PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Thursday, May 15, 2025, 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 11:15 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 1-7
1. Pending Applications
   a. CR24007
   b. CG24020
2. Post-Board Action Matters
   a. CG23036

D. Registration as an Appraisal Management Company

E. Compliance Matters 1-5
1. New Grievances
   a. 25-05
2. Active Investigations
   a. 25-03
   b. 25-04
3. Post-Board Action Matters
   a. 23-01

F. Other Executive Session Items 1-15
1. General
   a. 2025.06
   b. 2025.07
   c. 2025.08
2. Personnel

G. Welcome and Chair's Remarks (Public Agenda 11:15 a.m.)

H. Board Meeting Minutes
1. Approval of April 17, 2025 Meeting Minutes 1-16

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 Report 8
   b. Appraisal Management company Report 9
   c. Education Activity and Instructor(s) Report 10
3. 2024-25 NRPAB Goals and Objectives + SWOT Analysis 11-12

J. Financial Report and Considerations
1. April 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 10-14
   e. Financial Charts 15-18
2. March MTD General Ledger Detail Report
   Duplicate "Correctional Services, Departm" Entry Update 19
3. FY2025-26 Fee Schedule 20-22
4. FY2025-26 NRPAB LinkedIn Learning Memorandum of Agreement 23-24
5. Applicant Appraisal Review Services Contract #107851 Amendment 25-32
6. Estimate for OESI Interface and Search Function 33-38
7. 2025-2027 Biennial Budget Update
   a. LB261 – AM832 39
   b. LB263 – AM835 40
8. ASC SARAS Grant Report
   a. Budget Status Report 41
   b. MTD General Ledger Detail Report 42
   c. SARAS Federal Grant Continuation Request Submission 43-62
9. Per Diems

K. General Public Comments

L. Education 1-3
1. Rescission of Approval of Education Activities
   a. 2201442.01: ASFMRA – "Cost Approach Applications"

M. Unfinished Business

N. New Business
1. Online Nebraska Real Property Appraiser Temporary Credential
   and NRPAB Application Review Interface Demonstration

O. Legislative Report and Business
1. 109th Legislature (1st Regular Session) Bills of NRPAB Interest 1-9
2. Adopted Changes to Title 298 of the Administrative Code
3. Other Legislative Matters

P. Administrative Business

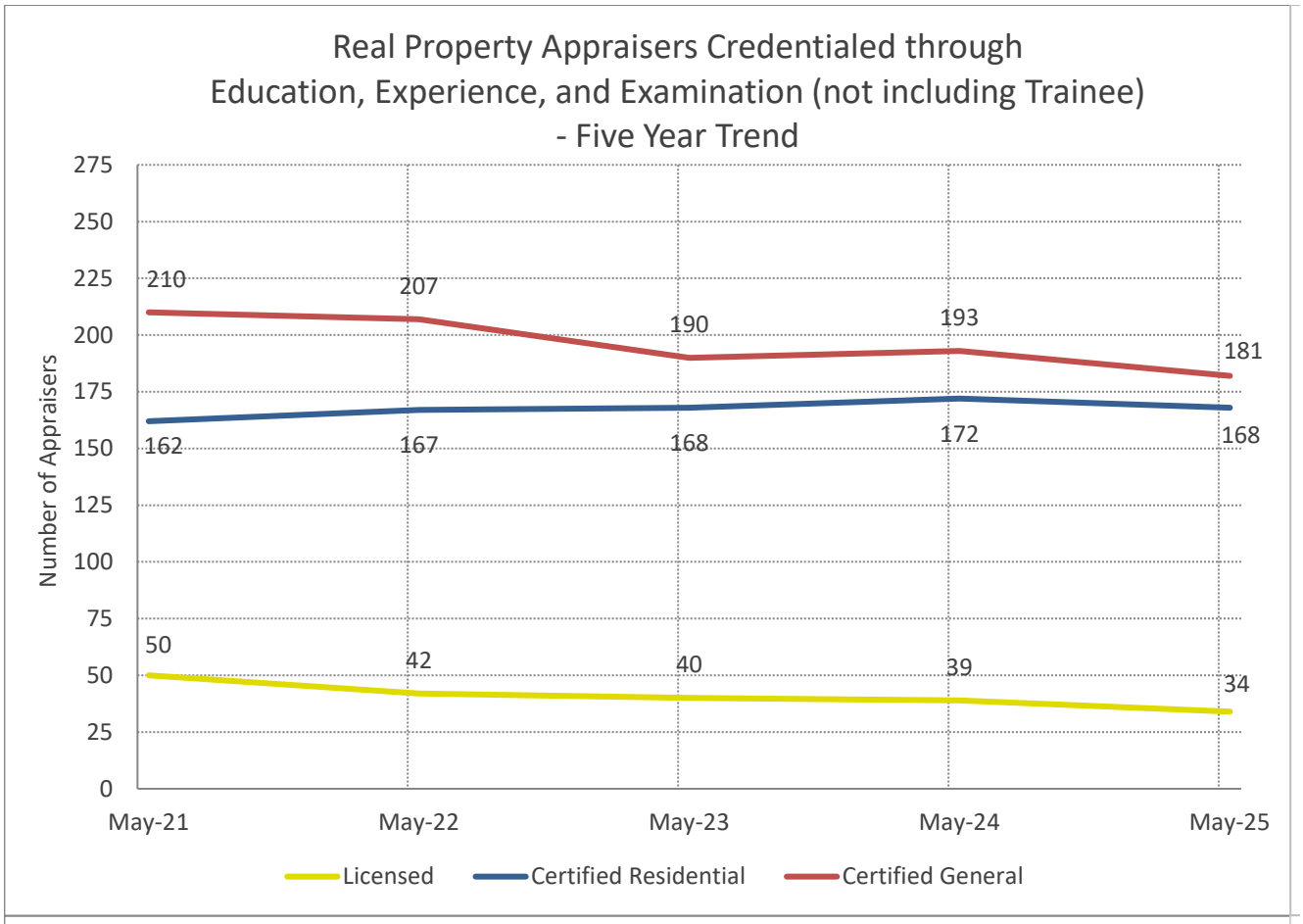
1. Guidance Documents
2. Internal Procedural Documents
3. Forms, Applications, and Procedures
   a. NRPAB Services Agreement Amendment Request Form_Draft May 1, 2025 1-2
   b. Real Property Appraiser Updates
      i. 2026-27 Application for Two-Year Renewal of Nebraska Trainee Real Property Appraiser Credential 3-8
      ii. 2026-27 Application for Renewal of Nebraska Real Property Appraiser Credential 9-18
      iii. 2026-27 Real Property Appraiser Credential Renewal Application Procedures 19-26
      iv. Application for Nebraska Real Property Appraiser Credential Through Reciprocity 27-35
   c. Appraisal Management Company Updates
      i. Application for Nebraska Appraisal Management Company Registration 36-46
      ii. Application for Renewal of Nebraska Appraisal Management Company Registration 47-57
      iii. Nebraska Appraisal Management Company Information Change Form 58-62
   d. Education Provider Updates
      i. Application for Approval as a Qualifying Education Activity in Nebraska 63-68
      ii. Application for Approval as a Continuing Education Activity in Nebraska 69-74
      iii. Application for Renewal as a Continuing Education Activity in Nebraska 75-80
      iv. Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska 81-83
      v. Supplemental Instructor Information for an Education Activity in Nebraska 84-85

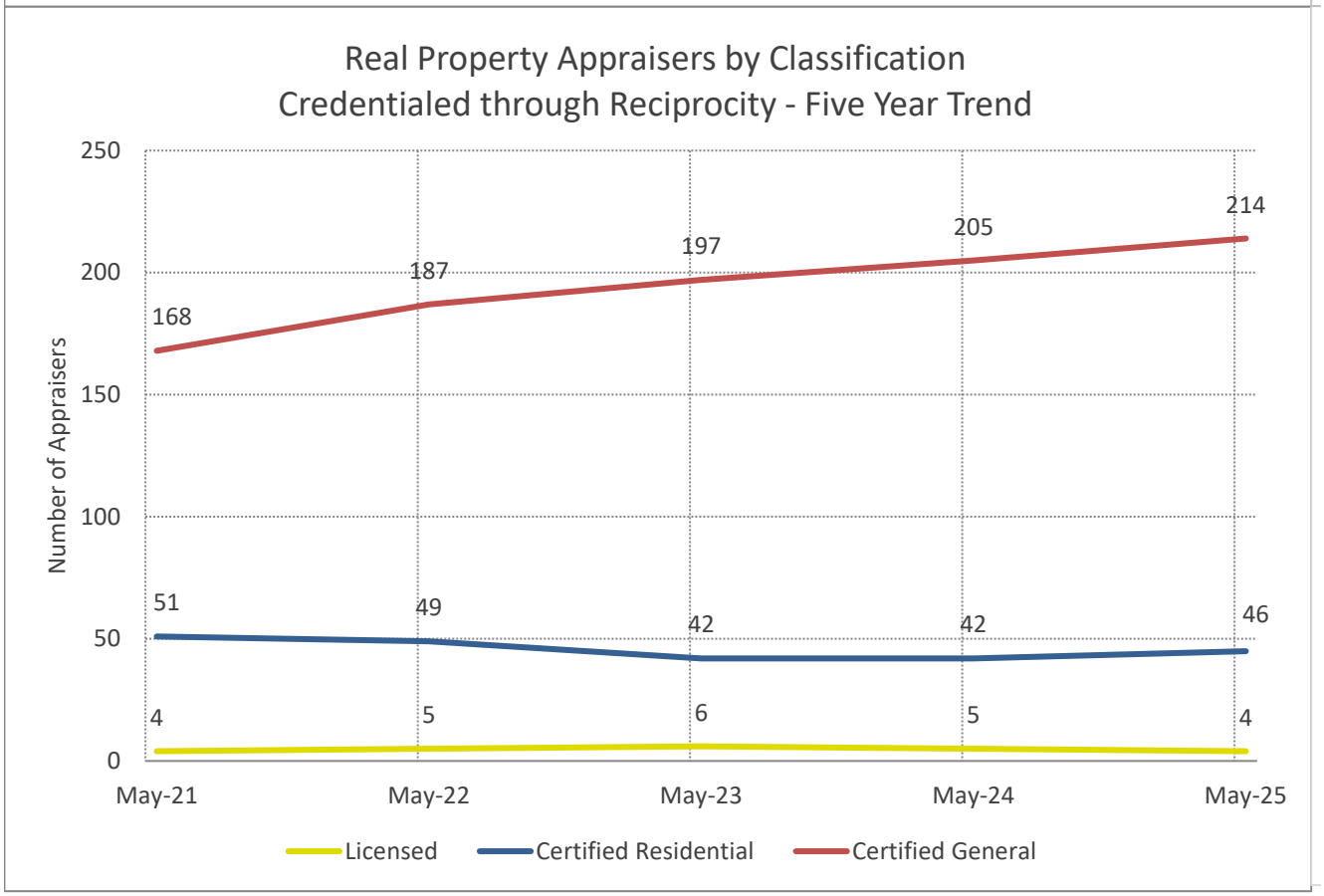
Q. Other Business

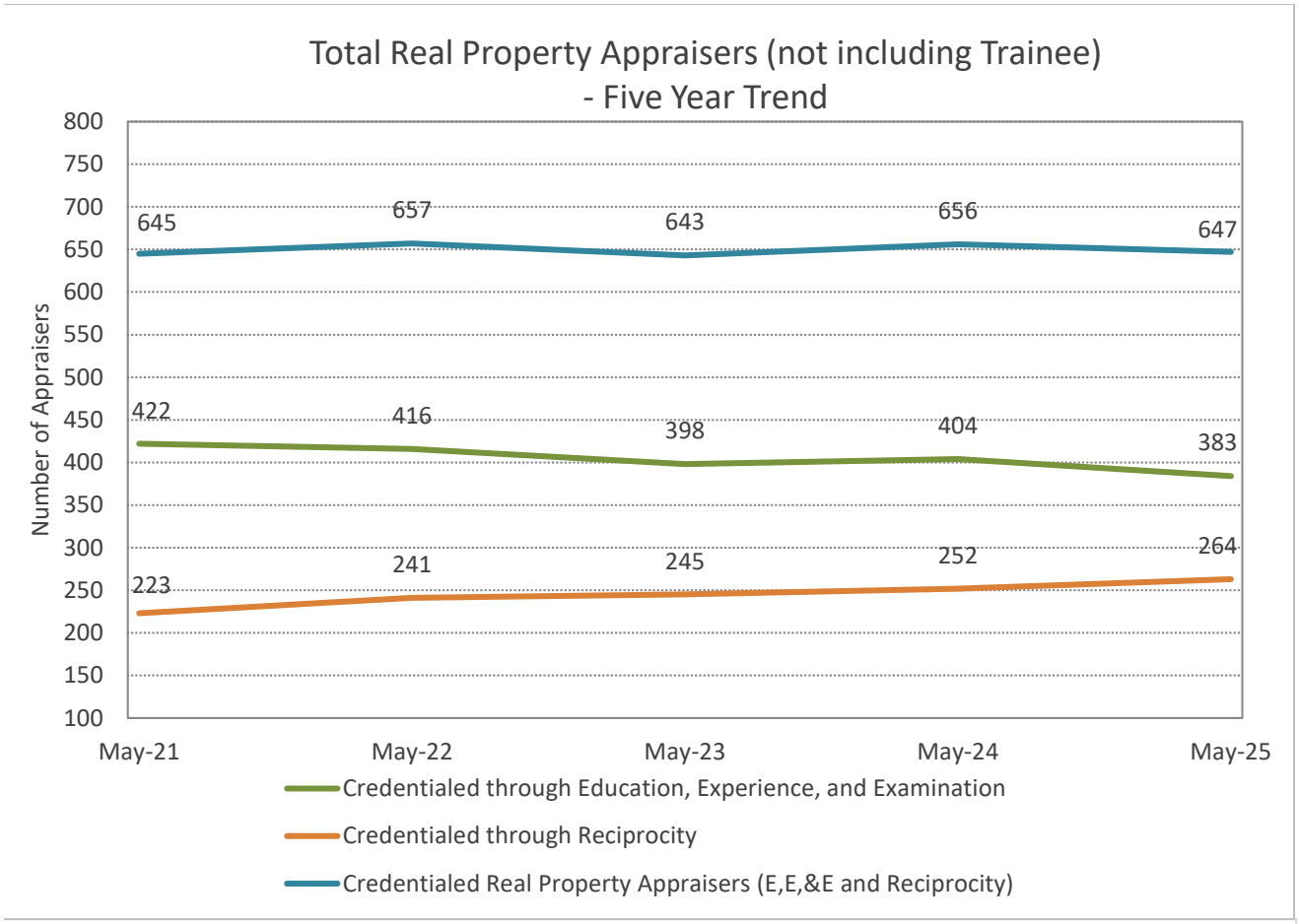
1. Board Meetings
   a. 2025 Strategic Planning Meeting
2. Conferences/Education
   a. Kohtz Spring AARO Conference Report
3. Memos from the Board
4. Quarterly Newsletter
5. Appraisal Subcommittee
   a. ASC Quarterly Meeting: June 11, 2025 (Online)
6. The Appraisal Foundation
   a. TAF May Newsletter 1-5
   b. TAF Announcement of the State Harmonization Task Force_April 15, 2025 6-7
7. Association of Appraiser Regulatory Officials
8. Government-Sponsored Enterprises
   a. Fannie Mae
   b. Freddie Mac
      i. Freddie Mac Multifamily Seller/Servicer Guide_April 22, 2025 8-10
9. In the News

