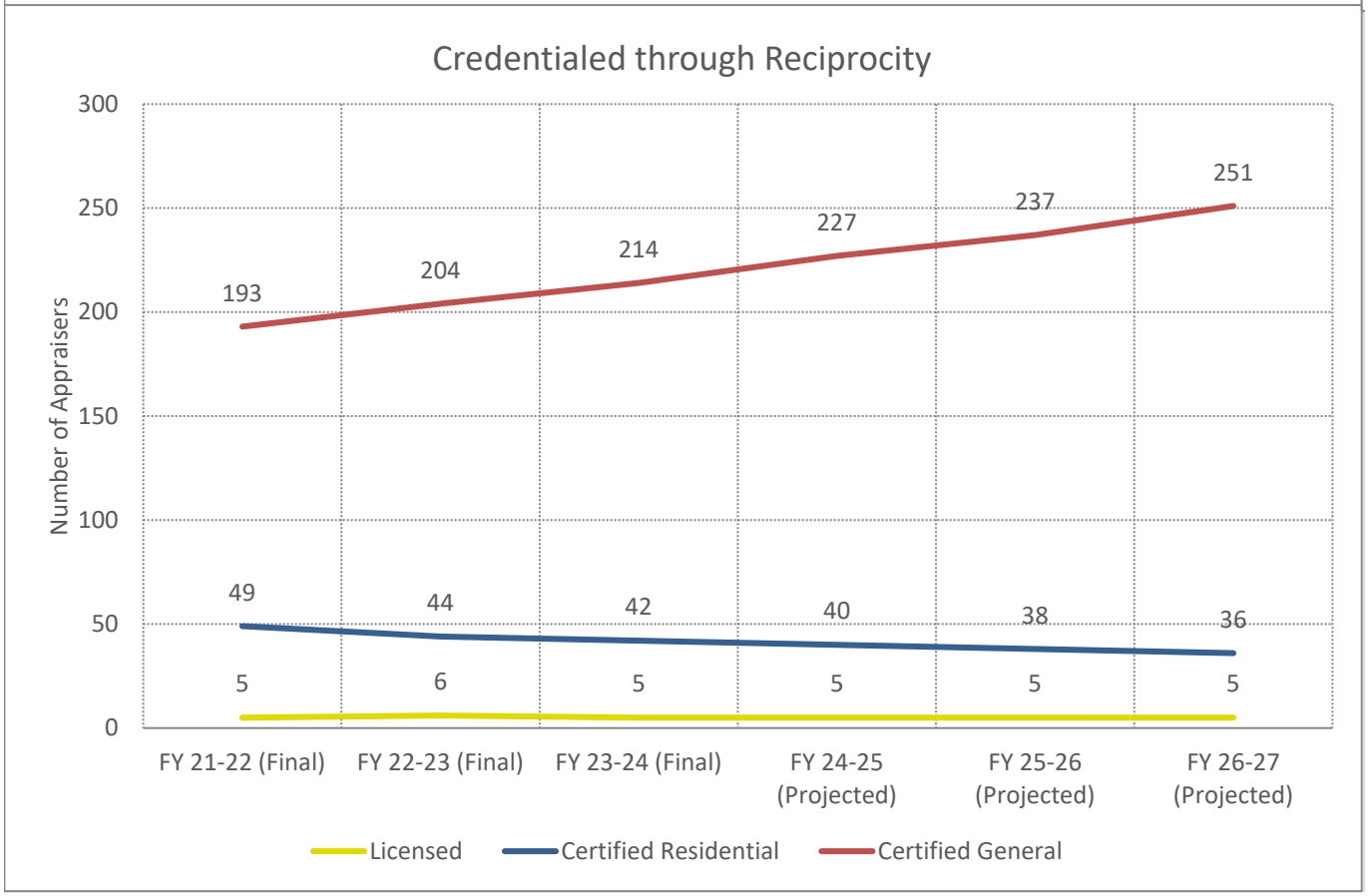
2025-2027 NRPAB Revneues Report.pdf

Program Narrative Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Program: 079 - APPRAISER LICENSING
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

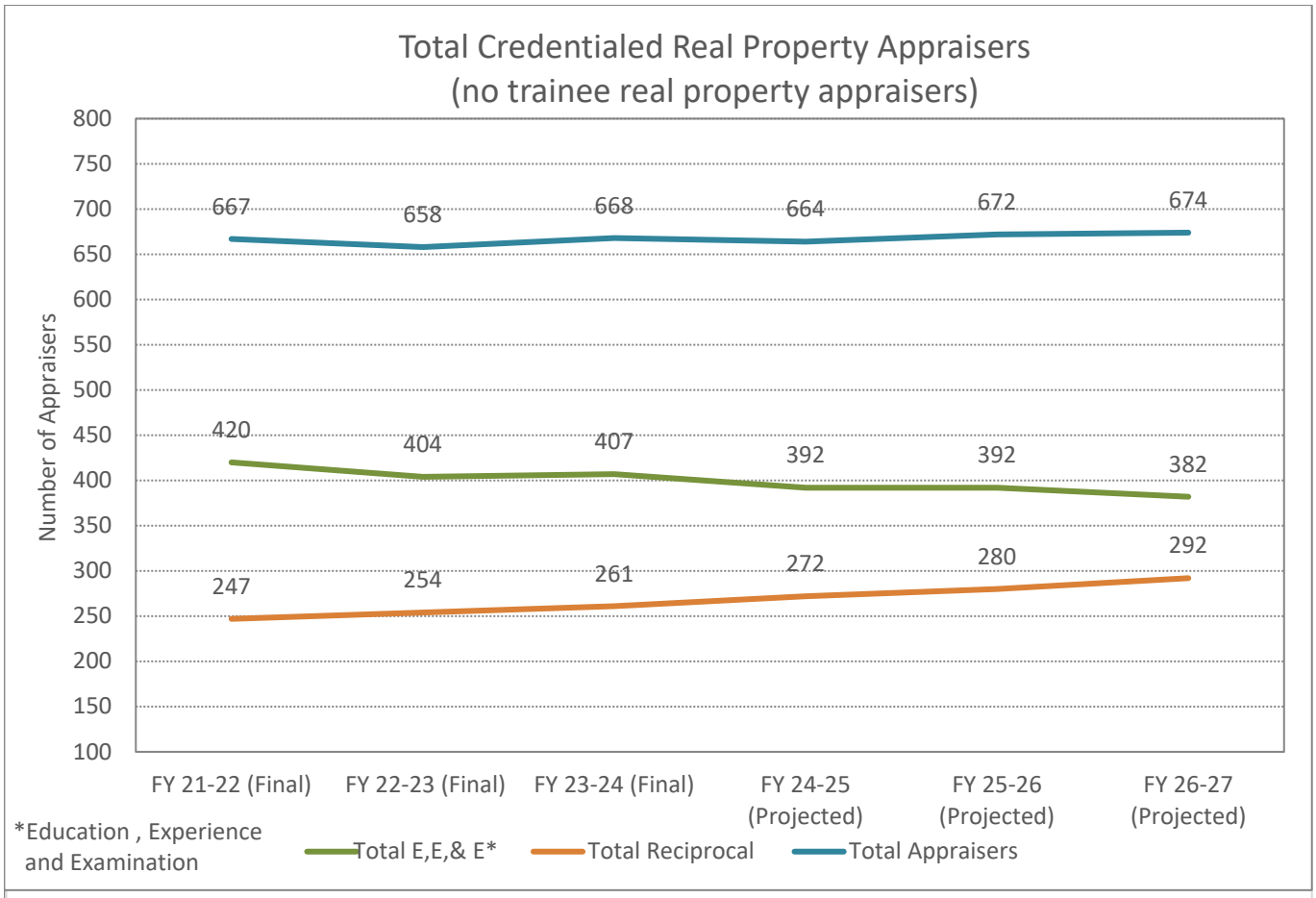
Nebraska Real Property Appraiser Credential Holder-AMC Registration Counts and Projections.pdf
2023.08.04 NE Appraiser Final Compliance Review.pdf
2023.08.04 NE AMC Final Compliance Review.pdf
Real Property Appraiser Board Attestation Report.pdf

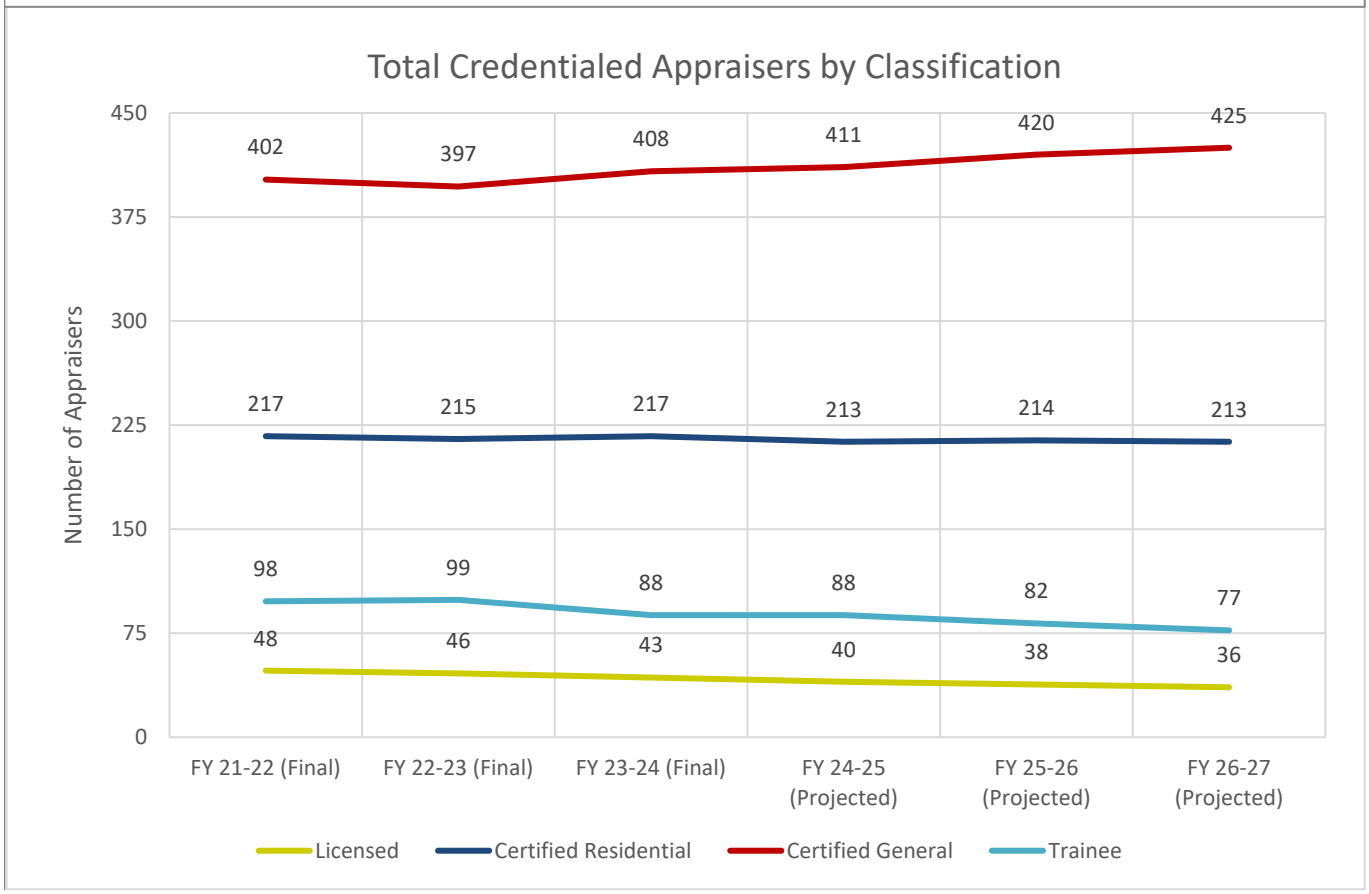
Nebraska Real Property Appraiser Credential Holder Projections
FY 2021-22 to FY 2026-2027

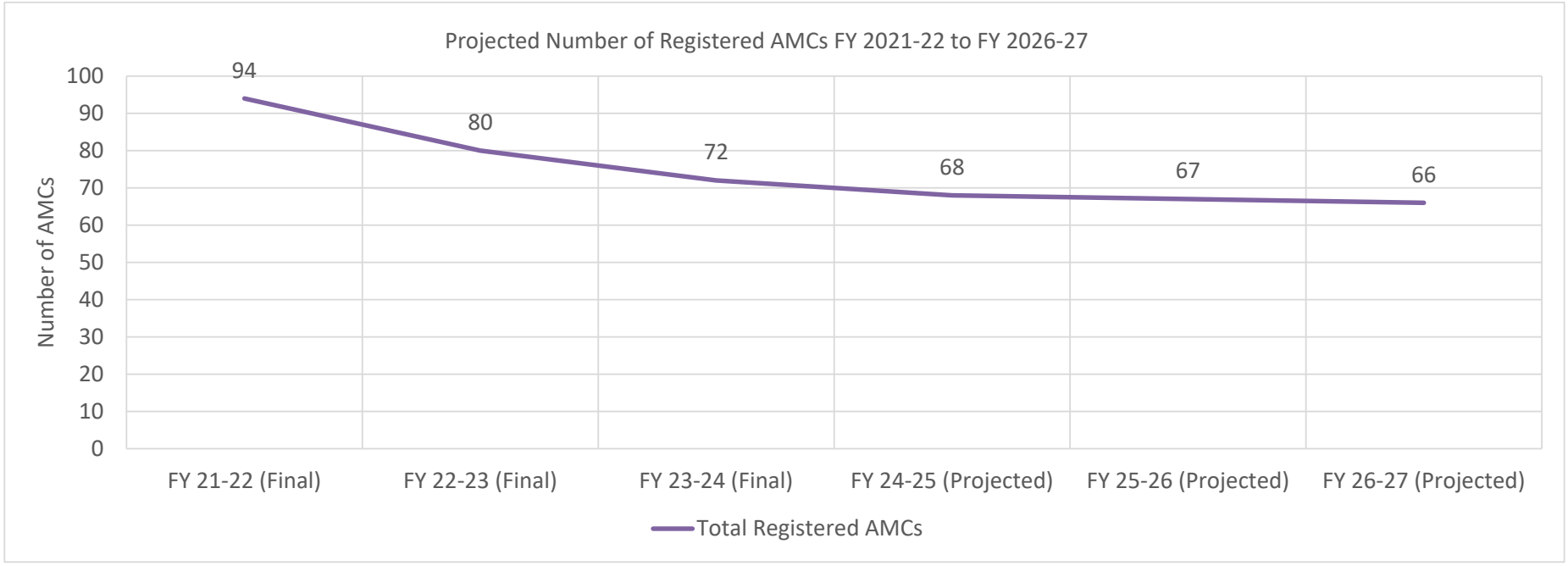




Nebraska Real Property Appraiser Credential Holder Projections
FY 2021-22 to FY 2026-2027






Projected Number of Registered AMCs FY 2021-22 to FY 2026-27
Number of AMCs
100
90
80
70
60
50
40
30
20
10
0
94
80
72
68
67
66
FY 21-22 (Final)
FY 22-23 (Final)
FY 23-24 (Final)
FY 24-25 (Projected)
FY 25-26 (Projected)
FY 26-27 (Projected)
Total Registered AMCs

Agency Request Report - Detail

Agency: 053 - REAL PROPERTY APPRAISER BOARD

Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

		FY22 Actual Exp	FY23 Actual Exp	FY24 Actual Exp	FY24 Reappr	FY25 Cur Appr	FY26 Request	FY27 Request
SALARIES								
	FTE	3.00	2.96	3.49		4.00	4.00	4.00
511100	PERMANENT SALARIES-WAGES	165,160	169,581	199,698	0	233,320	240,319	247,530
511300	OVERTIME PAYMENTS	5,314	4,156	3,523	0	0	0	0
511600	PER DIEM PAYMENTS	6,600	4,900	6,400	0	7,600	7,600	7,600
511700	EMPLOYEE BONUSES	1,000	500	2,000	2,000	0	0	0
511800	COMPENSATORY TIME PAID	0	379	0	0	0	0	0
	Subtotal SALARIES	**178,074**	**179,516**	**211,620**	**2,000**	**240,920**	**247,919**	**255,130**
BENEFITS								
515100	RETIREMENT PLANS EXPENSE	12,765	13,038	15,217	150	17,499	18,024	18,565
515200	FICA EXPENSE	12,606	12,655	14,835	153	18,430	18,966	19,517
515400	LIFE & ACCIDENT INS EXP	0	0	0	0	0	0	0
515500	HEALTH INSURANCE EXPENSE	32,903	35,140	43,891	17,603	42,127	62,717	65,853
516300	EMPLOYEE ASSISTANCE PRO	37	37	0	0	0	0	0
516500	WORKERS COMP PREMIUMS	1,528	1,528	1,546	0	1,546	1,366	1,366
	Subtotal BENEFITS	**59,839**	**62,397**	**75,489**	**17,906**	**79,602**	**101,073**	**105,301**
SALARY AND BENEFITS								
	SALARY AND BENEFITS	237,913	241,913	287,109	19,906	320,522	348,992	360,431
OPERATING EXPENSES								
521100	POSTAGE EXPENSE	2,309	2,416	2,546	0	2,500	2,500	2,500
521400	CIO CHARGES	37,756	76,784	25,772	294	31,870	33,570	33,570
521500	PUBLICATION & PRINT EXP	6,283	4,571	1,333	0	3,000	3,000	3,000
521900	AWARDS EXPENSE	28	28	28	0	50	50	50

Agency Request Report - Detail

Agency: 053 - REAL PROPERTY APPRAISER BOARD

Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

		FY22 Actual Exp	FY23 Actual Exp	FY24 Actual Exp	FY24 Reappr	FY25 Cur Appr	FY26 Request	FY27 Request
522100	DUES & SUBSCRIPTION EXP	699	600	600	0	600	600	600
522200	CONFERENCE REGISTRATION	1,065	1,100	1,200	0	0	0	0
524600	RENT EXPENSE-BUILDINGS	11,732	11,717	12,803	0	12,772	13,711	14,232
524900	RENT EXP-DEPR SURCHARGE	3,859	3,859	4,187	0	4,187	4,664	4,664
531100	OFFICE SUPPLIES EXPENSE	3,182	733	3,632	0	2,000	2,000	2,000
532100	NON-CAPITALIZED ASSET PUR	0	0	2,202	0	0	0	0
532260	VOICE EQUIP	0	60	229	0	0	0	0
532280	VIDEO EQUIP	408	0	0	0	0	0	0
533100	HOUSEHOLD & INSTIT EXP	74	68	10	0	0	0	0
539500	PURCHASING CARD SUSPENSE	0	0	0	0	0	0	0
541100	ACCTG & AUDITING SERVICES	1,037	1,037	1,128	0	1,128	2,986	2,986
541200	PURCHASING ASSESSMENT	83	83	39	0	39	42	42
541500	LEGAL SERVICES EXPENSE	3,500	80	1,189	0	20,000	20,000	20,000
541700	LEGAL RELATED EXPENSE	14	45	1	0	3,000	3,000	3,000
542100	SOS TEMP SERV - PERSONNEL	4,440	2,233	4,667	0	0	0	0
547100	EDUCATIONAL SERVICES	95	0	0	68	0	0	0
554900	OTHER CONTRACTUAL	29,150	25,059	21,204	0	27,000	27,000	27,000
556100	INSURANCE EXPENSE	48	48	53	0	53	93	93
559100	OTHER OPERATING EXP	120	80	200	49,911	3,590	3,590	3,590
	Subtotal OPER EXPENSES	**105,883**	**130,602**	**83,021**	**50,273**	**111,789**	**116,806**	**117,327**
TRAVEL EXPENSES								
571100	BOARD & LODGING	3,922	3,673	3,460	300	3,000	3,300	3,300
571800	TAXABLE TRAVEL EXPENSES	1,228	1,188	1,309	431	1,429	1,860	1,860
573100	STATE-OWNED TRANSPORT	0	0	0	0	200	200	200

Agency Request Report - Detail

Agency: 053 - REAL PROPERTY APPRAISER BOARD

Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

		FY22 Actual Exp	FY23 Actual Exp	FY24 Actual Exp	FY24 Reappr	FY25 Cur Appr	FY26 Request	FY27 Request
574500	PERSONAL VEHICLE MILEAGE	6,783	6,057	6,764	1,430	6,945	8,375	8,375
575100	MISC TRAVEL EXPENSE	259	202	210	0	400	400	400
Subtotal TRAVEL		**12,192**	**11,119**	**11,742**	**2,161**	**11,974**	**14,135**	**14,135**
TOTAL REQUEST (OPS)		**355,987**	**383,634**	**381,873**	**72,340**	**444,285**	**479,933**	**491,893**
OPERATIONS FUNDING								
General Fund		0	0	0	0	0	0	0
Cash Fund		355,987	383,634	381,873	72,340	444,285	479,933	491,893
Federal Fund		0	0	0	0	0	0	0
Revolving Fund		0	0	0	0	0	0	0
Other Fund		0	0	0	0	0	0	0
Total Operations Funding		**355,987**	**383,634**	**381,873**	**72,340**	**444,285**	**479,933**	**491,893**

Agency Request Report - Detail

Agency: 053 - REAL PROPERTY APPRAISER BOARD

Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

	FY22 Actual Exp	FY23 Actual Exp	FY24 Actual Exp	FY24 Reappr	FY25 Cur Appr	FY26 Request	FY27 Request
TOTAL OPERATIONS AND GOVT AID FUNDING							
General Fund	0	0	0	0	0	0	0
Cash Fund	355,987	383,634	381,873	72,340	444,285	479,933	491,893
Federal Fund	0	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0	0
Total Funding	**355,987**	**383,634**	**381,873**	**72,340**	**444,285**	**479,933**	**491,893**
Personal Service Limit	**178,074**	**179,516**	**211,620**	**2,000**	**240,920**	**247,919**	**255,130**
TOTAL REQUEST (OPS & AID)	**355,987**	**383,634**	**381,873**	**72,340**	**444,285**	**479,933**	**491,893**
TOTAL FUNDING (OPS & AID)	**355,987**	**383,634**	**381,873**	**72,340**	**444,285**	**479,933**	**491,893**
VARIANCE (OPS & AID)	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 DAS Assessment Changes

Description:

Program	FY26 Request	FY27 Request
079 - APPRAISER LICENSING	3,137	3,658
Total Issue Request	**3,137**	**3,658**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 DAS Assessment Changes

Program: 079 - APPRAISER LICENSING

Operations Request		FY26 Request	FY27 Request
BENEFITS			
516500	WORKERS COMP PREMIUMS	-180	-180
	Subtotal BENEFITS	**-180**	**-180**
OPERATING EXPENSES			
524600	RENT EXPENSE-BUILDINGS	939	1,460
524900	RENT EXP-DEPR SURCHARGE	477	477
541100	ACCTG & AUDITING SERVICES	1,858	1,858
541200	PURCHASING ASSESSMENT	3	3
556100	INSURANCE EXPENSE	40	40
	Subtotal OPERATING EXPENSES	**3,317**	**3,838**
Total Operations Request		**3,137**	**3,658**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 DAS Assessment Changes

Program: 079 - APPRAISER LICENSING

Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	3,137	3,658
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**3,137**	**3,658**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	3,137	3,658
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**3,137**	**3,658**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	3,137	3,658
Total Funding	3,137	3,658
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 DAS Assessment Changes

Issue Total Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	3,137	3,658
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**3,137**	**3,658**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	3,137	3,658
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**3,137**	**3,658**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	3,137	3,658
Total Funding	3,137	3,658
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

ISSUE: 2025-2027 DAS ASSESSMENT CHANGES

GENERAL DESCRIPTION:

Administrative Services charges an assessment based on usage of services. The projected rates, as identified in the 2025-2027 Biennium Budget Instructions are based on the agency's actual usage and the agency's usage percentage compared to all state agencies. The assessment was changed for the Nebraska Real Property Board's worker's compensation, rent expense, rent depreciation, accounting, purchasing, contents and inland marine insurance, and state blanket bond projected rates for the 2025-2027 biennium budget period.

RESEARCH, ANALYSIS, AND JUSTIFICATION:

The projected rates are based on the agency's usage of services and the agency's usage percentage compared to all state agencies. No research or analysis is required. Justification for the DAS assessment changes are incorporated into the "Impact of Request."

IMPACT OF REQUEST:

The majority of the changes to the Department of Administrative Services' assessments result in an increase to the Board's funding. There will be no drop off in service to or impact felt by the general public related to this change.

The assessment increases result in the overall need for additional funds. The Impact for the assessment increases are shown below:

- The Board must be properly protected against any worker's compensation claims that may be made, and pay them when appropriate. If funding is not provided, the agency may be at a greater risk for financial liability related to such claims.

- Adequate funding is required to pay rent and rent depreciation expenses. If funding is not provided, the agency may not be able to pay rent or rent depreciation, which may result in a violation of the agency's contract with Administrative Services for use of state owned office space, and may also violate applicable state laws.
- Adequate funding is required to cover the accounting assessment charged by Administrative Services. If funding is not provided, the agency may not be able to pay the accounting assessment, which may result in violation of applicable state laws.
- Adequate funding is required to cover the purchasing assessment charged by Administrative Services. If funding is not provided, the agency may not be able to pay the purchasing assessment, which may result in violation of applicable state laws.
- Adequate funding is required to pay the Inland Marine insurance coverage for all State owned computers and other equipment when off-site of state property.
- Adequate funding is required to pay the Contents insurance coverage for agency owned property.
- Adequate funding is required to pay the state blanket bond insurance coverage against losses due to theft, employee dishonesty, or other actions resulting in a loss to the state.

IMPLEMENTATION PLAN:

No implementation plan required as this request pertains to changes to assessments charged annually to the agency by DAS.

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: Board Member Travel

Description:

Program	FY26 Request	FY27 Request
079 - APPRAISER LICENSING	2,161	2,161
Total Issue Request	**2,161**	**2,161**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: Board Member Travel

Program: 079 - APPRAISER LICENSING

Operations Request	FY26 Request	FY27 Request
TRAVEL EXPENSES		
571100 BOARD & LODGING	300	300
571800 TAXABLE TRAVEL EXPENSES	431	431
574500 PERSONAL VEHICLE MILEAGE	1,430	1,430
Subtotal TRAVEL EXPENSES	**2,161**	**2,161**
Total Operations Request	**2,161**	**2,161**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: Board Member Travel

Program: 079 - APPRAISER LICENSING

Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	2,161	2,161
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**2,161**	**2,161**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	2,161	2,161
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**2,161**	**2,161**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	2,161	2,161
Total Funding	2,161	2,161
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: Board Member Travel

Issue Total Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	2,161	2,161
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**2,161**	**2,161**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	2,161	2,161
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**2,161**	**2,161**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	2,161	2,161
Total Funding	2,161	2,161
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

ISSUE: BOARD MEMBER TRAVEL

GENERAL DESCRIPTION:

As of February 2024, the Board has three members traveling a significant distance to attend meetings and conduct the Board's business. The Board's former Financial Institutions Representative resided in Lincoln, Nebraska and the newly appointed Financial Institutions Representative resides in North Platte, Nebraska. As a result, lodging and vehicle mileage costs have increased. The Board is utilizing carryover funding from from FY24 for the difference in costs for FY25. The Board is requesting additional funding for increased board member travel costs for both FY26 and FY27.

RESEARCH, ANALYSIS, AND JUSTIFICATION:

The Board has three members traveling a significant distance to attend meetings and conduct the Board's business. The Board is requesting additional funding for board and lodging, meal per diems, and personal vehicle mileage based on the projected travel costs as shown below.

The Board meets monthly to carry out its duties administering the Real Property Appraiser Act and the Appraisal Management Company Registration Act, and also has one strategic planning meeting each year. Three of these meetings are typically held by virtual conferencing and the remainder are held in person at the Board's office in Lincoln, Nebraska. Board members may also be required to meet with applicants for credentialing as real property appraisers, and with respondents in investigations, separate from scheduled meetings.

The additional funds requested for board and lodging for FY26 and FY27 is reached by the following projected cost: 110.00 per night for three board members that qualify for overnight travel status to attend ten in person meetings = $3,300.00. The Board has allocated $300.00 in carryover funds from FY24 to meet the travel expenditures for FY25.

The additional funds requested for meal per diems for FY26 and FY27 is reached by the following projected cost: State first and last day of travel meal per diem for Lincoln, Nebraska (30.98 x 2 = 61.96), $61.96 per occurrence for three board members that qualify for overnight travel status to attend ten in person meetings = $1,859.88. The Board has allocated $431.00 in carryover funds from FY24 to meet the travel expenditures for FY25.

Vehicle mileage rate as established by DAS State Accounting at the time of preparation of this 2025-2027 biennial budge request is .670. The additional funds requested for personal vehicle mileage for FY26 and FY27 is reached by the following projected cost:

- A board member that typically travels 470 miles from Dunning, Nebraska to Lincoln, Nebraska and back to Dunning, Nebraska to attend an in person meeting costs the Board $314.90 per round trip (470 x .670). Ten in person meetings costs the Board $3,149.00 per fiscal year.
- A board member that typically travels 230 miles from Norfolk, Nebraska to Lincoln, Nebraska and back to Norfolk, Nebraska to attend an in person meeting costs the Board $154.10 per round trip. Ten in person meetings costs the Board $1,541 per fiscal year.
- A board member that typically travels 460 miles from North Platte, Nebraska to Lincoln, Nebraska and back to North Platte, Nebraska to attend an in person meeting costs the Board $308.20 per round trip. Ten in person meetings costs the Board $3,082.00 per fiscal year.

- A board member that typically travels 90 miles from Omaha, Nebraska to Lincoln, Nebraska and back to Omaha, Nebraska to attend an in person meeting costs the Board $60.30 per round trip. Ten in person meetings costs the Board $603.00 per fiscal year.

. The Board has allocated $1,430.00 in carryover funds from FY24 to meet the travel expenditures for FY25.

IMPACT OF REQUEST:

Adequate funding is required to cover the travel costs for the agency's employees and board members. If funding is not provided, the agency would be forced to reduce travel costs by limiting the number of in person meetings of the Board by utilizing the maximum number of meetings allowed by state statute to be held by virtual conferencing. It is the Board's position that meetings held by virtual conferencing are best for during winter months when travel may be difficult, when a quorum is in question, or for emergency items. Meetings held in person result in a more robust and thoughtful discussion leading to more effective decision making. There will be no drop off in service to or impact felt by the general public related to this change. i

IMPLEMENTATION PLAN:

No implementation plan required as this request pertains to current travel cost expenditures.

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: CIO and Technology Maintenance

Description:

Program	FY26 Request	FY27 Request
079 - APPRAISER LICENSING	1,700	1,700
Total Issue Request	**1,700**	**1,700**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: CIO and Technology Maintenance

Program: 079 - APPRAISER LICENSING

Operations Request	FY26 Request	FY27 Request
OPERATING EXPENSES		
521400 CIO CHARGES	1,700	1,700
Subtotal OPERATING EXPENSES	**1,700**	**1,700**
Total Operations Request	**1,700**	**1,700**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: CIO and Technology Maintenance

Program: 079 - APPRAISER LICENSING

Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	1,700	1,700
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**1,700**	**1,700**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	1,700	1,700
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**1,700**	**1,700**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	1,700	1,700
Total Funding	1,700	1,700
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: CIO and Technology Maintenance

Issue Total Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	1,700	1,700
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**1,700**	**1,700**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	1,700	1,700
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**1,700**	**1,700**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	1,700	1,700
Total Funding	1,700	1,700
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

ISSUE: CIO AND TECHNOLOGY MAINTENANCE

GENERAL DESCRIPTION:

The cost to the Board for Adobe Dreamweaver, Microsoft Exchange. WebEx Premium, and phone service increases for the 2025-2027 biennium. The Board is requesting additional funding for the software subscription and phone cost increases. In addition, as the NRPAB Database, Appraiser Login, AMC Login and the NRPAB website become more detailed with increased functionality, the maintenance costs are also increasing. The Board is not requesting additional funding for this maintenance, but intends to utilize cost savings from other areas for this purpose.