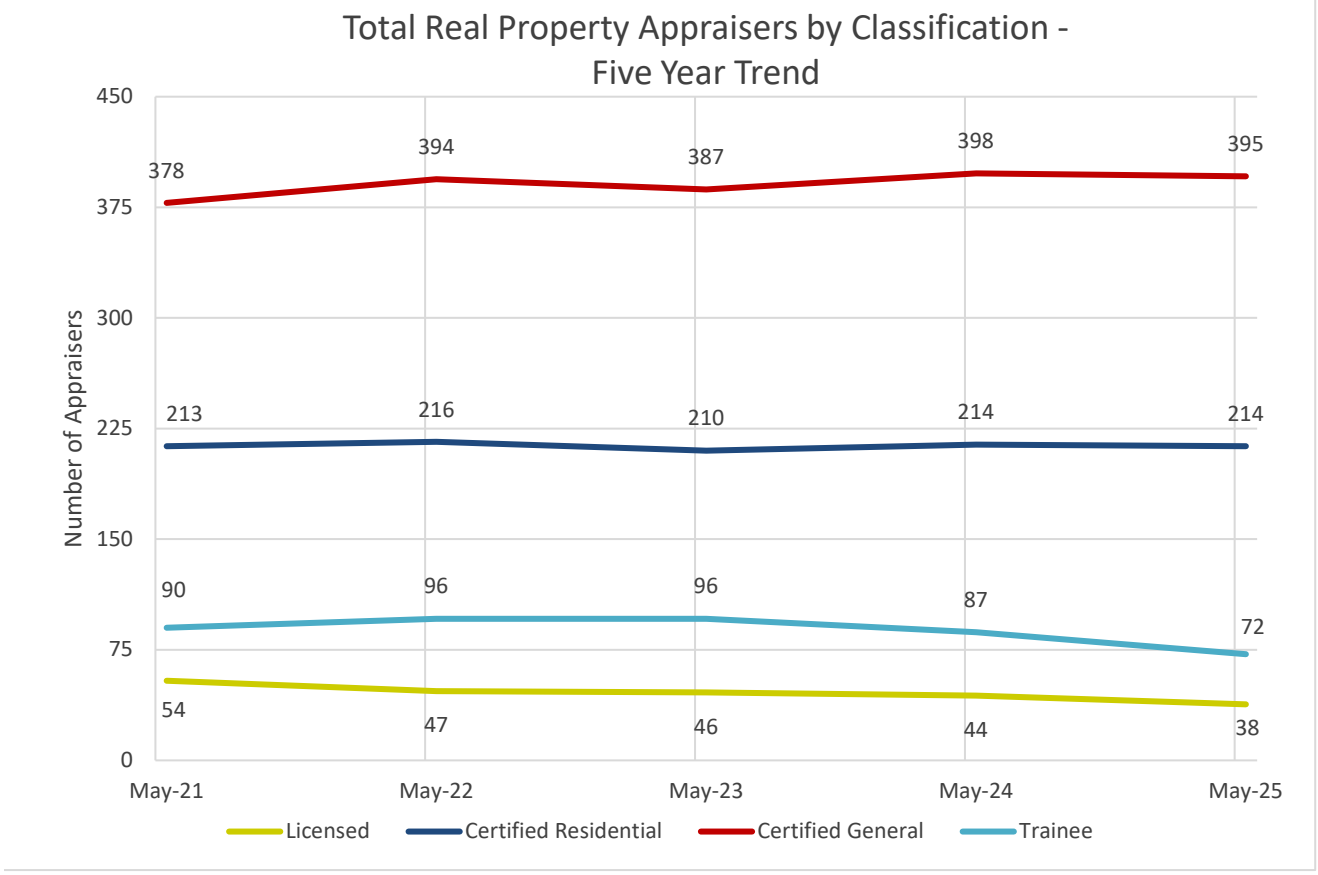
R. Adjourn

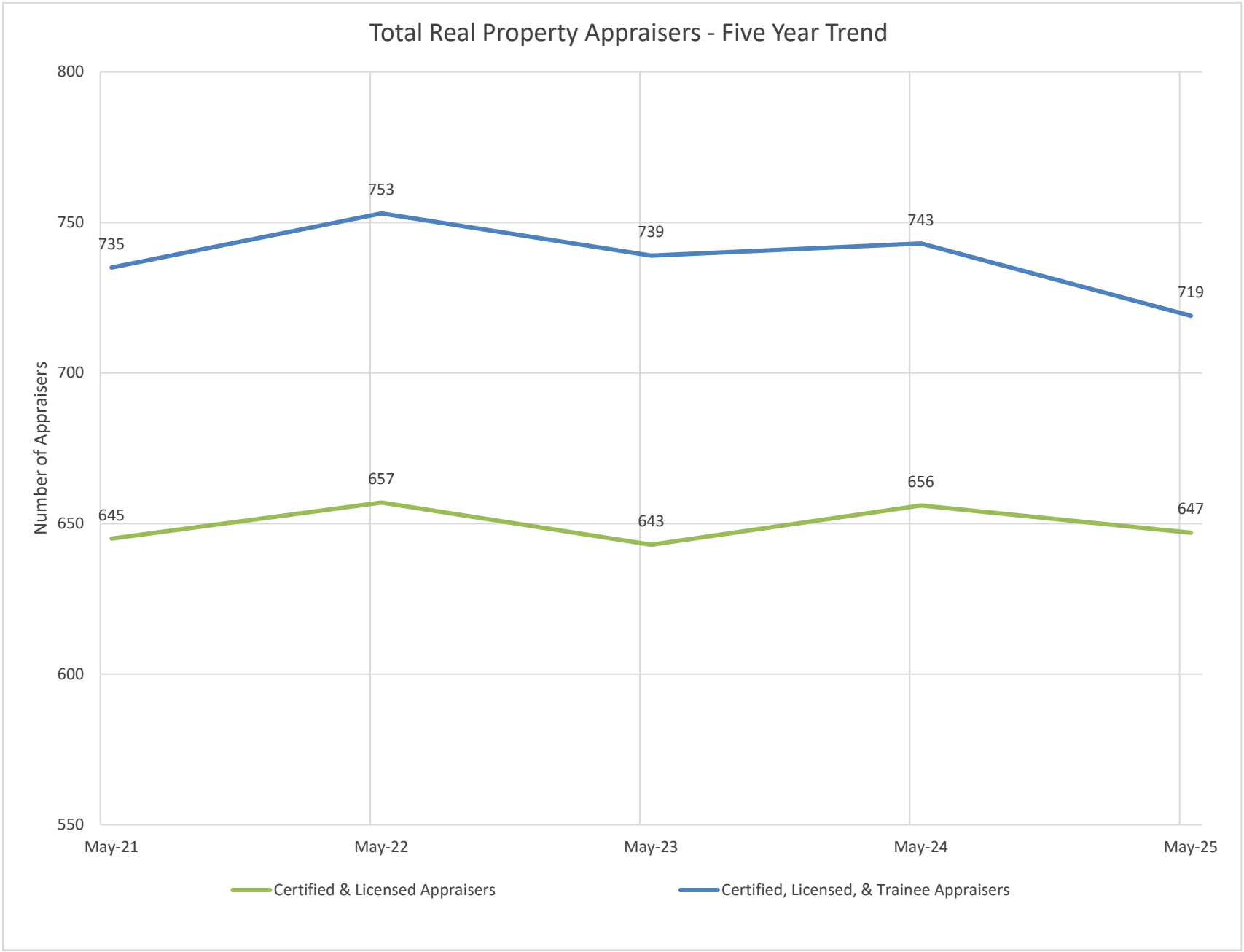
Real Property Appraiser Report

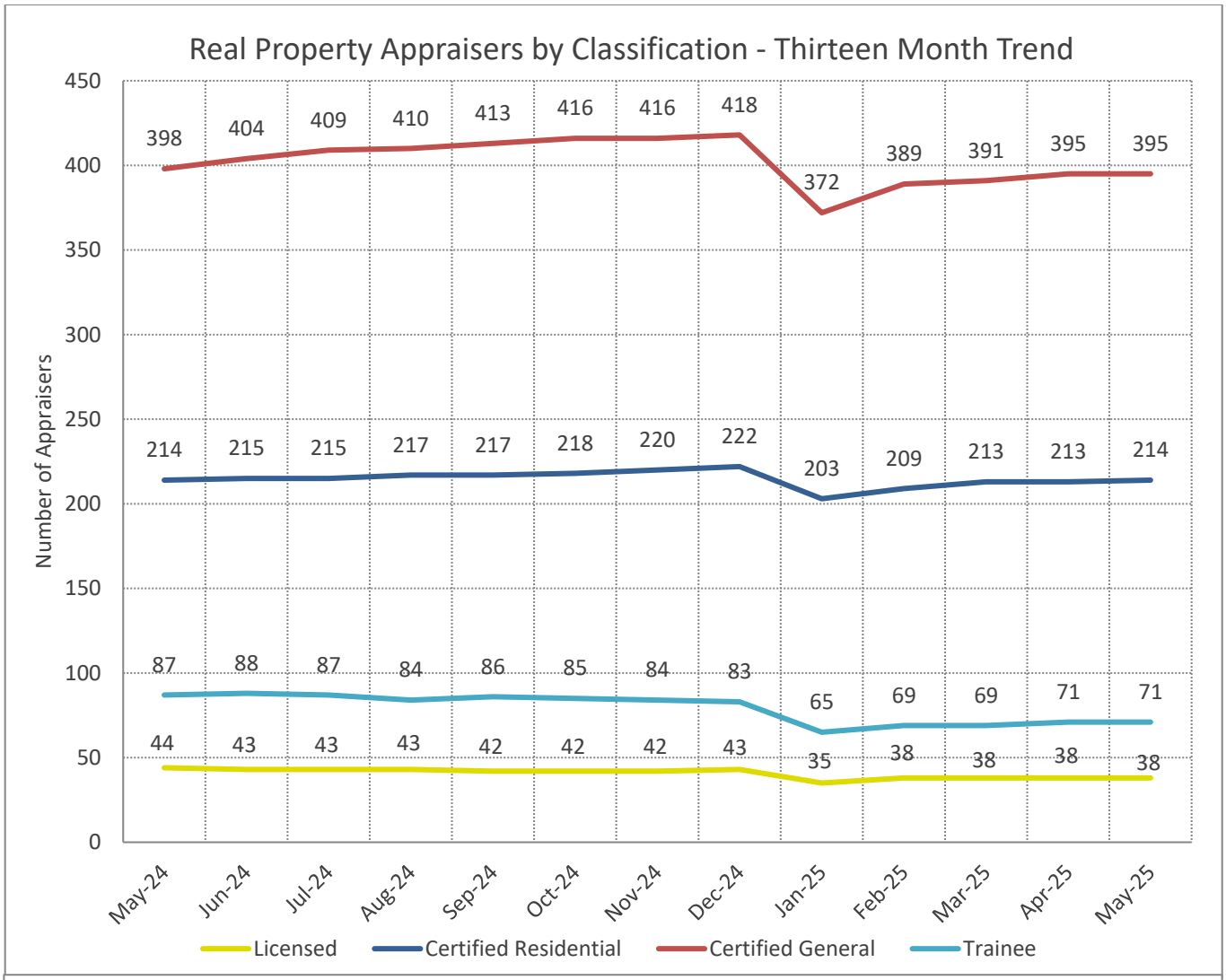


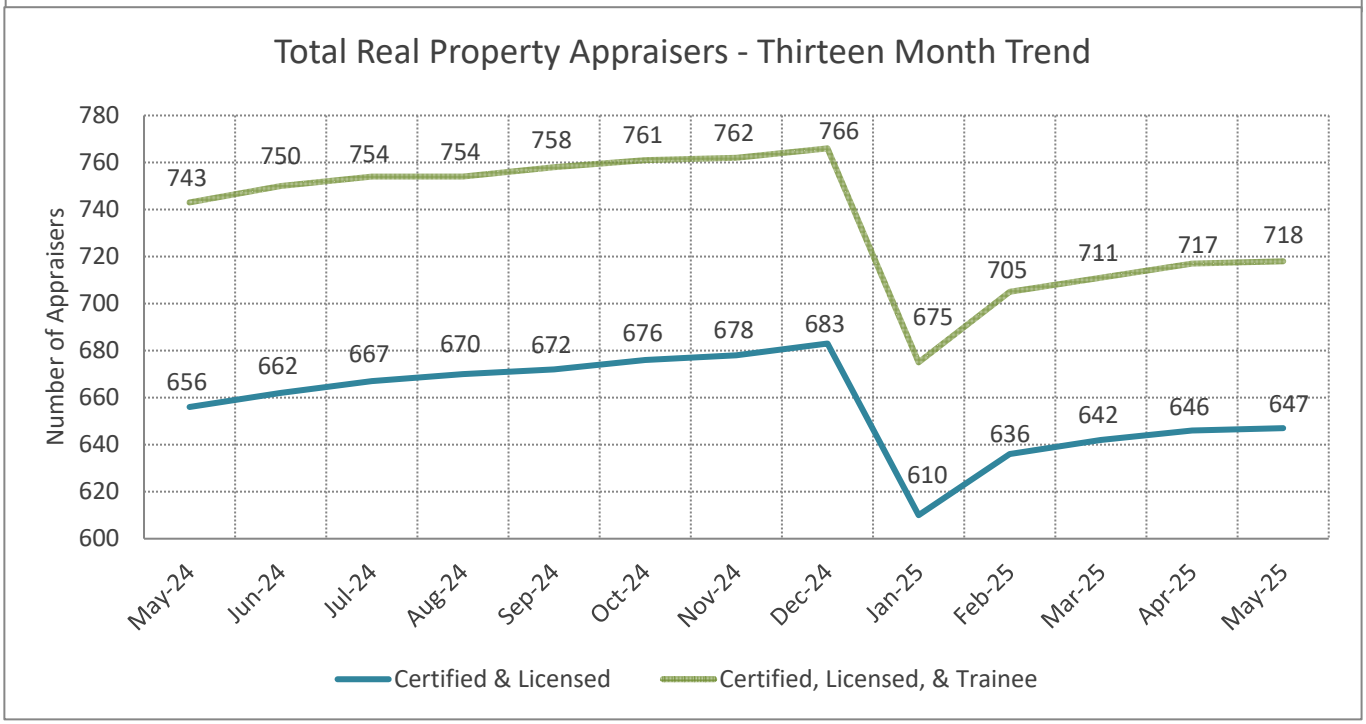



Total Real Property Appraisers (not including Trainee)
- Five Year Trend
Number of Appraisers
800
750
700
650
600
550
500
450
400
350
300
250
200
150
100
645
657
643
656
647
422
416
398
404
383
223
241
245
252
264
May-21
May-22
May-23
May-24
May-25
Credentialed through Education, Experience, and Examination
Credentialed through Reciprocity
Credentialed Real Property Appraisers (E,E,&E and Reciprocity)

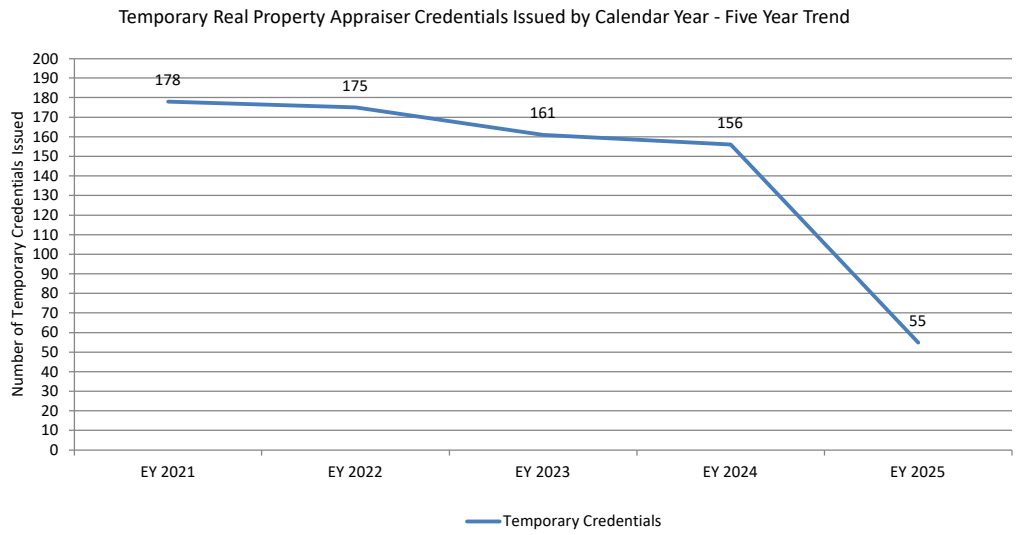

Total Real Property Appraisers by Classification -
Five Year Trend
Number of Appraisers
450
375
300
225
150
75
0
378
394
387
398
395
213
216
210
214
214
90
96
96
87
72
54
47
46
44
38
May-21
May-22
May-23
May-24
May-25
Licensed
Certified Residential
Certified General
Trainee

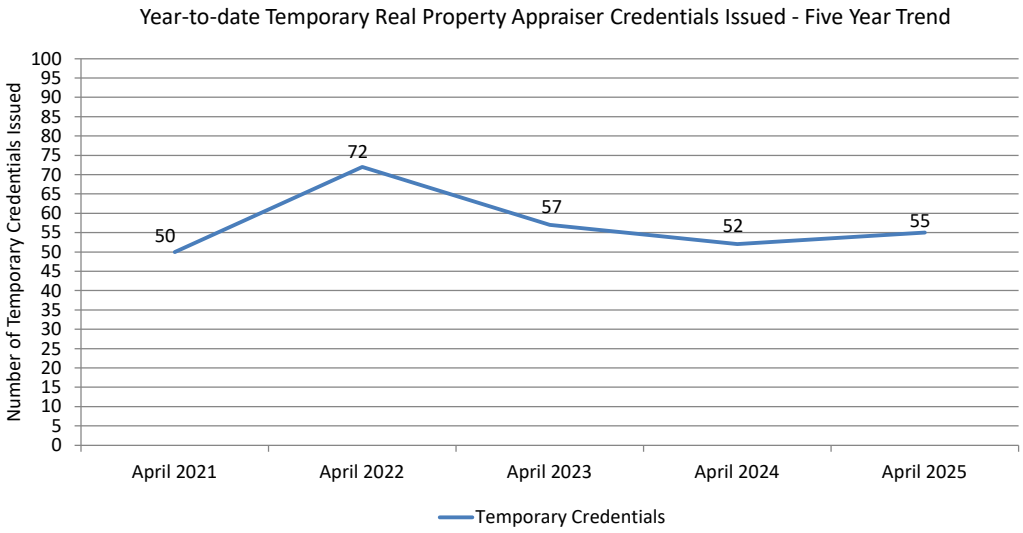

Total Real Property Appraisers - Five Year Trend
800
750
700
650
600
550
Number of Appraisers
753
735
739
743
719
657
645
643
656
647
May-21
May-22
May-23
May-24
May-25
Certified & Licensed Appraisers
Certified, Licensed, & Trainee Appraisers

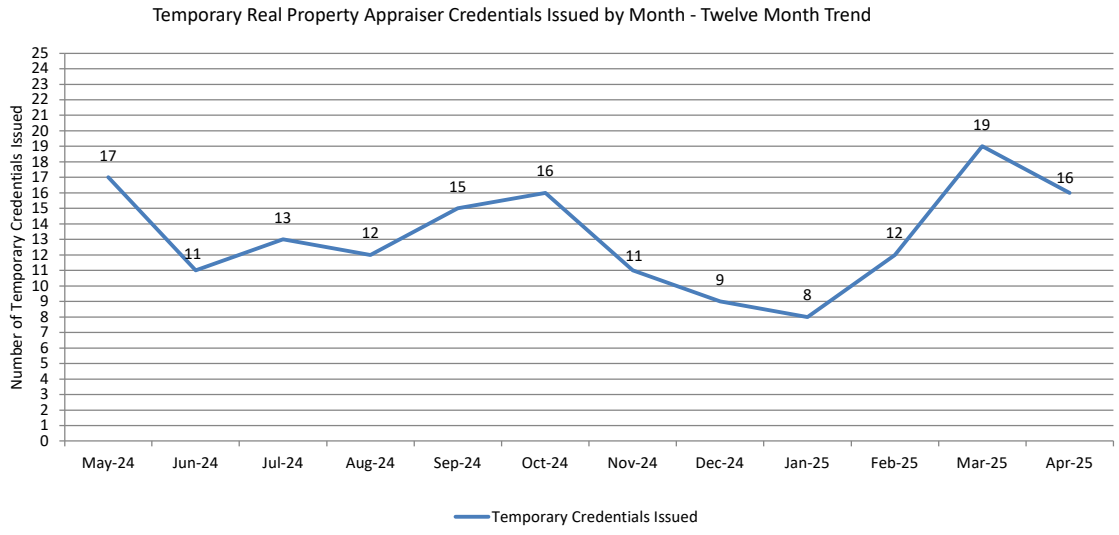

Real Property Appraisers by Classification - Thirteen Month Trend
Number of Appraisers
450
400
350
300
250
200
150
100
50
0
398 404 409 410 413 416 416 418 372 389 391 395 395
214 215 215 217 217 218 220 222 203 209 213 213 214
87 88 87 84 86 85 84 83 65 69 69 71 71
44 43 43 43 42 42 42 43 35 38 38 38 38
May-24 Jun-24 Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24 Jan-25 Feb-25 Mar-25 Apr-25 May-25
Licensed
Certified Residential
Certified General
Trainee


Total Real Property Appraisers - Thirteen Month Trend
Number of Appraisers
780
760
740
720
700
680
660
640
620
600
743 750 754 754 758 761 762 766 675 705 711 717 718
656 662 667 670 672 676 678 683 610 636 642 646 647
May-24 Jun-24 Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24 Jan-25 Feb-25 Mar-25 Apr-25 May-25
Certified & Licensed
Certified, Licensed, & Trainee

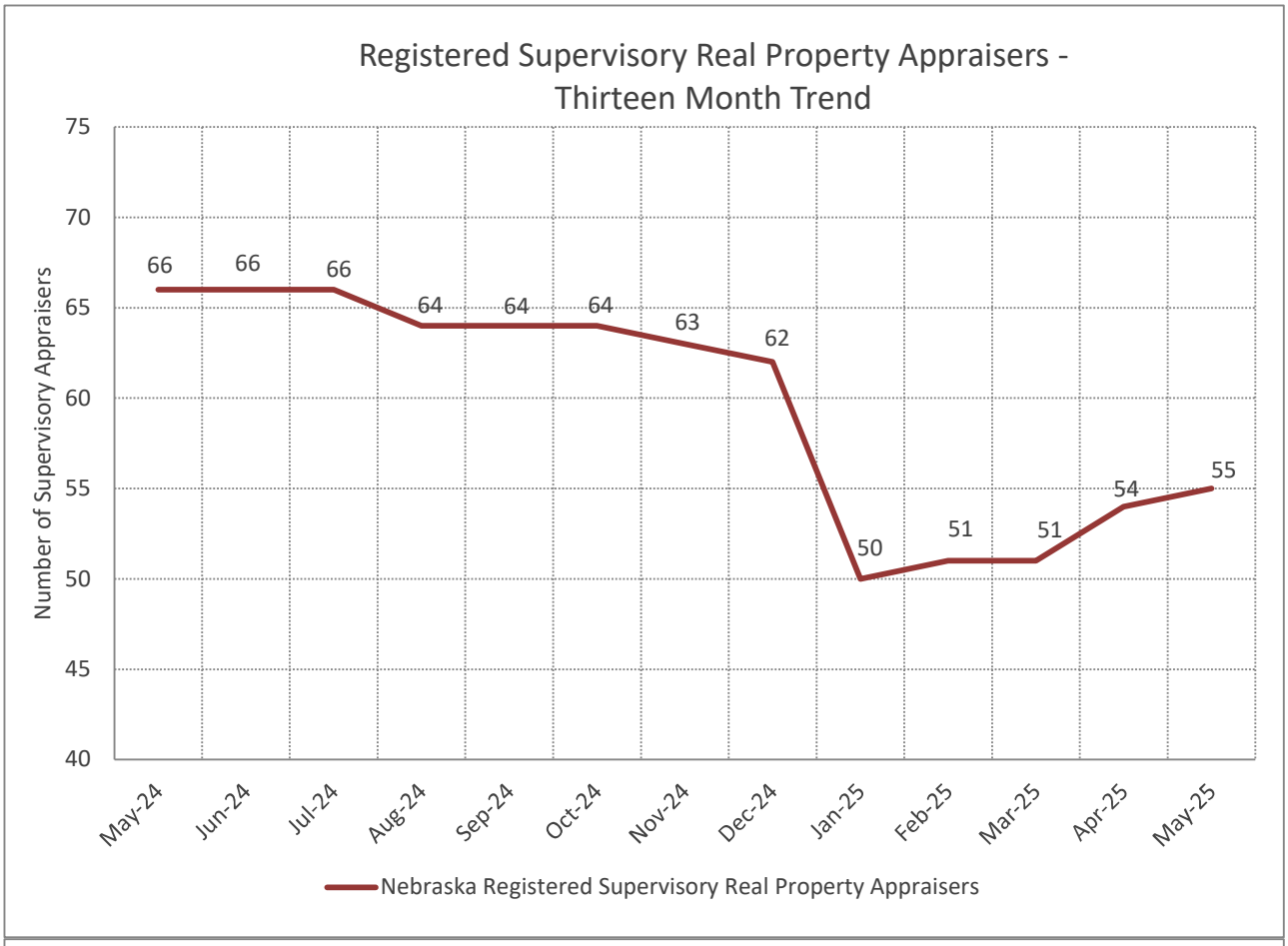
Temporary Real Property Appraiser Report