RESEARCH, ANALYSIS, AND JUSTIFICATION:

It is imperative that the Board maintains its level of customer service to the appraisal business community and the general public, and continues to develop and improve technology tools to maximize operations efficiency.

The Board utilizes services offered by OCIO, such as Microsoft Exchange, WebEx Premium, and Phone Service. The projected rates, as identified in the 2025-2027 Biennium Budget Instructions, include rate increases for these items. Annual technology costs to the agency with significant increases for FY26 and FY27 include Microsoft Exchange ($672.00 - $168.00 increase x 4), Webex Meetings ($72.00 - $36.00 increase x 2), Phone Service ($840.00 - $168.00 increase x 5 lines). The Board utilizes a state contract through CIO for annual licensing for Adobe Dreamweaver - based on contract increase between FY24 and FY25 ($109.00), it is anticipated that a similar increase will take place between FY25 and FY26, and FY26 and FY27 = $1,693.00.

The NRPAB Database is the agency's central source for information management. The primary work being performed on the database are bug fixes, function modifications, and expanding and increasing the number of interfaces to collect additional information received through Appraiser Login (secure appraiser information portal) and AMC Login (secure appraisal management company information portal). CIO’s office is providing the maintenance work needed to update the NRPAB Database, accessed through Centurion, to expand and modify the information included for applicants, appraisers, appraisal management companies, enforcement, and education. This maintenance work is ongoing and is completed in phases starting with the most critical needs for the agency, which includes but is not limited to, addressing changes to the Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AMC Rule, AQB CAP Program Guidelines, and Title XI. Appraiser Login and AMC Login are secure online portals accessed through Centurion, used by real property appraisers and appraisal management companies to update contact information, renew credentials and registrations, and submit completed continuing education. The primary work being performed on the secure portal includes modifications to make the portal more user friendly and expanding the number of real property appraiser and appraisal management company online applications. Finally, one of the primary sources of information for applicants, real property appraisers, education providers, appraisal management companies, financial institutions, and the general public is the NRPAB website. The Board will continue to develop and improve the NRPAB website to better serve the Board’s customers and the public. A combination of NRPAB staff and the CIO’s office is providing the maintenance work needed to update the NRPAB website to keep information current and relevant. OCIO ensures that the proper security levels are being maintained through regular maintenance. The Board utilizes services offered by OCIO, such as Oracle Cloud Analytics and the Laptop Leasing Program (performance). The projected rates, as identified in the 2025-2027 Biennium Budget Instructions, include rate decreases for these items. Annual technology cost to the agency decreases include $168.00 for Oracle Cloud Analytics (42 x 4 licenses) and $192.00 for the Laptop Lease Program ($48.00 x 4 laptops) = $360.00. It is the Board's intent to utilize this cost savings for the maintenance described in this paragraph.

IMPACT OF REQUEST:

Maximum operation efficiency and effectiveness is achieved when the Board's technology systems are highly functioning, utilizing all available resources to ensure that the Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AMC Rule, AQB CAP Program Guidelines, and Title XI are all met, and the technology systems are operating without errors or bugs.

Highly functioning technology systems ensure that the Board’s customers and the public are served in an efficient manner that reduce burdens. If this request for funding is approved, the Board the current quality standards in place will remain. If this request is not approved, the Board will have to prioritize its technology system needs and address the deficiencies outside of its use of the NRPAB Database, Appraiser Login, the NRPAB Website, and other technology tools utilized by the Board. A reduced utilization of technology may result in a decrease in the quality of services offered to the appraiser business community and the general public, and create a need to create, collect, and maintain paper files, which allows for an increase in improperly recorded information due to human error.

IMPLEMENTATION PLAN:

No implementation plan required as this request pertains to services already provided by the CIO, and maintenance of the Board's technology systems that is ongoing.

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: Employee Health Insurance Plan Change

Description:

Program	FY26 Request	FY27 Request
079 - APPRAISER LICENSING	18,483	19,407
Total Issue Request	**18,483**	**19,407**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: Employee Health Insurance Plan Change

Program: 079 - APPRAISER LICENSING

Operations Request	FY26 Request	FY27 Request
BENEFITS		
515500 HEALTH INSURANCE EXPENSE	18,483	19,407
Subtotal BENEFITS	**18,483**	**19,407**
Total Operations Request	**18,483**	**19,407**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: Employee Health Insurance Plan Change

Program: 079 - APPRAISER LICENSING

Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	18,483	19,407
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**18,483**	**19,407**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	18,483	19,407
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**18,483**	**19,407**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	18,483	19,407
Total Funding	18,483	19,407
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: Employee Health Insurance Plan Change

Issue Total Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	18,483	19,407
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**18,483**	**19,407**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	18,483	19,407
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**18,483**	**19,407**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	18,483	19,407
Total Funding	18,483	19,407
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

ISSUE: EMPLOYEE HEALTH INSURANCE PLAN CHANGE

GENERAL DESCRIPTION:

The Board's budget for FY24 included health insurance funding for the Regular Individual Plan for the Accountant I position, and an employee elected the Family Plan upon hire. The Board is requesting funding for the difference in cost between the Regular Individual Plan and the Family Plan for the Accountant I position for FY26 and FY27. In addition, the Board is requesting an increase equivalent to 5% for FY26 and FY27 for the difference between the Regular Individual Plan and the Family Plan as per the Enterprise Issue.

The Board hired an Accountant I employee in December 2023. The Board's budget for FY24 included health insurance funding for the Regular Individual Plan; this employee elected the Family Plan upon hire. Because this position was not filled for the first six months of FY24, the Board utilized funds allocated to this position for the difference in cost between the Regular Individual Plan and the Family Plan. The Board is utilizing carryover funding from FY24 for the difference in cost between the Regular Individual Plan and the Family Plan for FY25. The Board is requesting funding for the difference in cost between the Regular Individual Plan and the Family Plan for the Accountant I position for FY26 and FY27. In addition, the Board is requesting an increase equivalent to 5% for FY26 and FY27 for the difference between the Regular Individual Plan and the Family Plan as per the Enterprise Issue.

RESEARCH, ANALYSIS, AND JUSTIFICATION:

The health insurance costs charged to the Board for all health insurance plans are established by DAS. No research or analysis is required.

IMPACT OF REQUEST:

Adequate funding is required to pay the cost to the Board for health insurance as elected by state employees.

The Board's budget for FY24 included health insurance funding for the Regular Individual Plan for the Accountant I position, and an employee in this position elected the Family Plan upon hire. The Board is requesting funding for the difference in cost between the Regular Individual Plan and the Family Plan for the Accountant I position for FY26 and FY27. In addition, the Board is requesting an increase equivalent to 5% for FY26 and FY27 for the difference between the Regular Individual Plan and the Family Plan as per the Enterprise Issue. Adequate funding is required to pay the cost to the Board for health insurance as elected by state employees. Without adequate funding, the Board would not be able pay the costs for the health plan elected by the Accountant I classified employee. There will be no drop off in service to or impact felt by the general public related to this change.

IMPLEMENTATION PLAN:

No implementation plan required as this request pertains to the difference in cost between the Regular Individual Plan budgeted for in FY24 and the Family Plan elected by an employee for FY26 and FY27.

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 Public Servant Health Insurance

Description:

2025-2027 Public Servant Health Insurance

Program	FY26 Request	FY27 Request
079 - APPRAISER LICENSING	2,107	4,319
Total Issue Request	**2,107**	**4,319**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 Public Servant Health Insurance

Program: 079 - APPRAISER LICENSING

Operations Request	FY26 Request	FY27 Request
BENEFITS		
515500 HEALTH INSURANCE EXPENSE	2,107	4,319
Subtotal BENEFITS	**2,107**	**4,319**
Total Operations Request	**2,107**	**4,319**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 Public Servant Health Insurance

Program: 079 - APPRAISER LICENSING

Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	2,107	4,319
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**2,107**	**4,319**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	2,107	4,319
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**2,107**	**4,319**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	2,107	4,319
Total Funding	2,107	4,319
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 Public Servant Health Insurance

Issue Total Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	2,107	4,319
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**2,107**	**4,319**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	2,107	4,319
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**2,107**	**4,319**
Personal Service Limit	**0**	**0**
FTE	**0.00**	**0.00**
Variance		
Total Request	2,107	4,319
Total Funding	2,107	4,319
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

ISSUE: 2025-2027 PUBLIC SERVANT HEALTH INSURANCE

GENERAL DESCRIPTION:

It is anticipated that health care costs will change in the next biennium. As requested in the 2025-2027 Biennium Budget Instructions, an estimated cost to the agency for employee health insurance with an increase equivalent to 5% on July 1 for FY26 and FY27 is included.

RESEARCH, ANALYSIS, AND JUSTIFICATION:

No research, analysis, or justification is required.

IMPACT OF REQUEST:

Adequate funding is required to cover the health insurance expenses increase for the agency's employees. If funding is not provided, the agency may not be able to pay its portion of its employee health insurance expenses, which may result in violation of applicable state laws. There will be no drop off in service to, or impact felt by, the general public related to this change.

IMPLEMENTATION PLAN:

Health insurance will be provided to agency employees according to the plan selected by each employee. The agency will pay the cost to the agency for employee health insurance plans.

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 Public Servant Salary Increase

Description:

2025-2027 Public Servant Salary Increase

Program	FY26 Request	FY27 Request
079 - APPRAISER LICENSING	8,060	16,363
Total Issue Request	**8,060**	**16,363**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 Public Servant Salary Increase

Program: 079 - APPRAISER LICENSING

Permanent Salaries	FY26 FTE	FY26 Request	FY27 FTE	FY27 Request
ZZNEWS 2025-2027 SALARY INCREASES	4.00	6,999	4.00	14,210
Total Permanent Salaries Request	**4.00**	**6,999**	**4.00**	**14,210**

Operations Request		FY26 Request	FY27 Request
SALARIES			
511100	PERMANENT SALARIES-WAGES	6,999	14,210
	Subtotal SALARIES	**6,999**	**14,210**
BENEFITS			
515100	RETIREMENT PLANS EXPENSE	525	1,066
515200	FICA EXPENSE	536	1,087
515400	LIFE & ACCIDENT INS EXP	0	0
515500	HEALTH INSURANCE EXPENSE	0	0
516300	EMPLOYEE ASSISTANCE PRO	0	0
	Subtotal BENEFITS	**1,061**	**2,153**
Total Operations Request		**8,060**	**16,363**

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 Public Servant Salary Increase

Program: 079 - APPRAISER LICENSING

Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	8,060	16,363
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**8,060**	**16,363**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	8,060	16,363
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**8,060**	**16,363**
Personal Service Limit	**6,999**	**14,210**
FTE	**4.00**	**4.00**
Variance		
Total Request	8,060	16,363
Total Funding	8,060	16,363
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Issue: 2025-2027 Public Servant Salary Increase

Issue Total Funding	FY26 Request	FY27 Request
Operations Funding		
General Fund	0	0
Cash Fund	8,060	16,363
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Operations Funding	**8,060**	**16,363**
Aid Funding		
General Fund	0	0
Cash Fund	0	0
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Aid Funding	**0**	**0**
Total Funding		
General Fund	0	0
Cash Fund	8,060	16,363
Federal Fund	0	0
Revolving Fund	0	0
Other Fund	0	0
Total Funding	**8,060**	**16,363**
Personal Service Limit	**6,999**	**14,210**
FTE	**4.00**	**4.00**
Variance		
Total Request	8,060	16,363
Total Funding	8,060	16,363
Total Variance	0	0

Issue Detail Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

ISSUE: 2025-2027 PUBLIC SERVANT SALARY INCREASE

GENERAL DESCRIPTION:

As requested in the 2025-2027 Biennium Budget Instructions, an estimated cost of employee salary increases equivalent to 3% each July 1st for FY26 and FY27 is included.

RESEARCH, ANALYSIS, AND JUSTIFICATION:

No research, analysis, or justification is required.

IMPACT OF REQUEST:

Adequate funding is required to cover salary increases for the agency's employees. If funding is not provided, the agency may not be able to pay the salaries of its employees, which may result in violation of applicable state laws and lead to significant operation inefficiencies. There will be no drop off in service to, or impact felt by, the general public related to this change.

IMPLEMENTATION PLAN:

Salary increases will be provided to agency employees as determined by the Board and within the requirements of the NAPE/AFSCME Labor Contract if applicable.

Funds Analysis Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Fund: 25310 - RP APPRAISER LICENSING

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Estim	FY26 Estim	FY27 Estim
Fund Equity Total July 1	380,255	372,059	412,670	388,917	381,875	353,477
RECEIPTS						

Object Codes	Ag	Pg	SP	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Estim	FY26 Estim	FY27 Estim	Authority
471100-SALE OF SERVICES	053	079	000	425	450	475	450	450	450	76-2241
471120-QUALIFYING ED COURSE	053	079	000	700	1,675	1,725	1,600	2,640	3,220	76-2241
471121-CONTINUING ED NEW FEES	053	079	000	1,600	3,175	2,350	2,500	6,075	8,800	76-2241
471122-CONTINUING ED RENEWAL	053	079	000	230	190	160	150	225	300	76-2241
475150-CERTIFIED GENERAL NEW	053	079	000	12,300	9,900	9,000	9,300	9,600	10,385	76-2241
475151-LICENSED NEW FEES	053	079	000	1,800	900	300	300	320	335	76-2241
475152-FINGERPRINT FEES	053	079	000	4,072	3,530	2,217	2,760	2,625	2,760	76-2241
475153-CERTIFIED RESIDENTIAL	053	079	000	2,400	3,600	2,400	3,000	2,560	3,350	76-2241
475154-CERTIFIED GENERAL	053	079	000	88,000	118,525	99,275	117,425	115,200	138,775	76-2241
475155-LICENSED RENEWAL	053	079	000	10,450	14,025	9,900	12,100	9,600	12,675	76-2241
475156-FINGERPRINT AUDIT	053	079	000	3,095	3,835	3,340	0	0	0	76-2241
475157-CERTIFIED RESIDENTIAL	053	079	000	54,175	63,525	54,175	62,700	60,000	72,150	76-2241
475161-TEMPORARY CERTIFIED	053	079	000	9,100	8,150	8,200	8,250	11,550	14,025	76-2241
475167-CERTIFIED RESIDENTIAL	053	079	000	0	0	0	300	300	300	76-2241
475168-CERTIFIED GENERAL	053	079	000	0	0	0	300	300	300	76-2241
475234-APPLICATION FEES	053	079	000	32,250	28,000	23,750	25,650	29,660	33,560	76-2241
476101-LATE PROCESSING FEES	053	079	000	3,400	3,775	3,850	3,900	3,800	3,900	76-2241
481100-INVESTMENT INCOME	053	079	000	5,969	9,006	11,365	12,000	12,000	12,000	76-2226
484500-REIMB NON-GOVT SOURCES	053	079	000	426	381	3,644	500	500	500	76-2241
486500-MISCELLANEOUS	053	079	000	-100	0	0	0	0	0	76-2241

Funds Analysis Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Fund: 25310 - RP APPRAISER LICENSING

RECEIPTS

Object Codes	Ag	Pg	SP	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Estim	FY26 Estim	FY27 Estim	Authority
491300-SALE-SURP PROP/FIX ASSET	053	079	000	0	0	41	0	0	0	
Total Receipts				230,293	272,642	236,168	263,185	267,405	317,785	

EXPENDITURES

Program Description	Ag	Pg	SP	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Estim	FY26 Estim	FY27 Estim	Authority
APPRAISER LICENSING	053	079	000	238,489	232,031	254,139	270,227	295,803	302,919	76-2226
Total Expenditures				238,489	232,031	254,139	270,227	295,803	302,919	

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Estim	FY26 Estim	FY27 Estim
Fund Equity Total June 30	372,059	412,670	394,700	381,875	353,477	368,343
Less Encumbrances			5,783			
Unobligated Balance			388,917			

Funds Analysis Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

FUND: 25310 - RP APPRAISER LICENSING

GENERAL COMMENTS:

The Nebraska Real Property Appraiser Board is granted authority to collect appropriate fees for its services under Neb. Rev. Stat. § 76-2241 of the Nebraska Real Property Appraiser Act, and the Real Property Appraiser Fund was created under Neb. Rev. Stat. § 76-2226 for the Board's use to administer and enforce the Real Property Appraiser Act, and to meet the necessary expenditures of the Board.

In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing), is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The allocation percentage is rounded to the nearest half number for ease of application. Based on the most recent analysis, the AMC/Appraiser Funds allocation for FY25 is 65% Appraiser Fund and 35% AMC Fund. Due to the decline in the number of registered appraisal management companies, the AMC/Appraiser Funds allocation for FY26 and FY27 is projected to be 70% Appraiser Fund and 30% AMC Fund based on the shift in labor and material needs.

Between FY23 and FY24, actual expenditures amount to approximately 80% of budgeted expenditures. The percentage of actual expenditures to budgeted expenditures is primarily driven by legal costs and the number of USPAP compliance reviews needed each year related to investigations. During the past few years, the number of investigations requiring legal expenditures and USPAP compliance reviews have been significantly below budget. In addition, the Board utilizes education as a tool to correct real property appraiser deficiencies when appropriate, as opposed to discipline. The Board does, however, acknowledge that an investigation may conclude significant USPAP deficiencies and/or violations of the Nebraska Real Property Appraiser Act, at which point the formal disciplinary process is the only appropriate action. If such matter proceeds to a hearing, the costs to the Board for this investigation could easily exceed $50,000, which would result in actual expenditures likely exceeding 100% of budgeted expenditures. Analysis was completed on the effect that the budget issues included in the Board's request would have on estimated expenditures for FY26 and FY27. The issues titled, "2025-2027 Employee Salary Increase" and "Employee Health Insurance Plan Change" will have the greatest impact on actual expenditures; however, these expenditures are obligations for which the Board is addressing through implementation of a fee schedule to increase revenues over a four year period (FY25-FY28). No other issue will have a significant effect on estimated expenditures. Based on historic budgeted expenditures compared to actual expenditures, the issues included in this budget request, and the anticipation that investigative costs will remain low, the expenditures are estimated at 85% of budgeted for the Appraiser Program for FY25, FY26, and FY27.

The Board strives to provide the most effective and efficient service possible, while maintaining fiscal responsibility. For the past thirteen years, the Board has utilized technology enhancements to better automate processes, staff duty evaluation and reassignment, and streamlined processes and procedures to maintain spending levels; however, the number of real property appraisers credentialed in Nebraska remains stable, resulting in flat revenues. Although the Board will continue to take a measured approach to budget management, a point has been reached where fees must be increased to keep pace with costs. The Board is in the process of implementing fee schedules to increase revenues slowly over the next four years based on real property appraiser count projections, projected revenues, and projected expenditures. The FY26 and FY27 revenues as shown in this is budget request include these fee changes. The proposed fee schedules are included in the Board's current draft of Title 298, the Board's rules and regulations, and the Board intends to adopt the proposed rules late this year or in early 2025. The fee schedules will go into effect upon the completion of the rule making process.

Funds Analysis Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Attachments:

2025-2027 NRPAB Revneues Report.pdf
FY 2024-25 Appraiser-AMC Funds Allocation Memo.pdf
2025-2027 NRPAB Funds Analysis Report.pdf

PURPOSE OF GRANT (REQUIRED-FEDERAL ONLY):

GRANT CHARACTERISTICS (REQUIRED-FEDERAL ONLY):

USE OF GRANT FUNDS (REQUIRED-FEDERAL ONLY):

GRANT FUTURE OUTLOOK (REQUIRED-FEDERAL ONLY):

IMPACT OF POTENTIAL REDUCTIONS (REQUIRED-FEDERAL ONLY):

Funds Analysis Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

Fund: 25320 - AMC FUND

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Estim	FY26 Estim	FY27 Estim
Fund Equity Total July 1	308,999	341,852	326,224	314,718	294,991	301,929

RECEIPTS

Object Codes	Ag	Pg	SP	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Estim	FY26 Estim	FY27 Estim	Authority
475163-AMC REGISTERED NEW	053	079	000	12,000	4,000	4,000	4,000	4,000	4,000	76-3206
475164-AMC APPLICATION FEES	053	079	000	2,100	1,050	700	700	700	700	76-3206
475165-AMC REGISTERED RENEWAL	053	079	000	130,500	123,000	105,000	99,000	110,500	118,400	76-3206
475166-FED REG AMC RPT FORM	053	079	000	0	0	700	700	700	700	76-3206
476101-LATE PROCESSING FEES	053	079	000	850	625	275	275	275	275	76-3206
481100-INVESTMENT INCOME	053	079	000	4,920	7,300	8,587	9,000	9,000	9,000	76-3219
484500-REIMB NON-GOVT SOURCES	053	079	000	6	0	58	500	500	500	76-3219
486500-MISCELLANEOUS	053	079	000	-25	0	0	0	0	0	76-3219
491300-SALE-SURP PROP/FIX ASSET	053	079	000	0	0	22	0	0	0	76-3219
Total Receipts				150,351	135,975	119,343	114,175	125,675	133,575	

EXPENDITURES

Program Description	Ag	Pg	SP	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Estim	FY26 Estim	FY27 Estim	Authority
APPRAISER LICENSING	053	079	000	117,498	151,604	127,734	133,902	118,737	121,966	76-3219
Total Expenditures				117,498	151,604	127,734	133,902	118,737	121,966	

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Estim	FY26 Estim	FY27 Estim
Fund Equity Total June 30	341,852	326,224	317,832	294,991	301,929	313,538
Less Encumbrances			3,114			
Unobligated Balance			314,718			

Funds Analysis Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

FUND: 25320 - AMC FUND

GENERAL COMMENTS:

The Nebraska Real Property Appraiser Board is granted authority to collect appropriate fees for its services under Neb. Rev. Stat. § 76-3206 of the Nebraska Appraisal Management Company Registration Act, and the Appraisal Management Company Fund was created under Neb. Rev. Stat. § 76-3219 for the Board's use to implement, administer and enforce the Appraisal Management Company Registration Act.

In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing), is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The allocation percentage is rounded to the nearest half number for ease of application. Based on the most recent analysis, the AMC/Appraiser Funds allocation for FY25 is 65% Appraiser Fund and 35% AMC Fund. Due to the decline in the number of registered appraisal management companies, the AMC/Appraiser Funds allocation for FY26 and FY27 is projected to be 70% Appraiser Fund and 30% AMC Fund based on the shift in labor and material needs.

Between FY23 and FY24, actual expenditures amount to approximately 86% of budgeted expenditures. The percentage of actual expenditures to budgeted expenditures is primarily driven by legal costs related to investigations. During the past few years, the number of investigations requiring legal expenditures have been significantly below budget. In addition, the Board utilizes education as a tool to correct appraisal management company deficiencies when appropriate, as opposed to discipline. The Board does, however, acknowledge that an investigation may conclude significant violations of the Nebraska Appraisal Management Company Registration Act, at which point the formal disciplinary process is the only appropriate action. If such matter proceeds to a hearing, the costs to the Board for this investigation could easily exceed $25,000, which would result in actual expenditures being near 95% of budgeted expenditures. Analysis was completed on the effect that the budget issues included in the Board's request would have on estimated expenditures for FY26 and FY27. The issues titled, "2025-2027 Employee Salary Increase" and "Employee Health Insurance Plan Change" will have the greatest impact on actual expenditures; however, these expenditures are obligations for which the Board is addressing through implementation a fee schedule to increase revenues over a four year period (FY25-FY28). No other issue will have a significant effect on estimated expenditures. Based on historic budgeted expenditures compared to actual expenditures, the issues included in this budget request, and the anticipation that investigative costs will remain low, the expenditures are estimated at 90% of budgeted for the AMC Program for FY25, FY26, and FY27.

The Board strives to provide the most effective and efficient service possible, while maintaining fiscal responsibility. For the past twelve years, the Board has utilized technology enhancements to better automate processes, staff duty evaluation and reassignment, and streamlined processes and procedures to maintain spending levels; however, the number of appraisal management companies registered in Nebraska have declined since 2021 due to consolidation in the industry, attrition from the market due to the mortgage loan industry slowdown, and changes in Federal banking laws. Although the revenues have been in decline, the industry is showing signs of stabilizing in FY24 and into FY25. The Board will continue to take a measured approach to budget management; nevertheless, a point has been reached where fees must be increased to keep pace with costs. To address the decrease in revenues, the Board is in the process of implementing a fee schedule for appraisal management company renewal fees to increase revenues slowly over the next four years based on appraisal management company count projections, projected revenues, and projected expenditures. The FY26 and FY27 revenues as shown in this is budget request include these fee changes. The proposed fee schedule is included in the Board's current draft of Title 298, the Board's rules and regulations, and the Board intends to adopt the proposed rules late this year or in early 2025. The fee schedule will go into effect upon the completion of the rule making process.

Funds Analysis Report
Agency: 053 - REAL PROPERTY APPRAISER BOARD
Budget Cycle: 2025-2027 Biennium Version: A1 - AGENCY REQUEST

The fund balance at the end of FY27 is expected to be $ 313,538, which is greater than 25% of the FY27 expenditures. The agency must be properly funded to administer and enforce the Appraisal Management Company Registration Act and ensure that proper financial protection is in place to manage any issue that may arise. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment, technology, and/or supplies. The Board must also be prepared for unexpected cost increases associated with employee benefits. Finally, the Board must also be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed $100,000, and as such, the appraisal management company fund balance shall include this amount for potential legal expenses.

In FY27, the revenues will exceed the projected expenditures by 9.5%. As previously mentioned, the number of appraisal management companies registered in Nebraska have been declining since 2021. As as result, the labor and resource costs shared between the Appraiser Program and the AMC Program are projected to shift from the current 65% Appraiser Fund and 35% AMC Fund to 70% Appraiser Fund and 30% AMC Fund. Expenditures will decrease for the AMC Program allowing for revenues to exceed the proposed expenditures. In order to be prepared for any additional market attrition, revenues must remain strong in FY26 and FY27. If the number of registered appraisal management companies begins to increase in the future, the Board will consider a fee reduction to maintain an adequate proportion between the expenditures and revenues.

Attachments:

2025-2027 NRPAB Revneues Report.pdf

2025-2027 NRPAB Funds Analysis Report.pdf

FY 2024-25 Appraiser-AMC Funds Allocation Memo.pdf

PURPOSE OF GRANT (REQUIRED-FEDERAL ONLY):

GRANT CHARACTERISTICS (REQUIRED-FEDERAL ONLY):

USE OF GRANT FUNDS (REQUIRED-FEDERAL ONLY):

GRANT FUTURE OUTLOOK (REQUIRED-FEDERAL ONLY):

IMPACT OF POTENTIAL REDUCTIONS (REQUIRED-FEDERAL ONLY):

NRPAB Revenues

Fiscal Year	*FY 21-22*	*FY 22-23*	FY 23-24	*FY 24-25 (Projected)*	*FY 25-26 (Projected)*	*FY 26-27 (Projected)*
Sale of Services	$425.00	$450.00	$475.00	$450.00	$450.00	$450.00
Reproduction & Publications	$0.00	*$0.00*	*$0.00*	$0.00	$0.00	$0.00
Qualifying Ed Course Fees	$700.00	$1,675.00	$1,725.00	$1,600.00	$2,640.00	$3,220.00
Continuing Ed New Fees	$1,600.00	$3,175.00	$2,350.00	$2,500.00	$6,075.00	$8,800.00
Continuing Ed Renewal Fees	$230.00	$190.00	$160.00	$150.00	$225.00	$300.00
Certified General New Fees	$12,300.00	$9,900.00	$9,000.00	$9,300.00	$9,600.00	$10,385.00
Licensed New Fees	$1,800.00	$900.00	$300.00	$300.00	$320.00	$335.00
Fingerprint Fees	$4,072.50	$3,529.50	$2,217.25	$2,760.25	$2,624.50	$2,760.25
Certified Residential New	$2,400.00	$3,600.00	$2,400.00	$3,000.00	$2,560.00	$3,350.00
Certified General Renewal	$88,000.00	$118,525.00	$99,275.00	$117,425.00	$115,200.00	$138,775.00
Licensed Renewal	$10,450.00	$14,025.00	$9,900.00	$12,100.00	$9,600.00	$12,675.00
Fingerprint Audit Program Fees	$3,095.00	$3,835.00	$3,340.00	$0.00	$0.00	$0.00
Certified Residential Renewal	$54,175.00	$63,525.00	$54,175.00	$62,700.00	$60,000.00	$72,150.00
Temporary Licensed Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Temporary Cert Residential	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Temporary Certified General	$9,100.00	$8,150.00	$8,200.00	$8,250.00	$11,550.00	$14,025.00
Appraiser Trainee	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Application Fees	$32,250.00	$28,000.00	$23,750.00	$25,650.00	$29,660.00	$33,560.00
Licensed Inactive	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Certified Residential Inactive	$0.00	$0.00	$0.00	$300.00	$300.00	$300.00
Certified General Inactive	$0.00	$0.00	$0.00	$300.00	$300.00	$300.00
App Late Processing Fees	$3,750.00	$3,925.00	$3,850.00	$3,900.00	$3,800.00	$3,900.00
AMC Registered New Fees	$12,000.00	$4,000.00	$4,000.00	$4,000.00	$4,000.00	$4,000.00
AMC Application Fees	$2,100.00	$1,050.00	$700.00	$700.00	$700.00	$700.00
AMC Registered Renewal Fees	$130,500.00	$123,000.00	$105,000.00	$99,000.00	$110,500.00	$118,400.00
Fed Reg AMC Rpt Form Proc Fees	$0.00	$0.00	$700.00	$700.00	$700.00	$700.00
AMC Late Processing Fees	$500.00	$475.00	$275.00	$275.00	$275.00	$275.00
Total	**$369,447.50**	**$391,929.50**	**$331,792.25**	**$355,360.25**	**$371,079.50**	**$429,360.25**
Miscellaneous Revenues						
Investment Income	$5,969.46	$8,758.07	$11,365.44	$12,000.00	$12,000.00	$12,000.00
AMC Investment Income	$4,920.48	*$7,548.40*	*$8,586.89*	$9,000.00	$9,000.00	$9,000.00
Fines Forfeits & Penalties	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
AMC Fines Forfeits & Penalties	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
App Reimbursement Non-Govt Sources	$426.37	$381.23	$3,644.17	$500.00	$500.00	$500.00
AMC Reimbursement Non-Govt Sources	$5.55	$0.00	$58.42	$500.00	$500.00	$500.00
Miscellaneous Adjustments	-$125.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Miscellaneouse Revenues	**$11,196.86**	**$16,687.70**	**$23,654.92**	**$22,000.00**	**$22,000.00**	**$22,000.00**
Other Financial Sources						
Sale of Surplus Property	$0.00	$0.00	$63.48	$0.00	$0.00	$0.00
Operating Transfers Out	$0.00	*$0.00*	*$0.00*	$0.00	$0.00	$0.00
Total Other Financial Sources	**$0.00**	**$0.00**	**$63.48**	**$0.00**	**$0.00**	**$0.00**
Total Revenues						
	$380,644.36	**$408,617.20**	**$355,510.65**	**$377,360.25**	**$393,079.50**	**$451,360.25**

		FY24-25 Current	FY24-25 AMC	FY24-25 Appraiser	FY25-26 Request	FY25-26 AMC	FY25-26 Appraiser	FY26-27 Request	FY26-27 AMC	FY26-27 Appraiser
	General Allocation Between Funds		35%	65%		30%	70%		30%	70%
SALARIES										
	FTE	4.00			4.00			4.00		
511100	PERMANENT SALARIES-WAGES	233,320	81,662	151,658	240,319	72,096	168,223	247,530	74,259	173,271
511300	OVERTIME PAYMENTS	0	0	0	0	0	0	0	0	0
511600	PER DIEM PAYMENTS	7,600	2,660	4,940	7,600	2,280	5,320	7,600	2,280	5,320
511700	EMPLOYEE BONUSES	2,000			0			0		
511800	COMPENSATORY TIME PAID	0	0	0	0	0	0	0	0	0
	Subtotal SALARIES	**242,920**	**85,022**	**157,898**	**247,919**	**74,376**	**173,543**	**255,130**	**76,539**	**178,591**
BENEFITS										
515100	RETIREMENT PLANS EXPENSE	17,649	6,177	11,472	18,024	5,407	12,617	18,565	5,570	12,996
515200	FICA EXPENSE	18,583	6,504	12,079	18,966	5,690	13,276	19,517	5,855	13,662
515400	LIFE & ACCIDENT INS EXP	0	0	0	0	0	0	0	0	0
515500	HEALTH INSURANCE EXPENSE	59,730	20,906	38,825	62,717	18,815	43,902	65,853	19,756	46,097
516300	EMPLOYEE ASSISTANCE PRO	0	0	0	0	0	0	0	0	0
516500	WORKERS COMP PREMIUMS	1,546	541	1,005	1,366	410	956	1,366	410	956
	Subtotal BENEFITS	**97,508**	**34,128**	**63,380**	**101,073**	**30,322**	**70,751**	**105,301**	**31,590**	**73,711**
SALARY AND BENEFITS										
	SALARY AND BENEFITS	**340,428**	**119,150**	**221,278**	**348,992**	**104,698**	**244,294**	**360,431**	**108,129**	**252,302**
OPERATING EXPENSES										
521100	POSTAGE EXPENSE	2,500	875	1,625	2,500	750	1,750	2,500	750	1,750
521300	FREIGHT EXPENSE	0	0	0	0	0	0	0	0	0
521400	DATA PROCESSING EXPENSE	32,164	11,257	20,907	33,570	10,071	23,499	33,570	10,071	23,499
521500	PUBLICATION & PRINT EXP	3,000	1,050	1,950	3,000	900	2,100	3,000	900	2,100
521900	AWARDS EXPENSE	50	18	33	50	15	35	50	15	35
522100	DUES & SUBSCRIPTION EXP	600	210	390	600	180	420	600	180	420
522200	CONFERENCE REGISTRATION	0	0	0	0	0	0	0	0	0
524600	RENT EXPENSE-BUILDINGS	12,772	4,470	8,302	13,711	4,113	9,598	14,232	4,270	9,962
524900	RENT EXP-DEPR SURCHARGE	4,187	1,465	2,722	4,664	1,399	3,265	4,664	1,399	3,265
532100	NON-CAPITALIZED EQUIP PU	0	0	0	0	0	0	0	0	0
531100	OFFICE SUPPLIES EXPENSE	2,000	700	1,300	2,000	600	1,400	2,000	600	1,400
527100	REP & MAINT - OFFICE EQUIP	0	0	0	0	0	0	0	0	0
533100	HOUSEHOLD & INSTIT EXP	0	0	0	0	0	0	0	0	0
534900	MISCELLANEOUS SUP EXP	0	0	0	0	0	0	0	0	0
541100	ACCTG & AUDITING SERVICES	1128	395	733	2986	896	2,090	2986	896	2,090
541200	PURCHASING ASSESSMENT	39	14	25	42	13	29	42	13	29
541400	HRMS ASSESSMENT	0	0	0	0	0	0	0	0	0
541500	LEGAL SERVICES EXPENSE	20,000	*2,000*	18,000	20,000	*2,000*	*18,000*	20,000	*2,000*	*18,000*
541700	LEGAL RELATED EXPENSE	3,000	*300*	2,700	3,000	*300*	*2,700*	3,000	*300*	*2,700*
542100	SOS TEMP SERV - PERSONNEL	0	0	0	0	0	0	0	0	0
547100	EDUCATIONAL SERVICES	68	24	44	0	0	0	0	0	0
554900	OTHER CONTRACTUAL	27,000	*650*	26,350	27,000	*650*	*26,350*	27,000	650	26,350
556100	INSURANCE EXPENSE	53	19	34	93	28	65	93	28	65
559100	OTHER OPERATING EXP	53,501	18,725	34,776	3,590	1,077	2,513	3,590	1,077	2,513
	Subtotal OPER EXPENSES	**162,062**	**42,172**	**119,890**	**116,806**	**22,992**	**93,814**	**117,327**	**23,148**	**94,179**
TRAVEL EXPENSES						0	0			
571100	BOARD & LODGING	3,300	1,155	2,145	3,300	990	2,310	3,300	990	2,310
571600	MEALS-NOT TRAVEL STATUS	0	0	0	0	0	0	0	0	0
571800	TAXABLE TRAVEL EXPENSES	1860	651	1,209	1860	558	1,302	1860	558	1,302
572100	COMMERCIAL TRANSPORTATION	0	0	0	0	0	0	0	0	0
573100	STATE-OWNED TRANSPORT	200	70	130	200	60	140	200	60	140
574500	PERSONAL VEHICLE MILEAGE	8,375	2,931	5,444	8,375	2,513	5,863	8,375	2,513	5,863
575100	MISC TRAVEL EXPENSE	400	140	260	400	120	280	400	120	280
	Subtotal TRAVEL EXPENSES	**14,135**	**4,947**	**9,188**	**14,135**	**4,241**	**9,895**	**14,135**	**4,241**	**9,895**
	CAPITAL OUTLAY									
583000	FURNITURE AND OFFICE EQUI	0	0	0	0	0	0	0	0	0
	Subtotal CAPITAL OUTLAY	**0**	0	0	**0**	0	0	**0**	0	0
	TOTAL REQUEST (OPS)	**516,625**	**166,269**	**350,356**	**479,933**	**131,930**	**348,003**	**491,893**	**135,518**	**356,375**
Issues and Alternative Allocations										
	Legal Services Expense =		10%	90%		10%	90%		10%	90%
	Legal Related Expense =		10%	90%		10%	90%		10%	90%
	Contractual Services Expense =		Projected expenditure of 650 based on Criminal History Record Checks (CHRC) for owners of more than 10% of AMC (If previous CHRC not previously conducted for same purpose).	Projected expenditures of 26,350 based on USPAP compliance review services for investigations and new applications, along with costs of CHRCs for new real property appraiser applicants.		Projected expenditure of 650 based on Criminal History Record Checks (CHRC) for owners of more than 10% of AMC (If previous CHRC not previously conducted for same purpose).	Projected expenditures of 26,350 based on USPAP compliance review services for investigations and new applications, along with costs of CHRCs for new real property appraiser applicants.		Projected expenditure of 650 based on Criminal History Record Checks (CHRC) for owners of more than 10% of AMC (If previous CHRC not previously conducted for same purpose).	Projected expenditures of 26,350 based on USPAP compliance review services for investigations and new applications, along with costs of CHRCs for new real property appraiser applicants.

Expenditures shown in blue for FY19 includes funds carried over from FY18 that are above the base appropriation for FY19.

NRPAB
Nebraska Real Property Appraiser Board

Memo

To: Nebraska Real Property Appraiser Board

From: Tyler Kohtz

CC:

Date: 8/6/2024

Re: FY 2024-25 Appraiser-AMC Funds Allocation

In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing), is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance.

AMC/Appraiser Time Breakdown

The quarterly workload review for each employee takes place during the first full work week in July, October, January, and April (At the Director's request, the Chairperson may move the workload review week). Each employee reported his or her time spent on appraiser- and AMC-related activities per day in quarter-hour increments (e.g., Monday: 3.25 hours AMC, 4.75 hours appraiser; Tuesday: 2.5 hours AMC, 5.5 hours appraiser). If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee reported the time spent at 50% for each program. The total number of full-time equivalent hours for the agency during the quarterly workload review is 560 (BPM joined staff for January review). The reported 548 total hours is the result of paid leave taken during the four weeks under review.

FY 2023-24 Final	AMC hours	Appraiser hours	General hours	Total hours
Director	5.5	27.25	146.25	
LPM	17	45.5	66.5	
EPM	2.5	109.5*	48*	
BPM	1	4.25	74.75	
Total	26	186.5	335.5	548
AMC/Appraiser Breakdown	193.75	354.25		
Percentage	35%	65%		

FY2024-25 AMC/Appraiser Funds Allocation Analysis

The quarterly workload review of the first full work week in July, October, January, and April for each employee indicates that 35% of time was spent AMC related functions, and 65% of time was spent on Appraiser related functions. During analysis of the proposed budget for FY2024-25, the past, present, and projected numbers and trends for appraiser credentialing, AMC registration, education activities, and compliance, were taken into consideration. The number of AMC registrations, both new and renewal, stabilized during FY2023-24; however, the number of reported hours for the AMC Registration Program increased for FY2023-24, as it did for FY2022-23. The number of hours reported for FY2021-22 was 12.5 compared to 23 for FY2022-23, and 26 for FY2023-24. The reporting period is a snapshot in time. As explained below, it is likely that the addition of the BPM position led to the slight increase during the reporting period. The number of new real property appraiser credentials have also stabilized after increases during FY2021-22 and FY2022-23. These numbers are expected to remain steady for FY2024-25. The number of real property appraiser credential renewals fell below projections in FY2022-23; however, the renewal rates for real property appraisers returned to more typical percentages in FY2023-24, and are projected to be consistent for the next couple of fiscal years. Because the numbers are relatively stable for both the Real Property Appraiser Program and the AMC Registration Program, no additional consideration is given to determine the Appraiser Fund and AMC Fund split. It is noted that the number of CHRCs conducted for AMC renewals and real property appraiser renewals were significantly reduced. Although this affected the processing time per application, the processing time reduction resulted in no overall change to the percentage of time spent in AMC or Appraiser related activities. The addition of the BPM position caused a slight change to the staff time spent in AMC or Appraiser related functions as the majority of time for this position was applied to the general functions of the agency. Although this position was only included in the January and April 2024 data, the 74.75 general hours reported pushed the agency split slightly more towards the AMC Registration Program. *During analysis of the data for the FY2023-24 fiscal year, it was discovered that the EPM position reported time spent processing education applications as general time; this activity applies only to the Appraiser Program. As such, the time spent carrying out this duty should have been reported under appraiser hours. During discussion with EPM Sims, it was determined that approximately 12 hours per week are spent in general functions. Other than 48 hours dedicated to this purpose, all other hours reported under general hours were moved to appraiser hours for the purpose of this report. Finally, there are no education or compliance program changes, or legislative or policy matters, that would affect the AMC/Appraiser Funds allocation for FY2024-25. The AMC/Appraiser Funds allocation for FY2024-25 will remain at 65% Appraiser Fund and 35% AMC Fund.

NRPAB
Nebraska Real Property Appraiser Board

Request for Proposal for Appointment as Special Assistant Attorney General for Nebraska Real Property Appraiser Board

August 15, 2024

Purpose

The Nebraska Real Property Appraiser Board ("Board") is requesting proposals ("RFP") to contract for appointment as a Special Assistant Attorney General to provide legal services. A contract would run through December 31, 2026 with the possibility of renewal each year after.

Board Description

The Nebraska Real Property Board was established on January 1, 1991 upon the adoption of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("Title XI"). The Board is responsible for administering and enforcing the Real Property Appraiser Act, Appraisal Management Company Registration Act, and Title 298 of the Nebraska Administrative Code. The Board is also charged with ensuring that Nebraska's appraiser and appraisal management company regulatory programs are compliant with Title XI, and the Federal Financial Institutions Examination Council Appraisal Subcommittee Policy Statements.

The Board consists of five members; three members are certified real property appraisers representing each of the three congressional districts, and two members are at-large, which includes one representative of financial institutions, and one licensed real estate broker. The term for each member is five years, and no person shall serve as a member of the Board for consecutive terms.

The Board employs a Director, who is responsible for carrying out the will of the Board, and administering the compliance, education, public information, accounting and budgeting, and credentialing programs. Three staff members provide administrative, accounting, licensing, education, enforcement, public information, and daily operations support to the Director.

The primary functions of the Nebraska Real Property Appraiser Board are to:

- Issue and renew trainee, licensed residential, certified residential, and certified general real property appraiser credentials.
- Register and renew registration for appraisal management companies.
- Approve appraiser qualifying education courses and appraiser continuing education activities.
- Investigate and adjudicate alleged violations of the Real Property Appraiser Act and Appraisal Management Company Registration Act.
- Communicate with the general public, stakeholders, credentialed appraisers, and appraisal management companies to not only make known the laws and rules that govern real property appraisal practice in Nebraska, but to also identify and resolve issues faced by the appraisal business community through efficient and effective legislation and rulemaking.

A Special Assistant Attorney General is primarily involved in the investigation and resolution of grievances filed with the Board as needed (most compliance matters do not require the Special Assistant Attorney General's assistance).

Scope of Services

The selected Attorney shall be readily available to perform the following legal services, as requested by the Board and/or Executive Director:

1. Assist in investigating grievances regarding violations of the Real Property Appraiser Act and/or the Appraisal Management Company Registration Act;
2. Prepare legal opinions, final orders, and consent agreements;
3. Advise the Board on legal matters, including but not limited to responses to subpoenas, court orders, and requests for information from third parties;
4. Attend Board meetings as needed;
5. Defend lawsuits, administrative claims, or other legal claims;
6. Act as the Board's legal representation in administrative hearings;
7. Conduct/assist with litigation as necessary; and
8. Other legal services that may arise.

Specific RFP Information

After reviewing the Board website (appraiser.ne.gov), Nebraska Real Property Appraiser Act, Appraisal Management Company Registration Act, and Title 298, interested Attorneys may contact the Board's office to discuss the RFP, or the duties of the Boards' Special Assistant Attorney General, by phone at 402-471-9015 or by email at tyler.kohtz@nebraska.gov.

Who May Respond: Only Attorneys who are currently licensed to practice law in Nebraska may respond to this request.

Closing Submission Date: Proposals must be submitted no later than [TIME] on [DATE].

Conditions of RFP and RFP Response: Any costs incurred in the preparation of an RFP response will be the responsibility of the Law Firm or Attorney and will not be reimbursed by the Board.

Instructions to Prospective Special Assistant Attorney General: The RFP response should be emailed to Executive Director Tyler Kohtz at tyler.kohtz@nebraska.gov with the subject line, "Response to RFP for NRPAB Special Assistant Attorney General." It is the responsibility of the Attorney to ensure that the RFP response is received by the Board by the date and time specified above; late responses will not be considered. The Board reserves the right to extend the date for receiving RFP responses, and the Board reserves the right to reject any and all RFP responses received in response to this request.

RFP Response Content: The Attorney shall, as a minimum, include the following in their RFP response:

Attorney Qualifications - Attorney should have experience in Nebraska state government, city or county government, and real estate, and familiarity with real property appraisal practice services (a resume is required).

Approach to Service to the Board - Attorney shall present their overall approach to serving the Board with regard to the Scope of Services identified above. It is not necessary to reiterate the items presented in the Scope of Services, but describe the understanding of the appropriate responsiveness needed and the type of deliverables expected.

Conflicts of Interest - Attorney shall describe any potential primary or secondary conflicts of interest as the Board's Special Assistant Attorney General. If no potential conflicts of interest exist, a written statement to that effect shall be included.

References - A listing of three clients including the names, addresses, and contact information.

RFP Response Acceptance: If all content requirements are met in the submission, Attorney will be notified by the Executive Director that the RPF Response has been accepted for the selection process and provided an RFP Response Identification Number. If any of the content requirements are not met in the submission, Attorney will be notified of the deficiency and will be given ten (10) business days to rectify any deficiencies. If, after the ten (10) day period, any deficiencies are not rectified, the Attorney will be notified by the Executive Director that the RFP Response has not been accepted for the selection process.

Selection and Award

Selection: The Board and Executive Director will review the RFP Responses received. Attorneys may be requested to meet in person or by virtual conferencing with the executive director and one or two board members prior to the Board's review. The Board's review will be performed in executive session at a regular board meeting. After this review, a selection may be made. In the event that its review does not identify a clear selection, the Board may select a number of Attorneys to invite for an interview before the Board. Based upon the RFP Responses received, and the interview if applicable, the final selection will be performed and a recommendation for selection to the Board will be made by Board vote.

Notification of Award: Negotiations of an agreement with the Board's top selection may begin any time after the Board's decision. In the event negotiations with the top ranked attorney are not successful, the negotiations will be terminated, and negotiations will be conducted with the second-ranked attorney selected. Upon conclusion of final negotiations with the successful attorney, all Attorneys submitting RFP responses to this request will be informed by email that a selection has been made.

NRPAB
Nebraska Real Property Appraiser Board

Summary of Proposed Changes to Title 298 of the Nebraska Administrative Code_July 25, 2024 Draft

The Board proposes changes to chapters one through four, and six through eight, of Title 298 of the Nebraska Administrative Code. Title 298 includes the rules and regulations for administration and enforcement of the Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 – 76-2250) and the Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 – 76-3222). Title 298 clarifies and defines the requirements and processes for real property appraiser credentialing, real property appraiser credential renewal, real property appraiser qualifying and continuing education activities, appraisal management company registration and renewal, and investigations. The Board's intent to amend Title 298 is due to the following:

- LB992 was passed by the Nebraska Legislature on March 7, 2024 and signed by Governor Pillen on March 12, 2024. This bill updated the Nebraska Real Property Appraiser Act ("Act") to implement the Real Property Appraiser Qualifications Criteria adopted by The Appraisal Foundation's Appraiser Qualifications Board, effective on January 1, 2026 ("2026 Criteria"); the Uniform Standards of Professional Appraisal Practice adopted by The Appraisal Foundation's Appraisal Standards Board, effective on January 1, 2024 ("2024 USPAP"); the recommendations of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council as identified during its 2022 State Off-site Assessment ("2022 ASC SOA"); and to maintain compliance with Title XI of FIRREA along with the Policy Statements of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. Along with changes pertaining to the 2026 Criteria, the 2024 USPAP, and the 2022 ASC SOA recommendations, LB992 included a small upward change to four fee limits, and minor changes to address the administration of the Act and reduce unnecessary barriers for real property appraisers and applicants for credentialing. The proposed changes to Title 298 harmonize the language in Title 298 with the changes made to the Act through LB992. Specifically, the requirements for the valuation bias and fair housing laws and regulations courses are established for credential holders, applicants, and education providers; the examination requirements are updated to allow for the National Uniform Licensing and Certification Examination to be completed within twenty-four months and for the results to be valid for twenty-four months; the random fingerprint audit program for real property appraiser renewal applicants, along with the requirement for a real property appraiser renewal applicant to pay a criminal history record check fee for maintenance of the random fingerprint audit program, is removed from the real property appraiser renewal requirements; a fee schedule is implemented for the credential application fee, renewal credentialing fee, temporary credential application fee, and temporary credentialing fee; and the National Uniform Standards of Professional Appraisal Practice Update Course is renamed to the National Uniform Standards of Professional Appraisal Practice Continuing Education Course.

- LB989 was passed by the Nebraska Legislature on March 7, 2024 and signed by Governor Pillen on March 11, 2024. This bill updated the Nebraska Appraisal Management Company Registration Act ("AMC Act") to implement the recommendations of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council as identified during its 2022 State Off-site Assessment. Along with changes pertaining to the Appraisal Subcommittee's SOA recommendations, LB989 included a small upward change to one fee limit, and minor changes to address the administration of the Act and reduce unnecessary barriers for owners of appraisal management companies. The proposed changes to Title 298 harmonize the language in Title 298 with the changes made to the AMC Act through LB989. Specifically, a fee schedule is implemented for the AMC registration renewal fee.

- LB16 was passed by the Nebraska Legislature on February 19, 2024 and signed by Governor Pillen on March 5, 2024. This bill updated the Occupational Board Reform Act. The preliminary criminal history review requirements no longer apply to the Board. The proposed changes to Title 298 harmonize the language in Title 298 with the changes made to the Occupational Board Reform Act. Specifically, the procedures for administration of the preliminary criminal history review are removed.

- It is the Board's priority to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession. The following changes address this very issue: The examination requirements are updated to allow for the National Uniform Licensing and Certification Examination to be completed within twenty-four months and for the results to be valid for twenty-four months; the random fingerprint audit program for real property appraiser renewal applicants, along with the requirement for a real property appraiser renewal applicant to pay a criminal history record check fee for maintenance of the random fingerprint audit program, is removed from the real property appraiser renewal requirements; and up to 100% of the real property appraisal practice experience required for credentialing may now be obtained in another jurisdiction.

- During the drafting of the proposed changes, emphasis was placed on the effectiveness of regulations in place, the clarity and applicability of the language in Title 298, and the public's rights and welfare. Language is updated to reflect this emphasis. The following specific changes are made for one or more of the above reasons: The definition of course is updated to clarify that an activity offered in a conference setting is not a course; the remaining real property appraisal practice experience requirements upon completion of a PAREA program are better defined; the real property appraisal practice experience log requirements are updated to emphasize that a description of the scope of review for supervisory real property appraiser or appraiser-in-charge is required; education provider requirements are updated to clarify that education providers may surrender approval of education activities without a Board action; education hour approval is better defined to account for education activities submitted in a scheduled or non-scheduled format; the procedure for the Board to rescind approval of an education activity are made more efficient to reduce the length of time needed to rescind approval of an education activity;

real property appraiser continuing education related skill, knowledge, and competency in communication is clarified to mean real property appraiser and client communication; the requirement for the length of a continuing education activity is updated to clarify that the applicable hours must be in instruction; the instructor qualifications for those holding a credential may not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action, or have had disciplinary action taken against their credential within five years instead of three to better align with the requirements for AQB Certified USPAP instructors; and procedures are added for obtaining a copy of the national criminal history record if the record is the basis for the filing of a grievance against a person.

- During the past twelve years, the Board has identified cost savings through the increased use of technology and program evaluation, and during the past twelve years, the Board has not increased any program fees. The Board's budget has increased by an average of approximately 2% per year and expenditures are regularly 10% below budgeted. Although the Board has exercised great financial discipline, a decade of incremental budget increases, no clear cost saving options remaining, the static number of credentialed appraisers from year to year, and the declining number of appraisal management companies results in the need for a minimal upward fee change over a period of time. The proposed changes to Title 298 implements a fee schedule for the credential application fee, renewal credentialing fee, temporary credential application fee, and temporary credentialing fee, AMC registration renewal fee, qualifying education activity fee, continuing education activity fee, and supervisory real property appraiser and trainee course fee through FY2027-28. The proposed fee changes will have no impact on other political subdivisions.

More detail regarding the specifics of these changes can be found below:

CHAPTER 1 - GENERAL PROVISIONS

- 001.07 - "Course does not include an activity offered in a conference setting" is added to clarify that a conference is not the same as a course for a continuing education activity. This change allows the Board more flexibility when a conference is submitted for approval as a continuing education activity.

- 001.11 – The definition of secondary provider is moved from 001.10 to 001.11 to maintain alphabetical order for definitions.

- 013 – The language under this section is amended to state, "As applicable, the Board shall apply the Occupational Board Reform Act, NEB. REV. STAT. § 84-934 et. seq., when administering and enforcing this Title." All language pertaining to the procedures for administration of the preliminary criminal history review are removed as the preliminary criminal history review requirements do not apply to the Board.

CHAPTER 2 - REAL PROPERTY APPRAISER CREDENTIAL

- 001.01A; 001.02A; 001.03A; 001.04A – The qualifying education requirements for the trainee, licensed residential, certified residential, and certified general classifications are amended to include eight hours of valuation bias and fair housing laws and regulations after December 31, 2025. Eight hours of appraisal subject matter electives is removed for the certified residential and certified general classifications. These changes implement 2026 Criteria as authorized in LB992.

- 001.03D.2; 001.03E.2; 001.04B.2; 001.04C.2 – The qualifying education requirements for upgrading to the certified residential, and certified general classifications are amended to account for the eight hours of valuation bias and fair housing laws and regulations required for each classification after December 31, 2025. Eight hours of appraisal subject matter electives is removed for upgrade to the certified residential and certified general classifications when applicable. These changes are to implement 2026 Criteria as authorized in LB992.

- 001.02B; 001.04B; 001.04C; 001.04D – Non-substantial changes are made to the language in the upgrade requirements of the licensed residential real property appraiser and certified general real property appraiser to provide for better clarification and consistent language structure between all classifications.

- 002.01; 002.02; 002.04 – Language is added to clarify that a person who obtains real property appraisal practice experience through participation in a PAREA program is not required to be a credential holder in Nebraska; the requirements for experience obtained in another jurisdiction do not apply to a person who obtains real property appraisal practice experience through participation in a PAREA program; and the signature and attribution requirements do not apply to a person who obtains real property appraisal practice experience through participation in a PAREA program.

- 002.03; 002.09; 002.09A; 002.12A.2 – Language is added to clarify that real property appraisal practice experience obtained through the completion of a PAREA program is subject to the Board's review and determination of acceptability.

- 002.02 - The real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser that may be obtained in another jurisdiction is increased from 50% to 100%. In addition, "Section 002 of this Chapter and" is added to clarify that the real property appraisal practice experience must meet the requirements of Title 298 in addition to the laws of the jurisdiction in which it was obtained.

- 00208B.1; 002.08B.2 – “and a period of six months experience” is added to the language pertaining to credit awarded for the successful completion of a licensed residential PAREA program; and “and a period of six months experience” is added for the licensed residential classification, “and a period of twelve months experience” is added for the certified residential and certified general classifications to the language pertaining to credit for awarded for the successful completion of a certified residential PAREA program. This added language clarifies how the PAREA program approval applies to the real property appraisal practice experience requirements.

- 002.09A(4) – The real property appraisal practice experience log responsibilities for the supervisory real property appraiser and the appraiser-in-charge are updated to emphasize that a description of the scope of review is required for clarification. This change is the result from a discussion the Board had with an ASC Policy Manager regarding a submitted real property appraisal practice experience log. It was the ASC Policy Manager’s position that the supervisory real property appraiser’s identified scope of review for each assignment did not meet the intent of the Real Property Appraiser Qualifications Criteria due the vagueness of the entries.

- 003.04; 004.02D - The real property appraiser exam requirements and application requirements are updated to allow for the National Uniform Licensing and Certification Examination to be completed within twenty-four months from the date the applicant was approved to sit for examination. Evidence of the successful completion of the exam must be provided within twenty-four months of the date applicant was approved to sit for examination for issuance of a credential. The Real Property Appraiser Qualifications Criteria allows an applicant, whose education and experience have been approved, twenty-four months to complete examination. This update reduces an unnecessary barrier for real property appraiser applicants for credentialing.

- 003.05 – The real property appraiser exam requirements are updated to allow for the National Uniform Licensing and Certification Examination results to be valid for twenty-four months. The Real Property Appraiser Qualifications Criteria allows the results of a successfully completed examination to be valid for twenty-four months. This update reduces an unnecessary barrier for real property appraiser applicants for credentialing.

- 004.01A.2; 004.02A.2 - A fee schedule is added to implement an application fee change from $150.00 to $200.00 between FY2025-26 and FY2027-28 for those applying for credentialing through education, experience, and examination.

- 004.02E - A fee schedule is added to implement a credential fee change from $300.00 to $350.00 between FY2025-26 and FY2027-28 for those credentialed through education, experience, and examination.

CHAPTER 3 - RECIPROCITY AND TEMPORARY REAL PROPERTY APPRAISER CREDENTIAL

- 001.01B - A fee schedule is added to implement an application fee change from $150.00 to $200.00 between FY2025-26 and FY2027-28 for those applying for credentialing through reciprocity.

- 001.05 - A fee schedule is added to implement a credential fee change from $300.00 to $350.00 between FY2025-26 and FY2027-28 for those credentialed through reciprocity.

- 002.01C - A fee schedule is added to implement a temporary credential application fee change from $100.00 to $150.00 between FY2025-26 and FY2027-28 for those applying for a temporary real property appraiser credential.

- 002.01D - A fee schedule is added to implement a temporary credentialing fee change from $50.00 to $100.00 between FY2025-26 and FY2027-28 for those applying for a temporary real property appraiser credential.

CHAPTER 4 - RENEWAL OF REAL PROPERTY APPRAISER CREDENTIAL

- 001.01 - The seven-hour National Uniform Standards of Professional Appraisal Practice Update Course is renamed the seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education Course and the seven-hour Instructor Recertification course is renamed the Instructor Recertification Course. These changes are carried throughout Title 298. The continuing education requirements are amended to include that, beginning January 1, 2026, both the seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education Course and the valuation bias and fair housing laws and regulations course must be completed once every two years. The seven-hour valuation bias and fair housing laws and regulations course is required for any credential holder who has not successfully completed the eight-hour valuation bias and fair housing laws and regulations course required to qualify for a credential as a real property appraiser. The four-hour valuation bias and fair housing laws and regulations course is required for any credential holder who has successfully completed the seven-hour valuation bias and fair housing laws and regulations course or the qualifying education eight-hour valuation bias and fair housing laws and regulations course. These changes implement 2026 Criteria as authorized LB992. Finally, “completed by an AQB Certified UPSAP instructor meets this requirement” is added to clarify that the Instructor Recertification Course applies to AQB Certified USPAP instructors who hold credentials.

- 001.02 – “and the valuation bias and fair housing laws and regulations course” is added to clarify that evidence of completion must be submitted to the Board’s office showing that this activity has been completed in a timely manner (once every two years) to ensure compliance with the 2026 Criteria as is required for the seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education Course. This change implements 2026 Criteria as authorized LB992.

- 001.05 – “of activity” is stricken and “at which activity was conducted or presentation method” is added to ensure that the education activity presentation method reflects the classroom, synchronous, asynchronous, or hybrid delivery methods for the evidence of attendance at an education activity sponsored or conducted by the Board submitted for continuing education credit.

- 002 – The criminal history record check requirements have been removed from the Act as all active real property appraisers have completed a criminal history record check. This change reduces an unnecessary barrier for real property appraiser renewal applicants. All current real property appraisers must continue to answer criminal history questions on the renewal application and certify that the statements made are true and correct. A CHRC is still required for all new real property appraiser applicants. All language in Title 298 pertaining to the criminal history record check requirements is stricken to harmonize the language in Title 298 with the changes made to the Act through LB992.

- 002.01B; 002.02D – The non-refundable criminal history record check fee of $5.00 for each year of renewal for maintenance of the random fingerprint audit program is removed and language is added for the late processing fee of $25.00 for each month or portion of a month the application is late for any application received at the Board’s office by mail post-marked after November 30, or for any application received electronically date stamped after November 30. The late processing fee, authorized by Neb. Rev. Stat. § 76-2233.02(2) and N.R.S. § 76-2241(d), is included in the Board’s procedures, but not included in Title 298. This language is added for transparency as all of the Board’s other fees are identified in Title 298.

- 002.02B - A fee schedule is added to implement an annual renewal credential fee change from $275.00 to $350.00 between FY2025-26 and FY2027-28 for those renewing credentials.

- 002.02D.2 – Language is added to clarify that the late processing fee of $25.00 is applicable for any for any renewal application received at the Board’s office by mail post-marked after December 31, or for any application received electronically date stamped after December 31, if the date of initial credentialing is on or after November 1 of the current year, but before January 1 of the following year. This authorization is found in N.R.S. § 76-2233.02(2) and is included in the Board’s procedures, but not included in Title 298. This language identifies the separate late processing fee start date for those that are awarded a credential after November 1 compared to those that hold a credential issued any time before November 1.

CHAPTER 6 - EDUCATION PROVIDER ACTIVITY REQUIREMENTS

- 001.06 – The Board no longer maintains a schedule of education activities on its website; therefore, all original language is stricken. The language, “Nothing in this Chapter may be construed to preclude education providers from surrendering approval of education activities” is added. This language allows for staff to accept an education provider’s request to surrender an education activity approval without Board action required in 002.04, 003.04, and 004.06.

- 001.10 – The timed outline used to evaluate education hours may be submitted by education providers in a schedule or non-schedule format. The current language for determining the number of hours of approval for an education activity is difficult to apply to all timed outlines reviewed by staff. To determine education activity hours for timed outline in a schedule format, where sixty minutes equals one hour in Coordinated Universal Time, the language is amended to utilize the start time and the end time to determine the total minutes engaged in instruction. Breaks, meal periods, and time not engaged in instruction are removed. Fifty minutes engaged in instruction out of each sixty minute segment equals one hour. To determine education activity hours for a timed outline in a non-schedule format, where each topic is assigned a specific duration, the language is amended to utilize each minute engaged in instruction to determine the total minutes engaged in instruction. Fifty minutes engaged in instruction equals one hour.