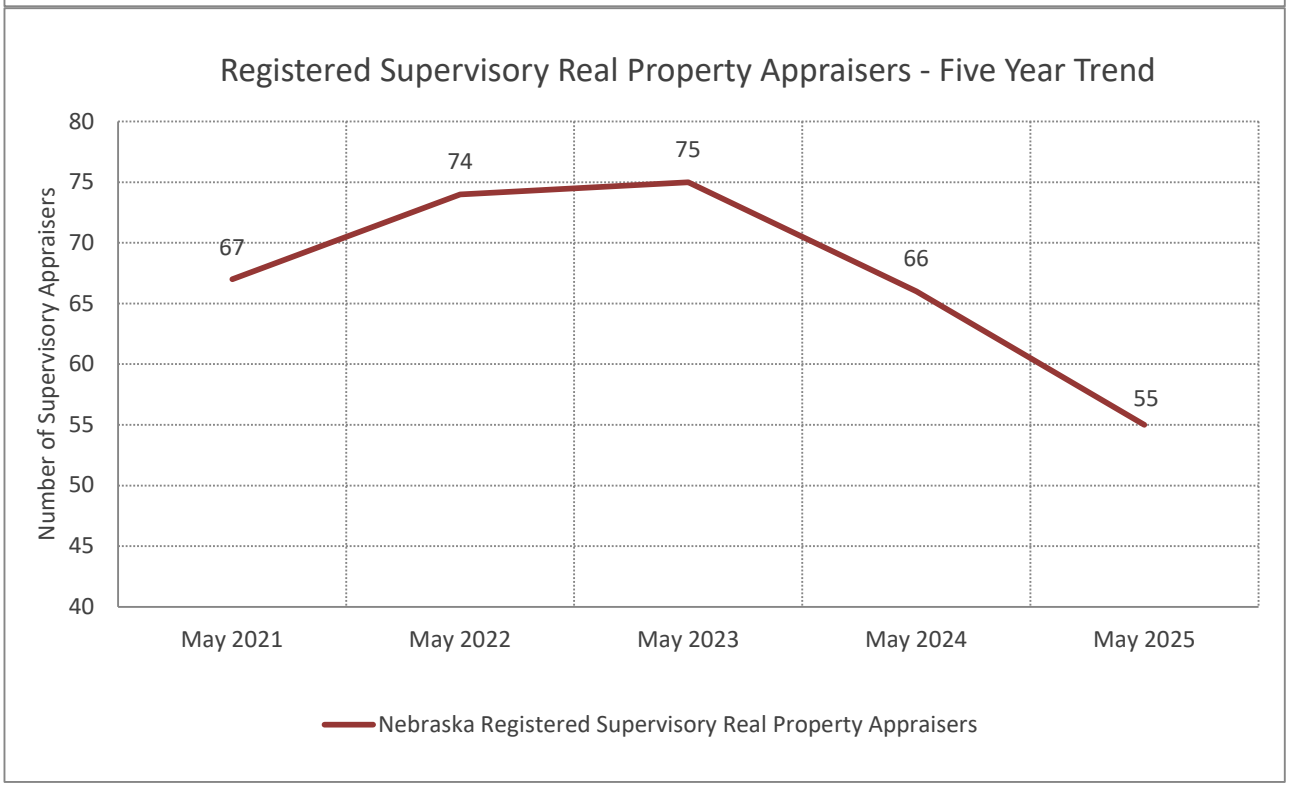




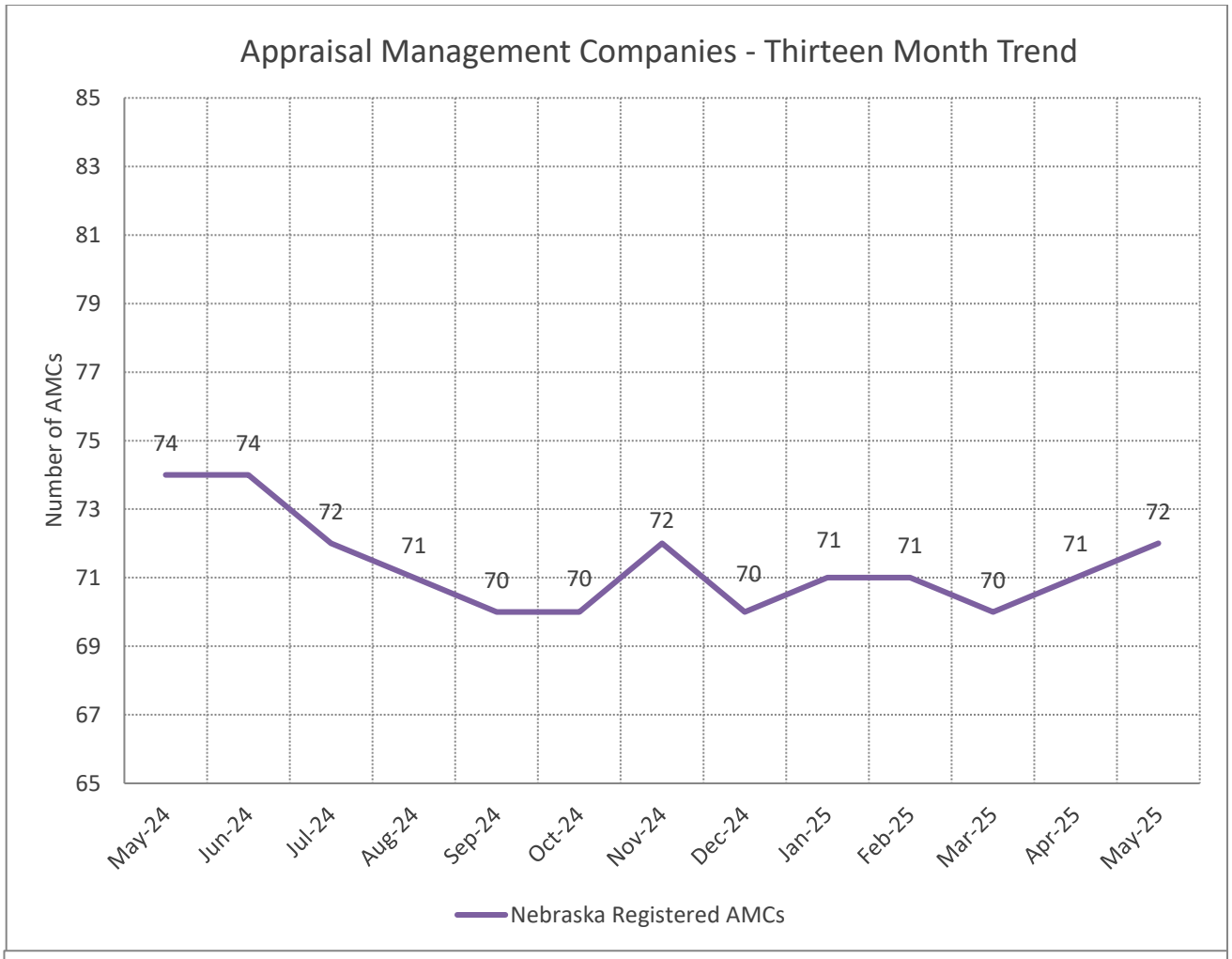


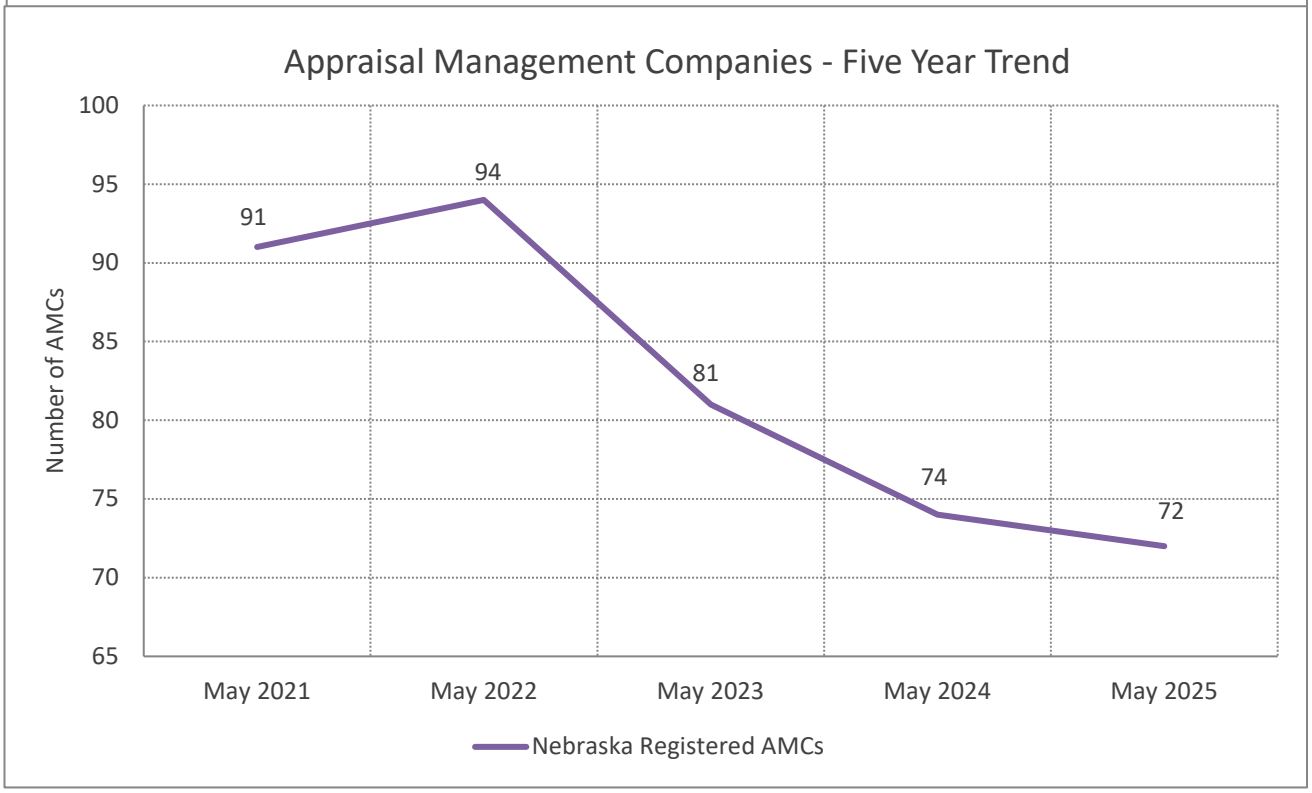
Supervisory Real Property Appraiser Report





Appraisal Management Company Report





NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

April 9, 2025 – May 6, 2025

New Trainee Real Property Appraisers		
T25005	Freeman, Dalton	Approved April 23, 2025
New Certified General Real Property Appraisers through Education, Experience, and Examination		
CG24021	Swan, Jordan	Approved May 5, 2025 to sit for exam
CG24022	Cacan, Goncagul	Approved May 5, 2025 to sit for exam

NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF AMC APPLICANTS

April 9, 2025 – May 7, 2025

New AMCs		
NE2025002	Exactus Appraisal, LLC	Approved April 24, 2025

NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF EDUCATION ACTIVITY AND INSTRUCTOR(S) APPLICANTS

April 9, 2025 – May 6, 2025

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
New Continuing Education Activities and Instructors					
Appraisal Institute	2251404.02	7.00	Appraiser's Guide to the New URAR	Mark Smeltzer	4/15/2025
Appraisal Institute	2253405.02	7.00	Appraiser's Guide to the New URAR	Mark Smeltzer	4/15/2025
McKissock, LLC	2252413.03	7.00	The Appraiser's Guide to the New URAR	Jo Traut	4/15/2025
McKissock, LLC	2251414.03	4.00	Scope of Work and the New URAR	Alan Hummel, Alexander Gilbert, Charles Fisher, Charles Huntoon, Daniel Bone, Dan Bradley, Dan Tosh, Greg Stephens, Howard Kanter, Josh Walitt, Julie Molendorp-Floyd, Kevin Hecht, Mel Black, Pam Teel, Robert Frazier, Robert Luciani, Steve Maher, Tony Pistilli, Wallace Czekalski	4/21/2025
McKissock, LLC	2253415.03	4.00	Scope of Work and the New URAR	Alan Hummel, Alexander Gilbert, Charles Fisher, Charles Huntoon, Dan Bradley, Diana Jacob, Greg Stephens, Jo Traut, Josh Walitt, Julie Molendorp-Floyd, Kevin Hecht, Mel Black, Pam Teel, Philicia Lloyd, Robert Abelson, Robert Frazier, Robert McClelland, Steve Maher	4/21/2025

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	Completed January 8, 2025.	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	Title 298 changes adopted by the Board on February 20, 2025. Approved by AG and now under GPRO review.	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	Completed December 19, 2024.	None.		
CREDENTIALING AND REGISTRATION	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	Completed April 17, 2025 - Funding not included in ASC SARAS Grant.	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	Completed February 25, 2025	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	Completed August 16, 2024.	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

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 83.29

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	209,719.34	26,159.70	166,377.62	79.33		43,341.72
511300	OVERTIME PAYMENTS			3,825.30			3,825.30-
511600	PER DIEM PAYMENTS	8,100.00	900.00	5,000.00	61.73		3,100.00
511700	EMPLOYEE BONUSES	2,000.00		1,500.00	75.00		500.00
511800	COMPENSATORY TIME PAID			72.68			72.68-
512100	VACATION LEAVE EXPENSE	17,796.97	70.25	12,190.63	68.50		5,606.34
512200	SICK LEAVE EXPENSE	2,591.66	67.95	7,174.10	276.81		4,582.44-
512300	HOLIDAY LEAVE EXPENSE	11,608.66		10,416.98	89.73		1,191.68
Personal Services Subtotal		251,816.63	27,197.90	206,557.31	82.03	0.00	45,259.32
515100	RETIREMENT PLANS EXPENSE	18,277.76	1,969.17	14,980.30	81.96		3,297.46
515200	FICA EXPENSE	19,188.36	1,933.08	14,371.23	74.90		4,817.13
515500	HEALTH INSURANCE EXPENSE	59,730.00	4,977.52	47,508.32	79.54		12,221.68
516500	WORKERS COMP PREMIUMS	1,546.00		1,546.00	100.00		
Major Account 510000 Total		350,558.75	36,077.67	284,963.16	81.29	0.00	65,595.59
520000	**OPERATING EXPENSES**						
521100	POSTAGE EXPENSE	2,588.65	14.97	2,111.63	81.57		477.02
521400	CIO CHARGES	33,122.81	3,498.77	23,230.06	70.13		9,892.75
521500	PUBLICATION & PRINT EXP	3,451.20		1,802.35	52.22	9.25	1,639.60
521900	AWARDS EXPENSE	50.00		36.12	72.24		13.88
522100	DUES & SUBSCRIPTION EXP	600.00		600.00	100.00		
524600	RENT EXPENSE-BUILDINGS	12,801.70	1,062.36	10,635.15	83.08		2,166.55
524900	RENT EXP-DEPR SURCHARGE	4,187.00	348.91	3,489.10	83.33		697.90
527100	REP & MAINT-OFFICE EQUIP	136.00		136.00	100.00		
531100	OFFICE SUPPLIES EXPENSE	2,077.59	63.31	398.53	19.18		1,679.06
532100	NON-CAPITALIZED EQUIP PU	1,830.00		1,830.00	100.00		
532260	VOICE EQUIP	28.25					28.25
541100	ACCTG & AUDITING SERVICES	1,128.00		1,128.00	100.00		
541200	PURCHASING ASSESSMENT	39.00		39.00	100.00		
541500	LEGAL SERVICES EXPENSE	20,000.00	640.00	2,527.50	12.64		17,472.50
541700	LEGAL RELATED EXPENSE	3,000.00		30.00	1.00		2,970.00
542100	SOS TEMP SERV - PERSONNEL	6,200.00		4,867.85	78.51		1,332.15

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 83.29

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
547100	EDUCATIONAL SERVICES	788.00		51.00	6.47		737.00
554900	OTHER CONTRACTUAL SERVICES	27,090.50	3,448.25	14,955.79	55.21		12,134.71
556100	INSURANCE EXPENSE	53.00	34.39	52.57	99.19		.43
559100	OTHER OPERATING EXP	31,380.31		127.00	.40		31,253.31
Major Account 520000 Total		150,552.01	9,110.96	68,047.65	45.20	9.25	82,495.11
570000 TRAVEL EXPENSES							
571100	LODGING	3,621.00		1,727.00	47.69		1,894.00
571800	MEALS - TRAVEL STATUS	2,045.88		1,038.56	50.76		1,007.32
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	9,209.82		4,643.10	50.41		4,566.72
575100	MISC TRAVEL EXPENSE	437.50		189.50	43.31		248.00
Major Account 570000 Total		15,514.20	0.00	7,598.16	48.98	0.00	7,916.04
BUDGETED EXPENDITURES TOTAL		516,624.96	45,188.63	360,608.97	69.80	9.25	156,006.74
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	516,624.96	45,188.63	360,608.97	69.80	9.25	156,006.74
BUDGETED EXPENDITURES TOTAL		516,624.96	45,188.63	360,608.97	69.80	9.25	156,006.74
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
471100	SALE OF SERVICES	450.00-		350.00-	77.78		100.00-
471120	QUALIFYING ED COURSE FEES	1,600.00-		550.00-	34.38		1,050.00-
471121	CONTINUING ED NEW FEES	2,500.00-	225.00-	1,325.00-	53.00		1,175.00-
471122	CONTINUING ED RENEWAL FEES	150.00-	10.00-	70.00-	46.67		80.00-
475150	CERTIFIED GENERAL NEW FEES	9,300.00-	300.00-	6,300.00-	67.74		3,000.00-
475151	LICENSED NEW FEES	300.00-		300.00-	100.00		
475152	FINGERPRINT FEES	2,760.25-	90.50-	2,036.25-	73.77		724.00-
475153	CERTIFIED RESIDENTIAL NEW	3,000.00-		3,000.00-	100.00		
475154	CERTIFIED GENERAL RENEWAL	116,050.00-		122,925.00-	105.92		6,875.00
475155	LICENSED RENEWAL	12,100.00-		12,100.00-	100.00		
475156	FINGERPRINT AUDIT PROGRAM FEES			20.00-			20.00
475157	CERTIFIED RESIDENTIAL RENEWAL	62,700.00-		60,775.00-	96.93		1,925.00-

Agency 053 REAL PROPERTY APPRAISER BD
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Percent of Time Elapsed = 83.29

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475161	TEMPORARY CERTIFIED GENERAL	8,250.00-	900.00-	6,550.00-	79.39		1,700.00-
475163	AMC REGISTERED NEW FEES	4,000.00-	2,000.00-	10,000.00-	250.00		6,000.00
475164	AMC APPLICATION FEES	700.00-	350.00-	2,100.00-	300.00		1,400.00
475165	AMC REGISTERED RENEWAL	99,000.00-	13,500.00-	88,500.00-	89.39		10,500.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-		700.00-	100.00		
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-	19,850.00-	77.39		5,800.00-
476101	LATE PROCESSING FEES	4,175.00-	200.00-	3,250.00-	77.84		925.00-
Major Account 470000 Total		353,985.25-	19,675.50-	340,701.25-	96.25	0.00	13,284.00-
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	21,000.00-	2,273.16-	20,430.61-	97.29		569.39-
484500	REIMB NON-GOVT SOURCES	1,000.00-		2,557.62-	255.76		1,557.62
485101	AMC FORFEITS & PENALTY		1,500.00				
Major Account 480000 Total		22,000.00-	773.16-	22,988.23-	104.49	0.00	988.23
490000 REVENUE - OTHER FINANCIAL SOURCES/U							
491300	SALE - SURP PROP/FIXED ASSET			92.00-			92.00
Major Account 490000 Total		0.00	0.00	92.00-	0.00	0.00	92.00
BUDGETED REVENUE TOTAL		375,985.25-	20,448.66-	363,781.48-	96.75	0.00	12,203.77-
SUMMARY BY FUND TYPE - REVENUE							
2	CASH FUNDS	375,985.25-	20,448.66-	363,781.48-	96.75		12,203.77-
BUDGETED REVENUE TOTAL		375,985.25-	20,448.66-	363,781.48-	96.75	0.00	12,203.77-

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Percent of Time Elapsed = 83.29

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	136,317.62	17,003.89	108,145.73	79.33		28,171.89
511300	OVERTIME PAYMENTS			2,486.14			2,486.14-
511600	PER DIEM PAYMENTS	5,265.00	585.00	3,250.00	61.73		2,015.00
511700	EMPLOYEE BONUSES	1,300.00		975.00	75.00		325.00
511800	COMPENSATORY TIME PAID			47.29			47.29-
512100	VACATION LEAVE EXPENSE	11,568.03	45.66	7,923.23	68.49		3,644.80
512200	SICK LEAVE EXPENSE	1,684.53	44.04	4,662.88	276.81		2,978.35-
512300	HOLIDAY LEAVE EXPENSE	7,545.63		6,771.04	89.73		774.59
Personal Services Subtotal		163,680.81	17,678.59	134,261.31	82.03	0.00	29,419.50
515100	RETIREMENT PLANS EXPENSE	11,880.56	1,279.94	9,737.14	81.96		2,143.42
515200	FICA EXPENSE	12,472.45	1,256.46	9,341.15	74.89		3,131.30
515500	HEALTH INSURANCE EXPENSE	38,824.50	3,235.36	30,880.08	79.54		7,944.42
516500	WORKERS COMP PREMIUMS	1,004.90		1,004.90	100.00		
Major Account 510000 Total		227,863.22	23,450.35	185,224.58	81.29	0.00	42,638.64
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	1,621.57	80.60-	1,645.51	101.48		23.94-
521400	CIO CHARGES	21,529.83	1,698.47	14,451.92	67.13		7,077.91
521500	PUBLICATION & PRINT EXP	2,243.28	3.24-	1,171.53	52.22	9.25	1,062.50
521900	AWARDS EXPENSE	32.50		23.48	72.25		9.02
522100	DUES & SUBSCRIPTION EXP	390.00		390.00	100.00		
524600	RENT EXPENSE-BUILDINGS	8,321.11	690.53	7,274.87	87.43	362.01-	1,408.25
524900	RENT EXP-DEPR SURCHARGE	2,721.55	226.79	2,390.02	87.82	122.12-	453.65
527100	REP & MAINT-OFFICE EQUIP	88.40		88.40	100.00		
531100	OFFICE SUPPLIES EXPENSE	1,350.43	41.15	259.04	19.18		1,091.39
532100	NON-CAPITALIZED EQUIP PU	1,189.50		1,189.50	100.00		
532260	VOICE EQUIP	18.36					18.36
541100	ACCTG & AUDITING SERVICES	733.20		733.20	100.00		
541200	PURCHASING ASSESSMENT	25.35		25.35	100.00		
541500	LEGAL SERVICES EXPENSE	18,000.00	640.00	1,900.00	10.56		16,100.00
541700	LEGAL RELATED EXPENSE	2,700.00		30.00	1.11		2,670.00
542100	SOS TEMP SERV - PERSONNEL	4,030.00		3,164.10	78.51		865.90

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Percent of Time Elapsed = 83.29

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
547100	EDUCATIONAL SERVICES	764.20		33.15	4.34		731.05
554900	OTHER CONTRACTUAL SERVICES	26,395.25	3,448.25	14,593.14	55.29		11,802.11
556100	INSURANCE EXPENSE	34.45	22.36	34.18	99.22		.27
559100	OTHER OPERATING EXP	20,145.20		84.55	.42		20,060.65
Major Account 520000 Total		112,334.18	6,683.71	49,481.94	44.05	474.88-	63,327.12
570000 TRAVEL EXPENSES							
571100	LODGING	2,353.65		1,122.55	47.69		1,231.10
571800	MEALS - TRAVEL STATUS	1,329.81		675.02	50.76		654.79
573100	STATE-OWNED TRANSPORT	130.00					130.00
574500	PERSONAL VEHICLE MILEAGE	5,986.39		3,018.04	50.42		2,968.35
575100	MISC TRAVEL EXPENSE	284.37		123.17	43.31		161.20
Major Account 570000 Total		10,084.22	0.00	4,938.78	48.98	0.00	5,145.44
BUDGETED EXPENDITURES TOTAL		350,281.62	30,134.06	239,645.30	68.42	474.88-	111,111.20
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	350,281.62	30,134.06	239,645.30	68.42	474.88-	111,111.20
BUDGETED EXPENDITURES TOTAL		350,281.62	30,134.06	239,645.30	68.42	474.88-	111,111.20
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
471100	SALE OF SERVICES	450.00-		350.00-	77.78		100.00-
471120	QUALIFYING ED COURSE FEES	1,600.00-		550.00-	34.38		1,050.00-
471121	CONTINUING ED NEW FEES	2,500.00-	225.00-	1,325.00-	53.00		1,175.00-
471122	CONTINUING ED RENEWAL FEES	150.00-	10.00-	70.00-	46.67		80.00-
475150	CERTIFIED GENERAL NEW FEES	9,300.00-	300.00-	6,300.00-	67.74		3,000.00-
475151	LICENSED NEW FEES	300.00-		300.00-	100.00		
475152	FINGERPRINT FEES	2,760.25-	90.50-	2,036.25-	73.77		724.00-
475153	CERTIFIED RESIDENTIAL NEW	3,000.00-		3,000.00-	100.00		
475154	CERTIFIED GENERAL RENEWAL	116,050.00-		122,925.00-	105.92		6,875.00
475155	LICENSED RENEWAL	12,100.00-		12,100.00-	100.00		
475156	FINGERPRINT AUDIT PROGRAM FEES			20.00-			20.00
475157	CERTIFIED RESIDENTIAL RENEWAL	62,700.00-		60,775.00-	96.93		1,925.00-

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Percent of Time Elapsed = 83.29

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475161	TEMPORARY CERTIFIED GENERAL	8,250.00-	900.00-	6,550.00-	79.39		1,700.00-
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-	19,850.00-	77.39		5,800.00-
476101	LATE PROCESSING FEES	3,900.00-	100.00-	2,975.00-	76.28		925.00-
Major Account 470000 Total		249,310.25-	3,725.50-	239,126.25-	95.92	0.00	10,184.00-
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	12,000.00-	1,331.99-	11,654.64-	97.12		345.36-
484500	REIMB NON-GOVT SOURCES	500.00-		2,013.20-	402.64		1,513.20
Major Account 480000 Total		12,500.00-	1,331.99-	13,667.84-	109.34	0.00	1,167.84
490000 REVENUE - OTHER FINANCIAL SOURCES/U							
491300	SALE - SURP PROP/FIXED ASSET			59.80-			59.80
Major Account 490000 Total		0.00	0.00	59.80-	0.00	0.00	59.80
BUDGETED REVENUE TOTAL		261,810.25-	5,057.49-	252,853.89-	96.58	0.00	8,956.36-

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	261,810.25-	5,057.49-	252,853.89-	96.58		8,956.36-
BUDGETED REVENUE TOTAL		261,810.25-	5,057.49-	252,853.89-	96.58	0.00	8,956.36-

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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	73,401.72	9,155.81	58,231.89	79.33		15,169.83
511300	OVERTIME PAYMENTS			1,339.16			1,339.16-
511600	PER DIEM PAYMENTS	2,835.00	315.00	1,750.00	61.73		1,085.00
511700	EMPLOYEE BONUSES	700.00		525.00	75.00		175.00
511800	COMPENSATORY TIME PAID			25.39			25.39-
512100	VACATION LEAVE EXPENSE	6,228.94	24.59	4,267.40	68.51		1,961.54
512200	SICK LEAVE EXPENSE	907.13	23.91	2,511.22	276.83		1,604.09-
512300	HOLIDAY LEAVE EXPENSE	4,063.03		3,645.94	89.73		417.09
Personal Services Subtotal		88,135.82	9,519.31	72,296.00	82.03	0.00	15,839.82
515100	RETIREMENT PLANS EXPENSE	6,397.20	689.23	5,243.16	81.96		1,154.04
515200	FICA EXPENSE	6,715.91	676.62	5,030.08	74.90		1,685.83
515500	HEALTH INSURANCE EXPENSE	20,905.50	1,742.16	16,628.24	79.54		4,277.26
516500	WORKERS COMP PREMIUMS	541.10		541.10	100.00		
Major Account 510000 Total		122,695.53	12,627.32	99,738.58	81.29	0.00	22,956.95
520000	**OPERATING EXPENSES**						
521100	POSTAGE EXPENSE	967.08	95.57	466.12	48.20		500.96
521400	CIO CHARGES	11,592.98	1,800.30	8,778.14	75.72		2,814.84
521500	PUBLICATION & PRINT EXP	1,207.92	3.24	630.82	52.22		577.10
521900	AWARDS EXPENSE	17.50		12.64	72.23		4.86
522100	DUES & SUBSCRIPTION EXP	210.00		210.00	100.00		
524600	RENT EXPENSE-BUILDINGS	4,480.59	371.83	3,360.28	75.00	362.01	758.30
524900	RENT EXP-DEPR SURCHARGE	1,465.45	122.12	1,099.08	75.00	122.12	244.25
527100	REP & MAINT-OFFICE EQUIP	47.60		47.60	100.00		
531100	OFFICE SUPPLIES EXPENSE	727.16	22.16	139.49	19.18		587.67
532100	NON-CAPITALIZED EQUIP PU	640.50		640.50	100.00		
532260	VOICE EQUIP	9.89					9.89
541100	ACCTG & AUDITING SERVICES	394.80		394.80	100.00		
541200	PURCHASING ASSESSMENT	13.65		13.65	100.00		
541500	LEGAL SERVICES EXPENSE	2,000.00		627.50	31.38		1,372.50
541700	LEGAL RELATED EXPENSE	300.00					300.00
542100	SOS TEMP SERV - PERSONNEL	2,170.00		1,703.75	78.51		466.25

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	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
547100	EDUCATIONAL SERVICES	23.80		17.85	75.00		5.95
554900	OTHER CONTRACTUAL SERVICES	695.25		362.65	52.16		332.60
556100	INSURANCE EXPENSE	18.55	12.03	18.39	99.14		.16
559100	OTHER OPERATING EXP	11,235.11		42.45	.38		11,192.66
Major Account 520000 Total		38,217.83	2,427.25	18,565.71	48.58	484.13	19,167.99
570000 TRAVEL EXPENSES							
571100	LODGING	1,267.35		604.45	47.69		662.90
571800	MEALS - TRAVEL STATUS	716.07		363.54	50.77		352.53
573100	STATE-OWNED TRANSPORT	70.00					70.00
574500	PERSONAL VEHICLE MILEAGE	3,223.43		1,625.06	50.41		1,598.37
575100	MISC TRAVEL EXPENSE	153.13		66.33	43.32		86.80
Major Account 570000 Total		5,429.98	0.00	2,659.38	48.98	0.00	2,770.60
BUDGETED EXPENDITURES TOTAL		166,343.34	15,054.57	120,963.67	72.72	484.13	44,895.54
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	166,343.34	15,054.57	120,963.67	72.72	484.13	44,895.54
BUDGETED EXPENDITURES TOTAL		166,343.34	15,054.57	120,963.67	72.72	484.13	44,895.54
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
475163	AMC REGISTERED NEW FEES	4,000.00-	2,000.00-	10,000.00-	250.00		6,000.00
475164	AMC APPLICATION FEES	700.00-	350.00-	2,100.00-	300.00		1,400.00
475165	AMC REGISTERED RENEWAL	99,000.00-	13,500.00-	88,500.00-	89.39		10,500.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-		700.00-	100.00		
476101	LATE PROCESSING FEES	275.00-	100.00-	275.00-	100.00		
Major Account 470000 Total		104,675.00-	15,950.00-	101,575.00-	97.04	0.00	3,100.00-
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	9,000.00-	941.17-	8,775.97-	97.51		224.03-
484500	REIMB NON-GOVT SOURCES	500.00-		544.42-	108.88		44.42

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ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
485101	AMC FORFEITS & PENALTY		1,500.00				
Major Account 480000 Total		9,500.00-	558.83	9,320.39-	98.11	0.00	179.61-
490000 REVENUE - OTHER FINANCIAL SOURCES/U							
491300	SALE - SURP PROP/FIXED ASSET			32.20-			32.20
Major Account 490000 Total		0.00	0.00	32.20-	0.00	0.00	32.20
BUDGETED REVENUE TOTAL		114,175.00-	15,391.17-	110,927.59-	97.16	0.00	3,247.41-

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	114,175.00-	15,391.17-	110,927.59-	97.16		3,247.41-
BUDGETED REVENUE TOTAL		114,175.00-	15,391.17-	110,927.59-	97.16	0.00	3,247.41-

Agency 053 REAL PROPERTY APPRAISER BD
Division 000 AGENCY DEFINED DIVISION
Grant

All Objects
As of 04/30/25

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	53105018.471121.		611994	04/01/25	RC	RB	NRPAB DEPOSIT 250401	7801230		150.00-
25310	079	000	53105018.471121.		613405	04/09/25	RC	RB	NRPAB DEPOSIT 250409	7809599		50.00-
25310	079	000	53105018.471121.		616314	04/28/25	RC	RB	NRPAB DEPOSIT 250424	7828220		25.00-
Total for Object			471121 CONTINUING ED NEW FEES									225.00-
25310	079	000	53105018.471122.		615510	04/22/25	RC	RB	NRPAB DEPOSIT 250421	7822996		10.00-
Total for Object			471122 CONTINUING ED RENEWAL FEES									10.00-
25310	079	000	53105018.475150.		614466	04/16/25	RC	RB	NRPAB DEPOSIT 250416	7817020		300.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									300.00-
25310	079	000	53105018.475152.		611994	04/01/25	RC	RB	NRPAB DEPOSIT 250401	7801230		45.25-
25310	079	000	53105018.475152.		614466	04/16/25	RC	RB	NRPAB DEPOSIT 250416	7817020		45.25-
Total for Object			475152 FINGERPRINT FEES									90.50-
25310	079	000	53105018.475161.		611994	04/01/25	RC	RB	NRPAB DEPOSIT 250401	7801230		150.00-
25310	079	000	53105018.475161.		612616	04/03/25	RC	RB	NRPAB DEPOSIT 250403	7803505		50.00-
25310	079	000	53105018.475161.		613405	04/09/25	RC	RB	NRPAB DEPOSIT 250409	7809599		150.00-
25310	079	000	53105018.475161.		614466	04/16/25	RC	RB	NRPAB DEPOSIT 250416	7817020		100.00-
25310	079	000	53105018.475161.		615510	04/22/25	RC	RB	NRPAB DEPOSIT 250421	7822996		250.00-
25310	079	000	53105018.475161.		616314	04/28/25	RC	RB	NRPAB DEPOSIT 250424	7828220		200.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									900.00-
25310	079	000	53105018.475234.		611994	04/01/25	RC	RB	NRPAB DEPOSIT 250401	7801230		450.00-
25310	079	000	53105018.475234.		612616	04/03/25	RC	RB	NRPAB DEPOSIT 250403	7803505		100.00-
25310	079	000	53105018.475234.		613405	04/09/25	RC	RB	NRPAB DEPOSIT 250409	7809599		300.00-
25310	079	000	53105018.475234.		614466	04/16/25	RC	RB	NRPAB DEPOSIT 250416	7817020		350.00-
25310	079	000	53105018.475234.		615510	04/22/25	RC	RB	NRPAB DEPOSIT 250421	7822996		500.00-
25310	079	000	53105018.475234.		616314	04/28/25	RC	RB	NRPAB DEPOSIT 250424	7828220		400.00-
Total for Object			475234 APPLICATION FEES									2,100.00-
25310	079	000	53105018.476101.		612500	04/01/25	RC	RB	NRPAB APP REN EFW DEP 250401	7802595		100.00-
Total for Object			476101 LATE PROCESSING FEES									100.00-
25310	079	000	53105018.481100.		25586877	04/15/25	JE	G	OIP Mar 25 3.58927%	7818429		1,331.99-
Total for Object			481100 INVESTMENT INCOME									1,331.99-
25310	079	000	53105018.511100.		3188438	04/02/25	T2	7	PAYROLL LABOR DISTRIBUTION	7795722		5,616.77
25310	079	000	53105018.511100.		3188736	04/16/25	T2	7	PAYROLL LABOR DISTRIBUTION	7809892		5,677.96

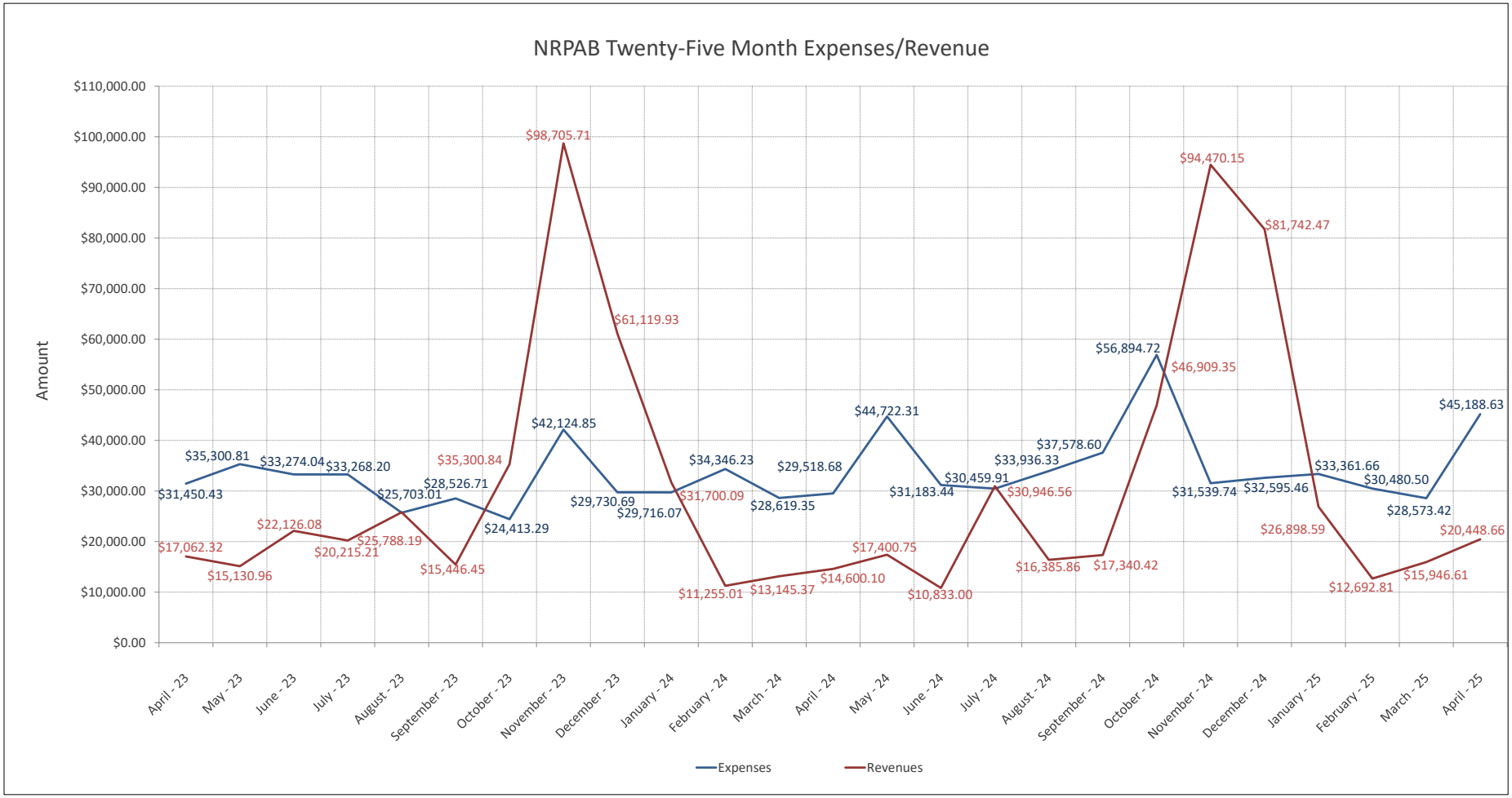
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.511100.		3189086	04/30/25	T2	7	PAYROLL LABOR DISTRIBUTION	7826906		5,689.26
Total for Object			511100 PERMANENT SALARIES-WAGES									17,003.89
25310	079	000	53105018.511600.		3188438	04/02/25	T2	7	PAYROLL LABOR DISTRIBUTION	7795722		260.00
25310	079	000	53105018.511600.		3189086	04/30/25	T2	7	PAYROLL LABOR DISTRIBUTION	7826906		325.00
Total for Object			511600 PER DIEM PAYMENTS									585.00
25310	079	000	53105018.512100.		3188438	04/02/25	T2	7	PAYROLL LABOR DISTRIBUTION	7795722		45.66
Total for Object			512100 VACATION LEAVE EXPENSE									45.66
25310	079	000	53105018.512200.		3188438	04/02/25	T2	7	PAYROLL LABOR DISTRIBUTION	7795722		35.43
25310	079	000	53105018.512200.		3189086	04/30/25	T2	7	PAYROLL LABOR DISTRIBUTION	7826906		8.61
Total for Object			512200 SICK LEAVE EXPENSE									44.04
25310	079	000	53105018.515100.		3188439	04/02/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7795722		426.66
25310	079	000	53105018.515100.		3188737	04/16/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7809892		426.64
25310	079	000	53105018.515100.		3189087	04/30/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7826906		426.64
Total for Object			515100 RETIREMENT PLANS EXPENSE									1,279.94
25310	079	000	53105018.515200.		3188439	04/02/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7795722		407.79
25310	079	000	53105018.515200.		3188737	04/16/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7809892		387.94
25310	079	000	53105018.515200.		3189087	04/30/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7826906		460.73
Total for Object			515200 FICA EXPENSE									1,256.46
25310	079	000	53105018.515500.		3188439	04/02/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7795722		1,617.68
25310	079	000	53105018.515500.		3188737	04/16/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7809892		1,617.68
Total for Object			515500 HEALTH INSURANCE EXPENSE									3,235.36
25310	079	000	53105018.521100.		25446013	04/01/25	JE	G	NRPAB POSTAGE FEB 2025	7796799		95.57-
25310	079	000	53105018.521100.		25593862	04/16/25	JE	G	POSTAGE DUE MAR 2025	7819473		14.97
Total for Object			521100 POSTAGE EXPENSE									80.60-
25310	079	000	53105018.521400.		57300336	04/01/25	PV	V	AS - OCIO - COMMUNICATIONS	7794309		144.39
25310	079	000	53105018.521400.		57625659	04/16/25	PV	V	AS - OCIO - IMSERVICES	7818724		1,554.08
Total for Object			521400 CIO CHARGES									1,698.47
25310	079	000	53105018.521500.		25615418	04/21/25	JE	G	NRPAB CSI NAMEPLAT	7823212		3.24-
Total for Object			521500 PUBLICATION & PRINT EXP									3.24-

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	53105018.524600.		25420211	04/07/25	JE	G	RENT & LB530 APR 2025 - OTHER	7794726		1,034.31
25310	079	000	53105018.524600.		25561122	04/11/25	JE	G	NRPAB RENT APRIL 2025	7814327		362.01-
25310	079	000	53105018.524600.		57625656	04/16/25	PV	V	SECRETARY OF STATE	7818717		18.23
Total for Object			524600 RENT EXPENSE-BUILDINGS									690.53
25310	079	000	53105018.524900.		25420211	04/07/25	JE	G	RENT & LB530 APR 2025 - OTHER	7794726		348.91
25310	079	000	53105018.524900.		25561122	04/11/25	JE	G	NRPAB RENT APRIL 2025	7814327		122.12-
Total for Object			524900 RENT EXP-DEPR SURCHARGE									226.79
25310	079	000	53105018.531100.		25299409	04/03/25	JE	G	OFFICE DEPOT FEB 2025	7772104		63.31
25310	079	000	53105018.531100.		25527933	04/08/25	JE	G	NRPAB ODP BUS SOL 2/2025	7809731		22.16-
Total for Object			531100 OFFICE SUPPLIES EXPENSE									41.15
25310	079	000	53105018.539500.		57465161	04/02/25	PC	V	Purchase Card Offset	7803808		450.00
25310	079	000	53105018.539500.		25497064	04/02/25	J1	G	NRPAB ASC GRANT PCARD TRANSFER	7803891		450.00-
Total for Object			539500 PURCHASING CARD SUSPENSE									
25310	079	000	53105018.541500.		57433732	04/01/25	PV	V	BLAKE LAW	7801984		640.00
Total for Object			541500 LEGAL SERVICES EXPENSE									640.00
25310	079	000	53105018.554900.		57300210	04/01/25	PV	V	TABOR, MARILYN	7794260		750.00
25310	079	000	53105018.554900.		57464968	04/02/25	PV	V	MCCORMICK APPRAISAL	7803580		875.00
25310	079	000	53105018.554900.		57481982	04/03/25	PV	V	NEBRASKA STATE PATROL	7806300		135.75
25310	079	000	53105018.554900.		57496048	04/04/25	PV	V	BAUERMEISTER APPRAISAL SERVICE	7807326		375.00
25310	079	000	53105018.554900.		57523573	04/08/25	PV	V	TABOR, MARILYN	7810277		437.50
25310	079	000	53105018.554900.		57552108	04/09/25	PV	V	LUHRS REAL ESTATE & APPRAISALS	7811447		875.00
Total for Object			554900 OTHER CONTRACTUAL SERVICES									3,448.25
25310	079	000	53105018.556100.		57420514	04/01/25	PV	V	AS - RISK MANAGEMENT DIVISION	7801241		19.64
25310	079	000	53105018.556100.		57420551	04/01/25	PV	V	AS - RISK MANAGEMENT DIVISION	7801300		2.72
Total for Object			556100 INSURANCE EXPENSE									22.36
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									25,076.57
25320	079	000	53105200.475163.		612615	04/03/25	RC	RB	NRPAB AMC DEPOSIT 250403	7803494		2,000.00-
Total for Object			475163 AMC REGISTERED NEW FEES									2,000.00-
25320	079	000	53105200.475164.		613406	04/09/25	RC	RB	NRPAB AMC DEPOSIT 250409	7809606		350.00-
Total for Object			475164 AMC APPLICATION FEES									350.00-