- 002.01C – An exception to the fifteen-hour minimum length requirement for qualifying education is made for the valuation bias and fair housing laws and regulations course as this course is required to be eight hours in length. This change implements 2026 Criteria as authorized in LB992.

- 002.02A.3 - A fee schedule is added to implement a qualifying education activity application fee change from $50.00 to $500.00 for qualifying education activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program and from $50.00 to $100.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program between FY2025-26 and FY2027-28. The change in fee structure reflects staff time and resources required to complete review of a qualifying education activity submission. In addition, The Appraisal Foundation's fees for review and approval of an AQB approved qualifying education activity ranges from $2,300.00 to $3,100.00 per activity depending on the number of hours requested for approval by the education provider. The Board utilizes the same policies as the AQB for its review of continuing education.

- 002.04B; 003.04C; 004.06B – The procedure for the Board to rescind approval of an education activity is made more efficient to reduce the length of time needed to rescind approval of an education activity by removing the Board's first review of the education activity. The education activity will go before the Board after the education provider has been notified of the reason for rescission and had an opportunity to provide a response for the Board's consideration.

- 003.01(5) – "Real property appraiser and client" is added to better clarify what type of communication contributes to a credential holder's development of real property appraiser related skill, knowledge, and competency. This change implements a recommendation made by the ASC during its 2022 ASC SOA.

- 003.01(8) – "Valuation bias, fair housing, and/or equal opportunity" is amended to "Valuation bias and fair housing laws and regulations" for subjects that contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency. This change is to implement the 2026 Criteria.

- 003.01C – The four-hour valuation bias and fair housing laws and regulations course, and the seven-hour valuation bias and fair housing laws and regulations course, are added to continuing education activities that shall be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program. The "equivalent" seven-hour Uniform Standards of Professional Appraisal Practice Update course is stricken as no such course has been submitted to the Board for review and the Board does not have the expertise to evaluate such course for AQB approval equivalency.

- 003.02A.2j – The requirement that a completed 7-Hour USPAP Course Checklist for AQB Equivalency Approval as developed and published by The Appraisal Foundation for any seven-hour Uniform Standards of Appraisal Practice Update course not approved by the Appraiser Qualifications Board of The Appraisal Foundation is stricken as all seven-hour Uniform Standards of Professional Appraisal Practice Continuing Education Courses must be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

- 003.02A.6 - A fee schedule is added to implement a continuing education activity application fee change from $25.00 to $250.00 for continuing education activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program and from $25.00 to $50.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program between FY2025-26 and FY2027-28. The change in fee structure reflects staff time and resources required to complete review of a continuing education activity submission. In addition, The Appraisal Foundation's fees for review and approval of an AQB approved continuing education activity ranges from $1,600.00 to $2,600.00 per activity depending on the number of hours requested for approval by the education provider. The Board utilizes the same policies as the AQB for its review of continuing education.

- 003.04A - The four-hour valuation bias and fair housing laws and regulations course is added to seven-hour Uniform Standards of Professional Practice Update Continuing Education course as expiring on the date on which the which the approval by the Appraiser Qualifications Board expires.

- 003.04A.2 - A fee schedule is added to implement a continuing education activity renewal application fee change from $10.00 to $25.00 between FY2025-26 and FY2027-28. The change in fee structure reflects staff time and resources required to complete review of a continuing education activity renewal submission. In addition, The Appraisal Foundation's fees for renewal of an AQB approved continuing education activity is $450.00 per activity.

- 004.04A.3 - A fee schedule is added to implement a new supervisory real property appraiser and trainee course application fee change from $25.00 to $250.00 between FY2025-26 and FY2027-28. The change in fee structure reflects staff time and resources required to complete review of a continuing education activity renewal submission. The Board considers the review and approval of a new supervisory real property appraiser and trainee course application to be similar to that of a new continuing education application. The Appraisal Foundation does not review and approve supervisory real property appraiser and trainee courses separately from qualifying or continuing education; therefore, no comparable fee is available.

- 005.03; 005.05 – Language is updated to include "an appraiser credential" to better define an instructor that holds an appraiser credential in any other jurisdiction as other jurisdictions may utilize a different name for a real property appraiser.

- 005.03B - The instructor qualifications for those holding a credential are updated from three years to five years for the period that an instructor may not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action to better align with the requirements for AQB Certified USPAP instructors.

- 005.03C - The instructor qualifications for those holding a credential are updated from three years to five years for the period that an instructor may not have had disciplinary action taken against their credential to better align with the requirements for AQB Certified USPAP instructors.

CHAPTER 7 - APPRAISAL MANAGEMENT COMPANY REGISTRATION

- 002.01B - A fee schedule is added to implement a renewal registration fee change from $1,500.00 to $2,000.00 between FY2025-26 and FY2027-28 for those renewing AMC registrations.

CHAPTER 8 - INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS

- 003.09 - Procedures are added for a person to obtain a copy of the national criminal history record if the record is the basis for the filing of a grievance against that person pursuant to N.R.S. § 76-3207 in the AMC Act. This language ensures that the Board's procedures meet the intent of the Federal Bureau of Investigation's requirement that a person is entitled to a copy of the result and has an opportunity to dispute the result.

TITLE 298 GENERAL

- Non-substantial changes not identified above are made throughout Title 298 for the purpose of clarification or consistency. Examples include capitalizing "B" in Board, updating language to utilize a defined term where appropriate, making grammatical changes that have no effect on the application of the language, and updating statutory references.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 1 - GENERAL PROVISIONS

001 Definitions of terms used in this Title, unless the context otherwise requires, are stated in the Real Property Appraiser Act, NEB. REV. STAT. § 76-2201 et. seq.; (hereinafter referred to as the Act), the Appraisal Management Company Registration Act, NEB. REV. STAT. § 76-3201 et. seq. (hereinafter referred to as the AMC Act), and/or the Uniform Standards of Professional Appraisal Practice, and the definitions as follows:

001.01 Activity means any real property appraiser related education offering.

001.02 Automated Valuation Model means any computer software program that analyzes data using an automated process. The program may use regression, adaptive estimation, neural networking, expert reasoning, and/or artificial intelligence.

001.02A An automated valuation model is a tool that delivers an estimation or calculation, and is not in itself an appraisal under NEB. REV. STAT. § 76-2204, or by itself a report under NEB. REV. STAT. § 76-2216.02. If the output from an automated valuation model is communicated as an analysis, conclusion, or opinion of value concerning identified real estate or identified real property that implies the exercise of judgment to the client, intended user, or the public by any person not exempt under NEB. REV. STAT. § 76-2221, the analysis, conclusion, or opinion of value is an appraisal under NEB. REV. STAT. § 76-2204 and communication of the analysis, conclusion, or opinion of value is a report under NEB. REV. STAT. § 76-2216.02.

001.03 Broker s price opinion means an analysis, opinion, or conclusion prepared by a person licensed under the Nebraska Real Estate License Act in the ordinary course of his or her business relating to the price of specified interests in or aspects of identified real estate or identified real property for the purpose of (a) listing, purchase, or sale; (b) originating, extending, renewing, or modifying a loan in a transaction other than a federally related transaction; or (c) real property tax appeals.

001.04 Classroom education means any activity delivered in a setting where there is no geographical separation between the instructor(s) and student(s).

001.05 Continuing education means any real property appraisal practice related activity creditable towards the renewal of a credential issued under the Act.

001.06 Core curriculum means those qualifying education courses adopted in the Real Property Appraiser Qualification Criteria by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum for credentialing as a real property appraiser. Core curriculum does not include appraisal subject matter electives.

001.07 Course means a qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee activity that includes student material, instructor material, learning objectives, a timed outline, a matrix if applicable, and a final exam if applicable. Course does not include an activity offered in a conference setting.

001.08 Distance education means any activity based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid.

001.08A Synchronous means the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting.

001.08B Asynchronous means the instructor and student interaction is non-simultaneous; the student progresses at his or her own pace and follows a structured content and quiz/exam schedule.

001.08C Hybrid means the learning environment allows for classroom, synchronous, and/or asynchronous interaction.

001.09 Qualifying education means any real property appraisal practice related education activity creditable towards obtaining a credential as a real property appraiser.

~~001.10 Secondary provider means any education provider that purchases rights to, or otherwise lawfully acquires from another education provider, activity materials to deliver.~~

001.10~~1~~ Real property appraiser-in-charge means the real property appraiser engaged in real property appraisal practice within the scope of real property appraisal practice for his or her classification,

responsible for the significant real property appraisal practice assistance provided by an applicant in the case of a licensed residential real property appraiser or certified residential real property appraiser obtaining real property appraisal practice experience outside of the scope of practice of their current classification.

001.11 Secondary provider means any education provider that purchases rights to, or otherwise lawfully acquires from another education provider, activity materials to deliver.

001.12 True copy of report and workfile means any report and/or workfile submitted to the Board is an exact duplicate of the report submitted to the client, as well as the exact duplicate of the workfile associated with such report, including the quality and clarity of the print, charts, graphs, examples, photos, and any information referenced by this Title, and including organization and presentation of materials.

002 This Title applies to all persons engaged in real property appraisal practice in the State of Nebraska, and all persons conducting business as an appraisal management company in the State of Nebraska.

003 The current edition of the Uniform Standards of Professional Appraisal Practice is adopted as the minimum standards governing real property appraisal practice in the State of Nebraska. A copy of such standards will be supplied with the issuance of each new real property appraiser credential, and with renewal of each real property appraiser credential. A copy of the Uniform Standards of Professional Appraisal Practice is on file and available for public inspection in the office of the Real Property Appraiser Board and may be examined in the office of the Secretary of State.

004 Each credential holder is required to notify the Board in writing within ten (10) days of any change of his or her place of business, which includes business name, address, phone number, and electronic mail address.

005 No advertisement by a credential holder in the State of Nebraska may use a name of a credential holder, classification of credentialing, or credential holder identification number, other than as stated on the real property appraiser s credentialing card issued by the Board; and any advertisement stating an address is required to state the principal place of business as provided by the real property appraiser to the Board.

006 A certified real property appraiser who is approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraiser(s), may advertise

him or herself as a supervisory real property appraiser, and may include the name of any trainee real property appraiser(s) that he or she is overseeing in a supervisory capacity, as long as the advertisement clearly identifies such person as a trainee real property appraiser. Trainee real property appraisers may not otherwise advertise.

007 Specialized knowledge means an advanced level of expertise obtained through education and experience with respect to a specific subject matter that includes an advanced understanding of the principles, practices, procedures, and methods applicable to the subject matter, as well as the ability to apply such expertise to a problem requiring an expertise that a real property appraiser could only obtain through equivalent education and experience.

008 Salaried employee means any individual who is employed to perform services on behalf of an employer and whose compensation for the services is in the form of salary, or its equivalent, paid by the employer. Employee does not include an independent contractor.

009 Each appraisal management company shall maintain a detailed record of appraisal management services provided under its registration. The detailed record includes, at minimum, the following information as applicable:

(1) Copy of contract or agreement, which includes date of agreement with AMC appraiser to provide valuation services,

(2) Name of client and intended user(s),

(3) Name and credential number of AMC appraiser,

(4) Documentation verifying AMC appraiser s standing at the time of agreement,

(5) Address(es) of the property(ies) that is/are the subject of the appraisal management services,

(6) Fees paid to the AMC appraiser,

(7) Date of service completion,

(8) Date payment-in-full was made to the AMC appraiser,

(9) Copy of all communication between AMC appraiser and appraisal management company,

(10) Proof that appraisal management company requires AMC appraiser to comply with USPAP,

(11) AMC appraiser s signed consent to any subsequent, specified report modifications made by the appraisal management company,

(12) Record of quality control or USPAP compliance, and

(13) All original or revised copies of subject report as submitted.

010 Any person who alleges damage by a violation of the AMC Act may file a claim against a surety bond held by an appraisal management company registered in Nebraska. Such request will be in writing, and address the following items:

(1) Name and contact information of requester,

(2) Name, contact information, and Nebraska registration number of appraisal management company,

(3) Address of property subject of request,

(4) Date real property appraisal practice assignment was offered,

(5) Date report was submitted,

(6) Amount owed for valuation services rendered, and

(7) Description of attempts to rectify the matter. Any documentation in support of the request may be submitted along with the written request.

011 Each appraisal management company shall furnish to the ~~b~~Board, at the time of making application, a surety bond in the amount of twenty-five thousand dollars. The surety bond is required to be maintained until one year after the date that the appraisal management company ceases operation in this state, which is the date on which the registration expires or the date on which the appraisal management company s request to surrender its registration is formally accepted.

012 ADMINISTRATIVE FEES

012.01 The fee for a Certificate of Registration required under the Nebraska Professional Corporation Act is $25.00.

013 OCCUPATIONAL BOARD REFORM ACT~~APPLICATION FOR~~

~~PRELIMINARY CRIMINAL HISTORY REVIEW~~

013.01 As applicable, the Board shall~~Pursuant to~~ apply the Occupational Board Reform Act, NEB. REV. STAT. § 84-9~~3~~47 et. seq., when administering and enforcing this Title ~~preliminary criminal history review will be performed by the Board to determine whether an individual's criminal conviction(s) would disqualify the individual from obtaining a credential as a Nebraska Real Property Appraiser, or from being a more than 10% owner of an Appraisal Management Company (AMC)~~.

~~013.02 Any applicant for the preliminary criminal history review must submit:~~

~~013.02A An application on a form approved by the Board;~~

~~013.02B A written statement that details information regarding individual s current circumstances, including the time since the offense, completion of the criminal sentence, rehabilitation efforts, employment history, and employment aspirations;~~

~~013.02C Any documentation in support of individual s written statement, including court records, communication and documentation related to the completion of the criminal sentence, evidence of rehabilitation, and testimonials; and~~

~~013.02D A non-refundable application fee of $50.00.~~

~~013.03 Only the information provided by the applicant will be reviewed by the Board. The preliminary criminal history review is not a criminal history record check, or an application for credentialing as a real property appraiser or for registration as an AMC.~~

~~013.04 A determination will be issued by the Board in writing within ninety days after receiving an application for preliminary criminal history review. If the Board determines that the individual's criminal conviction(s) would disqualify the individual, the Board may advise the individual of any action the individual may take to remedy the disqualification.~~

~~013.05 If the Board finds that the individual has been convicted of one or more subsequent criminal convictions, the Board may rescind a determination upon finding that the subsequent criminal conviction(s) would be disqualifying.~~

TITLE 298 - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 2 - REAL PROPERTY APPRAISER CREDENTIAL

001 EDUCATION

To qualify for a credential as a trainee real property appraiser, licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser, an applicant must complete post-secondary education and qualifying education requirements established for each classification.

001.01 Trainee real property appraiser/supervisory real property appraiser

001.01A Pursuant to NEB. REV. STAT. § 76-2228.01 (1)(~~c~~b), an applicant for the trainee real property appraiser credential must:

001.01A.1a If submitting an application on or before December 31, 2025, ~~S~~successfully complete a minimum of 75 hours in ~~b~~Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles, and

(3) 30 hours of basic appraisal procedures; or

001.01A.1b If submitting an application after December 31, 2025, successfully complete a minimum of 83 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures, and

(4) 8 hours of valuation bias and fair housing laws and regulations; or

001.01A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of

its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in ~~b~~Board-approved qualifying education.

001.01B An applicant for the trainee real property appraiser credential must provide a completion document evidencing that a ~~b~~Board-approved supervisory real property appraiser and trainee course has been successfully completed within one year immediately preceding the date of application.

001.01C An applicant for approval as a supervisory real property appraiser must provide a completion document evidencing that a ~~b~~Board-approved supervisory real property appraiser and trainee course has been successfully completed at the time the applicant was a certified real property appraiser. A certified real property appraiser disciplined by the Board or any other appraiser regulatory agency in another jurisdiction, which may or may not have limited the real property appraiser s legal eligibility to engage in real property appraisal practice, is required to provide a completion document evidencing that a ~~b~~Board-approved supervisory real property appraiser and trainee course was successfully completed after the successful completion of the most recent disciplinary action. The ~~b~~Board-approved supervisory real property appraiser and trainee course may be completed as a student or as an instructor.

001.01D Supervisory Real Property Appraiser and Trainee Course Completed in Another Jurisdiction

001.01D.1 The Board may accept a classroom education supervisory real property appraiser and trainee course completed in another jurisdiction if, at the time that the supervisory real property appraiser and trainee course was completed, the course:

001.01D.1a Is approved as a supervisory real property appraiser and trainee course by the jurisdiction in which it was completed; and

001.01D.1b Meets or exceeds the requirements for approval as a supervisory real property appraiser and

trainee course as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.01D.2 The Board may accept a distance education supervisory real property appraiser and trainee course completed in another jurisdiction if, at the time the supervisory real property appraiser and trainee course was completed, the course:

001.01D.2a Is approved as a supervisory real property appraiser and trainee course by the jurisdiction in which the applicant is a legal resident, or is approved as a supervisory real property appraiser and trainee course by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

001.01D.2b Meets or exceeds the requirements for approval as a supervisory real property appraiser and trainee course as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.01E If a trainee real property appraiser applicant, or a supervisory real property appraiser applicant, submits a supervisory real property appraiser and trainee course completed in another jurisdiction for consideration of acceptance by the Board, the applicant is required to meet the requirements specified in Section 001.01B or 001.01C of this Chapter.

001.02 Licensed Residential Real Property Appraiser

001.02A Pursuant to NEB. REV. STAT. § 76-2230 (1)(~~c~~b), an applicant for the licensed residential real property appraiser credential must:

001.02A.1a If submitting an application on or before December 31, 2025, ~~S~~successfully complete a minimum of 150 hours in ~~b~~Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches, and

(7) 15 hours of report writing and case studies; or

001.02A.1b If submitting an application after December 31, 2025, successfully complete a minimum of 158 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches,

(7) 15 hours of report writing and case studies, and

(8) 8 hours of valuation bias and fair housing laws and regulations; or

001.02A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall

be completed in ~~b~~Board-approved qualifying education.

001.02B A trainee real property appraiser may upgrade to the licensed residential real property appraiser credential by~~satisfying the appropriate qualifying education for the classification below~~:

001.02B.1 Pursuant to NEB. REV. STAT. § 76-2228.01 (4)(a), ~~a trainee real property appraiser must~~ successfully complet~~ing~~e a minimum of 75 hours in the following ~~b~~Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in ~~b~~Board-approved qualifying education:

(1) 15 hours of market analysis and highest and best use,

(2) 15 hours of appraiser site valuation and cost approach,

(3) 30 hours of sales comparison and income approaches, and

(4) 15 hours of report writing and case studies.

001.03 Certified Residential Real Property Appraiser

001.03A Pursuant to NEB. REV. STAT. § 76-2231.01 (1)(d), an applicant for the certified residential real property appraiser credential must:

001.03A.1a If submitting an application on or before December 31, 2025, ~~S~~successfully complete a minimum of 200 hours in ~~b~~Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches,

(7) 15 hours of report writing and case studies,

(8) 15 hours of statistics, modeling, and finance,

(9) 15 hours of advanced applications and case studies, and

(10) 20 hours of appraisal subject matter electives; or

001.03A.1b If submitting an application after December 31, 2025, successfully complete a minimum of 200 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches,

(7) 15 hours of report writing and case studies,

(8) 15 hours of statistics, modeling, and finance,

(9) 15 hours of advanced applications and case studies,

(10) 8 hours of valuation bias and fair housing laws and regulations, and

(11) 12 hours of appraisal subject matter electives; or

001.03A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser

Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in ~~b~~Board-approved qualifying education.

001.03B One quarter hour credit is equivalent to .67 semester credit hours for college-level courses taken in a quarterly system versus a semester system.

001.03C Pursuant to NEB. REV. STAT. § 76-2231.01 (1)(b), in order to assist the Board with its evaluation of the applicant s college-level courses, the applicant may be required to submit copies of course related materials.

001.03D A trainee real property appraiser may upgrade to the certified residential real property appraiser credential by:

001.03D.1 Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2231.01 (1)(b), or (1)(b) and (c) if applicable; and

001.03D.2 Pursuant to NEB. REV. STAT. § 76-2228.01 (5)(b);

001.03D.2a If submitting an application on or before December 31, 2025, successfully completing a minimum of 125 hours in the following ~~b~~Board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in ~~b~~Board-approved qualifying education:

(1) 15 hours of market analysis and highest and best use,

(2) 15 hours of appraiser site valuation and cost approach,

(3) 30 hours of sales comparison and income approaches,

(4) 15 hours of report writing and case studies,

(5) 15 hours of statistics, modeling, and finance,

(6) 15 hours of advanced applications and case studies, and

(7) 20 hours of appraisal subject matter electives.; or

001.03D.2b If submitting an application after December 31, 2025, successfully completing a minimum of 117 hours in the following Board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of market analysis and highest and best use,

(2) 15 hours of appraiser site valuation and cost approach,

(3) 30 hours of sales comparison and income approaches,

(4) 15 hours of report writing and case studies,

(5) 15 hours of statistics, modeling, and finance,

(6) 15 hours of advanced applications and case studies, and

(7) 12 hours of appraisal subject matter electives.

001.03E A licensed real property appraiser may upgrade to the certified residential real property appraiser credential by:

001.03E.1 Satisfying one of the following:

001.03E.1a Having held a credential as a licensed real

property appraiser for a minimum of five years, and having not been subject to a nonappealable disciplinary action by the Board or any other jurisdiction as specified in NEB. REV. STAT. § 76-2230 (3)(a)(ii)(B); or

001.03E.1b Meeting ~~T~~the post-secondary education requirements in NEB. REV. STAT. § 76-2231.01 (1)(b), or (1)(b) and (c) if applicable; and

001.03E.2 Pursuant to NEB. REV. STAT. § 76-2230 (3)(b);

001.03E.2a If submitting an application on or before December 31, 2025, successfully completing a minimum of 50 hours in the following ~~b~~Board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in ~~b~~Board-approved qualifying education:

(1) 15 hours of statistics, modeling, and finance;

(2) 15 hours of advanced applications and case studies; and

(3) 20 hours of appraisal subject matter electives~~.~~; or

001.03E.2b If submitting an application after December 31, 2025, successfully complete a minimum of 42 hours in the following Board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of statistics, modeling, and finance;

(2) 15 hours of advanced applications and case studies; and

(3) 12 hours of appraisal subject matter electives.

001.04 Certified General Real Property Appraiser

001.04A Pursuant to NEB. REV. STAT. § 76-2232 (1)(d), an applicant for the certified general real property appraiser credential must:

001.04A.1a If submitting an application on or before December 31, 2025, ~~S~~successfully complete a minimum of 300 hours in ~~b~~Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 30 hours of general appraiser market analysis and highest and best use,

(5) 30 hours of general appraiser site valuation and cost approach,

(6) 30 hours of general appraiser sales comparison approach,

(7) 60 hours of general appraiser income approach,

(8) 30 hours of general appraiser report writing and case studies,

(9) 15 hours of statistics, modeling, and finance, and

(10) 30 hours of appraisal subject matter electives; or

001.04A.1b If submitting an application after December 31, 2025, successfully complete a minimum of 300 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of

Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 30 hours of general appraiser market analysis and highest and best use,

(5) 30 hours of general appraiser site valuation and cost approach,

(6) 30 hours of general appraiser sales comparison approach,

(7) 60 hours of general appraiser income approach,

(8) 30 hours of general appraiser report writing and case studies,

(9) 15 hours of statistics, modeling, and finance,

(10) 8 hours of valuation bias and fair housing laws and regulations, and

(11) 22 hours of appraisal subject matter electives; or

001.04A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in ~~b~~Board-approved qualifying education.

001.04B A trainee real property appraiser may upgrade to the certified general real property appraiser credential by:

001.04B.1 ~~s~~Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2232 (1)(b), or (1)(b) and (c) if applicable; and ~~the appropriate qualifying education for the classification below:~~

001.04B.~~1~~2 Pursuant to NEB. REV. STAT. § 76-2228.01 (6)(b;

001.04B.2a If submitting an application on or before December 31, 2025, ~~a trainee real property appraiser must~~ successfully completinge a minimum of 225 hours in the following ~~b~~Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in ~~b~~Board-approved qualifying education:

(1) 30 hours of general appraiser market analysis and highest and best use,

(2) 30 hours of general appraiser site valuation and cost approach,

(3) 30 hours of general appraiser sales comparison approach,

(4) 60 hours of general appraiser income approach,

(5) 30 hours of general appraiser report writing and case studies,

(6) 15 hours of statistics, modeling, and finance, and

(7) 30 hours of appraisal subject matter electives~~.~~; or

001.04B.2b If submitting an application after December 31, 2025, successfully completing a minimum of 217 hours in the following Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 30 hours of general appraiser market analysis and

highest and best use,

(2) 30 hours of general appraiser site valuation and cost approach,

(3) 30 hours of general appraiser sales comparison approach,

(4) 60 hours of general appraiser income approach,

(5) 30 hours of general appraiser report writing and case studies,

(6) 15 hours of statistics, modeling, and finance, and

(7) 22 hours of appraisal subject matter electives.

001.04C A licensed residential real property appraiser may upgrade to the certified general real property appraiser credential by:

001.04C.1 Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2232 (1) (b), or (1) (b) and (c) if applicable; and

001.04~~B~~C.2 Pursuant to NEB. REV. STAT. § 76-2230 (4)(b);

001.04C.2a If submitting an application on or before December 31, 2025, ~~a licensed residential real property appraiser must~~ successfully completinge a minimum of 150 hours in the following ~~b~~Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in ~~b~~Board-approved qualifying education:

(1) 15 hours of general appraiser market analysis and highest and best use,

(2) 15 hours of general appraiser site valuation and cost approach,

(3) 15 hours of general appraiser sales comparison approach,

(4) 45 hours of general appraiser income approach,

(5) 15 hours of general appraiser report writing and case studies,

(6) 15 hours of statistics, modeling, and finance, and

(7) 30 hours of appraisal subject matter electives.; or

001.04C.2b If submitting an application after December 31, 2025, successfully completing a minimum of 142 hours in the following Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of general appraiser market analysis and highest and best use,

(2) 15 hours of general appraiser site valuation and cost approach,

(3) 15 hours of general appraiser sales comparison approach,

(4) 45 hours of general appraiser income approach,

(5) 15 hours of general appraiser report writing and case studies,

(6) 15 hours of statistics, modeling, and finance, and

(7) 22 hours of appraisal subject matter electives.

001.04D A certified residential real property appraiser may upgrade to the certified general real property appraiser credential by:

001.04D.1 Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2232 (1) (b), or (1) (b) and (c) if applicable; and

001.04~~B~~D.~~3~~2 Pursuant to NEB. REV. STAT. § 76-2231.01 (3) (b), ~~a certified residential real property appraiser must~~ successfully completinge~~r~~ a minimum of 100 hours in the following ~~b~~Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in ~~b~~Board-approved qualifying education:

(1) 15 hours of general appraiser market analysis and highest and best use,

(2) 15 hours of general appraiser site valuation and cost approach,

(3) 15 hours of general appraiser sales comparison approach,

(4) 45 hours of general appraiser income approach, and

(5) 10 hours of general appraiser report writing and case studies.

001.05 An applicant for the trainee, licensed residential, certified residential, or certified general real property appraiser credential must provide evidence that the required qualifying education has been successfully completed. Each applicant will be required to furnish:

001.05A A document of completion for each qualifying education course; and/or

001.05B An official transcript from the university or college at which the applicant obtained a degree in real estate that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. Transcripts may be submitted in paper, or electronically through a

secure site if the transcript is marked as official and the Board is provided access directions directly from the school.

001.06 Qualifying Education Completed in Another Jurisdiction

001.06A The Board may accept a classroom education qualifying education activity completed in another jurisdiction if, at the time the activity was completed, the qualifying education activity:

001.06A.1 Is approved as qualifying education by the jurisdiction in which it was completed; and

001.06A.2 Meets or exceeds the requirements for approval as a qualifying education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.06B The Board may accept a distance education qualifying education activity completed in another jurisdiction if, at the time the activity was completed, the qualifying education activity:

001.06B.1 Is approved as qualifying education by the jurisdiction in which the applicant is a legal resident, or is approved as qualifying education by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

001.06B.2 Meets or exceeds the requirements for approval as qualifying education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.06C If the applicant submits a qualifying education activity completed in another jurisdiction for consideration of acceptance by the Board, the applicant will furnish a document of completion for the activity.

001.07 An applicant for the certified residential or certified general real property appraiser credential shall furnish an official transcript from the university, college, or community college as proof that the post-secondary education requirements have been met. Transcripts may be

submitted in paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.

002 EXPERIENCE

002.01 After January 1, 2014, real property appraisal practice experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser. This Section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.

002.02 At the Board s discretion, up to ~~5~~100% of the real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser may be obtained in another jurisdiction. This real property appraisal practice experience may be accepted by the Board if the real property appraisal practice experience is compliant with Section 002 of this Chapter and the laws of the jurisdiction in which it was obtained. This Section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.

002.03 An applicant s hours of real property appraisal practice experience, and real property appraisal practice experience obtained through participation in a PAREA program, submitted to the Board for review and determination of acceptability shall:

002.03A Demonstrate the applicant s progressive responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion; and

002.03B Be completed in compliance with the Uniform Standards of Professional Appraisal Practice.

002.04 An applicant must provide significant real property appraisal practice assistance for real property appraisal practice experience

credit to be awarded. An applicant may apply his or her signature, along with the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification; or the applicant must be given attribution in the assignment results report, which includes a description of the applicant s significant real property appraisal practice assistance. This Section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.

002.05 Real property appraisal practice experience hours obtained in any manner considered exempt from the Real Property Appraiser Act per NEB. REV. STAT. § 76-2221 will not be credited to the applicant, unless the applicant and the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, verifies that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice.

002.06 There need not be a client in a traditional sense (i.e., a client hiring a real property appraiser for a business purpose) in order for an assignment results report to qualify for real property appraisal practice experience. A practicum course approved by The Appraisal Foundation s Appraiser Qualifications Board s Course Approval Program may satisfy the non-traditional client real property appraisal practice experience requirement. Experience credit shall be granted for the actual classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.

002.07 Real property appraisal practice experience submitted to the Board for review and determination of acceptability may include no more than an aggregate maximum of 25% of the total number of real property appraisal practice experience hours in the following areas or a combination from the following areas:

(1) mass appraisal,

(2) appraisal review,

(3) appraisal consulting, or

(4) restricted appraisal reports.

002.08 Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(~~d~~c), 76-2231.01 (1)(e), and 76-2232 (1)(e), an applicant for the licensed residential, certified residential, or certified general real property appraiser credential may provide a document of completion evidencing the successful completion of a PAREA program.

002.08A A document evidencing the successful completion of a PAREA program must include the name of PAREA program provider, evidence that PAREA program is approved by the Appraiser Qualifications Board, indicate that the type of PAREA program completed is either the licensed residential or the certified residential program, the name of the applicant, and a statement that the applicant successfully completed the PAREA program.

002.08B Except for hours of experience required to be in nonresidential appraisal work in NEB. REV. STAT. § 76-2232 (1)(e)(i), the following real property appraisal practice experience credit will be awarded for the successful completion of a PAREA program:

002.08B.1 For a licensed residential PAREA program, 100% of hours of experience required in NEB. REV. STAT. § 76-2230 (1)(~~d~~c)(i), and a period of six months experience; 67% of the hours of experience required in NEB. REV. STAT. § 76-2231.01 (1)(e)(i), and a period of six months experience; and 33% of the hours of experience required in NEB. REV. STAT. § 76-2232 (1)(e)(i), and a period of six months experience.

002.08B.2 For a certified residential PAREA program, 100% of hours of experience required in NEB. REV. STAT. § 76-2230 (1)(~~d~~c)(i), and a period of six months experience; 100% of the hours of experience required in NEB. REV. STAT. § 76-2231.01 (1)(e)(i), and a period of twelve months experience; and 50% of the hours of experience required in NEB. REV. STAT. § 76-2232 (1)(e)(i), and a period of twelve months experience.

002.09 Each applicant for the licensed residential, certified residential, or certified general real property appraiser credential will furnish a log of his or her most recent real property appraisal practice experience claimed on a form approved by the Board, including real property appraisal practice experience obtained through participation in a

PAREA program.