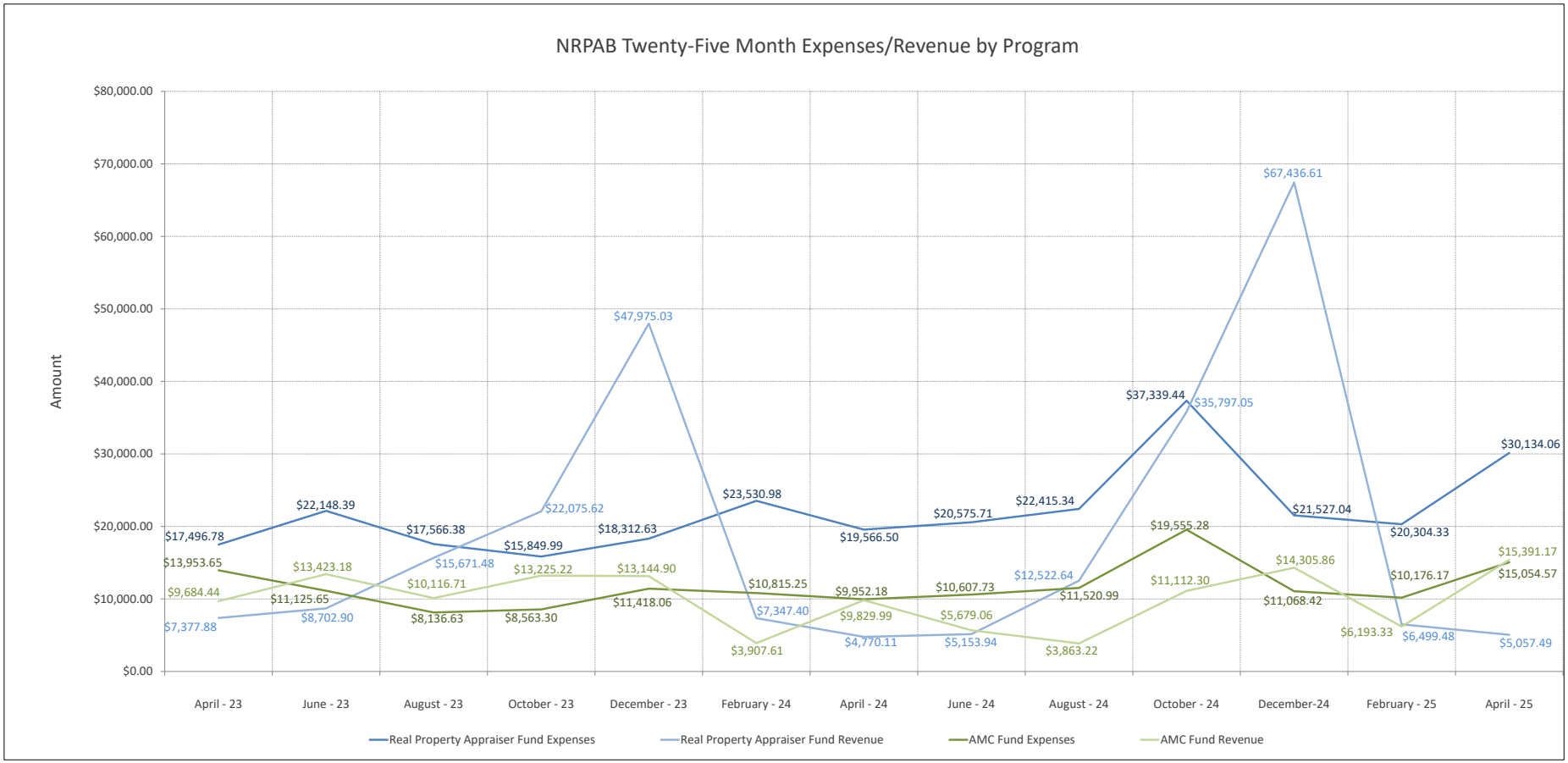
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.475165.		612496	04/01/25	RC	RB	NRPAB AMC REN EFW DEP YYMMDD	7801716		3,000.00-
25320	079	000	53105200.475165.		612659	04/02/25	RC	RB	NRPAB AMC REN EFW DEP 250402	7803450		1,500.00-
25320	079	000	53105200.475165.		613406	04/09/25	RC	RB	NRPAB AMC DEPOSIT 250409	7809606		1,500.00-
25320	079	000	53105200.475165.		614460	04/15/25	RC	RB	NRPAB AMC REN EFW DEP 250415	7817056		4,500.00-
25320	079	000	53105200.475165.		614917	04/17/25	RC	RB	NRPAB AMC REN EFW DEP 250417	7821269		1,500.00-
25320	079	000	53105200.475165.		616460	04/29/25	RC	RB	NRPAB AMC DEPOSIT 250429	7829775		1,500.00-
Total for Object			475165 AMC REGISTERED RENEWAL									13,500.00-
25320	079	000	53105200.476101.		613406	04/09/25	RC	RB	NRPAB AMC DEPOSIT 250409	7809606		25.00-
25320	079	000	53105200.476101.		614460	04/15/25	RC	RB	NRPAB AMC REN EFW DEP 250415	7817056		75.00-
Total for Object			476101 LATE PROCESSING FEES									100.00-
25320	079	000	53105200.481100.		25586877	04/15/25	JE	G	OIP Mar 25 3.58927%	7818429		941.17-
Total for Object			481100 INVESTMENT INCOME									941.17-
25320	079	000	53105200.485101.		25449780	04/01/25	JE	G	NRPAB PENALTY TFR TO EDUCATION	7797419		1,500.00
Total for Object			485101 AMC FORFEITS & PENALTY									1,500.00
25320	079	000	53105200.511100.		3188438	04/02/25	T2	7	PAYROLL LABOR DISTRIBUTION	7795722		3,024.44
25320	079	000	53105200.511100.		3188736	04/16/25	T2	7	PAYROLL LABOR DISTRIBUTION	7809892		3,068.11
25320	079	000	53105200.511100.		3189086	04/30/25	T2	7	PAYROLL LABOR DISTRIBUTION	7826906		3,063.26
Total for Object			511100 PERMANENT SALARIES-WAGES									9,155.81
25320	079	000	53105200.511600.		3188438	04/02/25	T2	7	PAYROLL LABOR DISTRIBUTION	7795722		140.00
25320	079	000	53105200.511600.		3189086	04/30/25	T2	7	PAYROLL LABOR DISTRIBUTION	7826906		175.00
Total for Object			511600 PER DIEM PAYMENTS									315.00
25320	079	000	53105200.512100.		3188438	04/02/25	T2	7	PAYROLL LABOR DISTRIBUTION	7795722		24.59
Total for Object			512100 VACATION LEAVE EXPENSE									24.59
25320	079	000	53105200.512200.		3188438	04/02/25	T2	7	PAYROLL LABOR DISTRIBUTION	7795722		19.07
25320	079	000	53105200.512200.		3189086	04/30/25	T2	7	PAYROLL LABOR DISTRIBUTION	7826906		4.84
Total for Object			512200 SICK LEAVE EXPENSE									23.91
25320	079	000	53105200.515100.		3188439	04/02/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7795722		229.73
25320	079	000	53105200.515100.		3188737	04/16/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7809892		229.75
25320	079	000	53105200.515100.		3189087	04/30/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7826906		229.75
Total for Object			515100 RETIREMENT PLANS EXPENSE									689.23

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	53105200.515200.		3188439	04/02/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7795722		219.61
25320	079	000	53105200.515200.		3188737	04/16/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7809892		208.88
25320	079	000	53105200.515200.		3189087	04/30/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7826906		248.13
Total for Object			515200 FICA EXPENSE									676.62
25320	079	000	53105200.515500.		3188439	04/02/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7795722		871.08
25320	079	000	53105200.515500.		3188737	04/16/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7809892		871.08
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,742.16
25320	079	000	53105200.521100.		25446013	04/01/25	JE	G	NRPAB POSTAGE FEB 2025	7796799		95.57
Total for Object			521100 POSTAGE EXPENSE									95.57
25320	079	000	53105200.521400.		57300336	04/01/25	PV	V	AS - OCIO - COMMUNICATIONS	7794309		77.74
25320	079	000	53105200.521400.		57625659	04/16/25	PV	V	AS - OCIO - IMSERVICES	7818724		1,722.56
Total for Object			521400 CIO CHARGES									1,800.30
25320	079	000	53105200.521500.		25615418	04/21/25	JE	G	NRPAB CSI NAMEPLAT	7823212		3.24
Total for Object			521500 PUBLICATION & PRINT EXP									3.24
25320	079	000	53105200.524600.		25561122	04/11/25	JE	G	NRPAB RENT APRIL 2025	7814327		362.01
25320	079	000	53105200.524600.		57625656	04/16/25	PV	V	SECRETARY OF STATE	7818717		9.82
Total for Object			524600 RENT EXPENSE-BUILDINGS									371.83
25320	079	000	53105200.524900.		25561122	04/11/25	JE	G	NRPAB RENT APRIL 2025	7814327		122.12
Total for Object			524900 RENT EXP-DEPR SURCHARGE									122.12
25320	079	000	53105200.531100.		25527933	04/08/25	JE	G	NRPAB ODP BUS SOL 2/2025	7809731		22.16
Total for Object			531100 OFFICE SUPPLIES EXPENSE									22.16
25320	079	000	53105200.556100.		57420514	04/01/25	PV	V	AS - RISK MANAGEMENT DIVISION	7801241		10.57
25320	079	000	53105200.556100.		57420551	04/01/25	PV	V	AS - RISK MANAGEMENT DIVISION	7801300		1.46
Total for Object			556100 INSURANCE EXPENSE									12.03
Total for Business Unit		53105200	AMC LICENSING									336.60-
Total for Division		000										24,739.97
Total for Agency		053	REAL PROPERTY APPRAISER BD									24,739.97

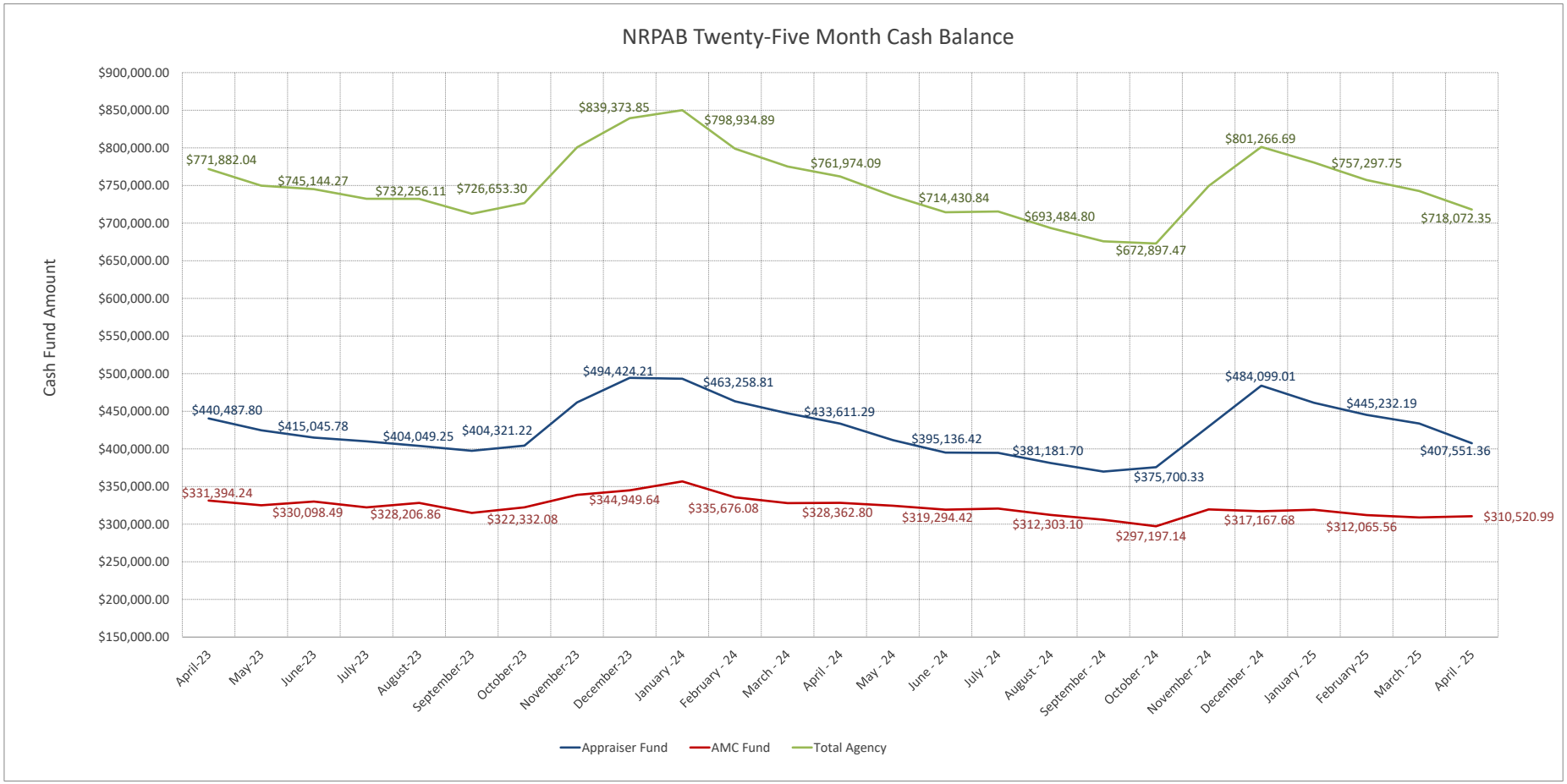
Financial Report and Considerations - Financial Charts



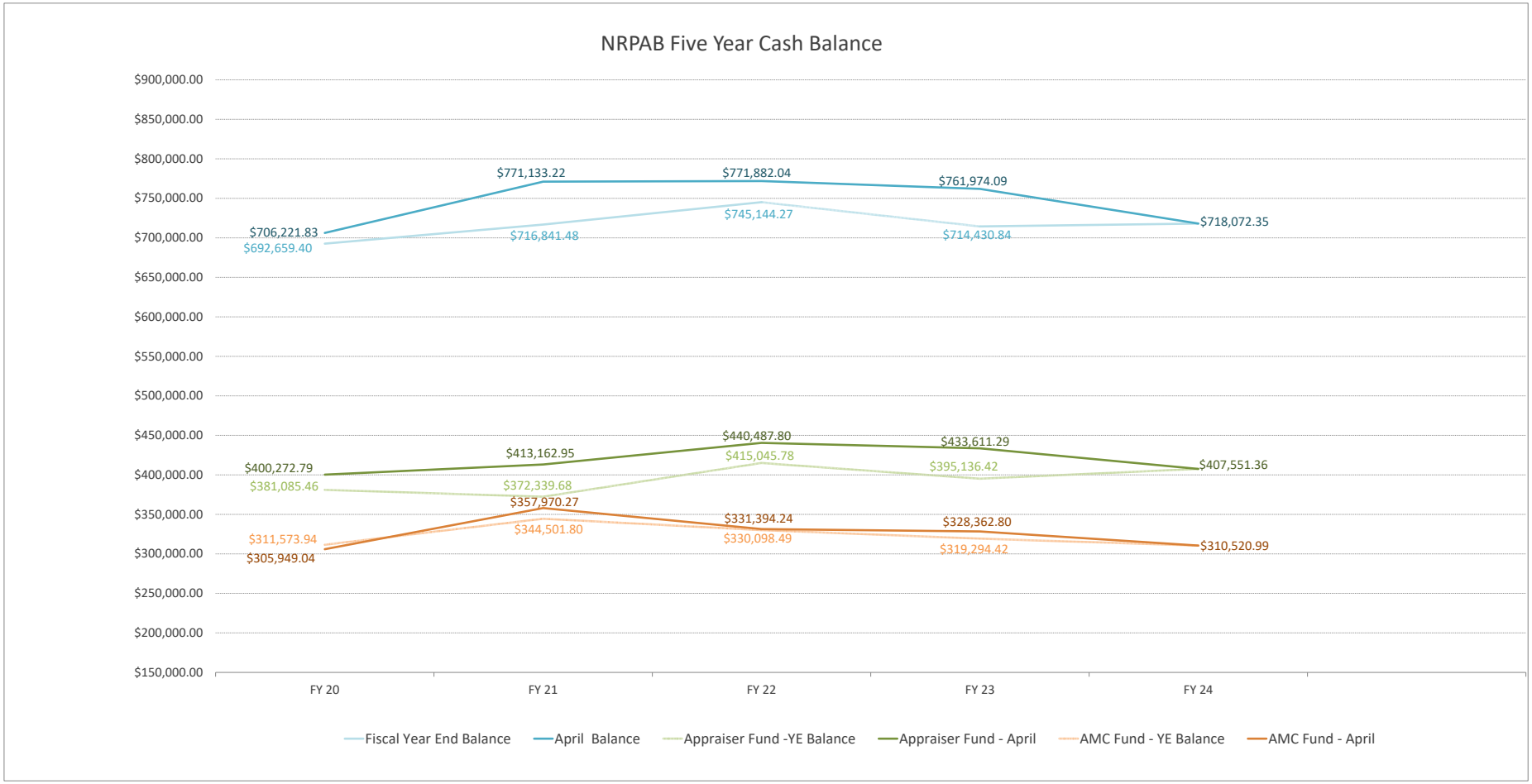
Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



Falls, Colby

From: Carlson, Ron
Sent: Thursday, April 17, 2025 11:59 AM
To: Falls, Colby
Cc: Kohtz, Tyler
Subject: RE: NRPAB MTD General Ledger Detail Error

Colby,
The two transactions that you're seeing for the CSI nameplate are O batches, which are receiving batches not vouchers. When a transaction involves a purchase order the expense is recognized when the O batch is posted, not when the voucher batch is posted. In this case you did only make one payment but there are two receiving O batches for this purchase order. You did a receiving batch for this PO which is the first transaction you see there. Then that O batch was reversed and then done the second time. However, you dated the reversal 2/28/25 rather than 3/3/25 as used on both the receiving batches. So the negative amount is actually reflected in your February transactions and the full net effect is only one charge.
For the journal entry in Batch # 7769164 – this batch was never posted so it doesn't reflect on the GL report. Since this was a March transaction and that month is now closed, you will have to delete this entry and do a new one with a current date.

Ron Carlson, CPA CGFM
Operations Manager | STATE ACCOUNTING

Nebraska Department of Administrative Services
1526 K Street Suite 190, Lincoln, NE 68508-2741
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ron.carlson@nebraska.gov
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From: Falls, Colby <Colby.Falls@nebraska.gov>
Sent: Wednesday, April 16, 2025 3:13 PM
To: Carlson, Ron <Ron.Carlson@nebraska.gov>
Cc: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Subject: NRPAB MTD General Ledger Detail Error

Hello Ron,

In the MTD General Ledger Detail report as of March 31, 2025 for the Board (see attached), two entries appear under Batch Number #7768942 with a "Payee/Explanation," "CORRECTIONAL SERVICE, DEPART." This batch was one payment to CSI for one nameplate at a cost of $9.25 (See attached). It is unclear why this batch appears twice in the General Ledger Detail. Could you please look at this and let me know what the issue is. Also, a journal entry was made on March 4, 2025 to move $3.24 from 53105018.521500 to 53105200.521500 (See attached – Batch #7769164). It is also not clear as to why this journal entry transaction is not shown on the General Ledger Detail. Once again, please look into this when you get a chance and let us know what needs to be done to correct these issues.

Thank you,

Real Property Appraiser Credential Fees	
Real Property Appraiser Credential Application Fee	$~~150~~170.00
Real Property Appraiser Criminal History Record Check Fee	$45.25
Licensed/ Certified Residential/ Certified General Real Property Appraiser Credentialing Fee	$~~300~~320.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Federal Registry Fee	$40.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Renewal Fee	$~~275~~300.00
~~Annual Random Fingerprint Audit Program Maintenance Fee for Renewal of Real Property Appraiser Credential~~	~~$5.00~~
Real Property Appraiser Renewal Late Processing Fee (For each month or portion of month application is late)	$25.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credential Application Fee	$100.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credentialing Fee	$300.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Examination Fee (Paid to testing service Provider)	
Temporary Real Property Appraiser Credential Fees	
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credential Application Fee	$~~100~~120.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credentialing Fee	$~~50~~70.00
Appraisal Management Company Registration Fees	
Appraisal Management Company Application Fee	$350.00
Appraisal Management Company Registration Fee	$2000.00
Appraisal Management Company Registration Renewal Fee	$~~1500~~1700.00
Appraisal Management Company Registration Renewal Late Processing Fee (For each month or portion of month application is late)	$25.00
Real Property Appraiser Education Fees	
New/Resubmission Qualifying Education Activity Fee (For activity(s) approved by The AQB of TAF through its Course Approval Program)	$~~50~~70.00
New/Resubmission Qualifying Education Activity Fee (For activity(s) not approved by The AQB of TAF through its Course Approval Program)	$200.00
New/Resubmission Continuing Education Activity Fee (For activity(s) approved by The AQB of TAF through its Course Approval Program)	$35~~25~~.00
New/Resubmission Continuing Education Activity Fee (For activity(s) not approved by The AQB of TAF through its Course Approval Program)	$100.00
Continuing Education Activity Renewal Fee	$~~10~~15.00
New/Resubmission ~~Seven Hour~~ Supervisory Appraiser and Trainee Course Fee	$~~25~~100.00
Miscellaneous Fees	
Appraiser Corporate Certificate Request/Duplicate Proof of Credentialing Fee	$25.00

Federally Regulated AMC Reporting Form Processing Fee	$350.00
~~Preliminary Criminal History Review Fee (Pre-application review for credentialing applicants and owners of more than 10% of AMCs)~~	~~$50.00~~

Real Property Appraiser Credential Fees	
Real Property Appraiser Credential Application Fee	$170.00
Real Property Appraiser Criminal History Record Check Fee	$45.25
Licensed/ Certified Residential/ Certified General Real Property Appraiser Credentialing Fee	$320.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Federal Registry Fee	$40.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Renewal Fee	$300.00
Real Property Appraiser Renewal Late Processing Fee (For each month or portion of month application is late)	$25.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credential Application Fee	$100.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credentialing Fee	$300.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Examination Fee (Paid to testing service Provider)	
Temporary Real Property Appraiser Credential Fees	
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credential Application Fee	$120.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credentialing Fee	$70.00
Appraisal Management Company Registration Fees	
Appraisal Management Company Application Fee	$350.00
Appraisal Management Company Registration Fee	$2000.00
Appraisal Management Company Registration Renewal Fee	$1700.00
Appraisal Management Company Registration Renewal Late Processing Fee (For each month or portion of month application is late)	$25.00
Real Property Appraiser Education Fees	
New/Resubmission Qualifying Education Activity Fee (For activity(s) approved by The AQB of TAF through its Course Approval Program)	$70.00
New/Resubmission Qualifying Education Activity Fee (For activity(s) not approved by The AQB of TAF through its Course Approval Program)	$200.00
New/Resubmission Continuing Education Activity Fee (For activity(s) approved by The AQB of TAF through its Course Approval Program)	$35.00
New/Resubmission Continuing Education Activity Fee (For activity(s) not approved by The AQB of TAF through its Course Approval Program)	$100.00
Continuing Education Activity Renewal Fee	$15.00
New/Resubmission Supervisory Appraiser and Trainee Course Fee	$100.00
Miscellaneous Fees	
Appraiser Corporate Certificate Request/Duplicate Proof of Credentialing Fee	$25.00
Federally Regulated AMC Reporting Form Processing Fee	$350.00

Real Property Appraiser Board Memorandum of Agreement

LinkedIn Learning Agency Subscription – 2025-2026 Fiscal Year

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Agency: Real Property Appraiser Board

This Memorandum of Agreement (MOA) outlines the terms and conditions under which Real Property Appraiser Board will participate in the LinkedIn Learning Agency Subscription for the 2025–2026 fiscal year.

- Cost: $17 per user per fiscal year
- **Number of Permanent FTEs: 3** (as listed in the State Personnel Almanac)
- **Total Cost to Agency: $51**
- Access Period: Upon execution of this agreement through June 30, 2026

All permanent full-time and part-time teammates classified under your agency in Workday will have unlimited access to the LinkedIn Learning library of on-demand online courses through Workday for the duration of their employment with your agency and for the duration of this Memorandum of Agreement, through June 30, 2026. Any new permanent full-time or part-time teammates hired during the fiscal year will also be included in the subscription at no additional cost.

_____ _____

Real Property Appraiser Board Representative Date

_____ _____

Brian J. Svik, Director of Workforce Training & Development Date

state of nebraska training & development

LinkedIn Learning

NEBRASKA
Good Life. Great Opportunity.

Real Property Appraiser Board LinkedIn Learning Usage Report

2024-2025 Fiscal Year

This is your monthly usage report for LinkedIn Learning. The data in this report represents the LinkedIn Learning usage by your agency through the month of April 2025.

Overall Usage

Subscription Cost:	$51.00
Total Courses Accessed:	22
Target Number of Courses:	3
Percentage to Target:	733.33%
Ala Carte Cost:	$550.00
Savings:	$499.00
Projected Savings	$682.33

Monthly Usage

Month	Courses Accessed
Jul-24	1
Aug-24	5
Sep-24	0
Oct-24	0
Nov-24	0
Dec-24	0
Jan-25	0
Feb-25	0
Mar-25	0
Apr-25	16
May-25	
Jun-25	

Note: The second to last field in the Overall Usage section will display either ***Provisional Overpayment*** or ***Savings.***

- ***Provisional Overpayment*** is the amount of your subscription minus what you would have paid at the ala carte rate ($25/course) through the most recent month. It DOES NOT mean your agency has overpaid for the fiscal year. Once the total number of courses accessed exceeds the number of courses needed to break even, the field will change to ***Savings***.
- ***Savings*** is the amount you would have paid at the ala carte rate minus your subscription cost, and represents the total amount your agency has saved through the most recent month.

Projected Savings shows the projected amount you can expect to save (or overspend) based on your total usage through the most recent month. A positive number represents projected savings, and a negative amount represents projected overpayment for the fiscal year.

Total Courses Accessed is the total number of courses your teammates have on their transcript for the current fiscal year.

Target Number of Courses is the total number of courses your agency will need to access to break even for the fiscal year.

Percentage to Target represents your agency's progress to the break-even point.

Ala Carte Cost shows the amount your agency would have paid for the accessed courses at the ala carte price of $25/course.

Thank you for being a LinkedIn Learning subscriber!

LinkedIn Learning

state of nebraska training & development

Luhrs Real Estate & Appraisals, LLC

PO Box 759

Imperial, NE 69033

April 5, 2025

Nebraska Real Property Appraiser Board
301 Centennial Mall South
PO Box 94963
Lincoln, NE 68509-4963

REF: Invoice #2025-0019
Appraisal Review
CG23036
Multiple Tracts Dated 9/3/2024 for Client Andrew Bose

Dear Appraiser Board:

The appraisal review fee for the above-mentioned review is as follows:

7 hours @ $125/hour = $875.00

Even though the actual review time was nearly 30 hours, I am not asking for any additional fee.

Thank you for this business.

Sincerely,

Thomas Luhrs

Thomas Luhrs, ARA, MAI
Nebraska Certified General Appraiser (#CG910149)
Colorado Certified General Appraiser (#CG01313405)

112036

NEBRASKA REAL PROPERTY APPRAISER CREDENTIALING APPLICANT APPRAISAL REVIEW SERVICES AGREEMENT

This Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement ("Agreement") is entered into between the Nebraska Real Property Appraiser Board ("Agency") and THOMAS M LUHRS ("Contractor"), who holds credential number CG910149 issued by the Nebraska Real Property Appraiser Board, and is an employee of LUHRS REAL ESTATE AND APPRAISALS located at PO BOX 759, IMPERIAL, NE 69033-0759, whose Employer Identification Number (EIN) is 81-0966485.

Contractor shall complete appraisal review report in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice ("USPAP"), and provide technical expertise to the Agency as needed to assist the Board with its evaluation of the listed applicant's experience for credentialing as a real property appraiser in the State of Nebraska.

Applicant Number: CG23036

Credential Applied For: CERTIFIED GENERAL REAL PROPERTY APPRAISER

Appraisal Report: MULTIPLE TRACTS DATED 9/3/2024 FOR CLIENT ANDREW BOSE (AG REVIEW)

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. QUALIFICATIONS

A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:

1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.

2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.

3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.

4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.

5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.

6. Contractor shall possess the ability necessary to communicate effectively, concisely, and objectively with Board staff and as an expert witness if required.

7. Contractor shall possess a reputation for honesty, trustworthiness, and producing quality work within the appraiser industry.

8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.

B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 2. SCOPE OF SERVICE

A. Contractor shall become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes, and regulations relevant to this assignment.

B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.

C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which they may be disqualified from proceeding and must promptly disqualify themselves, regardless of whether there is a request to do so.

D. Contractor shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, standards, policies, regulations, and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition, or marital status in connection with or related to the performance of this Agreement.

E. Contractor shall maintain all information, documentation, and records required to perform services. In addition, Contractor shall provide all information, documentation, and records to the Agency at the Agency's request.

F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.

G. Contractor shall work in their own home and office, except when required otherwise by the Agency for purposes pertaining to this matter, or to attend an administrative hearing concerning this matter.

H. Unless otherwise agreed to by the Agency in writing, Contractor shall complete review of the subject report for compliance with the Ethics Rule, Competency Rule, Scope of Work Rule, Jurisdictional Exception Rule, Standards Rule 1, and Standards Rule 2; and shall develop and communicate conclusions of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for the subject report within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property. All conclusions shall be clear, concise, unremittingly impartial, professional, and ethical.

1. Contractor shall communicate their findings for each specific rule in writing and shall not report only that the rule was met or not met. Where applicable, Contractor shall communicate their analysis of the methods and techniques employed that are necessary to produce a credible report. Contractor shall state specific violations of USPAP, reference the proper rule, and include appropriate documentation and/or information to substantiate each finding.

2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.

3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.

4. The effective date of Contractor's review report is the date of the subject report under review. Certification date of Contractor's review report is the actual date the review report was completed.

5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.

6. The intended use of the review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP for the purpose of the Board's evaluation of qualifications for credentialing.

7. Contractor shall not offer their opinion concerning the overall state of the subject report reviewed by them regarding compliance or noncompliance with USPAP.

8. Contractor shall not offer their opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.

9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the applicant.

10. Contractor shall not use inflammatory language in the development or communication of their conclusions.

K. This matter may proceed to an administrative hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

SECTION 3. COMPENSATION

A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor $125.00 per hour for such services provided. Payment may be made to Contractor's Employer identified on Page 1 of this Agreement. The total compensation for services provided shall not exceed $875.00. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Upon completion of the services, Contractor shall provide an invoice to the Agency, which outlines applicant number, appraisal reports reviewed, services performed, hours billed, and total amount billed.

B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.

C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

SECTION 4. CONFLICTS OF INTEREST

A. Contractor covenants that they have not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement.

B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or applicant in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 5. CONFIDENTIALITY

A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.

B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order, or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.

C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.

D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs, and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

SECTION 6. INDEMNIFICATION

A. Contractor shall indemnify, defend, and hold the Nebraska Real Property Appraiser Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees, and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortious acts or omissions of Contractor.

SECTION 7. TERMINATION; DEFAULT

A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.

B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.

C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.

D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability, or other unforeseen circumstance is unable to perform services for ten (10) or more days.

SECTION 8. MODIFICATION; WAIVER

A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.

B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 9. LAW TO GOVERN; SEVERABILITY

A. This Agreement shall be interpreted, construed, and governed according to the laws of the State of Nebraska.

B. If a term, condition, or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void, or unenforceable provision(s).

SECTION 10. EXECUTION

Contractor represents and warrants that they have the qualifications, experience, and facilities necessary to perform properly the services required under this Agreement in an objective, independent, ethical, thorough, competent, and professional manner. Contractor shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all services described herein. In meeting their obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

IT IS THEREFORE AGREED that the parties hereto have caused this Agreement between Contractor and the Agency to be executed for three years or until final disposition of the application in question by the signature of the Director on:

THIS 30th **day of** December, 2024.

CONTRACTOR

Thomas Luhrs	CG910149	12/30/24
THOMAS M LUHRS, Contractor	Credential Number	Date

NEBRASKA REAL PROPERTY APPRAISER BOARD

Tyler N. Kohtz	1/2/25
Tyler N. Kohtz, Director	Date

Estimate - NRAB Other Executive Session Items

Cost Estimate Summary
(Average Rate per hour FY2025) **$111**

Application Estimate

Task	Hours	Dollars
Meetings	10	$1,110.00
Coding	100	$11,100.00
Testing, writing tests (40% of all coding)	40	$4,440.00
Project Management (7%)	11	$1,221.00
Contingency (25%)	41	$4,551.00
Grand Total	202	$22,422.00

NRAB

31481. [User Story]Adding an "Other Executive Session Items" (OESI) Function to the NRPAB Database

Create a separate tab in the Database for Other Executive Session Items (OESI) for consistency with preparing and presenting information to the Nebraska Real Property Appraiser Board. Similar to the layout of the Investigation Tab, this project includes the following:

- cosmetic changes to the language
- remove extra rows and correct the minimum requirements to add an OESI.
- Maintaining the link from the original 'Respondent' connection and expanding the reference to the Search AMC and Education Interface.
- Updating the latest Board Action information.
- Adding a "Search Other Executive Session Items" Dropdown on the Search Bar.

Comments

5/9/2025 - Sims, Kashinda

Attached are marked versions of our idea. It would reflect similarly with the Agenda Item Summary and the tab would be able to be used for appraisers, AMCs, and education providers. Please provide an estimate as soon as possible to entertain the idea that this could be completed within this fiscal year. Please let me know if any further clarification is needed. Thank you!

5/9/2025 - Inman, Zeke

@Neujahr, Jordan @Sims, Kashinda @Kohtz, Tyler @Loll, Karen @Falls, Colby @Isaac, Ryan Thank you. I will let you know when we are able to come up with an estimate.

5/9/2025 - Kohtz, Tyler

@Inman, Zeke @Isaac, Ryan @Neujahr, Jordan @Sims, Kashinda @Loll, Karen @Falls, Colby We would like to use current fiscal year funding, as long as the work could be completed before June 30, 2025, I have no concerns as to when it starts. Really, it would depend on how long you estimate for the project and if you believe you could still get it done this fiscal year. Thanks, Zeke!

5/9/2025 - Inman, Zeke

@Kohtz, Tyler @Isaac, Ryan @Neujahr, Jordan @Sims, Kashinda @Loll, Karen @Falls, Colby In addition to the questions below, do you need the ability to delete an OESI? I noticed that you cannot do that for Investigations.

5/9/2025 - Inman, Zeke

@Sims, Kashinda @Kohtz, Tyler @Loll, Karen @Falls, Colby

- cosmetic changes to the language
- remove extra rows and correct the minimum requirements to add an OESI.
- Maintaining the link from the original 'Respondent' connection and expanding the reference to the Search AMC and Education Interface.
- Updating the latest Board Action information.

- Adding a "Search Other Executive Session Items" Dropdown on the Search Bar.

So essentially, this new tab/page should be added to *Appraiser*, *AMC*, and *Providers*. Similarly to Investigation Search, when you search for a "OESI", It could show a result regardless of where it was created. Clicking on the result will take you to its respective place. Does that sound correct?

For the **New OESI Page**, it will need the following fields:

**If text field, does it need a character limit?*
Received Date: "Date Field"
Address: "Text Field"
Email: "Text Field"
License Number: "Text Field"
Relevant Laws: ????
Rules: ????
Guidance Documents: Attachment??
Internal Procedures: ??
Latest Board Action: "Drop-down"

It looks like it will also need a communication/log area. Will that remain mostly the same?

OESI Search
What fields would you like to be able to search by, and what columns/fields should appear on the search results?

5/9/2025 - Kohtz, Tyler

@Inman, Zeke @Isaac, Ryan @Neujahr, Jordan @Sims, Kashinda @Loll, Karen @Falls, Colby Relevant Laws, Rules, and Guidance Documents should be one text box. The only search that we would need is for the OESI number, which can be automatically created (like investigations) or could be entered by us (I am fine either way) Number are the year and "01", so 2025.01, 2025.02, 2025.03. The Documentation and Communication log would be similar to the investigation log, but there would be some entry changes.

5/9/2025 - Kohtz, Tyler

@Inman, Zeke@Isaac, Ryan@Neujahr, Jordan@Falls, Colby@Loll, Karen@Loll, Karen I think the ability to delete an OESI would be a good idea.

5/9/2025 - Inman, Zeke

@Kohtz, Tyler @Isaac, Ryan @Neujahr, Jordan @Falls, Colby @Loll, Karen Thank you.
I should have an estimate ready by Monday.

5/9/2025 - Kohtz, Tyler

@Inman, Zeke @Isaac, Ryan @Neujahr, Jordan @Falls, Colby @Loll, Karen Thank you very much, Zeke!

5/12/2025 - Inman, Zeke

@Kohtz, Tyler @Isaac, Ryan @Neujahr, Jordan @Falls, Colby @Loll, Karen Good morning. Below is our estimate for the work highlighted in US#31481. Let me know if you have any questions.

Estimate - NRAB Other Executive Session Items

Cost Estimate Summary
(Average Rate per hour FY2025) **$111**

Application Estimate

Task	Hours	Dollars
Meetings	10	$1,110.00
Coding	100	$11,100.00
Testing, writing tests (40% of all coding)	40	$4,440.00
Project Management (7%)	11	$1,221.00
Contingency (25%)	41	$4,551.00
Grand Total	202	$22,422.00

5/12/2025 - Kohtz, Tyler

@Inman, Zeke @Isaac, Ryan @Neujahr, Jordan @Falls, Colby @Loll, Karen Thank you, Zeke. Do you think that it is possible to get this work done during this fiscal year?

5/12/2025 - Inman, Zeke

@Kohtz, Tyler @Isaac, Ryan @Neujahr, Jordan @Falls, Colby @Loll, Karen Before June 30, I believe we should be able to get it completed.

It is essentially 4 new pages, 3 being tabs on Appraiser, AMC, and Provider. With one search page.

5/12/2025 - Kohtz, Tyler

@Inman, Zeke @Isaac, Ryan @Neujahr, Jordan @Falls, Colby @Loll, Karen Thank you, Zeke. I'll let you know after the meeting on Thursday what the plan is.

Created by Docgen by Invati

Investigation History

Number	Grievance Dt	Complainant	Complainant Business	Status	Latest Board Action
[redacted]	04/10/2025	[redacted]	[redacted]	New Grievance	New – No Action

Investigation [redacted]

Investigation Info [redacted]

Investigation Number: [redacted]

Grievance Received Date: * [redacted]

Complainant: * [redacted]

Complainant Business: * [redacted]

Complainant Address: * [redacted]

Complainant Phone: * [redacted]

Complainant Email: * [redacted]

Respondent: [redacted]

Respondent Address: [redacted]

Respondent Email: [redacted]

License Number: [redacted]

Disciplinary Action: * [redacted]

Relevant Laws/Rules/ Guidance Documents/ Internal Procedures

Subject Property: * [redacted]

Subject Property Address: * [redacted]

Complaint Summary: * [redacted]

Investigation Status: * New Grievance

Latest Board Action: * New – No Action

Investigation Costs: $0.00

All required fields(*) need values to add Investigation

+ Add Investigation

Update Investigation

Investigation Communication and Documentation Log [redacted]



Search Other Executive Session Items

AM832
LB261
MMM - 04/25/2025

appropriations extend beyond the fiscal year ending June 30, 2047.

Sec. 206. AGENCY NO. 52 — NEBRASKA STATE FAIR BOARD

Program No. 694 - State Fair Support and Improvement

	FY2025-26	FY2026-27
CASH FUND est.	5,000,000	5,000,000
PROGRAM TOTAL	5,000,000	5,000,000

Cash Fund expenditures shall not be limited to the amount shown.

Sec. 207. AGENCY NO. 53 — REAL PROPERTY APPRAISER BOARD

Program No. 79 - Appraiser Licensing

	FY2025-26	FY2026-27
CASH FUND	486,797	502,236
PROGRAM TOTAL	486,797	502,236
SALARY LIMIT	254,355	262,040

It is the intent of the Legislature that the agency complies with the provisions of sections 76-2226 and 76-3219 on the allowed use of money in the Real Property Appraiser Fund and the Appraisal Management Company Fund.

Sec. 208. AGENCY NO. 54 — NEBRASKA STATE HISTORICAL SOCIETY

Program No. 561 - Semiquincentennial Commission

	FY2025-26	FY2026-27
CASH FUND	20,000	20,000
PROGRAM TOTAL	20,000	20,000

Sec. 209. AGENCY NO. 54 — NEBRASKA STATE HISTORICAL SOCIETY

Program No. 648 - Nebraska State Historical Society

	FY2025-26	FY2026-27
GENERAL FUND	5,286,038	5,286,038
CASH FUND	3,225,382	3,485,799
FEDERAL FUND est.	987,580	1,030,275
PROGRAM TOTAL	9,499,000	9,802,112

AM835
LB264
MMM - 04/25/2025

Department of Administrative Services.

Sec. 31. The State Treasurer shall transfer $1,000,000 from the Department of Banking and Finance Settlement Cash Fund to the General Fund on or after July 1, 2025, but before June 30, 2026, on such dates and in such amounts as directed by the budget administrator of the budget division of the Department of Administrative Services.

Sec. 32. The State Treasurer shall transfer the remaining balance of the Nuclear and Hydrogen Development Fund to the General Fund on or after July 1, 2025, but before June 30, 2026, on such dates and in such amounts as directed by the budget administrator of the budget division of the Department of Administrative Services.

Sec. 33. The State Treasurer shall transfer $200,000 from the Sector Partnership Program Fund to the General Fund on or after July 1, 2025, but before June 30, 2026, on such dates and in such amounts as directed by the budget administrator of the budget division of the Department of Administrative Services.