002.09A The real property appraisal practice experience must be in chronological order on the log, and include an applicant signature, and the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable, on each page. Only the applicant signature is required for real property appraisal practice experience obtained through participation in a PAREA program. At a minimum, the real property appraisal practice experience log shall identify the following:

(1) The date the assignment results report was signed,

(2) Name of client and property identification, which includes a legal description or address,

(3) Description of real property appraisal practice as performed by the applicant,

(4) For real property appraisal practice experience not obtained through participation in a PAREA program, description of the ~~S~~scope of supervisory real property appraiser review and direct supervision in the case that the applicant is a trainee real property appraiser, or description of the scope of review and direct supervision of the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable,

(5) Type of property,

(6) Type of report,

(7) Approaches to value utilized,

(8) Verification that assignment results are compliant with the Uniform Standards of Professional Appraisal Practice,

(9) Verification that the assignment results report was for a traditional client or non-traditional client, and

(10) Number of hours worked by the applicant, and supervisory real property appraiser or real property appraiser-in-charge if applicable.

002.09B The real property appraisal practice experience log format in effect at the time application is made to the Board will be accepted, as well as any previously approved experience log formats in effect at the time the real property appraisal practice experience was obtained and recorded. All real property appraisal practice experience requirements in place at the time application is made to the Board are applicable regardless of the real property appraisal practice experience log format submitted.

002.09C A separate real property appraisal practice log shall be maintained by a trainee real property appraiser for each of his/her board-designated supervisory real property appraisers. It is the responsibility of both the supervisory real property appraiser and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Act and this Title. When the trainee real property appraiser is under the direct supervision of more than one supervisory real property appraiser while engaged in real property appraisal practice for an assignment, each log shall reflect the specific number of hours and description of work performed in that real property appraisal practice assignment with each supervisory real property appraiser.

002.10 A trainee real property appraiser is entitled to obtain copies of reports he or she has prepared and workfiles for those reports. The supervisory real property appraiser shall keep copies of reports for a period of five years, or at least two years after the final disposition of any judicial proceedings in which the real property appraiser provided testimony related to the real property appraisal practice assignment, whichever period expires last.

002.11 Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(c)(i), 76-2231.01 (1)(e)(i), and 76-2232 (1)(e)(i), the aggregate number of real property appraisal practice experience hours considered for evaluation includes those hours reported on each real property appraisal practice experience log submitted by the applicant beginning at the log entry indicating the earliest date on which real property appraisal practice experience was obtained and ending on the date the application for credentialing as a licensed residential, certified residential, or certified general real property appraiser was signed by the applicant.

002.12 If the real property appraisal practice experience log submitted by the applicant is accepted, a representative sampling of real property appraisal practice experience submitted by the applicant on his or her real property appraisal practice experience log will be evaluated to determine if the real property appraisal practice experience meets the requirements of the Act and this Chapter.

002.12A A minimum of three reports will be selected from the real property appraisal practice experience log for review to qualify the real property appraisal practice experience. The following additional criteria are applied to the report selection for each classification~~level of credential~~:

002.12A.1 To qualify the real property appraisal practice experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.

002.12A.2 To qualify the real property appraisal practice experience of an applicant for the certified residential real property appraiser credential, a minimum of one report related to a two-to-four unit residential property, one report related to a residential property 0 to 20 years old, and one report related to a residential property 20 years or older will be selected. Two selected reports will include at least two approaches to value. If one or more of the report selection criteria in this section cannot be met for real property appraisal practice experience obtained through participation in a PAREA program, the Board may substitute the deficient report criteria with a report criterion met, or require applicant to complete one or more reports for a non-traditional client that rectifies the report criteria deficiencies.

002.12A.3 To qualify the real property appraisal practice experience of an applicant for the certified general real property appraiser credential, a minimum of three reports related to income producing properties will be selected. Two selected reports will include all three approaches to value.

002.12B The applicant will be notified of the selected reports in writing, and will have 10 business days from the date of receipt of the notification to submit a true and accurate copy of each report to the Board s office.

002.12C At least one of the three requested reports will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports at no cost to the applicant.

002.13 Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contract with the Board, and the findings of the appraisal review assignment results are found to be null or insignificant by the director, an applicant s real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members established by the Board for determination as to whether the applicant s real property appraisal practice experience is acceptable in accordance with the Act and this Chapter.

002.13A If the subcommittee finds that the applicant s real property appraisal practice experience meets the requirements of the Act and this Chapter, the subcommittee will notify the director of its decision. The subcommittee may authorize the director to notify the applicant of any appraisal review assignment results and issue a written advisory regarding any appraisal review assignment results.

002.13B If the subcommittee finds that the applicant may not meet one or more of the requirements of the Act or this Chapter, the application shall be placed before the Board for consideration.

002.14 If the Board determines an applicant may not meet the real property appraisal practice experience requirements, the applicant will be notified in writing. The Board may, at its discretion, request a written response from the applicant to the Board s findings as to the applicant s real property appraisal practice experience and/or invite the applicant to meet to discuss any deficiencies found in the report(s). Upon conclusion of the meeting, the Board may re-evaluate the applicant s real property appraisal practice experience.

002.14A If the applicant s real property appraisal practice experience is not acceptable to the Board, the Board may, at its own discretion, require the applicant to obtain additional education, and/or submit one or more supplemental real property appraisal practice experience logs with additional hours of real property appraisal practice experience, and/or submit one or more additional

reports.

002.14A.1 If the Board requires the completion of additional education, the applicant will be notified of the conditions for the additional education in writing.

002.14A.2 If the Board requires the submission of one or more supplemental real property appraisal practice experience logs, the applicant will be notified of the conditions for the supplemental log(s) in writing. The Board may select a representative sampling of one or more additional report(s) for review from any supplemental log requested by the Board to qualify the real property appraisal practice experience. If the Board selects any additional report(s) from a supplemental log:

002.14A.2a The applicant will be notified of the Board selected report(s) in writing, and will have 10 business days from the date of receipt of the notification to submit a true copy of each report to the Board s office. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

002.14A.2b Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board s discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

002.14A.3 If the Board requires submission of one or more additional reports, the applicant will be notified of the conditions for the additional report(s) in writing:

002.14A.3a Upon receipt of the requested report(s), the Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

002.14A.3b Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the

Uniform Standards of Professional Appraisal Practice. At the Board s discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

002.14B If the applicant s real property appraisal practice experience is not acceptable upon review of the additional education, supplemental real property appraisal practice experience log(s), and/or additional report(s), the Board may deny the application.

002.15 Verification of the applicant s real property appraisal practice experience may be obtained from other persons as needed, and the applicant may be required to submit additional details, reports or file memoranda.

002.16 When making a determination that an applicant may or may not meet the applicable real property appraisal practice experience requirements, all information received will be considered, including but not limited to real property appraisal practice experience logs, appraisal review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal meeting between the Board or its representative(s) and the applicant. An appraisal review report completed to assist the Board with its evaluation of the applicant s experience is not the sole factor in the Board s decision, but a tool utilized by the Board to assist with its decision.

003 EXAMINATION

Each applicant for the licensed residential, certified residential, or certified general real property appraiser credential shall pass the National Uniform Licensing and Certification Examination, as developed and approved by the Appraiser Qualifications Board of The Appraisal Foundation, prior to being issued a credential by the Board.

003.01 The Board may enter into contract with one or more Appraiser Qualifications Board-approved administrators for the National Uniform Licensing and Certification Examination. The format, content, method of administration of examinations, and passing standards, are determined

by the Board. The date, time, and location for examinations are established by the test administrators.

003.02 Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential may sit for the National Uniform Licensing and Certification Examination, as developed and approved by the Appraiser Qualifications Board of The Appraisal Foundation, in another jurisdiction if the applicant is approved by the Board to sit for examination, the examination is administered by a test administrator approved by the Appraiser Qualifications Board of The Appraisal Foundation, and the examination is administered and scored in accordance with the laws of that jurisdiction.

003.03 Upon approval of a processed application for credentialing as a licensed residential, certified residential, or certified general real property appraiser; approval of qualifying education; and approval and qualification of real property appraisal practice experience, an applicant may be approved to sit for examination. The applicant will be notified in writing or by electronic communication of the procedure for enrolling for the examination and examination sites. The applicant will submit the required examination fee to the test administrator.

003.04 An applicant mustay ~~have up to three attempts to~~ successfully pass the National Uniform Licensing and Certification Examination within twenty-four~~lve~~ months from the date the applicant was approved by the Board to sit for examination. If an applicant fails to pass ~~the~~ an examination ~~on the first or second~~ attempt, he or she may notify the Board for approval to retake the examination within the twenty-four month period. An applicant who does not pass ~~the~~ an examination attempt may submit any required fees to the test administrator for retesting.

003.05 An applicant who has successfully passed the National Uniform Licensing and Certification Examination may provide an official copy of the ~~test~~ exam results to the Board s office within twenty-four~~lve~~ months from the date the applicant passed ~~was approved to sit for~~ examination.

003.06 Each applicant shall follow the rules imposed by the administrator of the examination. No applicant may receive or give any assistance during an examination. Violation of these rules may be reason for denial of a credential.

003.07 In compliance with the Americans with Disabilities Act, reasonable accommodation will be provided to all applicants; and the

Board may authorize an examination to be administered to an individual orally or by other technique.

004 APPLICATION

004.01 Trainee Real Property Appraiser and Supervisory Real Property Appraiser Requirements

004.01A Any applicant for the trainee real property appraiser credential must:

004.01A.1 Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

004.01A.2 Pay a non-refundable application fee as follows:

004.01A.2a ~~of~~ $150.00 for applications received on or before June 30, 2025,

004.01A.2b $170.00 for applications received on July 1, 2025 through June 30, 2026,

004.01A.2c $185.00 for applications received on July 1, 2026 through June 30, 2027,

004.01A.2b $200.00 for applications received on or after July 1, 2027; and

004.01A.3 Pay a non-refundable criminal history record check fee of $45.25.

004.01B Any application received at the Board s office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

004.01C If the Board s director finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant. If the Board s director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that

the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant.

004.01D Upon the approval as a trainee real property appraiser, the applicant will be issued:

(1) A letter notifying him or her of his or her status as a Nebraska trainee real property appraiser,

(2) A wall certificate on a form approved by the Board, and

(3) Instructions to access his or her credentialing card.

004.01E The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the Applicant may be required by the Board to:

004.01E.1 Complete additional education; and/or

004.01E.2 Not reapply for the trainee real property appraiser classification for an amount of time to be determined by the Board.

004.01F If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

004.01G If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

004.01G.1 In order to receive a copy of such record, the applicant shall:

004.01G.1a In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

004.01G.1b Present a passport, driver s license, or other government-issued identification card with a photograph to

be copied by the Board.

004.01G.2 If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

004.01H A trainee real property appraiser may request approval for a supervisory real property appraiser at any time after he or she is issued a credential as a trainee real property appraiser by the Board provided the credential is current and active. The trainee real property appraiser is not required to submit an additional application for approval as a trainee real property appraiser, or pay any additional fees. Each request made by a trainee real property appraiser for approval of a supervisory real property appraiser will be submitted to the Board on a form approved by the Board.

004.01I Any applicant for approval as a supervisory real property appraiser must apply his or her signature on the application submitted by a trainee real property appraiser showing compliance by the applicant with all supervisory real property appraiser requirements established by the Act or by this Title. Along with the application, the trainee real property appraiser must submit any documentation required for supervisory real property appraiser approval.

004.01J Any application for approval as a supervisory real property appraiser received at the Board s office considered to be incomplete will not be processed, and may be returned to the trainee real property appraiser as incomplete. Any application for approval as a supervisory real property appraiser not considered to be incomplete will be processed.

004.01K If the Board s director finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser. If the Board s director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a

supervisory real property appraiser.

004.01L Upon approval of a supervisory real property appraiser, the supervisory real property appraiser and the trainee real property appraiser will each be issued a letter notifying them of the supervisory real property appraiser s approval.

004.01M The Board may deny an application for approval as a supervisory real property appraiser at any time during the process if the Board finds that the supervisory real property appraiser applicant, or the trainee real property appraiser, fails to meet the requirements in the Act and/or this Title that pertain to approval as a trainee real property appraiser and/or approval as a supervisory real property appraiser. Before submitting a new application, the supervisory real property appraiser applicant and/or the trainee real property appraiser may be required by the Board to:

004.01M.1 Complete additional education; and/or

004.01M.2 Not reapply for the trainee real property appraiser classification, and/or approval as a supervisory real property appraiser, for an amount of time to be determined by the Board.

004.01N If the Board denies an application for approval as a supervisory real property appraiser, the trainee real property appraiser may file a new application for the supervisory real property appraiser applicant. The supervisory real property appraiser applicant must meet the requirements pertaining to approval as a supervisory real property appraiser in place at the time a new application is submitted to the Board.

004.01O If disciplinary action is taken against a supervisory real property appraiser by the Board, or any other appraiser regulatory agency in any other jurisdiction, the supervisory real property appraiser s approval will be revoked as of the date of action by the Board or other jurisdiction.

004.01P Any certified real property appraiser that has been approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraisers, may use the title supervisory real property appraiser or designation S.A. in conjunction with his or her name.

004.02 Licensed Residential, Certified Residential, and Certified General Real Property Appraiser Credentialing

004.02A Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential must:

004.02A.1 Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

004.02A.2 Pay a non-refundable application fee as follows:

004.02A.2a ~~of~~ $150.00 for applications received on or before June 30, 2025,

004.02A.2b $170.00 for applications received on July 1, 2025 through June 30, 2026,

004.02A.2c $185.00 for applications received on July 1, 2026 through June 30, 2027,

004.02A.2b $200.00 for applications received on or after July 1, 2027; and

004.02A.3 Pay a non-refundable criminal history record check fee of $45.25.

004.02B Any application received at the Board s office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

004.02C If the Board s director finds that the applicant meets the general, education, and experience requirements in the Act and this Title, the applicant may be approved to sit for the National Uniform Licensing and Certification Examination. If the Board s director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the applicant may be approved to sit for the National Uniform Licensing

and Certification Examination.

004.02D If an official copy of the National Uniform Licensing and Certification Examination~~test~~ results is provided within twenty-four~~ive~~ months from the date the applicant passed the examination, evidencing that the examination was successfully completed within twenty-four months from the date the applicant was approved to sit for examination~~showing that he or she has successfully passed the National Uniform Licensing and Certification Examination~~, the application will be considered a completed application and the applicant is approved for issuance of a credential as a licensed residential, certified residential, or certified general real property appraiser.

004.02E Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant shall pay a non-refundable credentialing fee ~~of $300.00~~ before the applicant is authorized to act as a real property appraiser within the applied for classification in this State as follows:

004.02E.1 $300.00 for applications received on or before June 30, 2025,

004.02E.2 $320.00 for applications received on July 1, 2025 through June 30, 2026,

004.02E.3 $335.00 for applications received on July 1, 2026 through June 30, 2027,

004.02E.4 $350.00 for applications received on or after July 1, 2027.

004.02F Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual Appraiser Registry fee of $40.00 before the applicant is authorized to act as a real property appraiser in this State.

004.02G If an applicant fails to provide the required fees as specified in Section 004.02E and Section 004.02F of this Chapter, the application will be placed before the Board for reconsideration.

004.02H Upon receipt of the required fees at the Board s office, the applicant will be issued:

(1) A letter notifying him or her of his or her status as a Nebraska real property appraiser; and that his or her credential will be entered into the Appraisal Subcommittee s Appraiser Registry,

(2) A wall certificate on a form approved by the Board, and

(3) Instructions to access his or her credentialing card.

004.02I The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:

004.02I.1 Complete additional education;

004.02I.2 Obtain additional real property appraisal practice experience; and/or

004.02I.3 Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

004.02J If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board. If a new application for credentialing in the same classification is received within one year of the Board s denial of a previous application by the applicant, and one or more reports were reviewed for conformity with the Uniform Standards of Professional Appraisal Practice by a qualified disinterested third party certified real property appraiser to assist the Board with evaluation of the applicant s experience for that previous application, the applicant shall pay any cost(s) associated with any report(s) reviewed in accordance with Section 002 of this Chapter.

004.02K If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

004.02K.1 In order to receive a copy of such record, the applicant shall:

004.02K.1a In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

004.02K.1b Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.

004.02K.2 If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

TITLE 298 - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 3 - RECIPROCITY AND TEMPORARY REAL PROPERTY APPRAISER CREDENTIAL

001 RECIPROCITY

This Section applies to individuals currently credentialed in another jurisdiction who wish to obtain a non-temporary Nebraska credential. To qualify for a credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser through reciprocity, an applicant must be currently credentialed to appraise real estate and real property under the laws of another jurisdiction, and must comply with all of the provisions of the Real Property Appraiser Act and this Title relating to the appropriate classification of credentialing.

001.01 Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential through reciprocity must:

001.01A Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

001.01B Pay a non-refundable application fee as follows:

001.01B.1 ~~of~~ $150.00 for applications received on or before June 30, 2025,

001.01B.2 $170.00 for applications received on July 1, 2025 through June 30, 2026,

001.01B.3 $185.00 for applications received on July 1, 2026 through June 30, 2027,

001.01B.4 $200.00 for applications received on or after July 1, 2027; and

001.01C Pay a non-refundable criminal history record check fee of $45.25.

001.02 Any application received at the Board s office considered to be incomplete will not be processed, and may be returned to the applicant

as incomplete. Any application not considered to be incomplete will be processed.

001.03 The application will be considered a completed application and a credential may be issued to the applicant, if the Board s director finds that the applicant:

001.03A Meets the requirements in the Act and this Title;

001.03B The requirements of the applicant s jurisdiction of practice meet or exceed the minimum requirements of the Real Property Appraiser Qualification Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

001.03C The regulatory program of the applicant s jurisdiction of practice specified in an application for credentialing is determined to be effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. An Appraisal Subcommittee finding of poor does not satisfy the requirement that the applicant s jurisdiction of practice is effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

001.04 If the Board s director finds that the applicant may not meet one or more of the requirements specified in Section 001.03A, 001.03B, or 001.03C of this Chapter, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements specified in Section 001.03A, 001.03B, and 001.03C of this Chapter, the application will be considered a completed application and a credential may be issued to the applicant.

001.05 Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant shall pay a non-refundable credentialing fee ~~of $300.00~~ before the applicant is authorized to act as a real property appraiser within the applied for classification in this State as follows:

001.05A $300.00 for applications received on or before June 30, 2025,

001.05B $320.00 for applications received on July 1, 2025 through June 30, 2026,

001.05C $335.00 for applications received on July 1, 2026 through June 30, 2027,

001.05D $350.00 for applications received on or after July 1, 2027.

001.06 Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual Appraiser Registry fee of $40.00 before the applicant is authorized to act as a real property appraiser in this State.

001.07 If an applicant fails to provide the required fees as specified in Section 001.05 and Section 001.06 of this Chapter, the application will be placed before the Board for consideration.

001.08 Upon receipt of the required fees at the Board s office, the applicant will be issued:

(1) A letter notifying him or her of his or her status as a Nebraska real property appraiser, and that his or her credential will be entered into the Appraisal Subcommittee s Appraiser Registry,

(2) A wall certificate on a form approved by the Board, and

(3) Instructions to access his or her credentialing card.

001.09 The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:

001.09A Complete additional education;

001.09B Obtain additional real property appraisal practice experience; and/or

001.09C Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

001.10 If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

001.11 If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

001.11A In order to receive a copy of such record, the applicant shall:

001.11A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

001.11A.2 Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.

001.11B If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

002 TEMPORARY CREDENTIAL

For a nonresident to qualify for a temporary credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser, an applicant must be currently credentialed to engage in real property appraisal practice under the laws of another jurisdiction, and must comply with all of the provisions of the Act and this Title relating to temporary credentialing.

002.01 Any applicant for a temporary licensed residential, certified residential, or certified general real property appraiser credential must:

002.01A Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all temporary credentialing requirements established by the Act or by this Title;

002.01B Submit a letter of engagement or contract indicating the location(s) and property types of the real property appraisal practice assignment;

002.01C Pay a non-refundable temporary credential application fee as follows:

002.01C.1 ~~of~~ $100.00 for applications received on or before June 30, 2025,

002.01C.2 $120.00 for applications received on July 1, 2025 through June 30, 2026,

002.01C.3 $135.00 for applications received on July 1, 2026 through June 30, 2027,

002.01C.4 $150.00 for applications received on or after July 1, 2027; and

002.01D Pay a non-refundable temporary credentialing fee as follows:

002.01C.1 ~~of~~ $50.00 for applications received on or before June 30, 2025,

002.01C.2 $70.00 for applications received on July 1, 2025 through June 30, 2026,

002.01C.3 $85.00 for applications received on July 1, 2026 through June 30, 2027,

002.01C.4 $100.00 for applications received on or after July 1, 2027.

002.02 Any application received at the Board s office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

002.03 If the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant by Board staff. If the Board s director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant.

002.04 Upon approval of the application, the applicant will be issued:

002.04A A letter notifying him or her of his or her approval as a

temporary credential holder, along with the terms of the temporary credential;

002.04B A credentialing card in a form approved by the Board; and

002.04C Instructions to access his or her credentialing card if needed.

002.05 An application may be denied at any time during the process if the applicant is found to not meet the requirements in the Act and this Title that pertain to temporary credentialing.

002.06 Any request for one additional six-month approval of a temporary credential shall be made to the Board on forms approved by the Board. The request will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board. Notice of the decision will be provided to the requestor in writing.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 4 - RENEWAL OF REAL PROPERTY APPRAISER CREDENTIAL

001 CONTINUING EDUCATION

Every credential holder other than a temporary credential holder must satisfactorily complete no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. The basic requirements for continuing education are found in NEB. REV. STAT. § 76-2236. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice ~~Update~~ Continuing Education ~~c~~Course, and the valuation bias and fair housing laws and regulations course, hours may be completed at any time during the two-year continuing education period.

001.01 ~~The seven-hour National Uniform Standards of Professional Appraisal Practice Update course or the seven-hour Instructor Recertification course~~ Continuing education courses specified in Sections 001.01A and 001.01B of this Chapter must be completed at least once every two calendar years. The two-year period for the~~i~~se course~~s~~ begin~~s~~ one day after the course was last completed, or one day after a new credential is issued by the Board. A document certifying completion ~~of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, or evidence of instructor certification by the Appraiser Qualifications Board,~~ shall be submitted by December 31 of the year in which the course is required.

001.01A The seven-hour National Uniform Standards of Professional Appraisal Practice ~~Update~~ Continuing Education ~~c~~Course. ~~or t~~The ~~seven-hour~~ Instructor Recertification ~~c~~Course completed by an AQB Certified USPAP Instructor meets this requirement ~~must be completed at least once every two calendar years. The two-year period for this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. A document certifying completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, or evidence of instructor certification by the Appraiser Qualifications Board, shall be submitted by December 31 of the year in which the course is required~~.

001.01B Beginning January 1, 2026, a valuation bias and fair housing laws and regulations course.

001.01B.1 The seven-hour valuation bias and fair housing laws and regulations course for any credential holder who has not successfully completed the eight-hour valuation bias and fair housing laws and regulations course required in Chapter 2 of this Title to qualify for a credential as a real property appraiser.

001.01B.2 The four-hour valuation bias and fair housing laws and regulations course for any credential holder who has successfully completed a valuation bias and fair housing laws and regulations course under Section 001.01B.1 of this Chapter. The seven-hour valuation bias and fair housing laws and regulations course meets this requirement.

001.02 Except for the seven-hour National Uniform Standards of Professional Appraisal Practice ~~Update~~ Continuing Education ~~c~~Course, and the valuation bias and fair housing laws and regulations course, evidence of continuing education completion may be submitted to the Board s office at any time during credential holder s two-year continuing education period.

001.03 Except for the seven-hour National Uniform Standards of Professional Appraisal Practice ~~Update~~ Continuing Education ~~c~~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 indistinguishable in content, cannot be used toward meeting the continuing education requirements within the same two-year continuing education period.

001.04 Evidence of participation as a student in each ~~b~~Board-approved education activity submitted for continuing education credit includes a document of completion from the education provider that affirms successful completion of each activity.

001.05 Evidence of attendance at an education activity sponsored or conducted by the Board submitted for continuing education credit includes a document of completion from the Board that affirms attendance of such activity. The document is required to include the name of credential holder, name of activity, location ~~of activity~~at which activity was conducted or presentation method, activity attendance date(s), number of hours completed, and signature of the Board s director.

001.06 Evidence of participation, other than as a student, in real property appraisal practice education processes and programs includes

a written description of the process or program and the credential holder s participation, along with any documents supporting the credential holder s participation. Evidence 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.

001.07 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.

001.08 Any education activity successfully completed as a result of disciplinary action taken by the Board may not be used toward the continuing education requirements.

001.09 Individual Program of Continuing Education

001.09A The Board may adopt an individual program of continuing education for a credential holder, that is compliant with Appraiser Qualifications Board criteria for continuing education, upon receipt of a written request from the credential holder explaining:

(1) The circumstances resulting in the request,

(2) Why an exception should be made,

(3) How an individual program of continuing education would benefit the credential holder, and

(4) The requested duration of such individual program of continuing education.

001.09B If an individual program of continuing education is adopted by the Board, the credential holder will be notified of the individual program adopted for him or her in writing. The written notice will contain all details, requirements, expectations, and the duration for which the individual program is in effect.

001.09C If an individual program of continuing education is denied by the Board, the credential holder will be notified of the decision in writing.

001.10 Continuing Education Completed in Another Jurisdiction

001.10A The Board may accept a classroom education continuing education activity completed in another jurisdiction if, at the time the activity was completed, the continuing education activity:

001.10A.1 Is approved as classroom continuing education by the jurisdiction in which it was completed; and

001.10A.2 Meets or exceeds the requirements for approval as a continuing education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.10B The Board may accept a distance education continuing education activity completed in another jurisdiction if, at the time the activity was completed, the continuing education activity:

001.10B.1 Is approved as distance education for continuing education by the jurisdiction in which the credential holder is a legal resident, or is approved as continuing education by a jurisdiction in which the real property appraiser is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

001.10B.2 Meets or exceeds the requirements for approval as continuing education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.10C If the real property appraiser submits a continuing education activity completed in another jurisdiction for consideration of acceptance by the Board, the real property appraiser will furnish a document of completion for the course that affirms successful completion of the activity.

001.11 Supervisory Real Property Appraiser Status

001.11A The supervisory real property appraiser status for any credential holder that fails to meet the requirements for renewal by December 31 of his or her designated year is immediately revoked

as the credential holder no longer meets the requirements as a supervisory real property appraiser. Any trainee real property appraiser under the supervisory real property appraiser s supervision will be notified in writing that the supervisory real property appraiser is no longer eligible to engage in real property appraisal practice.

001.11B If the credential holder successfully completes the requirements for renewal prior to July 1, his or her supervisory real property appraiser status is reinstated. Both the supervisory real property appraiser and the trainee real property appraiser will be notified in writing of the reinstatement and of the period of time in which the trainee real property appraiser s experience is not acceptable for experience credit for credentialing as a real property appraiser.

001.11C If the credential holder fails to successfully complete the requirements for renewal prior to July 1, the trainee real property appraiser may submit a new application for the approval of the credential holder if he or she obtains a credential as a real property appraiser issued under the Real Property Appraiser Act after July 1.

~~002 CRIMINAL HISTORY RECORD CHECK~~

~~002.01 Any credential holder randomly selected to submit, along with the application for renewal, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Board will be notified by certified mail no later than June 30 of the year in which the credential holder was selected for the criminal history record check.~~

0023 APPLICATION

A credential issued under the Real Property Appraiser Act other than a temporary credential remains in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date. A credential, other than a trainee real property appraiser credential, may be renewed for one or two years; the trainee real property appraiser credential remains in effect until December 31 of the second year of the two-year continuing education period. The entire two-year continuing education period must be satisfactorily completed prior to renewing a credential for a two-year period.

0023.01 Any applicant for renewal of a trainee real property appraiser credential must:

0023.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title; and

0023.01B Pay a late processing fee of $25.00 for each month or portion of a month the application is late f or any application received at the Board's office by mail post-marked after November 30, or for any application received electronically date stamped after November 30non-refundable criminal history record check fee of $5.00 for each year of renewal for maintenance of the random fingerprint audit program.

0023.02 Except for the trainee real property appraiser credential and temporary credential, any applicant for renewal of a credential issued by the Board must:

0023.02A Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title;

0023.02B Pay a non-refundable credentialing fee of $275.00 for each year of renewal as follows:

002.02B.1 $275.00 for applications received on or before June 30, 2025,

002.02B.2 $300.00 for applications received on July 1, 2025 through June 30, 2026,

002.02B.3 $325.00 for applications received on July 1, 2026 through June 30, 2027,

002.02B.4 $350.00 for applications received on or after July 1, 2027;

0023.02C Pay an annual Appraiser Registry fee of $40.00 for each year of renewal; and

0023.02D Pay a late processing fee of $25.00 for each month or portion of a month the application is late non-refundable criminal history record check fee of $5.00 for each year of renewal for maintenance of the random fingerprint audit program.:

002.02D.1 For any application received at the Board's office by mail post-marked after November 30, or for any application received electronically date stamped after November 30, if the date of initial credentialing is before November 1 of the current year, or

002.02D.2 For any application received at the Board's office by mail post-marked after December 31, or for any application received electronically date stamped after December 31, if the date of initial credentialing is on or after November 1 of the current year, but before January 1 of the following year.

0023.03 Any application received at the Board s office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

0023.04 ~~Any renewal application post-marked before November 30 will be reviewed by the Board s staff.~~ If a credential holder meets all renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant s credential may be renewed. If the Board s director finds that the applicant may not meet one or more of the renewal requirements in the Act and this Title~~, or the application is post-marked after November 30~~, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant s credential may be renewed.

~~003.05 If a criminal history record check report has not been returned to the Board s office by the State Patrol prior to December 31, and all other requirements for renewal in the Act and this Title are met prior to November 30, a credential may be renewed contingent upon the results of the criminal history record check report.~~

0023.056 Upon renewal the credential holder will be issued:

(1) A notification informing him or her of his or her status as a Nebraska real property appraiser, and

(2) Instructions to access his or her credentialing card.

0023.067 The renewal application may be denied at any time during the process if the applicant fails to meet the requirements in the Act and

this Title that pertain to renewal of a credential. If a renewal application is denied ~~for any reason excluding the national criminal history record check~~, the applicant may file a new application for credentialing, and if so, meet the credentialing requirements in place at the time the new application is submitted to the Board.

~~0023.078 If the fingerprint-based national criminal history record check result is the basis for denial, the credential holder is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.~~

~~0023.078A In order to receive a copy of such record, the credential holder shall:~~

~~0023.078A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and~~

~~0023.078A.2 Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.~~

~~0023.078B If the credential holder provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.~~

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 6 - EDUCATION PROVIDER ACTIVITY REQUIREMENTS

001 GENERAL

001.01 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 Act and this Title as approved.

001.02 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) meet the requirements of the Act and this Title as approved.

001.03 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 of any continuing education activity will remain the same as approved under the previous education provider.

001.04 Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

001.05 Nothing in this Chapter may be construed to preclude education activities sponsored or conducted by the Board from being accepted as qualifying education or continuing education.

001.06 Nothing in this Chapter may be construed to preclude education providers from surrendering approval of education activities~~The Board maintains a schedule of education activities on its website as a tool to notify future applicants and current credential holders of upcoming education activities. Although education providers may provide notice to the Board of upcoming qualifying education activities, continuing education activities, and supervisory real property appraiser and trainee courses for inclusion on the schedule, the education provider is responsible for scheduling and notifying future applicants and current credential holders of upcoming education activities offered by the education provider~~.

001.07 All activities shall contain current material, theory, methodologies, and Uniform Standards of Professional Appraisal

Practice requirements. Activities that include Uniform Standards of Professional Appraisal Practice citations and references must be updated as necessary to reflect changes in the Uniform Standards of Professional Appraisal Practice.

001.08 All activities shall be conducted in conformance with the materials, presentation methodologies, and policies as approved.

001.09 No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional materials supporting the specific activity learning objectives.

001.10 ~~Fifty minutes engaged in instruction equals one hour for all activities.~~ The prescribed number of activity hours includes time for examinations. Education activity hours are determined as follows:

001.10A For a timed outline in a schedule format, where sixty minutes equals one hour in Coordinated Universal Time, the start time and the end time is utilized to determine the total minutes engaged in instruction. Breaks, meal periods, and time not engaged in instruction are removed. Fifty minutes engaged in instruction out of each sixty minute segment equals one hour.

001.10B For a timed outline in a non-schedule format, where each topic is assigned a specific duration, each minute engaged in instruction is utilized to determine the total minutes engaged in instruction. Fifty minutes engaged in instruction equals one hour.

001.11 Except for qualifying education included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation, one semester credit hour received from an accredited college or university equals fifteen classroom hours of instruction.

001.12 A document certifying completion will be issued to each attendee upon completion of any activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means that are secure. The document is required to include the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted,

number of hours, pass or fail statement, and name of attendee, or be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.

001.13 Education providers shall maintain a record of attendance for each activity for a period of at least five years.

001.14 Secondary providers shall obtain written evidence that the rights to an activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

001.15 Distance Education Activities

001.15A A distance education activity approved as qualifying education must include a written, closed-book final examination. The examination must be proctored in person or remotely proctored by an official approved by the education provider. Bio-metric proctoring is acceptable. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

001.15B An asynchronous distance education activity, or a hybrid distance education activity in which the learning environment includes asynchronous interaction, approved as continuing education, must include at least one of the following:

001.15B.1 A written examination proctored by an official approved by the education provider. Remote proctoring, including bio-metric procedures, is acceptable. The examination may be written on paper, or administered electronically on a computer workstation or other device. Oral exams are not acceptable; or

001.15B.2 Successful completion of prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

001.15C During evaluation, and at any time a distance education activity is offered to the public, electronic access is required to be provided to the Board at the Board s request. 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 or examinations to proceed with the activity.

001.15D All website links must be valid and active for a distance education activity at the time such activity is offered to the public.

001.15E At the Board s request, a transcript of the distance education activity must be provided to the Board.

001.15F Sections 001.15G through 001.15I of this Chapter are not applicable to a synchronous distance education activity, or a hybrid distance education activity in which the learning environment includes synchronous interaction but not asynchronous interaction, as these distance education activities provide for instruction and interaction substantially the same as classroom education.

001.15G Delivery mechanism approval must be obtained from one of the following sources for an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction:

001.15G.1 The Appraiser Qualifications Board of The Appraisal Foundation;

001.15G.2 An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or

001.15G.3 An accredited degree-awarding community college, college, or university that:

001.15G.3a Offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses; or

001.15G.3b Maintains an education delivery program that approves activity design and delivery that incorporate interactivity.

001.15H Each asynchronous distance education activity, or hybrid distance education activity in which the learning environment includes asynchronous interaction, must provide interaction in a

reciprocal environment where the student has verbal or written communication with the instructor.

001.15I For an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction, an education provider must provide documentation evidencing delivery mechanism approval by the Appraiser Qualifications Board of The Appraisal Foundation; an organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or an accredited degree-awarding community college, college, or university. Acceptable documentation includes the official standard documentation issued to the education provider by the entity that approves the delivery mechanism, or in the case of an accredited degree-awarding community college, college, or university that offers distance education programs and awards academic credit for the distance education courses, a written description evidencing that the delivery mechanism provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

002 QUALIFYING EDUCATION

002.01 Requirements

002.01A All core curriculum courses shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or be included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation.

002.01B Any appraisal subject matter elective qualifying education activity must contribute to an attendee s development of real property appraiser related competency in any one or more of the following subjects:

(1) Real property appraisal practice,

(2) Valuation methodology and/or techniques,

(3) Market fundamentals, characteristics, conditions, and analysis,

(4) Real property concepts, characteristics, and analysis,

(5) Real property appraiser and client communication,

(6) Computation, and/or

(7) Legal considerations.

002.01C Except for the valuation bias and fair housing laws and regulations course, ~~E~~each qualifying education activity shall be at least 15 hours in length~~;~~. ~~n~~Not qualifying education activity is to exceed eight hours of instruction in any~~per~~ day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of instruction~~class~~ in any day.

002.02 Initial Application

002.02A Any education provider applying for approval of a qualifying education activity must:

002.02A.1 Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;

002.02A.2 For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, submit the following:

002.02A.2a An activity description that clearly describes the content of the activity;

002.02A.2b An activity matrix reflecting hours of credit per topic;

002.02A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

002.02A.2d Learning objectives that:

(1) Are appropriate for a qualifying education activity,

(2) Clearly state the specific knowledge and/or skills

students are expected to acquire by completing the activity,

(3) Are consistent with the activity description,

(4) Are consistent with the textbook and other instructional materials,

(5) Are reasonably achievable within the number of hours allotted for the activity, and

(6) Include material to adequately cover the depth and breadth of the required topic area;

002.02A.2e Student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,

(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,

(3) Reflect current theory, methods, and techniques, and

(4) Not contain significant errors and/or deficiencies;

002.02A.2f A proctored closed-book final examination that complies with the following:

(1) The examination contains a sufficient number of questions to adequately test the subject matter covered,

(2) The amount of time devoted to examination must be appropriate for the activity,

(3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives,

(4) Successful completion of the examination requires the student to answer a minimum of 70% of the

examination questions correctly, and

(5) Examination questions must be written in a clear and unambiguous manner~~;~~ ~~and~~

~~(6) If applicable, the Appraisal Foundation USPAP final examination is utilized for the fifteen-hour Uniform Standards of Professional Appraisal Practice course;~~

002.02A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter;

002.02A.2h An attendance policy that complies with the following:

(1) For a classroom education activity, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

(2) For a distance education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

002.02A.2i A written record retention policy;

002.02A.3 Pay a non-refundable qualifying education activity application fee as follows:

002.02A.3a ~~of~~ $50.00 for applications received on or before June 30, 2025;

002.02A.3b For applications received on July 1, 2025 through June 30, 2026:

(1) $200.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal

Foundation through its Course Approval Program for qualifying education, or

(2) $70.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education;

002.02A.3c For applications received on July 1, 2026 through June 30, 2027:

(1) $350.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or

(2) $90.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education;

002.02A.3d For applications received on or after July 1, 2027:

(1) $500.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or

(2) $100.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education;

002.02A.4 Submit a copy of the ~~completion~~ document certifying completion;

002.02A.5 If applicable, submit evidence that distance education activity meets the requirements of Section 001.15 of this Chapter; and

002.02A.6 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

002.02B An application received at the Board s office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

002.02B.1 An activity identified by the education provider as approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education will be verified as such through The Appraisal Foundation s AQB Approved Courses list found on its website.

002.02B.2 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation s Find an AQB Certified USPAP Instructor found on its website for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course.

002.02C If the Board s director finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the qualifying education activity may be approved by the director. If the Board s director finds that the education provider and submitted activity may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the qualifying education activity may be approved. The education provider will receive a written notification of approval that outlines the details, including the number of hours for which the activity is approved.

002.02D The application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of qualifying education activity, and if so, meet the requirements in

place at the time a new application is submitted to the Board.

002.03 Resubmission of Approved Activity

002.03A An education provider shall resubmit a qualifying education activity for approval if:

(1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

(2) There is a change in the status of qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved,

(3) There is a substantial change to the materials, presentation, or policies,

(4) There is a change in the qualifications specified in Section 005 of this Chapter for any instructor,

(5) One or more instructors are added or removed by the education provider,

(6) The materials, theories, and/or methodologies are no longer current,

(7) The activity content and/or policies are no longer communicated or administered as approved, or

(8) There is a change to a secondary provider s rights to the activity.

002.03B The process and requirements for resubmission of a qualifying education activity are the same as specified in Section 002.02 of this Chapter. If a qualifying education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 002.02A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

002.03C Any education provider resubmitting a qualifying education activity must provide a written explanation detailing what changes have been made to the activity since approval was granted.

002.04 Rescinding Approval

002.04A The Board may rescind approval of any qualifying education activity if the Board finds:

(1) Falsification of information submitted for activity approval,

(2) A change in approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

(3) A change in the status of the qualifications specified in Section 001.15 of this Chapter 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 activity has not been offered for a period of at least five years from the last date of completion or the approval date if activity has not been offered,

(7) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in Section 005 of this Chapter,

(8) The activity content and/or policies are not communicated or administered as approved,

(9) A material violation of the Act or this Title by the education provider or instructor for the activity, or

(10) A change to a secondary provider s rights to the activity.

002.04B If ~~the Board finds~~ reason to rescind ~~its~~ approval of an activity is found, ~~the Board will provide~~ a written notice shall be made to the education provider that includes a description of the reason(s) for rescinding approval ~~found by the Board~~. The education provider has 60 days from the date of notice to provide a written response ~~to the Board s notice~~. 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.

003 CONTINUING EDUCATION

003.01 Requirements

003.01A Any continuing education activity must contribute to a credential holder s development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

(1) Real property appraisal practice,

(2) Valuation methodology and/or techniques,

(3) Market fundamentals, characteristics, conditions, and analysis,

(4) Real property concepts, characteristics, and analysis,

(5) Real property appraiser and client ~~C~~communication,

(6) Arbitration, dispute resolution,

(7) Ethics and standards of professional practice, USPAP,

(8) Valuation bias~~,~~ and fair housing laws and regulations~~,~~ ~~and/or equal opportunity~~,

(9) Land use planning, zoning,

(10) Management, leasing, timesharing,

(11) Property development, partial interests,

(12) Real estate law, easements, and legal interests,

(13) Real estate litigation, damages, condemnation,

(14) Real estate financing and investment,

(15) Real property appraisal-related computer applications,

(16) Real estate securities and syndication,

(17) Seller concessions and impact on value, and/or

(18) Energy-efficient items and green building appraisals.

003.01B Each continuing education activity shall be at least two hours in length, not to exceed eight hours of instruction in any~~per~~ day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of instruction~~class~~ in any day.

003.01C The seven-hour Uniform Standards of Professional Practice ~~Update~~Continuing Education course, the four-hour valuation bias and fair housing laws and regulations course, and the seven-hour valuation bias and fair housing laws and regulations course shall be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program~~, or meet the Appraiser Qualifications Board s requirements for approval of an equivalent seven-hour Uniform Standards of Professional Appraisal Practice Update course~~.

003.01D An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in real property appraisal practice does not meet the requirements for approval as a continuing education activity.

003.02 Initial Application

003.02A Any education provider applying for approval of a continuing education activity must:

003.02A.1 Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;

003.02A.2 For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

003.02A.2a An activity description, which clearly describes the content of the activity;

003.02A.2b An activity matrix reflecting hours of credit per topic;

003.02A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

003.02A.2d Learning objectives that:

(1) Are appropriate for a continuing education activity,

(2) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,

(3) Are consistent with the activity description,

(4) Are consistent with the textbook and other instructional materials,

(5) Are reasonably achievable within the number of hours allotted for the activity, and

(6) Include material to adequately cover the depth and breadth of the required topic area;

003.02A.2e Student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,

(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,

(3) Reflect current theory, methods, and techniques, and

(4) Not contain significant errors and/or deficiencies;

003.02A.2f If applicable, an examination that complies with the following:

(1) The examination contains a sufficient number of questions to adequately test the subject matter covered,

(2) The amount of time devoted to examination must be appropriate for the activity,

(3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives,

(4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly, and

(5) Examination questions must be written in a clear and unambiguous manner;

003.02A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of the Chapter;

003.02A.2h An attendance policy that complies with the following:

(1) For a classroom education activity, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

(2) For a distance education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; ;

003.02A.2i A written record retention policy; and

~~003.02A.2j A completed 7-Hour USPAP Course Checklist~~

~~for AQB Equivalency Approval as developed and published by The Appraisal Foundation for any seven-hour Uniform Standards of Appraisal Practice Update course not approved by the Appraiser Qualifications Board of The Appraisal Foundation;~~

003.02A.3 Submit a copy of the ~~completion~~ document certifying completion;

003.02A.4 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials;

003.02A.5 If applicable, submit evidence that distance education activity meets the requirements of Section 001.15 of this Chapter; and

003.02A.6 Pay a non-refundable continuing education activity application fee as follows:

003.02A.6a ~~of~~ $25.00 for applications received on or before June 30, 2025;

003.02A.6b For applications received on July 1, 2025 through June 30, 2026:

(1) $100.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or

(2) $35.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education;

003.02A.6c For applications received on July 1, 2026 through June 30, 2027:

(1) $175.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or

(2) $45.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education;

003.02A.6d For applications received on or after July 1, 2027:

(1) $250.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or

(2) $50.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education.

003.02B An application received at the Board s office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

003.02B.1 An activity identified by the education provider as approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education will be verified as such through The Appraisal Foundation s AQB Approved Courses list found on its website.

003.02B.2 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation s Find an AQB Certified USPAP Instructor found on its website for the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice ~~Update~~ Continuing Education ~~C~~course.

003.02C If the Board s director finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the continuing education activity may be approved by the director. If the Board s director finds that the education provider and submitted activity may not meet one or more of the requirements in the Act

and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the continuing education activity may be approved. The education provider will receive a written notification of approval, which outlines the details, including the number of hours for which the activity is approved.

003.02D The application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of continuing education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

003.03 Resubmission of Approved Activity

003.03A An education provider shall resubmit a continuing education activity for approval if:

(1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

(2) There is a change in the status of qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved,

(3) There is a substantial change to the materials, presentation, or policies,

(4) There is a change in the qualifications specified in Section 005 of this Chapter for any instructor,

(5) One or more instructors are added or removed by the education provider,

(6) The materials, theories, and/or methodologies are no longer

current,

(7) The activity content and/or policies are no longer communicated or administered as approved, or

(8) There is a change to a secondary provider s rights to the activity.

003.03B The process and requirements for resubmission of a continuing education activity are the same as specified in Section 003.02 of this Chapter. If a continuing education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 003.02A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

003.03C Any education provider resubmitting a continuing education activity will provide a written explanation detailing what changes have been made to the activity since approval was granted.

003.04 Expiration and Rescinding Approval

003.04A Except for the seven-hour Uniform Standards of Professional Practice ~~Update~~ Continuing Education course, and the four-hour valuation bias and fair housing laws and regulations course, which expire~~s~~ 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 Section 003.03A of this Chapter by:

003.04A.1 Submitting an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title; and

003.04A.2 Paying a non-refundable continuing education activity renewal application fee as follows:

003.04A.2a ~~of~~ $10.00 for applications received on or before June 30, 2025,

003.04A.2b $15.00 for applications received on July 1, 2025 through June 30, 2026,

003.04A.2c $20.00 for applications received on July 1, 2026 through June 30, 2027,

003.04A.2d $25.00 for applications received on or after July 1, 2027.

003.04B 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 Section 001.15 of this Chapter 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 Section 005 of this Chapter,

(7) The activity content and/or policies are not communicated or administered as approved,

(8) A material violation of the Act or this Title by the education provider or instructor for the activity, or

(9) A change in the secondary provider s rights to the activity.

003.04C If ~~the Board finds~~ reason to rescind ~~its~~ approval of an activity is found, ~~the Board will provide~~ a written notice shall be made to the education provider that includes a description of the reasons for rescinding approval ~~found by the Board~~. The education provider has 60 days from the date of notice to provide a written

response ~~to the Board's notice~~. If the response is satisfactory to the Board, the Board will not rescind its ~~prior~~ 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 continuing education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

004 SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE

004.01 Requirements

004.01A Each supervisory real property appraiser and trainee course shall be at least two hours in length, not to exceed eight hours of instruction in any ~~per~~ day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of instruction ~~class~~ in any day.

004.02 Course Objectives

004.02A The course must provide adequate information to ensure the supervisory real property appraiser understands the qualifications and responsibilities of that role. Specifically, that the attendee(s) understand:

(1) Minimum qualifications for becoming and remaining a supervisory real property appraiser,

(2) Jurisdictional credentialing requirements for both supervisory real property appraisers and trainee real property appraisers,

(3) Expectations and responsibilities of being a supervisory real property appraiser,

(4) Basics of the Uniform Standards of Professional Appraisal Practice,

(5) Responsibilities and requirements of a supervisory real property appraiser in maintaining and signing all appropriate trainee real property appraiser experience logs, and

(6) Expectations and responsibilities of the trainee real property

appraiser.

004.02B The course must provide adequate information to ensure that a trainee real property appraiser understands the qualifications and responsibilities of that role. Specifically, that the attendee(s) understand:

(1) Minimum qualifications for becoming and remaining a trainee real property appraiser,

(2) Jurisdictional credentialing requirements for trainee real property appraisers,

(3) Minimum qualifications for becoming and remaining a supervisory real property appraiser,

(4) Processes and roles of the entities involved in establishing qualifications for real property appraisers,

(5) Expectations and responsibilities of the trainee real property appraiser,

(6) Qualifications to become a real property appraiser,

(7) Basics of the Uniform Standards of Professional Appraisal Practice, and

(8) Responsibilities and requirements of a trainee real property appraiser s role in maintaining and signing all appropriate trainee real property appraiser experience logs.

004.03 Course Content

004.03A The course must provide adequate information pertaining to qualification and credentialing entities. Specifically, the following shall be included:

(1) The role of The Appraisal Foundation,

(2) The role of the Appraiser Qualifications Board in establishing qualifications for real property appraisers,

(3) The jurisdiction s role in issuing real property appraiser credentials and disciplining real property appraisers,

(4) The typical structure of real property appraiser regulating bodies, and overview of the role of professional real property appraiser organizations.

004.03B The course must provide adequate information pertaining to qualifications for real property appraiser credentials. Specifically, the following shall be included:

(1) Minimum qualifications for each real property appraiser classification,

(2) Education, experience, and examination requirements for trainee, licensed residential, certified residential, and certified general real property appraiser credential, and

(3) Supervisory real property appraiser qualifications.

004.03C The course must provide an overview of the Uniform Standards of Professional Appraisal Practice relevant to trainee real property appraisers, which shall include the following topics:

(1) Ethics Rule,

(2) Competency Rule,

(3) Scope of Work Rule,

(4) Record Keeping Rule, and

(5) Standard 1 (Development) and Standard 2 (Reporting).

004.03D The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a supervisory real property appraiser, and at a minimum, include and discuss the following topics:

(1) The expectations and responsibilities of the supervisory real property appraiser to provide the trainee real property appraiser with a basic understanding of the Uniform Standards of Professional Appraisal Practice,

(2) The expectations and responsibilities of the supervisory real property appraiser to understand the minimum requirements of both the supervisory real property appraiser and trainee real property appraiser,

(3) The expectations and responsibilities of the supervisory real property appraiser to provide proper guidance to the trainee real property appraiser when he or she selects a specific credentialing path (i.e., licensed residential, certified residential, or certified general),

(4) The expectations and responsibilities of the supervisory real property appraiser to monitor the trainee real property appraiser s progress in satisfying both the education and experience requirements necessary to achieve his or her selected credentialing path,

(5) The expectations and responsibilities of the supervisory real property appraiser to verify that the supervisory real property appraiser and trainee real property appraiser are properly documenting all appropriate real property appraisal practice experience logs,

(6) The expectations and responsibilities of the supervisory real property appraiser to accompany the trainee real property appraiser on all inspections until the trainee real property appraiser is competent to conduct inspections independently,

(7) The expectations and responsibilities of the supervisory real property appraiser to monitor and provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,

(8) The expectations and responsibilities of the supervisory real property appraiser to verify that the trainee real property appraiser is properly identified and acknowledged in the report in compliance with the Uniform Standards of Professional Appraisal Practice, and

(9) The expectations and responsibilities of the supervisory real property appraiser to immediately notify the trainee real property appraiser if the supervisory real property appraiser is no longer qualified to supervise and/or sign the trainee real property appraiser s experience log.

004.03E The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a trainee

real property appraiser, and at a minimum, include and discuss the following topics:

(1) The expectations and responsibilities of the trainee real property appraiser to have a basic understanding of the minimum requirements to become a trainee real property appraiser,

(2) The expectations and responsibilities of the trainee real property appraiser to have an understanding about the importance of selecting an appropriate supervisory real property appraiser. Points covered shall include:

a) Description of the supervisory real property appraiser-trainee real property appraiser relationship as a long-term commitment by both parties,

b) Information indicating that the supervisory real property appraiser-trainee real property appraiser relationship is inherently connected to the good standing of the supervisory real property appraiser,

c) Information regarding the importance of selecting a supervisory real property appraiser with the experience and competency that best matches the trainee real property appraiser s selected credentialing path, and

d) Options for a trainee real property appraiser if a supervisory real property appraiser is no longer qualified to serve as a supervisory real property appraiser.

(3) The expectations and responsibilities of the trainee real property appraiser to have an understanding of how to determine if a real property appraiser is qualified and in good standing to be a supervisory real property appraiser by searching the ~~Appraisal Subcommittee~~ Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council and/or jurisdictional websites,

(4) The expectations and responsibilities of the trainee real property appraiser to understand it is the supervisory real property appraiser s responsibility to monitor the progression of the trainee real property appraiser s education and experience necessary to achieve the trainee real property appraiser s

selected credentialing path,

(5) The expectations and responsibilities of the trainee real property appraiser to understand it is the supervisory real property appraiser s responsibility to provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,

(6) The expectations and responsibilities of the trainee real property appraiser to understand the responsibilities of both the trainee real property appraiser and the supervisory real property appraiser in properly documenting all appropriate trainee real property appraiser s real property appraisal practice experience logs, and

(7) The expectations and responsibilities of the trainee real property appraiser to understand the supervisory real property appraiser must accompany the trainee real property appraiser on all inspections until he or she is competent to conduct inspections independently.

004.03F The course shall include elective real property appraiser education as determined by the education provider. Education providers are strongly encouraged to address State law and regulations, and the effect of those laws and regulations on supervisory real property appraisers and trainee real property appraisers. This section may include the following topics:

(1) Overview of state laws, regulations, and policies pertaining to real property appraisal practice,

(2) Overview of the investigation process, including how it pertains to the following:

a) A grievance against a trainee real property appraiser,

b) A grievance against a supervisory real property appraiser,

c) Acts or omissions considered grounds for disciplinary action or denial of an application, and

d) Formal complaints, formal hearings, and administrative law.

004.04 Initial Application

004.04A Any education provider applying for approval of a supervisory real property appraiser and trainee course must:

004.04A.1 Submit an application for the course on forms approved by the Board showing compliance by the education provider and the course with all requirements established by the Act or by this Title;

004.04A.2 Submit the following:

004.04A.2a A course description that clearly describes the content of the course, and meets the requirements specified in Section 004.03 of this Chapter;

004.04A.2b A course matrix reflecting hours of credit per topic;

004.04A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the course;

004.04A.2d Learning objectives that meet the requirements specified in Section 004.02 of this Chapter, and that:

(1) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,

(2) Are consistent with the activity description,

(3) Are consistent with the textbook and other instructional materials,

(4) Are reasonably achievable within the number of hours allotted for the activity, and

(5) Include material to adequately cover the depth and breadth of the required topic area;

004.04A.2e Student and instructor materials used for the course that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,

(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,

(3) Reflect current theory, methods, and techniques, and

(4) Not contain significant errors and/or deficiencies;

004.04A.2f A closed-book final examination that complies with the following:

(1) The examination contains a sufficient number of questions to adequately test the subject matter covered,

(2) The amount of time devoted to examination must be appropriate for the activity,

(3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives, and

(4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly,

(5) Examination questions must be written in a clear and unambiguous manner;

004.04A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter;

004.04A.2h An attendance policy that complies with the following:

(1) For a classroom education course, a written attendance policy that requires student attendance to

be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

(2) For a distance education course, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

004.04A.2i A written record retention policy;

004.04A.3 Pay a non-refundable new supervisory real property appraiser and trainee course application fee as follows:

004.04A.3a ~~of~~ $25.00 for applications received on or before June 30, 2025,

004.04A.3b $100.00 for applications received on July 1, 2025 through June 30, 2026,

004.04A.3c $175.00 for applications received on July 1, 2026 through June 30, 2027,

004.04A.3d $250.00 for applications received on or after July 1, 2027;

004.04A.4 Submit a copy of the ~~completion~~ document of completion;

004.04A.5 If applicable, submit evidence that ~~online or correspondence~~ distance education activity meets the requirements of Section 001.15 of this Chapter; and

004.04A.6 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

004.04B An application received at the Board s office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to

be incomplete will be processed.

004.04B.1 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation s Find an AQB Certified USPAP Instructor found on its website for a supervisory real property appraiser and trainee course.

004.04C If the Board s director finds that the education provider and submitted course meet the requirements in the Act and this Title, the application will be considered a completed application and the supervisory real property appraiser and trainee course may be approved by the director. If the Board s director finds that the education provider and submitted course may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted course meet the requirements in the Act and this Title, the application will be considered a completed application and the supervisory real property appraiser and trainee course may be approved. The education provider will receive a written notification of approval, which outlines the details, including the number of hours for which the course is approved.

004.04D The application may be denied by the Board at any time during the process if the education provider, submitted course, or instructor(s) for the submitted course fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of a supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

004.05 Resubmission of Approved Supervisory Real Property Appraiser and Trainee Course

004.05A An education provider shall resubmit a supervisory real property appraiser and trainee course for approval if:

(1) There is a substantial change to the materials, presentation,

or policies,

(2) There is a change in the qualifications as specified in Section 005 of this Chapter for any instructor,

(3) One or more instructors are added or removed by the education provider,

(4) The materials, theories, and/or methodologies are no longer current,

(5) The course content and/or policies are no longer communicated or administered as approved,

(6) There is a change in the status of qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved, or

(7) There is a change to a secondary provider s rights to the activity.

004.05B The process and requirements for resubmission of a supervisory real property appraiser and trainee course are the same as specified in Section 004.04 of this Chapter. Only the requirements under Section 004.04A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

004.05C Any education provider resubmitting a supervisory real property appraiser and trainee course will provide a written explanation detailing what changes have been made to the course since approval was granted.

004.06 Rescinding of Approval

004.06A The Board may rescind approval of a supervisory real property appraiser and trainee course if the Board finds:

(1) Falsification of information submitted for activity approval,

(2) Substantial errors and/or deficiencies in the materials or presentation,

(3) The materials, theories, and/or methodologies are not current and/or practical,

(4) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in Section 005 of this Chapter,

(5) The activity has not been offered for a period of at least five years from the last date of completion submitted to the Board or the approval date if activity has not been offered,

(6) The course content and/or policies are not communicated to the attendee(s) as approved,

(7) A material violation of the Act or this Title by the education provider or instructor for the activity,

(8) A change in the status of qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved, or

(9) A change to a secondary provider s rights to the activity.

004.06B If ~~the Board finds~~ reason to rescind ~~its~~ approval of a course is found, ~~the Board will provide~~a written notice shall be made to the education provider that includes a description of the reasons for rescinding approval ~~found by the Board~~. The education provider has 60 days from the date of notice to provide a written response ~~to the Board s notice~~. If the response is satisfactory to the Board, the Board will not rescind its ~~prior~~ approval. If the response is not satisfactory to the Board, or no response is received, the Board may rescind approval of the supervisory real property appraiser and trainee course. If approval is rescinded, the education provider may file a new application for approval of a supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

005 INSTRUCTORS

Any instructor(s) that meets the education provider s instructor qualifications policy, who is responsible for ensuring that the activity content is communicated to the activity s audience as approved, must be identified on the education provider s application submitted for approval of the activity. Such identification must include first name, last name, email address, and phone number, and state the instructor s qualification as specified in Section 005.01 of this Chapter.

005.01 An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must satisfy at least one of the following qualifications:

005.01A Hold a bachelor s degree in any field and have at least three years of experience directly related to the subject matter to be taught;

005.01B Hold a master s degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;

005.01C Hold a master s degree or higher in a field that is directly related to the subject matter to be taught;

005.01D Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

005.01E Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

005.02 An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

005.03 An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or an appraiser credential in any other jurisdiction shall:

005.03A Maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held;

005.03B Not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within ~~three~~five years; and

005.03C Not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within ~~three~~five years.

005.04 An instructor for the qualifying education fifteen-hour National

Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice ~~Update~~Continuing Education Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor, certified by the Appraiser Qualifications Board of The Appraisal Foundation.

005.05 The standing of an instructor identified on an education provider s application submitted for approval, who holds a credential as a real property appraiser in Nebraska or an appraiser credential in any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 7 - APPRAISAL MANAGEMENT COMPANY REGISTRATION

001 APPLICATION

To qualify for registration as an appraisal management company, an applicant must comply with all of the provisions of the AMC Act and this Title relating to registration.

001.01 Any applicant for registration as an appraisal management company must:

001.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration requirements established by the AMC Act or by this Title; and

001.01B Pay a non-refundable application fee of $350.00.

001.02 Any application received at the Board s office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

001.03 If the Board s director finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the applicant may be issued a registration as an appraisal management company. If the Board s director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and registration as an appraisal management company may be issued to the applicant.

001.04 Within sixty days of approval, the applicant may be issued registration as an appraisal management company, and before the applicant is authorized to conduct business as an appraisal management company in this State, the applicant shall:

001.04A Pay a non-refundable initial registration fee of $2000.00;

001.04B On a form approved by the Board, submit the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the date on which issuance of a registration to the applicant was approved. This requirement does not apply to appraisal management services provided by the applicant exempt under NEB. REV. STAT. § 76-3204:

(1) First and last name,

(2) Credential number,

(3) Number of appraisals performed,

(4) Earliest appraisal submission date, and

(5) Latest appraisal submission date; and

001.04C Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 004.01B of this Chapter.

001.05 If an applicant fails to provide the required fees as specified in Section 001.04 of this Chapter, the application will be placed before the Board for reconsideration.

001.06 Upon receipt of the required fees at the Board s office, the applicant will be issued:

001.06A A letter notifying the organization of their status as a Nebraska registered appraisal management company; and

001.06B A wall certificate on a form approved by the Board.

001.07 The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the AMC Act and/or this Title that pertain to registration. If the Board denies an application for any reason excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

001.08 If the fingerprint-based national criminal history record check

result is the basis for denial, the individual is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

001.08A In order to receive a copy of such record, the individual shall:

001.08A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

001.08A.2 Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.

001.08B If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

001.09 Every Appraisal Management Company registered in the State of Nebraska shall keep the Board informed of the organization s principal place of doing business and notify the Board in writing within ten (10) calendar days of any change of such address or telephone number.

002 RENEWAL

An applicant for renewal of an appraisal management company registration must comply with all of the provisions of the AMC Act and this Title relating to registration.

002.01 Any applicant for renewal of a registration as an appraisal management company must, no later than sixty days prior to the expiration of the current registration:

002.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration and renewal requirements established by the AMC Act and by this Title, which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the expiration date of the

current registration:

(1) First and last name,

(2) Credential number,

(3) Number of appraisals performed,

(4) Earliest appraisal submission date, and

(5) Latest appraisal submission date;

002.01B Pay a non-refundable renewal registration fee as follows:

002.01B.1 ~~of~~ $1500.00 for applications received on or before June 30, 2025,

002.01B.2 $1700.00 for applications received on July 1, 2025 through June 30, 2026,

002.01B.3 $1850.00 for applications received on July 1, 2026 through June 30, 2027,

002.01B.4 $2000.00 for applications received on or after July 1, 2027; and

002.01C Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 002.01A of this Chapter.

002.02 Any application received at the Board s office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

002.03 If the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the registration may be renewed by board staff. If the Board s director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and the registration may be renewed. Upon approval, the appraisal management company will receive a letter notifying the organization of

their status as a Nebraska registered appraisal management company.

002.04 The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the AMC Act and/or this Title that pertain to registration or renewal. If the Board denies renewal of a registration for any basis excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

002.05 If the fingerprint-based national criminal history record check result is the basis for denial, the individual is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

002.05A In order to receive a copy of such record, the individual shall:

002.05A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record, and

002.05A.2 Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.