Sec. 34. The State Treasurer shall transfer $150,000 from the Real Property Appraiser Fund to the General Fund on or after July 1, 2025, but before June 30, 2026, on such dates and in such amounts as directed by the budget administrator of the budget division of the Department of Administrative Services.

Sec. 35. The State Treasurer shall transfer $75,000 from the Nebraska Job Creation and Mainstreet Revitalization Fund to the General Fund on or after July 1, 2025, but before June 30, 2026, on such dates and in such amounts as directed by the budget administrator of the budget division of the Department of Administrative Services.

Sec. 36. The State Treasurer shall transfer $100,000 from the Appraisal Management Company Fund to the General Fund on or after July 1, 2025, but before June 30, 2026, on such dates and in such amounts as directed by the budget administrator of the budget division of the Department of Administrative Services.

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 83.29

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
520000	**OPERATING EXPENSES**						
521400	CIO CHARGES	54,500.00	22,765.50	22,765.50	41.77		31,734.50
522200	CONFERENCE REGISTRATION	1,300.00	450.00	1,100.00	84.62		200.00
Major Account 520000 Total		55,800.00	23,215.50	23,865.50	42.77	0.00	31,934.50
570000	**TRAVEL EXPENSES**						
571100	LODGING	1,160.00		1,159.88	99.99		.12
571800	MEALS - TRAVEL STATUS	188.00		211.23	112.36		23.23-
574500	PERSONAL VEHICLE MILEAGE	885.00		885.07	100.01		.07-
Major Account 570000 Total		2,233.00	0.00	2,256.18	101.04	0.00	23.18-
BUDGETED EXPENDITURES TOTAL		58,033.00	23,215.50	26,121.68	45.01	0.00	31,911.32
SUMMARY BY FUND TYPE - EXPENDITURES							
4	FEDERAL FUNDS	58,033.00	23,215.50	26,121.68	45.01		31,911.32
BUDGETED EXPENDITURES TOTAL		58,033.00	23,215.50	26,121.68	45.01	0.00	31,911.32

Agency 053 REAL PROPERTY APPRAISER BD
Division 000 AGENCY DEFINED DIVISION
Grant SSG2024NE01

All Objects
As of 04/30/25

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
40000	079	000	53105400.521400.		57625659	04/16/25	PV	V	AS - OCIO - IMSERVICES	7818724		22,765.50
Total for Object			521400 CIO CHARGES									22,765.50
40000	079	000	53105400.522200.		25497064	04/02/25	J1	G	NRPAB ASC GRANT PCARD TRANSFER	7803891		450.00
Total for Object			522200 CONFERENCE REGISTRATION									450.00
Total for Business Unit			53105400 ASC GRANT									23,215.50
Total for Division			000									23,215.50
Total for Agency			053 REAL PROPERTY APPRAISER BD									23,215.50

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:
- [ ] New
- [x] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: 02/25/2025

4. Applicant Identifier:

5a. Federal Entity Identifier: F8673

5b. Federal Award Identifier: SSG2024NE01

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: Colby
Middle Name:
* Last Name: Falls
Suffix:

Title: Business Programs Manager

Organizational Affiliation:

* Telephone Number: 402-471-9015
Fax Number: 402-471-9017

* Email: Colby.Falls@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 to online.

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	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* 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: 402-471-9017

* Email: Tyler.Kohtz@nebraska.gov

* Signature of Authorized Representative: * Date Signed:

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.		$	$	$	$	$
2. SARAS	38.006			120,000.00		120,000.00
3.						
4.						
5. Totals		$	$	$ 120,000.00	$	$ 120,000.00

Standard Form 424A (Rev. 7- 97)
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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
		SARAS			
a. Personnel	$	$ 0.00	$	$	$ 0.00
b. Fringe Benefits		0.00			0.00
c. Travel		5,183.00			5,183.00
d. Equipment		0.00			0.00
e. Supplies		0.00			0.00
f. Contractual		113,517.00			113,517.00
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		0.00			$ 0.00
k. TOTALS (sum of 6i and 6j)	$	$ 120,000.00	$	$	$ 120,000.00
7. Program Income	$	$	$	$	$

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SECTION C - NON-FEDERAL RESOURCES

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

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 120,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$ 120,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00

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.	$	$	$	$
17. SARAS		120,000.00	120,000.00	
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$	$ 120,000.00	$ 120,000.00	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

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
Colby Falls, Business Programs Manager	Colby.Falls@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)		
Fall AARO Conference Travel		
Hotel (Director, Atalnta, GA)-$284.39 per night(tax included) x 4 nights	$1,138	
Meals-see Clarification Table for rates	$255	
Commercial travel	$0	
Mileage- $0.70 per mile x 1,330 miles (personal vehicle)	$931	
Parking	$0	
Spring AARO Conference Travel		
Hotel (Director, San Diego, CA)-$349.96 per night x 4 nights	$1,400	
Meals-see Clarification Table for rates	$255	
Commercial travel	$0	
Mileage- $0.70 per mile x 1,721 miles (personal vehicle)	$1,205	
Parking	$0	
Subtotal: Enter Total Amount Requested on Line 6c, Travel, on the 424A, Column 1	**$5,183**	
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.*		
Online Temporary Real Property Appraiser Credential Application and NRPAB Database Interface Enhancement	$5,280	

Online Real Property Appraiser Credential by Reciprocity Application and NRPAB Database Interface Enhancement	$58,410	
Online Education Activity Application Submission and NRPAB Database Interface Enhancement	$49,827	
Subtotal: Enter Amount Requested on the Contractual line on the 424A, Column 1	**$113,517**	
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)	$650	
Spring AARO conference registration (Director)	$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**	

POP: 07/01/2024-06/30/2027

Continuation Request Date: 07/01/2025

Instructions: For objectives completed, please enter details requested such as data, number of people that attended ARRO, etc. if the listed activities have been completed, please enter "Completed in Year 1." If the activity was canceled due to the Removing the Barriers modifications, please enter "Activity Cancelled per Removing the Barriers Modification." For new activities, if the activity was approved per a Budget Modification, enter "New Activity, Approved per Budget Modification on date." For new activities that are newly proposed in the continuation application, please enter "New Activity Proposed." For activities that will be completed in Year 2 enter "Year 2 Activity."

Objectives	Progress to Date
Project Goal 1: Technology Enhancements: Online Temporary Real Property Appraiser Credential Application and NRPAB Database Interface Enhancement	
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.	Development, testing, and production implementation completed in Year 1. Analyze and review performance; report bugs, functional failures to OCIO; test and implement fixes in Year 2.
Online application form completed through Appraiser Login with payment by EFW.	Development, testing, and production implementation completed in Year 1. Analyze and review performance; report bugs, functional failures to OCIO; test and implement fixes in Year 2.
Temporary credential renewal completed through Appraiser Login for any given temporary credential.	Development, testing, and production implementation completed in Year 1. Analyze and review performance; report bugs, functional failures to OCIO; test and implement fixes in Year 2.
Develop Temporary Credential Application Interface in NRPAB Database	Development, testing, and production implementation completed in Year 1. Analyze and review performance; report bugs, functional failures to OCIO; test and implement fixes in Year 2.
Issue Temporary Credentialing Card through Appraiser Login.	Development, testing, and production implementation completed in Year 1. Analyze and review performance; report bugs, functional failures to OCIO; test and implement fixes in Year 2.
Project Goal 2: Technology Enhancements: Develop Online Mechanism to Accept Online Credit/Debit Card Payments	
Develop an online payment solution that meets all financial and data requirements for processing credit and debit card transactions	Funding not included in the Notice of Grant Award (NGA). No consideration give for Year 2.
Solution will be used for applications submitted through the Appraiser Login and AMC Login portals	Funding not included in the Notice of Grant Award (NGA). No consideration give for Year 2.
Establish a system that complies with data security standards and online fund collection requirements set by the Nebraska State Treasury	Funding not included in the Notice of Grant Award (NGA). No consideration give for Year 2.
Project Goal 3: Technology Enhamcements: Online Real Property Appraiser Credential by Reciprocity Application and NRPAB Database Interface Enhancement	
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.	Development, testing, and production implementation completed in Year 2.
Online application form completed through Appraiser Login with payment by EFW	Development, testing, and production implementation completed in Year 2.
Develop Real Property Appraiser Credential by Reciprocity Application Interface in NRPAB Database.	Development, testing, and production implementation completed in Year 2.
Project Goal 4: Technology Enhancements: Online Education Activity Application Submission and NRPAB Database Interface Enhancement	
Develop an online Education Provider Login.	Development and testing in Year 2.
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.	Development and testing in Year 2.

Online qualifying education, continuing education, and supervisory appraiser and trainee course application forms completed through Education Provider Login with payment by EFW.	Development and testing in Year 2.
Continuing education activity renewal completed through Appraiser Login for any given approved continuing education activity.	Development and testing in Year 2.
Develop Education Activity Application Interface in NRPAB Database	Development and testing in Year 2.
Issue qualifying, continuing, and supervisory real property appraiser and trainee education activity approval documents through Education Provider Login	Development and testing in Year 2.
Project Goal 5: Staff Development	
AARO FALL 2024 (1 atendee)	Completed in Year 1 - Director Tyler Kohtz attended.
AARO Spring 2025 (1 atendee)	Completed in Year 1 - Director Tyler Kohtz attended.
AARO FALL 2025 (1 atendee)	Year 2 activity.
AARO Spring 2026 (1 atendee)	Year 2 activity.

Nebraska Real Property Appraiser Board Statement of Work – FY25

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; and AARO Conference Attendance

Executive Summary: The Nebraska Real Property Appraiser Board is requesting continuation of the SARAS Grant for Fiscal Year 25 for the development and implementation of the Online Real Property Appraiser Credential by Reciprocity Application and NRPAB Database Interface Enhancement project; the development of the Online Education Activity Application Submission and NRPAB Database Interface Enhancement project; the monitoring and maintenance for the Online Temporary Real Property Appraiser Credential Application and NRPAB Database Interface Enhancement project; and for the director's AARO conference registration and attendance. No carry-over funds from FY24 will be utilized and this is a new request for additional technology enhancements and FY25 AARO conference expenditures as identified in this Statement of Work.

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

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

Objective: The primary objective of this project is to develop and improve technology tools to maximize operations efficiency and effectiveness to better serve Nebraska real property appraisers, appraisal management companies, and the public; and meets the intent of USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required. 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. The second 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.

Applicants increasingly expect the convenience and security of online submissions, reflecting broader trends toward digital accessibility and efficiency. Staff members receive daily inquiries from individuals seeking online temporary applications, education activity applications, or credit card payment options, which puts emphasis on the growing demand for these digital solutions.

To address this demand, the Board has been developing a centralized database since early 2013 to replace paper files with electronic records. This transition eliminates several issues associated with paper-based processes, such as incomplete or deficient applications, time-consuming submissions, and uncertainty regarding application status. The digital system significantly enhances operational efficiency by consolidating all relevant information—including details on applicants, credential holders, appraisal management companies, enforcement, education, and instructors—into one automated database. This automation streamlines the application process, reduces the time required for applicants to complete their submissions, and allows applications to be submitted instantly. It also minimizes staff errors and time spent on manual reviews by documenting each step of the review process, providing real-time status updates through Appraiser Login or AMC Login, and enabling the extraction of relevant reports directly from the database. This improves decision-making by offering better insights into trends and statistics.

Description of Progress: Online Temporary Real Property Appraiser Credential Application and NRPAB Database Interface Enhancement

• 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 is developed and currently in testing. Upon completion of staff's analysis and performance review, and all bugs and functional failures are fixed by OCIO and retested by staff, it is anticipated that this mechanism will be moved to the production environment for public use and the static websites updated to harmonize with new application interfaces in FY24.

• Online application form completed through Appraiser Login with payment by EFW is currently developed and in testing. Upon completion of staff's analysis and performance review, and all bugs and functional failures are fixed by OCIO and retested staff, it is anticipated that the online application will be moved to the production environment for public use and the static websites updated to harmonize with new application interfaces in FY24.

• Temporary credential renewal completed through Appraiser Login for any given temporary credential is currently developed and in testing. Upon completion of staff's analysis and performance review, and all bugs and functional failures are fixed by OCIO and retested by staff, it is anticipated that the online renewal application will be moved to the production environment for public use and the static websites updated to harmonize with new application interfaces in FY24.

• Develop Temporary Credential Application Interface in NRPAB Database is currently developed and in testing. Upon completion of staff's analysis and performance review, and all bugs and functional failures are fixed by OCIO and retested by staff, it is anticipated that the database interface will be moved to production environment for staff use and the static websites updated to harmonize with new application interfaces in FY24.

AARO Conference Attendance

The Board's Director, Tyler Kohtz, attended the Fall Association of Appraiser Regulatory Agencies Conference in Boston, Massachusetts from October 28th through October 30th, 2024. Director Tyler Kohtz has also registered to attend the Spring virtual Association of Appraiser Regulatory Agencies Conference to be held April 29th through May 1st, 2025.

Challenges: The Board has encountered no problems nor challenges for the during the first year of the project.

The following specific projects are included for FY25:

Online Temporary Real Property Appraiser Credential Application and NRPAB Database Interface Enhancement ($5,280)

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.* In FY25, analyze and review public production environment performance, which includes identifying and reporting to OCIO, bugs and functional failures, developing and implementing fixes for bugs and functional failures, testing, and monitoring fixes.

- *Online application form completed through Appraiser Login with payment by EFW.* In FY25, analyze and review production environment performance, which includes identifying and reporting to OCIO, bugs and functional failures, developing and implementing fixes for bugs and functional failures, testing, and monitoring fixes.

- *Temporary credential renewal completed through Appraiser Login for any given temporary credential.* In FY25, analyze and review public production environment performance, which includes identifying and reporting to OCIO, bugs and functional failures, developing and implementing fixes for bugs and functional failures, testing, and monitoring fixes.

- *Develop Temporary Credential Application Interface in NRPAB Database.* In FY25, analyze and review production environment performance, which includes identifying and reporting to OCIO, bugs and functional failures, developing and implementing fixes for bugs and functional failures, testing, and monitoring fixes.

Online Real Property Appraiser Credential by Reciprocity Application and NRPAB Database Interface Enhancement ($58,410)

Create an online application for Nebraska real property appraiser by reciprocity 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.* In FY25, development of the mechanism, testing for performance, and moving mechanism to the production environment. Upon completion the development, staff's analysis and performance review, and all bugs and functional failures are fixed by OCIO and retested by staff, move mechanism to production environment for public use and update static websites to harmonize with new application interfaces. Analyze and review production environment performance, which includes identifying and reporting to OCIO, bugs and functional failures, developing and implementing fixes for bugs and functional failures, testing, and monitoring fixes.

- *Online application form completed through Appraiser Login with payment by EFW.* In FY25, development of the online application, testing for performance, and moving online application to the production environment. Upon completion of development, staff's analysis and performance review, and all bugs and functional failures are fixed by OCIO and retested by staff, move online application to production environment for public use and update static websites to harmonize with new application interfaces. Analyze and review production environment performance, which includes identifying and reporting to OCIO, bugs and functional failures, developing and implementing fixes for bugs and functional failures, testing, and monitoring fixes.

- *Develop Real Property Appraiser Credential by Reciprocity Application Interface in NRPAB Database.* In FY25, development of the interface, testing for performance, and moving the interface to the production environment. Upon completion of staff's analysis and performance review, and all bugs and functional failures are fixed by OCIO and retested by staff, move interface to production environment for staff use and update static websites to harmonize with new application interfaces. Analyze and review production environment performance, which includes identifying and reporting to OCIO, bugs and functional failures, developing and implementing fixes for bugs and functional failures, testing, and monitoring fixes.

Online Education Activity Application Submission and NRPAB Database Interface Enhancement ($49,827)

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

- *Develop an online Education Provider Login.* In FY25, development of the Education Provider Login and testing for performance.

- *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.* In FY25, development of the mechanism and testing for performance.

- *Online qualifying education, continuing education, and supervisory appraiser and trainee course application forms completed through Education Provider Login with payment by EFW.* In FY25, development of online applications and testing for performance.

- *Continuing education activity renewal completed through Appraiser Login for any given approved continuing education activity.* In FY25, development of continuing education renewal application and testing for performance.

- *Develop Education Activity Application Interface in NRPAB Database.* In FY25, development of the interface and testing for performance.

- *Issue qualifying, continuing, and supervisory real property appraiser and trainee education activity approval documents through Education Provider Login.* In FY26, upon completion of staff's analysis and performance review, after all bugs and functional failures are fixed by OCIO and retested by staff, the Online Education Activity Application Submission and NRPAB Database Interface Enhancement project is moved to production environment for public use, static websites are updated to harmonize with new application interfaces, analyze and review production environment performance, which includes identifying and reporting to OCIO, bugs and functional failures, developing and implementing fixes for bugs and functional failures, testing, and monitoring fixes.

AARO Conference Attendance ($6,483.00)

In FY25, the Board's Director, Tyler Kohtz, will again register for and attend conferences of the Association of Appraiser Regulatory Agencies ($650.00 funding request for registration for both the Spring and Fall conferences). Funding request specific to the Fall conference includes person vehicle mileage for travel to and from the conference in the amount of $931.00; hotel in the amount of $1,138.00; and meals in the amount of $255.00. Funding request specific to the Spring conference includes person vehicle mileage for travel to and from the conference in the amount of $1,205.00.00; hotel in the amount of $1,400.00; and meals in the amount of $255.00. The director's attendance 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

The Board currently offers real property appraiser and AMC renewals online. Appraiser online applications account for 76% of all appraiser renewals, and AMC online applications account for 63% of all AMC renewals. By transitioning additional applications, including temporary credential applications, and qualifying and continuing education activity applications to an online system, 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 are 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:** 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 debit card payments enable real-time tracking and reporting, enhancing the Board's financial compliance and accountability.

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

Contractual Work:

The Board contracts with the State of Nebraska's Chief Information Officer to perform applications development services. Since the OCIO is a Nebraska State agency, the Board is not required to adhere to the State's procurement standards and policies. OCIO provides applications development services to the Board at a much lower cost than any publicly available contractor for comparable work. The OCIO has developed all database functions, Appraiser Login, AMC Login, NRPAB website, and the EFW payment system.

Timeline:

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

    - 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.
    - Agency Director to attend fall AARO Conference and brief staff and board – October 30, 2025.

- OCIO DEV environment programming for Online Application for Nebraska Real Property Appraiser Credential through Reciprocity with NRPAB staff review, testing, and critique – October 31, 2025.
- OCIO CAT environment migration of Online Application for Nebraska Real Property Appraiser Credential through Reciprocity with extensive NRPAB staff review, testing, and critique – December 31, 2025.
- Staff training and drafting of public information regarding new online options (Real Property Appraiser Reciprocal Credential Application) – January 31, 2026.
- OCIO Production environment migration of Online Application for Nebraska Real Property Appraiser Credential through Reciprocity – February 1, 2026.
- Static website updates to harmonize with new application interface (Real Property Appraiser Reciprocal Credential Application) – February 1, 2026.
- Agency Director to attend spring AARO Conference and brief staff and board – April 30, 2026.
- OCIO DEV environment programming for Online Education Provider Applications with NRPAB staff review, testing, and critique – April 30, 2026.
- OCIO CAT environment migration of Online Education Provider Applications with extensive NRPAB staff review, testing, and critique – June 30, 2026.
- Analyze and review performance of Online Temporary Nebraska Real Property Appraiser Credential and Online Temporary Nebraska Real Property Appraiser Credential Renewal Applications, report bugs to OCIO, and test fixes – June 30, 2026.
- Analyze and review performance of Online Application for Nebraska Real Property Appraiser Credential through Reciprocity, report bugs to OCIO, and test fixes – June 30, 2026.

Budget:

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

    - $6,483.00 – Expenses for agency director 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.
    - $58,410.00 – OCIO Online Application for Nebraska Real Property Appraiser Credential through Reciprocity development.
    - $49,827.00 – OCIO Online Education Provider Applications development.

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

Evaluation Criteria:

1. **Security and Compliance**:
    - **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 up-time 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.
    - **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 in 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, while carrying out the project goals identified in this Statement of Work, the Nebraska Real Property Appraiser Board can effectively evaluate the feasibility, benefits, and risks associated with migrating applications online. The Board understands that it is held accountable by the citizens of Nebraska and those that utilize the technology enhancements implemented by the Board; therefore, must be responsible when developing and implementing technology enhancements. It is essential that the agency operates with the highest efficiency and effectiveness as any loss in this area would have a negative effect on credential holders, the mortgage loan industry, and the public. Key factors considered for evaluation of projects utilizing SARAS funding include service is provided to the applicants, credential holders, and appraisal management companies in a timely manner, and in a way that leaves the customer feeling satisfied with the service; online applications are functionally easy to use and understand; information is captured as required for compliance with Title XI, the Real Property Appraiser Qualifications Criteria, the Real Property Appraiser Act, Appraisal Management Company Registration Act, and Title 298 as applicable; data security meets the NITC standards as implemented by the OCIO; and staff is able to utilize the interfaces efficiently and as intended. User reaction and feedback are an indicator of the quality of the technology enhancement implemented. If multiple bugs and functional failures are identified during the analysis and review of production environment performance by staff or public user, SARAS grant funds will be utilized to develop and implement fixes for bugs and functional failures, testing, and monitoring fixes. This activity will be reported in the simi-annual The Appraisal Subcommittee Progress Report [ASC-PR] and the NE FY25 Monitoring document.

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.