002.05B If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

002.06 Any appraisal management company who fails to meet the renewal application requirements specified in Section 002.01 of this Chapter may be eligible for renewal of a registration if, within six months of the registration expiration date, the requirements specified in Section 002.01A through Section 002.01C of this Chapter are met and a late processing fee of $25.00 for each month or portion of a month the renewal application requirements are not met is received at the Board s office.

002.07 Any appraisal management company who fails to meet the requirements in the AMC Act and this Title pertaining to the renewal of a registration is not eligible for renewal and may submit an application for a new registration.

002.08 Any person who continues to perform as an appraisal management company or related activities subject to the AMC Act following the date of expiration of a registration is in violation of the AMC Act and of this Title. Such person will be subject to any restrictions and penalties provided by the AMC Act or by this Title, and any application by such person for a registration shall be subject to all requirements for issuance of a new registration.

003 FEDERALLY REGULATED APPRAISAL MANAGEMENT COMPANIES

A federally regulated appraisal management company must report all information required to be submitted to the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee related to its operation in this state, including, but not limited to, the collection of information related to ownership.

003.01 Any federally regulated appraisal management company that does not hold a registration as an appraisal management company issued by the Board must submit the information required for the AMC Registry on a form approved by the Board.

003.02 Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 003.01 of this Chapter; and

003.03 Pay a non-refundable reporting form processing fee of $350.00.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 8 - INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS

001 GENERAL

001.01 The Board will not enter into disputes that solely concern the valuation of any property.

001.02 Except for those filed by the Board, all grievances shall be in writing and signed, setting forth in clear and concise language the alleged violations of the Act, AMC Act, and/or the Rules and Regulations of the Board. Any documentation in support of the alleged violations shall be included with the grievance.

001.03 Nothing in this Chapter limits or precludes the Board in the performance of its investigatory duties under the Act or AMC Act.

001.04 All disciplinary hearings for any violation of the Act, AMC Act, and/or this Title will be governed by the Administrative Procedures Act and 297 NAC 4.

001.05 All investigations or disciplinary actions that are not formally dismissed are published on the Board s website ~~for a period of ten years~~ from the date of execution of a consent agreement or the date of order resulting in disciplinary action, and reported to the Appraisal Subcommittee of the Federal Financial Institutions Examination Council as required.

002 VIOLATION OF REAL PROPERTY APPRAISER ACT

002.01 Any person in the State of Nebraska is subject to the procedures established by this Chapter for any alleged violations of the Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the Act or by other law.

002.02 If technical assistance is required to assist with the investigation and/or hearing, the Board may contract with or use a qualified person. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she is appointed by his or her fellow board members to participate in an investigation. Any person in contract with the Board to provide technical assistance for an investigation reports his or her findings to the Board s investigator

as requested.

002.03 Upon receipt of a grievance not filed by the Board, the following steps are generally followed:

002.03A If applicable, the aggrieved person will be notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance and directions to follow the matter through the minutes of the Board meetings in which the grievance is discussed.

002.03B The person against whom the grievance is filed will be notified in writing of the grievance and the allegations, and may be requested to:

002.03B.1 Submit true copies of report(s) and workfile(s), within an appropriate period of time as determined by the investigator; and/or

002.03B.2 Answer the allegations in writing, electronically, or verbally as determined by the investigator.

002.03C The Board s investigator evaluates the grievance, along with any information obtained pursuant to Section 002.03B of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

002.03D The Board reviews the evidence provided by the investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.

002.03D.1 If the Board determines that the allegations(s) should be investigated, the person under investigation will be notified of the investigation and any alleged violations of the Act or this Title in writing; or

002.03D.2 If the Board determines that the allegation(s) should be dismissed, the person under investigation will be notified of dismissal in writing.

002.04 For a grievance filed by the Board, the following steps are

generally followed:

002.04A The person against whom the Board is considering filing a grievance will be notified in writing of the Board s concerns, and may be requested to submit true copies of report(s) and workfile(s), along with other information, within an appropriate period of time as determined by the investigator.

002.04B The Board s investigator evaluates the matter, along with any information obtained pursuant to Section 002.04A of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

002.04C The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.

002.04C.1 If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the Act or this Title in writing; or

002.04C.2 If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.

002.05 If the Board determines to proceed with an investigation, the following steps are generally followed:

002.05A In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:

002.05A.1 Submit additional documentation within an appropriate period of time as determined by the investigator; and/or

002.05A.2 Provide a response to the results of one or more technical reviews, and/or provide any other information concerning the investigation, in writing, electronically, or

verbally as determined by the investigator.

002.05B In conducting an investigation, the aggrieved person may be requested to:

002.05B.1 Submit documentation and other information as requested;

002.05B.2 Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or,

002.05B.3 Discuss the allegations with the investigator.

002.05C In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.

002.05D Upon the conclusion of an investigation, the Board s investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s), or:

002.05D.1 In the case of a credential holder, file a formal complaint.

002.05D.2 In the case of a person not holding a credential under the Act, issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

002.05E The Board may offer the person an opportunity to informally discuss the alleged violation(s) before the Board or with representative(s) of the Board, request further investigation, dismiss the allegation(s), or:

002.05E.1 In the case of a credential holder, file a formal complaint.

002.05E.2 In the case of a person not holding a credential under the Act, issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

002.05F If the investigation reveals that there is not good cause to

believe that the person under investigation has violated the Act or this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed, and no formal complaint will be initiated by the Board, or cease and desist order issued by the Board. Upon dismissal, the Board may issue an advisory opinion, recommend a specific education activity, request to meet with the person under investigation to discuss the matter, or make any other recommendation that the Board deems beneficial to the person under investigation.

002.05G If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the Act or this Title:

002.05G.1 A formal complaint is prepared by the Board and served upon the credential holder under investigation.

002.05G.2 A cease and desist order may be prepared by the Board and served upon the non-credential holder under investigation.

002.06 The Board may enter into a consent agreement or negotiated settlement at any time during an investigation, any time before a cease and desist order is issued in the case of a person not holding a credential under the Act, or any time after filing a formal complaint for any person credentialed under the Act. Voluntary surrender or nonrenewal of a credential or education activity to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation. In addition, voluntary surrender or nonrenewal of a credential will prohibit the credential holder from applying for subsequent reinstatement or credentialing.

002.07 Disciplinary action taken by the Board may include but is not limited to:

(1) Revocation of a credential or education activity,

(2) Suspension of a credential or education activity,

(3) Denial of any application,

(4) Probation,

(5) Admonishment,

(6) Censure,

(7) Reprimand,

(8) Advisement,

(9) Education,

(10) Examination,

(11) Real property appraisal practice experience,

(12) Limit or limitations on a credential holder or applicant, and/or upon the right to engage in real property appraisal practice and trainee real property appraiser supervision,

(13) Cease and desist order, and

(14) Costs associated with investigation.

002.08 Pursuant to NEB. REV. STAT. § 76-2248.01, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the Act or this Title.

002.09 Supervisory Real Property Appraiser

002.09A If any report submitted to the Board by a trainee real property appraiser for verification of experience as an applicant for credentialing is found to contain Uniform Standard of Professional Appraisal Practice deficiencies, the supervisory real property appraiser is notified of the Board s concerns, and is provided a redacted copy of any technical review of the subject report completed at the request of the Board.

002.09B The supervisory real property appraiser may be requested to:

002.09B.1 Submit documentation, including but not limited to, report(s) and workfile(s);

002.09B.2 Answer the results of a technical review in writing; and/or

002.09B.3 Voluntarily and informally discuss the results of a technical review with one or more board members.

002.09C If the Board finds that there is not good cause to believe that the supervisory real property appraiser has violated the Act or this Title~~the Rules and Regulations promulgated by the Board~~, no consideration will be given to the certified real property appraiser s future activity as a supervisory real property appraiser.

002.09D If the Board finds a probability that the actions of the supervisory real property appraiser constitute a violation of the Act or this Title~~the Rules and Regulations~~, a written advisement may be issued, which may or may not include a recommendation for the supervisory real property appraiser to take additional action; or the Board may upon its own motion cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed.

002.10 Education Provider

002.10A If the actions of an education provider constitute an alleged violation of the Act or this Title, the education provider is notified of the Board s concerns in writing.

002.10B The education provider may be requested to answer the allegations in writing, submit documentation as requested, and/or voluntarily and informally discuss the alleged violations with the Board or its investigator.

002.10C If the Board finds that there is not good cause to believe that the education provider has violated the Act or this Title, the education provider will be notified in writing, which may or may not include advisement.

002.10D If the Board finds a probability that the actions of the education provider constitute a violation of the Act or this Title, the Board may upon its own motion, cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed. If applicable, the education provider is notified of the Board s intent to rescind approval of an activity and any actions that may mitigate

the Board s concerns.

003 VIOLATION OF THE AMC REGISTRATION ACT

003.01 All registered appraisal management companies and all applicants for a registration in the State of Nebraska are subject to the complaint procedures established by this Chapter for any alleged violations of the AMC Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the AMC Act or by other law.

003.02 If technical assistance is required to assist with the investigation and/or hearing, the Board may contract with or use qualified individuals or companies. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she was appointed by his or her fellow board members to participate in an investigation. Any person under contract with the Board to provide technical assistance for an investigation reports his or her findings to the Board s investigator as requested.

003.03 Upon receipt of a grievance not filed by the Board, the following steps are generally followed:

003.03A If applicable, the aggrieved person is notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance and directions to follow the matter through the minutes of the Board meetings in which the grievance is discussed.

003.03B The person against whom the grievance is filed is notified in writing of the grievance and the allegations, and may be requested to answer the allegations in writing, electronically, or verbally within an appropriate period of time as determined by the investigator.

003.03C The Board s investigator evaluates the grievance, along with any information obtained pursuant to Section 003.03B of this Chapter, to determine jurisdiction and to make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

003.03D The Board reviews the evidence provided by the

investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.

003.03D.1 If the Board determines that the allegations(s) should be investigated, the person under investigation is notified of the investigation and any alleged violations of the AMC Act or this Title in writing; or

003.03D.2 If the Board determines that the allegation(s) should be dismissed, the person under investigation is notified of dismissal in writing.

003.04 For a grievance filed by the Board, the following steps are generally followed:

003.04A The person against whom the Board is considering filing a grievance is notified in writing of the Board s concerns, and may be requested to submit information within an appropriate period of time as determined by the investigator.

003.04B The Board s investigator evaluates the matter, along with any information obtained pursuant to Section 003.04A of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

003.04C The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.

003.04C.1 If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the AMC Act or this Title in writing; or

003.04C.2 If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.

003.05 If the Board determines to proceed with an investigation, the following steps are generally followed:

003.05A In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:

003.05A.1 Submit documentation, including but not limited to, report(s) and workfile(s), appraisal review report(s), AMC appraiser panel information, Uniform Standards of Professional Appraisal Practice compliance, AMC appraiser fees, and record of AMC appraiser valuation services within an appropriate period of time as determined by the investigator; and/or

003.05A.2 Provide any other information concerning the investigation, in writing, electronically, or verbally as determined by the investigator.

003.05B In conducting an investigation, the aggrieved person may be requested to:

003.05B.1 Submit documentation as requested;

003.05B.2 Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or;

003.05B.3 Discuss the allegations with the investigator.

003.05C In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.

003.05D Upon the conclusion of an investigation, the Board s investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s) or file a formal complaint.

003.05E If the investigation reveals that there is not good cause to believe that the person under investigation has violated the AMC Act or this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed and no formal complaint will be initiated by the Board. Upon dismissal, the Board may issue an advisory opinion, or recommend a specific action that the Board deems beneficial to the person under investigation.

003.05F If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the AMC Act or this Title, a formal complaint may be prepared by the Board.

003.06 The Board may enter into a consent agreement or negotiated settlement at any time before or after filing a formal complaint. Voluntary surrender or nonrenewal of a registration to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation and will prohibit the person under investigation from applying for subsequent reinstatement or registration.

003.07 Disciplinary action taken by the Board may include but is not limited to:

(1) Conditional or unconditional revocation,

(2) Conditional or unconditional suspension,

(3) Fine,

(4) Censure,

(5) Admonishment,

(6) Civil penalty not to exceed five thousand dollars for a first offense and not to exceed ten thousand dollars for a second or subsequent offense,

(7) Advisement,

(8) Cease and desist order, and/or

(9) Costs associated with investigation.

003.08 Pursuant to NEB. REV. STAT. § 76-3222, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the AMC Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the AMC Act or this Title.

003.09 Criminal History Record Check

003.09A If the fingerprint-based national criminal history record check pursuant to NEB. REV. STAT.§ 76-3207 is the basis for a grievance filed against a person, the subject individual is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

003.09A.1 In order to receive a copy of such record, the individual shall:

003.09A.1a In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

003.09A.1b Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.

003.09A.2 If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for investigation is incorrect, the matter will be dismissed and no formal complaint will be initiated by the Board.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 24-01

Proposed August 15, 2024

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: PAREA Program Real Property Appraisal Practice Experience Evaluation

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2213.03 (Laws 2022, LB707, § 51); Neb. Rev. Stat. § 76-2230(1)(c),(e) (Laws 2022, LB707, § 43); Neb. Rev. Stat. § 76-2231.01(1)(e),(g) (Laws 2022, LB707, § 55); Neb. Rev. Stat. § 76-2232(1)(e),(g) (Laws 2022, LB707, § 56); 298 NAC Chapter 2, § 002 (2023)

SUMMARY OF ACTION

BACKGROUND

At its regular meeting on July 18, 2024, the Nebraska Real Property Appraiser Board ("Board") discussed the evaluation and acceptance of real property appraisal practice experience obtained through a PAREA program. It is not clear in Title 298 how or when the real property appraisal practice experience obtained through the completion of a PAREA program is evaluated and accepted by the Board. The Board agreed that the requirements for the review and acceptance of real property appraisal practice experience obtained through a PAREA program should be the same as experience obtained through the traditional trainee-supervisory real property appraiser method.

ANALYSIS

When referring to the real property appraisal practice experience hour and time requirements as prescribed by rules and regulations of the Board for each classification, Neb. Rev. Stat. § 76-2230(1)(c)(i); N.R.S. § 76-2231.01(1)(e)(i), and N.R.S.§ 76-2232(1)(e)(i) state in part, "The required experience shall be acceptable to the Real Property Appraiser Board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice." In accordance with Neb. Rev. Stat. § 76-2230(1)(c)(ii); N.R.S. § 76-2231.01(1)(e)(ii), and N.R.S.§ 76-2232(1)(e)(ii), if the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to the experience requirements found in N.R.S. § 76-2230(1)(c)(i); N.R.S. § 76-2231.01(1)(e)(i), and N.R.S.§ 76-2232(1)(e)(i). When referring to qualifications to sit for examination, N.R.S § 76-2230(1)(e); N.R.S. § 76-2231.01(1)(g), and N.R.S.§ 76-2232(1)(g) state, "Within the twenty-four months following approval of the applicant's education and experience by the Real Property appraiser Board…" Finally, per N.R.S. § 76-2231.03, "PAREA program means a practical applications of real estate appraisal program approved by the Appraiser Qualifications Board as prescribed by rules and regulations of the Real Property Appraiser Board."

As established in the paragraph above, the Board must approve an applicant's experience to sit for examination. In addition, the real property appraisal practice experience hour and time requirements and the PAREA program requirements are prescribed in the rules and regulations of the Board. 298 NAC Chapter 2, § 002 establishes the procedures for accepting real property appraisal practice experience and the procedure for how an applicant may rectify any real property appraisal practice experience deficiencies as determined by the Board. 298 NAC Chapter 2, § 002.08B specifically, establishes what real property appraisal practice experience credit is awarded for the successful completion of a PAREA program. As previously mentioned, if the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to the experience requirements found in N.R.S. § 76-2230(1)(c)(i); N.R.S. § 76-2231.01(1)(e)(i), and N.R.S.§ 76-2232(1)(e)(i). Finally, in order sit for examination, the real property appraisal practice experience must be approved by the Board. All real property appraisal practice experience, regardless of whether the experience is obtained through logged hours under a supervisory real property appraiser or an appraiser-in-charge, or obtained through the completion of a PAREA program, is subject to the Board's review and determination as to whether the experience is acceptable.

GUIDANCE

Any applicant for credentialing as a real property appraiser through education, experience, and examination, that submits a document evidencing the successful completion of a PAREA program, must submit a Real Property Appraisal Practice Experience Log that includes all real property appraisal practice experience obtained through participation in the PAREA program. No supervisory real property appraiser or appraiser-in-charge signature is required for a Real Property Appraisal Practice Experience Log that contains only real property appraisal practice experience obtained through participation in the PAREA program.

In accordance with 298 NAC Chapter 2, § 002.03, an applicant's hours of real property appraisal practice experience submitted to the Board for review and determination of acceptability shall demonstrate the applicant's progressive responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion; and be completed in compliance with the Uniform Standards of Professional Appraisal Practice. 298 NAC Chapter 2, § 002.012A states, "A minimum of three reports will be selected from the real property appraisal practice experience log for review to qualify the real property appraisal practice experience." If one or more of the report selection criteria in section 002.12A.2 cannot be met for real property appraisal practice experience obtained through participation in a PAREA program, the Board may substitute the deficient report criteria with a report criterion met, or require applicant to complete one or more reports for a non-traditional client that rectifies the report criteria deficiencies.

Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA CERTIFIED GENERAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $195.25

Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential or Certified Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee)

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

County of Business: _____

Business Name: _____

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

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

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

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

EDUCATION QUESTIONS

Highest Level of Education Completed: _____

School(s) Attended: _____

APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. *(Use separate sheet to include additional credentials.)*

Jurisdiction: _____ Type: _____ Number: _____

Date Issued: _____ Expiration: _____ Current Status: _____

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. *(Use separate sheet to include additional registrations, licenses, or certificates.)*

Type: _____ State: _____ From: _____ To: _____

Type: _____ State: _____ From: _____ To: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

   ☐ N/A ☐ YES ☐ NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

4. Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

5. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

   ☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Upgrade: ☐ YES ☐ NO

If yes, select your current classification: ☐ TRAINEE ☐ LICENSED RESIDENTIAL ☐ CERTIFIED RESIDENTIAL

If no, you are required to submit certificates of completion for all qualifying education courses:

☐ 30 hours of basic appraisal principles Date completed (month, year): _____

☐ 30 hours of basic appraisal procedures Date completed (month, year): _____

☐ 15-Hour National USPAP Course Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:

☐ Proof of completion of 30 hours of general appraiser market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 30 hours of general appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 30 hours of general appraiser sales comparison approach

Date completed (month, year): _____

☐ Proof of completion of 60 hours of general appraiser income approach

Date completed (month, year): _____

☐ Proof of completion of 30 hours of general appraiser report writing and case studies

Date completed (month, year): _____

☐ Proof of completion of 15 hours of statistics, modeling, and finance

Date completed (month, year): _____

☐ Proof of completion of 30 hours of appraisal subject matter elective(s)

Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a licensed residential appraiser credential:

☐ Proof of completion of 15 hours of general appraiser market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser sales comparison approach

Date completed (month, year): _____

☐ Proof of completion of 45 hours of general appraiser income approach

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser report writing and case studies

Date completed (month, year): _____

☐ Proof of completion of 15 hours of statistics, modeling, and finance

Date completed (month, year): _____

☐ Proof of completion of 30 hours of appraisal subject matter elective(s)

Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a certified residential appraiser credential:

☐ Proof of completion of 15 hours of general appraiser market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser sales comparison approach

Date completed (month, year): _____

☐ Proof of completion of 45 hours of general appraiser income approach

Date completed (month, year): _____

☐ Proof of completion of 10 hours of general appraiser report writing and case studies

Date completed (month, year): _____

A degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as satisfying qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

□ Completed application.
□ Passport type photo *(copy of driver's license will meet the requirement)*.
□ Check or money order for $195.25: $150.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.
□ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.

Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____

□ Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 3,000 hours of real property appraisal practice experience in no fewer than eighteen (18) months' time, and including at least 1,500 hours in non-residential real property appraisal practice experience. At least two non-residential assignment results reports are required to include all three approaches to value.

OR

□ Document evidencing successful completion of a licensed residential PAREA program, ~~and~~ Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program and that applicant has completed no fewer than 2,010 hours of real property appraisal practice experience in no fewer than twelve (12) months' time, and including at least 1,500 hours in non-residential real property appraisal practice experience. At least two non-residential assignment results reports are required to include all three approaches to value.

Date PAREA program completed (month, year): _____

OR

□ Document evidencing successful completion of a certified residential PAREA program, ~~and~~ Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program and that applicant has completed no fewer 1,500 hours of non-residential real property appraisal practice experience in no fewer than six (6) months' time. At least two non-residential assignment results reports are required to include all three approaches to value.

Date PAREA program completed (month, year): _____

□ Official transcripts from an accredited degree-awarding college or university evidencing completion of a bachelor's degree or higher. *(Unofficial transcripts will not be accepted.)*

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and maybe returned to me.

Last	First	Middle

Applicant's Signature	Date

Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.

[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

    - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

    - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

    - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
        - Any felony if civil rights have not been restored;
        - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
        - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

    - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska real property appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a real property appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of : _____)
) ss.
County of: _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

_____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, the following documentation is also required to be included:
   a. Check or money order for $195.25: non-refundable $150.00 application fee and nonrefundable $45.25 criminal history record check fee.
   b. Recent passport type photo (copy of driver's license photo will meet the requirement).
   c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
   d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than one (1) year old. Once signed, the fingerprint card becomes a legal document. Please review the information included on the fingerprint cards very carefully during the fingerprint appointment, as this is the final chance to ensure all information is correct prior signing and certifying the information contained on these legal documents. If the date, signatures, or any identifying information is missing, the Nebraska State Patrol will not process the cards and they will be returned to you.
   e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.)* Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
   f. Real property appraisal practice experience logs in Board-approved format, or document evidencing the successful completion of a PAREA program and real property appraisal practice experience logs in Board-approved format. Experience logs are required ~~either all~~ to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. *(Experience logs submitted on forms other than those approved by the Board will not be accepted.)* Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser (SA) or the real property appraiser-in-charge (RPAC) if applicable. For real property appraisal practice experience obtained through participation in a PAREA program, no description of real property appraisal practice or scope of review performed by SA or RPAC, no SA or ~~P~~RPAC hours, and no SA or RPAC name and signature are required.

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).
   ~~3.~~
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. If one or more of the report selection criteria cannot be met for real property appraisal practice experience obtained through participation in a PAREA program, the Board may substitute the deficient report criteria with a report criterion met, or require applicant to complete one or more reports for a non-traditional client that rectifies the report criteria deficiencies.
- One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.

- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- Fee(s) associated with application: $150.00 application fee and $45.25 criminal history record check fee
- Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential or Certified Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee). Required fees are required to be submitted within thirty (30) days of approval that the applicant may be issued a credential.

Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $195.25

Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee.)

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

County of Business: _____

Business Name: _____

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

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

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

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

EDUCATION QUESTIONS

Highest Level of Education Completed: _____

School(s) Attended: _____

APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. *(Use separate sheet to include additional credentials.)*

Jurisdiction: _____ Type: _____ Number: _____

Date Issued: _____ Expiration: _____ Current Status: _____

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. *(Use separate sheet to include additional registrations, licenses, or certificates.)*

Type: _____ State: _____ From: _____ To: _____

Type: _____ State: _____ From: _____ To: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

   ☐ N/A ☐ YES ☐ NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

4. Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

5. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

   ☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Upgrade: ☐ YES ☐ NO

If yes, select your current classification: ☐ TRAINEE ☐ LICENSED RESIDENTIAL

If no, you are required to submit certificates of completion for all qualifying education courses:

☐ 30 hours of basic appraisal principles Date completed (month, year): _____

☐ 30 hours of basic appraisal procedures Date completed (month, year): _____

☐ 15-Hour National USPAP Course Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:

☐ Proof of completion of 15 hours of market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 15 hours of appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 30 hours of sales comparison and income approaches

Date completed (month, year): _____

☐ Proof of completion of 15 hours of report writing and case studies

Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a trainee or licensed residential appraiser credential:

☐ Proof of completion of 15 hours of statistics, modeling, and finance

Date completed (month, year): _____

☐ Proof of completion of 15 hours of advanced applications and case studies

Date completed (month, year): _____

☐ Proof of completion of 20 hours of appraisal subject matter elective(s)

Date completed (month, year): _____

A degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as satisfying qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

□ Completed application.
□ Passport type photo *(copy of driver's license will meet the requirement)*.
□ Check or money order for $195.25: $150.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.
□ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.

Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____

□ Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 1,500 hours of real property appraisal practice experience in no fewer than twelve (12) months' time and including a minimum of 1 2-4 unit residential assignment results report, 1 0-20 yr old residential assignment results report, and 1 20 yr or older residential assignment results report.

OR

□ Document evidencing successful completion of a licensed residential PAREA program, ~~and~~ Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program and that applicant has completed no fewer than 495 hours of real property appraisal practice experience in no fewer than six (6) months' time and including a minimum of 1 2-4 unit residential assignment results report, 1 0-20 yr old residential assignment results report, and 1 20 yr or older residential assignment results report.

Date PAREA program completed (month, year): _____

OR

□ Document evidencing successful completion of a certified residential PAREA program, Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program.

Date PAREA program completed (month, year): _____

Meet one of the following:

□ Licensed residential real property appraiser credential held for a minimum of five years and not subject to a nonappealable disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal practice within five years immediately preceding the date of application

OR official transcripts from an accredited degree-awarding community college, college, or university evidencing:

□ completion of a bachelor's degree or higher in any field of study; or
□ completion of an associate's degree in the study of business administration, accounting, finance, economics, or real estate; or
□ 30 semester hours of college-level education that includes three semester hours in each of the following: English composition; microeconomics; macroeconomics; finance; algebra, geometry or higher mathematics; statistics; computer science; and business law or real estate law; and three semester hours each in two elective courses in any of the topics listed previously or in accounting, geography, agricultural economics, business management, or real estate; or
□ 30 semester hours of CLEP that includes three semester hours in each of the following subject matter areas: College algebra, college composition modular, principles of macroeconomics, principles of microeconomics, introductory business law, and information systems; and six semester hours in college composition and college mathematics; or
□ a combination of college-level education and CLEP that ensures coverage of all topics and hours required for the 30 semester hours of college-level education. *(Unofficial transcripts will not be accepted.)*

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Last	First	Middle

Applicant's Signature	Date

Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

    - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

    - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

    - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
        - Any felony if civil rights have not been restored;
        - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
        - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

    - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska real property appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a real property appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of: _____)
) ss.
County of: _____)

The foregoing instrument was acknowledged before me this ____ day of _____ 20 ____

by _____
Print Applicant's Name

(Notary Seal Here)

_____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, the following documentation is also required to be included:
   a. Check or money order for $195.25: non-refundable $150.00 application fee and nonrefundable $45.25 criminal history record check fee.
   b. Recent passport type photo (copy of driver's license photo will meet the requirement).
   c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
   d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than one (1) year old. Once signed, the fingerprint card becomes a legal document. Please review the information included on the fingerprint cards very carefully during the fingerprint appointment, as this is the final chance to ensure all information is correct prior signing and certifying the information contained on these legal documents. If the date, signatures, or any identifying information is missing, the Nebraska State Patrol will not process the cards and they will be returned to you.
   e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.)* Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
   f. Real property appraisal practice experience logs in Board-approved format, or document evidencing the successful completion of a PAREA program and real property appraisal practice experience logs in Board-approved format. Experience logs are required to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. *(Experience logs submitted on forms other than those approved by the Board will not be accepted.)* Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser (SA) or the real property appraiser-in-charge (RPAC) if applicable. For real property appraisal practice experience obtained through participation in a PAREA program, no description of real property appraisal practice or scope of review performed by SA or RPAC, no SA or RPAC hours, and no SA or RPAC name and signature are required.~~Document evidencing the successful completion of a PAREA program and/or real property appraisal practice experience logs in board-approved format. Experience logs are required either all to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. *(Experience logs submitted on forms other than those approved by the Board will not be accepted.)* Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser or the real property appraiser-in-charge.~~

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).
   ~~3.~~
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- ~~Unless 100% of experience requirement is satisfied by completion of PAREA, a~~At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. If one or more of the report selection criteria cannot be met for real property appraisal practice experience obtained through participation in a PAREA program, the Board may substitute the deficient report criteria with a report criterion met, or require applicant to complete one or more reports for a non-traditional client that rectifies the report criteria deficiencies.
- One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.

- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- Fee(s) associated with application: $150.00 application fee and $45.25 criminal history record check fee
- Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee (current Nebraska Licensed Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee). Required fees are required to be submitted within thirty (30) days of approval that the applicant may be issued a credential.

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA LICENSED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $195.25

Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee.

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

County of Business: _____

Business Name: _____

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

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

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

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

APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. *(Use separate sheet to include additional credentials.)*

Jurisdiction: _____ Type: _____ Number: _____

Date Issued: _____ Expiration: _____ Current Status: _____

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. *(Use separate sheet to include additional registrations, licenses, or certificates.)*

Type: _____ State: _____ From: _____ To: _____

Type: _____ State: _____ From: _____ To: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

   ☐ N/A ☐ YES ☐ NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

4. Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

5. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

   ☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Upgrade: ☐ YES ☐ NO

If no, you are required to submit certificates of completion for all qualifying education courses:

☐ 30 hours of basic appraisal principles Date completed (month, year): _____

☐ 30 hours of basic appraisal procedures Date completed (month, year): _____

☐ 15-Hour National USPAP Course Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:

☐ Proof of completion of 15 hours of market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 15 hours of appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 30 hours of sales comparison and income approaches

Date completed (month, year): _____

☐ Proof of completion of 15 hours of report writing and case studies

Date completed (month, year): _____

A degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as satisfying qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

□ Completed application.
□ Passport type photo *(Copy of driver's license will meet the requirement.)*.
□ Check or money order for $195.25: $150.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.
□ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____
□ Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 1,000 hours of real property appraisal practice experience in no fewer than six (6) months' time and including a minimum of 3 residential assignment results reports.
OR
□ Document evidencing successful completion of a licensed residential PAREA program or a certified residential PAREA program, Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program.

Date completed (month, year): _____

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

    - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

    - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

    - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
        - Any felony if civil rights have not been restored;
        - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
        - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

    - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska real property appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a real property appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of: _____)
) ss.
County of: _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

_____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, the following documentation is also required to be included:
   a. Check or money order for $195.25: non-refundable $150.00 application fee and nonrefundable $45.25 criminal history record check fee.
   b. Recent passport type photo (copy of driver's license photo will meet the requirement).
   c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
   d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than one (1) year old. Once signed, the fingerprint card becomes a legal document. Please review the information included on the fingerprint cards very carefully during the fingerprint appointment, as this is the final chance to ensure all information is correct prior signing and certifying the information contained on these legal documents. If the date, signatures, or any identifying information is missing, the Nebraska State Patrol will not process the cards and they will be returned to you.
   e. Official transcripts for post-secondary education. (*Unofficial transcripts will not be accepted.)* Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
   f. Real property appraisal practice experience logs in Board-approved format, or document evidencing the successful completion of a PAREA program and real property appraisal practice experience logs in Board-approved format. Experience logs are required to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. *(Experience logs submitted on forms other than those approved by the Board will not be accepted.)* Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser (SA) or the real property appraiser-in-charge (RPAC) if applicable. For real property appraisal practice experience obtained through participation in a PAREA program, no description of real property appraisal practice or scope of review performed by SA or RPAC, no SA or RPAC hours, and no SA or RPAC name and signature are required.~~Document evidencing the successful completion of a PAREA program or real property appraisal experience logs in board-approved format. Experience logs are required either to all be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. *(Experience logs submitted on forms other than those approved by the Board will not be accepted.)* Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser or the real property appraiser-in-charge.~~

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).
   ~~3.~~
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- ~~Unless 100% of experience requirement is satisfied by completion of PAREA, a~~At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.

- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.

- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.

- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.

- Fee(s) associated with application: $150.00 application fee and $45.25 criminal history record check fee

- Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee. Required fees are required to be submitted within thirty (30) days of approval by the Board that the applicant may be issued a credential.

Nebraska Real Property Appraiser Board
301 Centennial Mall South, 1st Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG COMPLETION REQUIRMENTS

- Fill out the real property appraisal practice experience log in its entirety. Complete the boxes that appropriately describe the characteristics of each report listed.
- List real property appraisal practice experience in chronological order.
- Include the state and the city or county where the property is located in the Property Identification (Legal Description or Address).
- If an entry requires more space, insert an additional sheet with the property address and the description of real property appraisal practice experience.
- Include the applicant signature, and the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable, on each page.
- A separate log shall be maintained by a trainee real property appraiser for each of his/her Board designated supervisory real property appraisers (SA), ~~or~~ real property appraisers-in-charge (RPAC), or for real property appraisal practice experience obtained through the successful completion of a PAREA program. It is the responsibility of both the supervisory real property appraiser (if applicable) and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Real Property Appraiser Act and Title 298. When the trainee real property appraiser is under the direct supervision of more than one supervisory real property appraiser while engaged in real property appraisal practice, each log shall reflect the specific number of hours and description of real property appraisal practice performed for each assignment with each supervisory real property appraiser.
- This form will be considered invalid if altered or incomplete.

ACCEPTABLE REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE

1. Real property appraisal practice experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, or certified residential real property appraiser. This section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.
2. At the Board's discretion, up to 50% of the real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser may be obtained in another jurisdiction. This experience may be accepted by the Board if the experience is compliant with the laws of the jurisdiction in which it was obtained. Experience obtained in another jurisdiction as a Nebraska trainee real property appraiser shall be subject to direct supervision by a supervisory real property appraiser approved by the Board.

3. An applicant's hours of experience, or real property appraisal practice experience obtained through participation in a PAREA program, submitted to the Board for review and determination of acceptability by the Board shall be completed in compliance with the Uniform Standards of Professional Appraisal Practice and shall demonstrate the applicant's progressive responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion.

4. An applicant must provide significant real property appraisal practice assistance for real property appraisal practice experience credit to be awarded. An applicant may apply his or her signature, along with the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification; or the applicant must be given attribution in the assignment results report, which includes a description of the applicant's significant real property appraisal practice assistance.

5. Real property appraisal practice experience hours obtained in any manner considered exempt from the Real Property Appraiser Act per NEB. REV. STAT. § 76-2221 will not be credited to the applicant, unless the applicant and the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, verifies that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice.

6. There need not be a client in a traditional sense (i.e., a client hiring a real property appraiser for a business purpose) in order for an assignment results report to qualify for real property appraisal practice experience. An applicant must apply his or her signature, along with the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification for a non-traditional "demo" report.

7. Real property appraisal practice experience submitted to the Board for review and determination of acceptability may include no more than an aggregate maximum of 25% of the total number of real property appraisal practice experience hours in the following areas or a combination from the following areas: (1) mass appraisal, (2) appraisal review, (3) appraisal consulting, or (4) restricted appraisal reports.

8. Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(c)(i), 76-2231.01 (1)(e)(i), and 76-2232 (1)(e)(i), the aggregate number of real property appraisal practice experience hours considered for evaluation includes those hours reported on each real property appraisal practice experience log submitted by the applicant beginning at the log entry indicating the earliest date on which real property appraisal practice experience was obtained and ending on the date the application for credentialing as a licensed residential, certified residential, or certified general real property appraiser was signed by the applicant.

APPRAISAL REPORT SELECTION CRITERIA

If the real property appraisal practice experience log submitted by the applicant is accepted, a representative sampling of real property appraisal practice experience submitted by the applicant on his or her real property appraisal practice experience log will be evaluated to determine if the real property appraisal practice experience meets the requirements of the Real Property Appraiser Act and Title 298, following the criteria shown below for each classification:

- To qualify the experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.
- To qualify the experience of an applicant for the certified residential real property appraiser credential, a minimum of one report related to a two-to-four unit residential property, one report related to a residential property of 0 to 20 years, and one report related to a residential property 20 years or older will be selected. Two selected reports must include at least two approaches to value.

- To qualify the experience of an applicant for the certified general real property appraiser credential, a minimum of three reports related to income producing properties will be selected. Two selected reports will include all three approaches to value.

If one or more of the report selection criteria above cannot be met for real property appraisal practice experience obtained through participation in a PAREA program, the Board may substitute the deficient report criteria with a report criterion met, or require applicant to complete one or more reports for a non-traditional client that rectifies the report criteria deficiencies.

EXPERIENCE VERIFICATION

- At least one of the three requested reports selected by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified appraiser for completion of an appraisal review assignment on any of the submitted reports. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

- Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contract with the Board, if the findings of the appraisal review assignment results are found to be null or insignificant, an applicant's real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members for determination as to whether the applicant's real property appraisal practice experience is acceptable in accordance with the Real Property Appraiser Act and Title 298. If the subcommittee finds that the applicant's real property appraisal practice experience is acceptable, the subcommittee will notify the director of its decision. If the subcommittee finds that the applicant may not meet one or more of the requirements of the Real Property Appraiser Act or Title 298, the application shall be placed before the Board for consideration.

- If the Board determines an applicant may not meet the real property appraisal practice experience requirements, the applicant will be notified in writing. The Board may, at its discretion, request a written response from the applicant to the Board's findings as to the applicant's real property appraisal practice experience and/or invite the applicant to meet to discuss any deficiencies found in the report(s). Upon conclusion of the meeting, the Board may re-evaluate the applicant's real property appraisal practice experience.

- If the applicant's real property appraisal practice experience is not acceptable to the Board, the Board may, at its own discretion, require the applicant to obtain additional education, and/or submit one or more supplemental real property appraisal practice experience logs with additional hours of real property appraisal practice experience, and/or submit one or more additional reports. The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the Real Property Appraiser Act and/or Title 298.

- When making a determination that an applicant may or may not meet the applicable experience requirements, all information received will be considered, including but not limited to real property appraisal practice experience logs, USPAP compliance review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal conference between the Board or its representative(s) and the applicant. A USPAP compliance review report completed to assist the Board with its evaluation of the applicant's experience is not the sole factor in the Board's decision, but a tool utilized by the Board to assist with its decision.

- Verification of the applicant's experience may be obtained from other persons as needed.

I certify that I have read and understand the Acceptable Real Property Appraisal Practice Experience and the Real Property Appraisal Practice Experience Log Requirements as shown above.

Applicant: _____ Signature: _____

Credential Number: _____ Date: _____

Supervisory Real Property

Appraiser (if applicable): _____ Signature: _____

Credential Number (if applicable): _____ Date: _____

NEBRASKA REAL PROPERTY APPRAISER BOARD

APPLICANT REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG

Proposed~~Effective~~ 08/15~~17~~/2024~~3~~

PROPERTY: SFR: Single Family Residential; 2-4 Unit Res: 2-4 Unit Residential; C: Commercial; A: Agricultural

REPORT TYPE #: 1: Appraisal Report; 2: Restricted Appraisal Report; 3: Mass Appraisal; 4: Appraisal Consulting; 5: Appraisal Review

DATE ASSIGNMENT RESULTS REPORT SIGNED	NAME OF CLIENT AND PROPERTY IDENTIFICATION (Include state *and* county or city in Legal Description or Address.)	DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE PERFORMED BY APPLICANT	*DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE OR SCOPE OF REVIEW PERFORMED BY SUPERVISORY REAL PROPERTY APPRAISER (SA) OR REAL PROPERTY APPRAISER-IN-CHARGE (RPAC)	PROPERTY: SFR, 2-4 UNIT RES, C, A	AGE OF SFR		APPROACHES			USPAP COMPLIANT	TRADITIONAL CLIENT	REPORT TYPE #	APPLICANT HOURS	*SA or RPAC HOURS
					NEWER THAN 20 YEARS	20 YEARS OR OLDER	SALES	COST	INCOME					
													TOTAL	

APPLICANT NAME: _____ SIGNATURE: _____

CREDENTIAL NUMBER: _____ DATE: _____

*SA or RPAC NAME: _____ *SIGNATURE (if applicable): _____

CREDENTIAL NUMBER (if applicable): _____ DATE (if applicable): _____ PAGE _____ OF _____

*For real property appraisal practice experience obtained through participation in a PAREA program, no description of real property appraisal practice or scope of review performed by supervisory real property appraiser (SA) or real property appraiser-in-charge (RPAC), no SA or PRAC hours, and no SA or RPAC name and signature are required.

AARO SPRING 2024 CONFERENCE AGENDA

Revere Hotel Boston Commons, Boston, MA

October 28-30, 2024

AARO Association of Appraiser Regulatory Officials

Day 1 Morning

State Regulator Only – Optional Training Course

October 28, 2024			
START	END	EVENT	LOCATION
7:00A	8:00A	Training Registration Open	
8:00A	12:00P	**Navigating the Appraisal Subcommittee's Policy Statements** This comprehensive four-hour in-person seminar provides an in-depth exploration of the Appraisal Subcommittee's (ASC) Policy Statements with a focus on enforcement and compliance. Designed for professionals involved in appraiser licensing/certification, this course aims to enhance your understanding of the regulatory framework that governs state appraiser programs and appraisal management companies (AMCs). Through a series of detailed lectures and group discussions, participants will gain insight into the ASC's core functions, the importance of Title XI, and the key statutes, regulations, policies, and procedures essential for maintaining compliance. The course will also cover temporary practice, reciprocity, the National Registry of Appraisers, and the requirements for education and continuing education. A significant portion of the seminar is dedicated to understanding state agency enforcement responsibilities, including real-world case studies that illustrate outcomes.	Singlo (6th Floor)

Day 1 Afternoon

Opening Remarks & General Sessions

October 28, 2024			
START	END	EVENT	LOCATION
8:00A	2:00P	Registration & Networking	
1:00P	1:20P	**Opening Remarks** Tom Veit, President; Sarah Wilkinson, MA Conference Ambassador	Liberty Hall
1:20P	2:00P	**ASC Update** Moderator: Tom Veit Panelist: Jim Park	Liberty Hall
2:00P	2:15P	Break	Assembly Foyer
2:15P	3:00P	**TAF Update** Moderator: Russel Rice Panelists: Kelly Davids, Michelle Bradley, Brad Swinney	Liberty Hall
3:00P	3:15P	Break with Snacks	Assembly Foyer
3:15P	4:15P	**Understanding Title XI and the AMC Rule for State Regulators** Moderator: Craig Steinley Panelists: Maria Brown, Tom Lewis, Jonathan Stewart	Liberty Hall
3:00P	3:15P	Break	Assembly Foyer
4:30P	5:30P	AARO Business Meeting	Liberty Hall
6:00P	8:00P	President's Reception Hors D'oeurves & Light Fare Networking Music Cash Bar	Silver Ballroom

AARO SPRING 2024 CONFERENCE AGENDA

Revere Hotel Boston Commons, Boston, MA

October 28-30, 2024

AARO Association of Appraiser Regulatory Officials

Day 2 All Day

Breakout Sessions

Advisory Council Meetings / Breakout Sessions / BOD Meeting
AARO reserves the right to limit access to certain conference sessions due to confidential information to be discussed or brought up during the conference.

October 29, 2024				
START	END	EVENT		LOCATION
7:00A	11:00A	Registration & Networking		
7:00A	8:00A	Breakfast		Silver Ballroom
8:00A	9:05A	ASC Advisory Council	Tamora Papas, Chair	Silver Ballroom 1
8:00A	9:05A	Affiliate Member Council (OPEN)	Mark Cassidy, Chair	Silver Ballroom 3
9:05A	9:15A	Stretch Break		Assembly Foyer
9:15A	10:20A	USPAP Advisory Council	William Stoerrle, Chair	Silver Ballroom 1
9:15A	10:20A	Appraiser Qualifications Board Council	Rene Rogers, Chair	Silver Ballroom 3
10:20A	10:35P	Break with Snacks		Assembly Foyer
10:35A	12:05P	Attorneys (Restricted)		Silver Ballroom 1
10:35A	12:05P	Board Members (Restricted)	Mark Smeltzer	Silver Ballroom 2
10:35A	12:05P	Executive Directors & Administrators (OPEN)	Jacqueline Olson	Silver Ballroom 3
12:05P	1:30P	Lunch On Your Own		Assembly Foyer
1:30P	3:00P	Appraisal Management Companies (OPEN)		Silver Ballroom 1
1:30P	3:00P	Affiliate & Professional Organizations (OPEN)	Stacy Caprioli	Silver Ballroom 2
1:30P	3:00P	Investigators (Restricted)		Silver Ballroom 3
3:15P	5:00P	Board of Directors Meeting Open to All Registrants		Silver Ballroom

AARO SPRING 2024 CONFERENCE AGENDA

Revere Hotel Boston Commons, Boston, MA

October 28-30, 2024

AARO Association of Appraiser Regulatory Officials

Day 3 All Day

General Sessions

October 30, 2024			
START	END	EVENT	LOCATION
7:00A	8:00A	Breakfast	Silver Ballroom
7:00A	10:00A	Registration	
8:00A	9:00A	ASC Grants Moderator: Ed Neelly Panelists: Rae Frederique	Liberty Hall
9:00A	9:15A	Stretch Break	Assembly Foyer
9:15A	10:15A	Fannie Mae/Freddie Mac Update Moderator: Pete Fontana Panelists: Scott Reuter; Kevin Smith	Liberty Hall
10:15A	10:30A	Break with Snacks	Assembly Foyer
10:30A	12:00P	What About the Appraiser? Moderator: Laura Smith Panelists: Mel Black, Craig Capilla	Liberty Hall
12:00P	1:00P	Lunch Provided	Assembly Foyer
1:00P	2:00P	Cybersecurity: A Critical Priority Moderator: Panelist: Jose Jimenez	Liberty Hall
2:00P	2:15P	Stretch Break	Assembly Foyer
2:15P	3:15P	Is Your State's Program Ready? Risk Management Strategies and Practical Applications Moderator: Panelists: Allison McDonald	Liberty Hall
3:15P	3:30P	Closing Remarks President Tom Veit	Liberty Hall
3:30P		Conference Adjourns	

Thank you for attending!

APPRAISAL SUBCOMMITTEE
FFIEC

1325 G Street, NW, Suite 500
Washington, DC 20005
www.asc.gov

July 26, 2024

Via https://www.surveymonkey.com/r/AQBComments

Brad Swinney
Chair, Appraiser Qualifications Board
The Appraisal Foundation
1155 15th Street, NW
Suite 1111
Washington, DC 20005

RE: Appraisal Subcommittee Staff Comments on the May 28, 2024, Concept Paper-Assessment of College Degree Requirements within the *Criteria*

Dear Chair Swinney:

The Appraisal Subcommittee (ASC) staff appreciates the opportunity to comment on the Appraiser Qualifications Board's (AQB) May 28, 2024, Concept Paper-Assessment of College Degree Requirements within the *Criteria*. The following comments reflect the ASC staff's opinions, not those of the ASC or its member agencies.

Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, as amended (Title XI), assigned the ASC with the responsibility to monitor and review the practices, procedures, activities, and organizational structure of The Appraisal Foundation (Foundation) and its boards.[1] Title XI also assigned the ASC to monitor State appraiser certifying and licensing agencies to determine whether their policies, practices, and procedures are consistent with Title XI.[2] Accordingly, ASC staff has reviewed the concept paper and offers the following comments:

Concerning the question of college degree requirements in the Real Property Appraiser Qualification Criteria (Criteria), the ASC staff recommends examining such substantive changes using a wide lens, including input from consumer protection, fair lending, and fair housing experts and the public. Furthermore, as former Foundation President David Bunton suggested during the final Appraisal Bias Hearing, ASC staff recommend the AQB consult with employment discrimination law experts and organizational psychologists for a thorough review of the Criteria.

More specifically, the question of whether a college degree or course work should be a minimum qualification requirement for an appraiser credential should include input from diverse professional qualification analysts, and that analysis should be part of a more all-encompassing

[1] Title XI § 1103(b) (12 U.S.C. § 3332(b)).
[2] Title XI § 1103(a) (12 U.S.C. § 3332(a)).

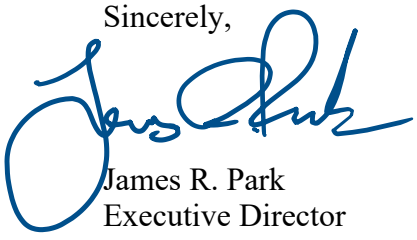
examination of the qualifications necessary to be a minimally qualified appraiser. In considering the need for a college degree or education, we believe it is important to correlate these requirements' impact on the quality of appraisals. Judging quality may be difficult to ascertain since many appraisers were credentialed before the college degree or education requirements became effective in 2008. This is further complicated by the fact that modernization of appraisal software, availability of data, and underwriting processes could have played a role in improving appraisal quality. Therefore, ASC staff suggest that the AQB conduct research to determine if there has been an appreciable change in the quality of appraisals or an improvement in examination scores, specifically due to the college degree or education, since the requirement became effective in 2008. Further, TAF should be mindful of not relying too heavily upon prior rationale supporting the current college degree requirement if the rationale is outdated or no longer relevant.

When considering any change to the Criteria, the ASC staff urges the AQB to consider the potential unjustified disparate impact that the current Criteria may be having on underrepresented groups, how that impact may have contributed to the lack of racial diversity in the appraisal profession, and to evaluate less discriminatory alternatives in consultation with employment discrimination experts. To assist in this regard, ASC staff recommend that the AQB begin collecting voluntary demographic information on applicants to help determine whether any current or future changes to the college degree requirements do not result in a disparate impact to traditionally underrepresented groups.

We are also concerned about the process underway in which each of the three facets of the Criteria (i.e., education, experience, examination) are being reviewed one at a time. This could take several years to complete, which is unreasonable. By only focusing on one criterion at a time, the AQB might miss the possibility that there is an issue with the national exam or with both the college degree or education requirement and the national exam, which explains this outcome. Therefore, ASC staff recommends the AQB consider all three components of the Criteria concurrently and provide an anticipated schedule for completion of the process.

As the AQB has announced it is performing a comprehensive review of the Criteria, the ASC staff suggests that the AQB focus on the knowledge, skills, and abilities required of a real estate appraiser and the best ways to obtain those skills or demonstrate competency. The ASC staff further encourages the AQB to enlist diverse occupational analysts to assist in determining the knowledge, skills, and abilities necessary for appraisers today and those anticipated in the foreseeable future. We believe it is critically important to always keep the goal in mind of establishing qualifications for appraisers that will yield credible appraisals.

Sincerely,



James R. Park
Executive Director

NEWSLETTER

The Appraisal FOUNDATION
Authorized by Congress as the Source of Appraisal Standards and Appraiser Qualifications

Greetings!

I am absolutely delighted to share that last month, AI-PAREA celebrated its first six graduates!

In talking to Sandy Adomatis, 2024 President of the Appraisal Institute, she shared "The first six graduates of AI-PAREA are to be congratulated for their hard work in passing the first of its kind virtual appraisal training program. It took more than two years to develop the program that emulates the practical appraisal experience one would receive from a supervisor. AI-PAREA is not easy and requires participants with perseverance to complete many hours of work after completing 150 hours of qualifying education. I wish the current graduates and those to come the best the profession offers in a career."

AI-PAREA was the recipient of The Appraisal Foundation's Pathways to Success grant to support the development of a PAREA program that would prioritize aspiring appraisers of color, veterans, women and those willing to work in underserved areas.

It was so invigorating to listen to the Market Moves podcast last week as well where they interviewed two of these first six graduates. I was so inspired hearing these trainee appraisers' stories firsthand. Their determination and grit to earn their credential showcases exactly the qualities we look for in this profession. Please listen to this fantastic podcast here.

Please join me in congratulating these first six graduates of AI-PAREA. This is not only a tremendous personal accomplishment, but also a critical milestone for our profession as we continue to seek new ways to welcome the next generation into the appraisal field.

We look forward to many more graduates of PAREA modules joining them in the years to come.

Sincerely,
Kelly Davids
President

Updates from the AQB

Thank you to everyone who submitted comments on the Appraiser Qualifications Board's Concept Paper on the college degree requirement. Be sure to register here for the next Appraiser Qualifications Board virtual public meeting to hear more about the AQB's next steps.

The AQB also released new questions and answers on the forthcoming fair housing and valuation bias education requirements. Read them here.

Updates from the ASB

In This Newsletter

From the President's Desk: The first AI-PAREA graduates

Updates from the AQB

Updates from the ASB

Apply to the PPRP and BVRP

Behavioral Science Request for Proposals

Partner Spotlight

Welcoming the newest CARE members

Appraiser Talk

Upcoming Events

September 5: BOT Virtual Public Meeting

September 26: ASB Virtual Public Meeting

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Follow Us

Q.6

The Appraisal Standards Board released a new question and answer on Yellow Book and competency. Read it **here**.

Watch for information in the coming weeks on an upcoming ASB forum that will discuss artificial intelligence and its use in the context of how USPAP allows appraisers to use many different types of technological tools to complete their work.

Apply to the Personal Property and Business Valuation Resource Panels

The Personal Property Resource Panel and Business Valuation Resource Panel are both seeking applicants for open seats in 2025. These resource panels are charged with providing feedback to the Foundation's boards from their unique discipline. Applications are due September 1st.

Apply **here** to the PPRP.

Apply **here** to the BVRP.

Behavioral Science Request for Proposals

The Appraisal Foundation is seeking proposals from qualified consultants or firms with expertise in applied behavioral science and decision-making analysis to support our Appraiser Qualifications Board (AQB) in making informed, unbiased, and effective decisions for a significant project known as the "Qualifications Reassessment Project." This project involves a thorough evaluation of the *Real Property Appraiser Qualification Criteria* (Criteria). Please **read the RFP** for more information and submission instructions. Proposals are due by August 8, 2024.

Partner Spotlight

American Society of Farm Managers and Rural Appraisers - The ASFMRA is delighted to announce the successful development and inaugural offerings of three new Qualifying Education courses: General Appraisal Report Writing and Case Studies, Introduction to Statistical Analysis for Appraisers, and Income Approach for General Appraisers, Part II. With these additions, The ASFMRA now offers the full curriculum of Certified General courses, marking a significant enhancement in our educational programs. Our course offerings have increased by 63% since 2018, and student numbers have surged by 86%. Additionally, we are hosting monthly webinars that are free for members to keep them informed on relevant and engaging topics.

National Association of Appraisers - The National Association of Appraisers is proud to host our annual silent auction that will be held in conjunction with the Appraisal Summit, September 14-17th at Planet Hollywood, Las Vegas. All proceeds go to benefit both our Appraiser Relief Fund and the George R. Harrison Scholarship Fund.

If you have any questions or have an item to donate, please don't hesitate to reach out to us (**info@naappraisers.org**), as we are always looking for items to put in the auction.

International Society of Appraisers- Now's the one opportunity to take one of ISA's 3 most important courses live online this fall. Member and non-member courses are open to our Fine Art, Antiques Furnishings +Decorative Arts or our foundational Core Course. Learning via a live online course is a great way to learn

Q.7

and interact with your instructors live. Learn more here: **https://www.isa-appraisers.org/courses**

Welcoming the newest CARE members

The Council to Advance Residential Equity (CARE), a council of fair housing, consumer, and civil rights advocacy nonprofits, is continuing to grow. We were so pleased to welcome the Lakota Fund, Massachusetts Affordable Housing Alliance, National Community Reinvestment Coalition and Rainbow Push this summer.

CARE is still accepting applications to join. Click **here** to learn more and apply.

Appraiser Talk

Stay up to date on Appraiser Talk!

You can check out all episodes **here**.

You can subscribe to Appraiser Talk on Spotify, Apple Podcasts or wherever you get your podcasts. If you have a question you'd like to hear answered on the show, email it to Amy Kaufman at amy@appraisalfoundation.org.

About The Appraisal Foundation

The Appraisal Foundation is the nation's foremost authority on the valuation profession. The organization sets the Congressionally authorized standards and qualifications for real estate appraisers, and provides voluntary guidance on recognized valuation methods and techniques for all valuation professionals. This work advances the profession by ensuring appraisals are independent, consistent, and objective. More information on The Appraisal Foundation is available at www.appraisalfoundation.org.

Q.8

NEWSLETTER

The Appraisal FOUNDATION
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Dear Tyler,

In our last edition of the State Regulator Newsletter, I offered a preview of the work our boards had ahead of them this year. This edition, I'm pleased to share some of that work.

As part of its first phase to reexamine the *Real Property Appraiser Qualification Criteria,* the Appraiser Qualifications Board has released a concept paper on the college degree requirement for public comment.

You can read the Concept Paper **here** and its accompanying reference material **here**. You can also watch an AQB webinar on the concept paper **here**, and you can submit written comments **here**.

The comment deadline is July 27th. Afterwards, the AQB will consider and discuss the received comments before continuing to explore any proposed changes to the current education requirements. All such proposed changes will be open for public comment as well.

I cannot stress enough how critical your feedback is in this effort. As the entities charged with enforcing these Criteria and credentialing appraisers, you have a unique perspective on how these requirements can impact the profession. Some of you have scheduled time with me to share verbal comments en lieu of written ones. If you are interested in commenting, but do not want to submit a written comment, I urge you to pick up the phone and give me a call. We want your input!

Once the first phase reviewing the college degree requirement ends, the AQB will commence with the second phase of this project by considering alternative experience. The AQB will assess whether an aspiring appraiser can use experience from their current profession, such as a real estate agent, to meet some of their required experience for the Licensed Residential, Certified Residential, or Certified General credentials. This will be followed by a reassessment of the National Uniform Licensing and

In This Newsletter

From Lisa's Desk: A closer look at the AQB Concept Paper

ASB and AQB Applications Open

Appraiser Talk

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Q.9

Certification Examination and consideration of the concept of a super exam.

Throughout this entire process, your input will be crucial. You have such an important role in the appraiser regulatory system, and we need to hear from you. Please never hesitate to reach out by phone or email. You can reach me at 202-624-3044 or lisad@appraisalfoundation.org. Our door is always open.

Sincerely,

Lisa Desmarais
Vice President of Appraisal Issues

Apply to the AQB and ASB

The Appraisal Foundation has begun its annual search for qualified candidates to serve on the Appraiser Qualifications Board (AQB) and the Appraisal Standards Board (ASB). Each board may have up to nine members. There are up to four open seats on the AQB and up to three open seats on the ASB that are eligible for appointment or reappointment.

If you are interested in applying, please be sure to read the **Candidate Fact Sheet** to ensure you meet the requisite qualifications and be sure to fill out your application **here** before July 31st. Please also share this information with anyone you think might be a good candidate.

Appraiser Talk

Stay up to date on Appraiser Talk!

You can check out all episodes **here**.

You can subscribe to Appraiser Talk on Spotify, Apple Podcasts or wherever you get your podcasts. If you have a question you'd like to hear answered on the show, email it to Amy Timmerman at amy@appraisalfoundation.org.

About The Appraisal Foundation

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APPRAISER QUALIFICATIONS BOARD

Appraiser Qualifications Board Q&A

Issue Date: July 18, 2024

Guidance on Valuation Bias and Fair Housing Laws and Regulations Course Requirements

Can a CE version of the course count as QE?

Question: What happens when individuals who currently have a credential take a course that meets the valuation bias and fair housing laws and regulations outline (VB-FH) for the 7-Hour course for Continuing Education (CE), and then they later upgrade? Do they then have to take the 8-hour VB-FH course (7 hour plus exam), just the exam, or are they considered grandfathered (with respect to the exam) because they held a credential at the time the new requirement was implemented?

Answer: CE credit hours cannot be used to satisfy Qualifying Education (QE) requirements, with the following exception. If an individual seeking to upgrade their credential took a VB-FH 7-hour course during their most recent CE cycle, a state may recognize the CE course as meeting the QE requirement if the student takes and passes the required 1-hour exam component of the 8-hour VB-FH QE requirement. As a result, the student would not need to repeat the course content.

It is important to note that both the CE and QE VB-FH courses must be currently approved by the state to qualify for this exception.

Can the course include relevant state-specific content?

Question: If a course that is intended to meet the Real Property Qualification Criteria's outline for valuation bias and fair housing laws and regulations also includes relevant state-specific course materials on this topic, is the course eligible for QE or CE approval via the Appraisal Foundation's Course Approval Program (CAP)?

Answer: The outline for a course on valuation bias and fair housing laws and regulations in the 2026 Criteria requires education developers to follow the complete outline when developing this course, which includes the federal fair housing and antidiscrimination laws and regulations topic. As stated, the requirement for the sections of the course that cover laws and regulations is that the course addresses federal fair housing and antidiscrimination laws and regulations.

Q.11

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APPRAISER QUALIFICATIONS BOARD

The AQB understands there might be instances where some minor content in the course may refer to or be an example of a state-specific law or regulation. Since CAP approves courses for all states and territories, it cannot approve a course with material applicable only to an individual state.

Therefore, a Valuation Bias and Fair Housing Laws and Regulations course submitted for CAP approval must strictly adhere to the outlined criteria and cover only the specified content. Minor references to state-specific issues may be acceptable as examples, but the primary focus must remain on federal fair housing and antidiscrimination laws and regulations.

Q.12

The Appraisal FOUNDATION
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APPRAISAL STANDARDS BOARD

USPAP Q&As

2024 USPAP Q&A **Issue Date: July 15, 2024**

The Appraisal Standards Board (ASB) of The Appraisal Foundation develops, interprets, and amends the Uniform Standards of Professional Appraisal Practice (USPAP) on behalf of appraisers and users of appraisal services. The USPAP Q&A is a form of guidance issued by the ASB to respond to questions raised by appraisers, enforcement officials, users of appraisal services and the public to illustrate the applicability of USPAP in specific situations and to offer advice from the ASB for the resolution of appraisal issues and problems. The USPAP Q&A may not represent the only possible solution to the issues discussed nor may the advice provided be applied equally to seemingly similar situations. USPAP Q&A does not establish new standards or interpret existing standards. USPAP Q&A is not part of USPAP and is approved by the ASB without public exposure and comment.

***2024-07*: Yellow Book & Competency**

Question: My client has requested an appraisal assignment that would be used in connection with the acquisition of the property by a federal government agency. In addition to complying with USPAP, I believe the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA or "Yellow Book") may have requirements I will need to follow. My client has not identified any requirements in addition to USPAP I must follow. If I agree to perform the new assignment, am I required to comply with federal laws, regulations, and follow Yellow Book standards when the client does not specifically make that request?

Answer: USPAP requires an appraiser to have knowledge of and comply with all federal, state, or local laws and regulations that are applicable to the assignment as a matter of competency. This means the appraiser must identify assignment conditions.

Assignment conditions are addressed in the Problem Identification section of the SCOPE OF WORK RULE. The RULE states in part:

> *"Assignment conditions include assumptions, extraordinary assumptions, hypothetical conditions, laws and regulations, jurisdictional exceptions, and other conditions that affect the scope of work. Laws include constitutions,* ***legislative and court-made law,*** *administrative rules, and ordinances. Regulations include rules or orders, having legal force, issued by an*

administrative agency." [Bold added for emphasis.]

Assignments used in connection with federal acquisitions may be required to follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act (1970), which is a federal law, and the Yellow Book, which identifies guidance and requirements created by certain federal and court made laws.

If the appraiser identifies that certain federal, state, or local laws or the Yellow Book standards are applicable to the assignment or to the appraiser, the appraiser must follow those standards, whether identified by the client or not.

USPAP Q&As are posted on The Appraisal Foundation website (www.appraisalfoundation.org).

For further information regarding *USPAP Q&A*, please contact:
Lisa Desmarais, Vice President, Appraisal Issues

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lisad@appraisalfoundation.org



Forum to Explore Artificial Intelligence

The Appraisal Standards Board will **hold a public forum to explore artificial intelligence** on September 12, 2024, at 1:00 PM EST/10:00 AM PST.

This forum is in response to stakeholders who have asked the Appraisal Standards Board to consider the impact of artificial intelligence on current appraisal standards and to determine if additional guidance is needed.

There will be an open forum at the end of the event for audience participation. If you would like to participate in the open forum, please submit your comments and/or questions to Aida Dedajic (aida@appraisalfoundation.org) in advance of the forum. Those who submit ahead of time will be given priority during the open forum.

Join the forum.

Forum to Explore Artificial Intelligence
September 12, 2024
1:00 PM EST

Register for the Forum

About The Appraisal Foundation

Q.15