NEBRASKA REAL PROPERTY APPRAISER BOARD

EDUCATION APPLICANTS

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May 15, 2025

Rescission of Approval of Education Activities				
2221453.01	ASFMRA	Cost Approach Applications	Classroom Delivery	2-3

NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Kashinda Sims **Title:** Education Program Manager **Date:** May 15, 2025

Agenda Section: L. Education

Agenda Item Identification Number: 2201442.01

Subject: ASFMRA activity, "Cost Approach Applications"

Description: ASFMRA activity, "Cost Approach Applications" requested to be rescinded by the provider.

SUMMARY

An Application for Approval as a Continuing Education Activity in Nebraska ("Application") was received for, "Cost Approach Applications" on March 25, 2025. Along with the Application, the provider included a letter requesting for the activity, "Cost Approach Applications," which was originally approved on October 27, 2020 through October 27, 2025 for eight hours of classroom continuing education, to be rescinded and replaced with the Application received on March 25, 2025 [Exhibit 1]. Staff recommends the rescission of the activity.

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6 § 003.04B(7) - The Board may rescind approval of a continuing education activity in the Board finds the activity content and/or policies are not communicated or administered as approved.

DISCIPLINARY/WRITTEN ADVISORY HISTORY

There are no known previous disciplinary actions takeb by the Board or written advisories issued by the Board.

EXHIBITS

[Exhibit 1] - "ASFMRA (Cost Approach Applications) Reqiest to Rescind_March 27, 2025" located in NRPAB Database Education Interface under Activity #2201442.01 Communication and Documentation Log (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '2201442'/ Communication and Documentation Log dated 03/27/2025)

American Society of Farm Managers & Rural Appraisers
THE MOST TRUSTED RURAL PROPERTY PROFESSIONALS

received via mailing address on 03/27/2025 with activity #2251418.01 - KS

March 25, 2025

Kashinda Sims
Nebraska Real Estate Appraiser Board
301 Centennial Mall South P.O. Box 94963
Lincoln, NE 68509-4963

RE: Seminar Submission

Dear Ms. Sims,

Enclosed you will find a submission application for the American Society of Farm Managers and Rural Appraisers seminar *Cost Approach Applications* for 8 hours of Continuing Education. It is scheduled to be held July 21, 2025 in Omaha, NE. and via livestream. The scheduled instructor is Rebecca Stone, ARA.

We would like to expire course *Cost Approach Applications*, approval number 2201422.01 that is set to expire on October 27, 2025 and replace it with this submission.

If you should need anything else, please let me know.

Sincerely,

Deanna Ilk
Senior Coordinator of State Approvals & Accreditation
303-692-1222
dilk@asfmra.org

Enclosures

NRPAB
Nebraska Real Property Appraiser Board

Bill Color Key

- NRPAB High Priority Bills
- Nebraska State Government Bills
- General Interest Bills

109th Legislature (1st Regular Session) Bills of NRPAB Interest as of May 5, 2025	
Bill:	LB29
Title:	Create a review process for agency rules and regulations
Status:	February 4, 2025 - Hearing before the Government, Military and Veterans Affairs Committee February 12, 2025
Summary:	LB29 amends the Administrative Procedure Act to, as of January 1, 2026, require that each state agency review all existing rules and regulations and every three years after. Each agency head shall designate a person responsible for this oversight. An electronic submission of detailed report with supportive documents shall be submitted to the Clerk of the Legislature on or before June 30th in year review is conducted. The review shall include whether or not rule and regulation is essential to health, safety or welfare of public; a costs vs benefits analysis; report that agency has process in place to measure effectiveness; report if a less restrictive rule and regulation has been considered; and report rule and regulation is a result of state statutory requirement, federal mandate, or court mandate. Upon receipt of agency reports, the Reference Committee of the Legislature shall reference each report to the standing committee based on jurisdictional oversight and the committee shall review and report to Clerk of Legislature by December 15th with recommendations for legislation or clarification. Agency and rulemaking and regulation shall be suspended during pendency of the review process unless rules and regulations impact the health, safety and welfare of the public, is time sensitive, or subject to state or federal regulation deadlines.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59121&docnum=LB29&leg=109
Notes:	Legislative Fiscal Office requested a Fiscal Note from the Nebraska Real Property Appraiser Board: A significant time burden would be placed on the Board's staff to review each rule or regulation, including any pending rule or regulation, to determine if each rule or regulation is essential to the health, safety, or welfare of the public; to determine if the costs of each rule or regulation outweigh the benefits; to identify and report if the agency has a process in place to measure the effectiveness of each rule or regulation; to determine and identify if less restrictive alternative have been considered for each rule or regulation; and to identify and report if each rule or regulation was promulgated as the result of a state statutory requirement, federal mandate, or court decision. As the Board's staff lacks the resources to conduct such review within its standard allocation of time, it is likely that the Board would have to contract with a third party to be responsible for such review. It is estimated that such review would require approximately 80 hours of work for the first report, and 20 hours of work for each report after. At an estimated contract rate of $225.00 per hour for an individual qualified to conduct such review, the cost to the Board would be approximately $18,000.00 for the first year, and $4,500.00 for each report year after. Nebraska State Budget Division found no basis to disagree with the Nebraska Real Property Appraiser Board.

	No update since February 20, 2025 meeting.
Bill:	LB221
Title:	Provide a procedure to fill unfilled gubernatorial appointments
Status:	February 3, 2025 - Hearing before the Executive Board March 13, 2025
Summary:	In the case of a gubernatorial appointment for a seat that has been vacant for six months or more, LB221 would authorize the legislative committee of jurisdiction to take applications for the seat and forward recommendations to the Governor for possible appointment. If the seat remains vacant for another three months after the date recommendations are forwarded to the Governor, the Executive Board of the Legislative Council may make the appointment.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59531&docnum=LB221&leg=109
Notes:	No update since February 20, 2025 meeting.
Bill:	LB224
Title:	Require paid maternity leave for state employees (Guereca Priority Bill)
Status:	March 25, 2025 - Placed on General File
Summary:	LB224 defines maternity leave and provides eligibility for qualified state employees.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59595&docnum=LB224&leg=109
Notes:	No update since the April 17, 2025 meeting.
Bill:	LB233
Title:	Require coverage for in vitro fertilization for state employees under the Nebraska State Insurance Program
Status:	February 11, 2025 - Hearing before the Government, Military and Veterans Affairs Committee February 21, 2025
Summary:	Beginning July 1, 2025, the Nebraska State Insurance Program shall include coverage for in vitro fertilization. The special coverages permitted by this section shall be made available uniformly to all employees, but each employee shall retain the option to choose the special coverage or coverages which he or she desires or to reject all such special coverages. Coverage is limited to those individuals who have been unable to conceive or produce conception or sustain a successful pregnancy through less expensive and medically viable infertility treatment or procedures covered under the program, except that nothing in this subdivision shall be construed to deny the coverage required by this section to any individual who foregoes a particular infertility treatment or procedure if the individual's physician determines that such treatment or procedure is likely to be unsuccessful.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=58948&docnum=LB233&leg=109
Notes:	No update since February 20, 2025 meeting.

Bill:	LB261
Title:	Appropriate funds for the expenses of Nebraska State Government for the biennium ending June 30, 2027, and appropriate Federal Funds allocated to the State of Nebraska pursuant to the federal American Rescue Plan Act of 2021
Status:	April 30, 2025 - Speaker Major Proposal
Summary:	LB261 is the mainline appropriations and capital construction bill for the biennium that begins July 1, 2025, and ends on June 30, 2027. This measure includes budget recommendations for all State operations and aid programs. The bill includes the appropriate General Fund transfers as well as transfers between specified cash funds. The bill also includes the appropriate funds for reaffirmed and new construction projects. Reaffirmed projects include those projects currently underway that have already received approval and funding previously but were funded over several years. In addition to new and reaffirmed projects set forth in the bill, language is included that provides for the re-appropriation of unexpended June 30, 2024, appropriation balances for FY 2024-25 to continue or complete projects. Finally, it provides the necessary definitions for the proper administration of appropriations and personal service limitations. In LB261, the Board's appropriation is unchanged from this year, for the next two fiscal years. For FY2025-26, the Board's request for funding in the amount of $20,590.00 for health insurance expenses is not included. In addition, the salary limit was increased by $9,298.00 as recommended by the Governor for salary increases; however, no funds are included in the budget for this purpose. AM832 updates LB261 to appropriate funding to the Board in the amount of $486,797 for FY2025-26 and $502,236 for FY2026-27.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59125&docnum=LB261&leg=109
Notes:	
Bill:	LB264
Title:	Provide, change, and eliminate transfers from the Cash Reserve Fund and various other funds and change, terminate, and eliminate various statutory programs
Status:	April 30, 2025 - Speaker Major Proposal
Summary:	LB264 provides for fund transfers, changes provisions governing the administration and the use of funds and repeals previous expansions to aid and incentive programs. LB264 includes a $200,000.00 cash fund transfer out of the Real Property Appraiser Fund, a $150,000.00 cash fund transfer out of the Appraisal Management Company Fund, and provides authority to the Legislature to make cash fund transfers out of the Appraisal Management Company Fund. AM835 updates LB264 to include a $150,000.00 cash fund transfer out of the Real Property Appraiser Fund and a $100,000.00 cash fund transfer out of the Appraisal Management Company Fund.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59130&docnum=LB264&leg=109

Notes:	
Bill:	LB295
Title:	Change provisions relating to the County Employees Retirement Act, the Judges Retirement Act, the Nebraska State Patrol Retirement Act, the School Employees Retirement Act, the State Employees Retirement Act, the Spousal Pension Rights Act, and the Public Employees Retirement Board
Status:	May 1, 2025 - Approved by Governor on April 30, 2025
Summary:	LB295 is a "clean-up" bill introduced at the request of the Nebraska Public Employees Retirement System (NPERS). The bill would amend various sections of statute governing state and county retirement plans administered by NPERS as well as statutes governing the Public Employees Retirement Board (PERB). AM404 strikes original Section 18 and adds Section 5 to clarify the states contribution to the retirement system from the General Fund and makes non-substantial changes to correct language issues (adopted). AM797 clarifies requirements for citizenship qualifications (filed).
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59066&docnum=LB295&leg=109
Notes:	
Bill:	LB366
Title:	Create the Legislative Economic Analysis Unit and the Chief Economist
Status:	February 3, 2025 - Hearing before the Executive Board February 12, 2025
Summary:	LB366 amends §84-901 and §84-901.04 to establish the Legislative Economic Analysis Unit within the Legislature. The bill requires that any rule or regulation projected to have an economic impact of one million dollars or more over five years undergo a regulatory impact analysis before it can take effect. It also mandates that agencies submit cost-benefit analyses, job impact projections, and other relevant data for legislative review. Additionally, LB366 establishes a sixty-day waiting period for major rules unless approved by the Legislature and provides judicial review procedures for determining whether a rule qualifies as a major regulation. The Unit is responsible for providing a regulatory impact analysis of (1) any major rule or regulation or any proposed major rule or regulation; (2) existing rules and regulations; and (3) significant grants received from the federal government or sources outside state government when requested by the Speaker or committee of jurisdiction. LB366 provides certain requirements for the contents of the regulatory impact analysis and reporting of any analysis completed. The bill also provides requirements for information provided by any agency promulgating rules or regulations to the Unit for the purposes of completing the regulatory impact analysis. LB366 requires Legislative action to ratify a rule or regulation within 60 legislative days. The bill includes intent language to extend the legislative session or for the Governor to call a special session to approve proposed rules or regulations. If the Legislature is not in session, the Governor may approve a rule or regulation if a statement is included explaining why an emergency exists or why a federal requirement requires an earlier effective date; why the Legislature cannot be called into session to approve such rule or

	regulation; and why the rules or regulation complies with emergency powers or is required by federal law.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59007&docnum=LB366&leg=109
Notes:	Section 2 of the bill provides for a baseline of 1%-2% contribution of each agency budget for incorporating the cost of the analysis. No update since February 20, 2025 meeting.
Bill:	LB403
Title:	Create the Office of Grants and provide duties
Status:	February 4, 2025 - Hearing before the Government, Military and Veterans Affairs Committee February 13, 2025
Summary:	LB403 establishes the Office of Grants within the executive branch to support the identification and coordination of federal and national grant opportunities for Nebraska state agencies, political subdivisions, and community-based organizations.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59524&docnum=LB403&leg=109
Notes:	No update since February 20, 2025 meeting.
Bill:	LB433
Title:	Exempt deputy directors and agency attorneys from the State Personnel System and change membership provisions under the State Employees Retirement Act
Status:	February 11, 2025 - Hearing before the Retirement Systems Committee February 21, 2025
Summary:	LB433 amends Neb. Rev. Stat. § 81-1316 to add deputy directors and attorneys among exclusions to the State Personnel System. Deputy Directors and Attorneys currently employed in these positions would have the option to remain in the State Personnel System or become exempt. LB433 also waives the 120-day wait for a permanent employee to be rehired to public service at the State of Nebraska as required by the State Employees Retirement System. N.R.S. § 84-1307 is amended to allow employees who were once permanently employed and contributing members of the state retirement system to return to re-employment with the state prior to waiting 120 days and resume participation in the retirement system upon rehire as a temporary employee.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=58983&docnum=LB433&leg=109
Notes:	No update since February 20, 2025 meeting.

Bill:	LB472
Title:	Adopt the Regulatory Management Act
Status:	February 4, 2025 - Hearing before the Government, Military and Veterans Affairs Committee February 12, 2025
Summary:	LB472 establishes the Office of Regulatory Management within the Executive Branch. This Office aims to enhance and utilize transparency to reduce unnecessary regulatory burdens and ensure that new regulations are evidence-based and cost-effective. The office shall establish a baseline catalog of regulatory requirements currently in effect in all state agencies, boards or commissions. This catalog requires cooperation and communication from all state entities. Agencies shall complete an internal review of regulatory requirements. The review must contain the statutory authority or requirement and other relevant documentation related to the regulation. The initial review must be completed no later than 6 months after the effective date of the act. Subsequent reviews should be completed every 2 years or within 60 days of a request from the Office of Regulatory management. These reviews must contain estimates of monetized and nonmonetized costs or benefits if they are feasible. The office shall publish a biennial report showing the change in number and estimated impact of the regulatory requirement by agency, along with a cost estimate for the median citizen. The office must analyze each new regulatory requirement enacted by each agency to ensure best practices. These best practices are outlined within the act. It also outlines a process to follow when it is determined the regulation was not established using best practices.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59549&docnum=LB472&leg=109
Notes:	No update since February 20, 2025 meeting.

Bill:	LB565
Title:	Provide and change requirements relating to agency guidance documents
Status:	February 4, 2025 - Hearing before the Government, Military and Veterans Affairs Committee February 12, 2025
Summary:	LB565 creates new duties for agencies which promulgate rules and regulations under the Administrative Procedures Act (APA). LB565 would prohibit the issuance of new guidance documents on or after July 1, 2025 and before July 1, 2027, unless required under Federal rules. LB565 would restrict guidance documents from imposing greater regulations than federal requirements and would revoke guidance documents issued on or after July 1, 2022 and before July 1, 2025 pending a formal rulemaking process. AM239 removes all state agencies from the bill except for the Department of Health and Human Services – Division of Developmental Disabilities (filed).
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59607&docnum=LB565&leg=109
Notes:	No update since February 20, 2025 meeting.

Bill:	LB634
Title:	Adopt the Legislative Sunset Review Act and eliminate the Legislature's Planning Committee (Executive Board Priority Bill)
Status:	February 3, 2025 - Hearing before the Executive Board March 6, 2025
Summary:	LB485 creates the Legislative Sunset Review Committee for the purpose of reviewing reviewable entities and proposing legislation to eliminate or modify such reviewable entities. The Legislative Sunset Review Committee is comprised of the following members: (a) The chairperson of the Executive Board of the Legislative Council; (b) The chairperson of the Appropriations Committee of the Legislature; and (c) Five other members of the Legislature to be chosen by the Executive Board of the Legislative Council. The Legislative Sunset Review Committee shall create a schedule to perform sunset reviews of reviewable entities, with the initial sunset reviews beginning in 2027. Each reviewable entity shall be scheduled for review every five years. The performance measures for each program and activity provided by the reviewable entity and three years of data for each measure that provides actual results for the immediately preceding two years and projected results for the fiscal year that begins in the year that the reviewable entity report is scheduled to be submitted to the Legislature; (b) An explanation of factors that have contributed to any failure to achieve the legislative standards; (c) The promptness and effectiveness with which the reviewable entity disposes of complaints concerning persons affected by the entity; (d) The extent to which the reviewable entity has encouraged participation by the public in making its rules and decisions as opposed to participation solely by those it regulates and the extent to which public participation has resulted in rules compatible with the objectives of the reviewable entity; (e) The extent to which the reviewable entity has complied with applicable requirements of state law and applicable rules regarding purchasing goals and programs for small and minority-owned businesses; (f) A statement of any statutory objectives intended for each program and activity, the problem or need that the program and activity were intended to address, and the extent to which these objectives have been achieved; (g) An assessment of the extent to which the jurisdiction of the reviewable entity and its programs overlap or duplicate those of other reviewable entities and the extent to which the programs can be consolidated with those of other reviewable entities; (h) An assessment of less restrictive or alternative methods of providing services for which the reviewable entity is responsible which would reduce costs or improve performance while adequately protecting the public; (i) An assessment of the extent to which the reviewable entity has corrected deficiencies and implemented recommendations contained in reports of the Auditor of Public Accounts, legislative interim studies, and federal audit entities; (j) The process by which the reviewable entity actively measures quality and efficiency of services it provides to the public; (k) The extent to which the reviewable entity complies with public records requirements under sections 84-712 to 84-712.09 and the Open Meetings Act; (l) The extent to which alternative program delivery options, such as privatization, outsourcing, or insourcing, have been considered to reduce costs or improve services to residents of this state; (m) Recommendations to the Legislature for statutory, budgetary, or regulatory changes that would improve the quality and efficiency of services delivered to the public, reduce costs, or reduce duplication; (n) The effect of federal intervention or loss of federal funds if the reviewable entity is terminated; (o) A list of each advisory committee relating to the reviewable entity, including those established in statute and those established by managerial initiative, and for each advisory committee; (p) Programs or functions of the reviewable entity that are performed without specific statutory authority; and (q) Other information requested by the Legislature. Upon receipt of any report under section 5 of this act, the Legislative Sunset Review Committee may and the appropriate legislative committee shall conduct a review of the reviewable entity and its advisory committees, including an examination of the cost of each program of the

	reviewable entity, an evaluation of best practices and alternatives that would result in the administration of the reviewable entity in a more efficient or effective manner, an examination of the viability of privatization or a different reviewable entity performing the functions, and an evaluation of the cost and consequences of discontinuing the reviewable entity. In its report on any reviewable entity, the Legislative Sunset Review Committee shall: (1) Make recommendations on the termination, continuation, or reorganization of each reviewable entity and its advisory committees and on the need for the performance of the functions of the reviewable entity and its advisory committees; (2) Make recommendations on the consolidation, transfer, or reorganization of programs within reviewable entities not under review when the programs duplicate functions performed in reviewable entities under review; and (3) Propose legislation in the next regular legislative session to carry out the recommendations of the Legislative Sunset Review Committee.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=58758&docnum=LB634&leg=109
Notes:	No update since February 20, 2025 meeting.
Bill:	LB660
Title:	Adopt the State Building Construction Alternatives Act and the Secure Drone Purchasing Act, require agencies to submit a federal funding inventory, and change provisions relating to agency rules and regulations, state buildings, and works of art for state buildings
Status:	April 29, 2025 - Placed on Select File
Summary:	LB660 establishes the Secure Drone Purchasing Act to provide security against hostile actors. The Division of Aeronautics within the Department of Transportation, along with the Department of Administrative Services, is required to maintain a List of Secure Drones Authorized for Purchase and update the list every six months. After January 1, 2027, state agencies may only purchase or acquire authorized drones and may not expend state funds on unauthorized aerial systems. When possible, political subdivisions are also encouraged to purchase only authorized drones. The Division may consult with other experts and agencies in maintaining the list. AM1008 includes substantial revisions to LB660 and also incorporates provisions from four other bills, including LB445 (von Gillern), LB664 (Storer), LB29 (Conrad), and LB662 (Andersen). AM1147 amends AM1008.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59610&docnum=LB660&leg=109
Notes:	

Bill:	LB664
Title:	Change the Administrative Procedure Act to require agencies to allow for public comment and submissions on proposed rules and regulations and change permissible venue for civil actions challenging rules and regulations
Status:	February 4, 2025 - Hearing before the Government, Military and Veterans Affairs Committee February 12, 2025
Summary:	LB664 would change processes under the Administrative Procedure Act (APA) and proposes to allow for public comment and submissions relating to the proposal or adoption of rules or regulations as well as challenges to rules or regulations in locations outside of Lancaster County.
Legislature Information and Status:	https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=59579&docnum=LB664&leg=109
Notes:	No update since February 20, 2025 meeting.

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

NEBRASKA REAL PROPERTY APPRAISER BOARD SERVICES AGREEMENT AMENDMENT REQUEST FORM

TYPE OF CONTRACT

☐ Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement (AARS)

☐ Subject Matter Expert Services Agreement (SME)

☐ Hearing Officer Services Agreement

CURRENT CONTRACT INFORMATION

Contractor Name: _____ _____ _____
Last First Middle

Contract Number: _____

AMENDMENT REQUEST

Section Number: _____ Subsection: _____

Reason for Amendment Request:

I CERTIFY THAT THE STATEMENTS MADE IN THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____ _____
Contractor's Signature Date

DIRECTIONS

1. Complete form in its entirety.

2. In the Reason for Amendment Request, please refrain from using any sensitive information (e.g., applicant name, applicant number, respondent name, grievance number) as this document must be considered by the Board at a public meeting.

3. Email form to nrpab.credentialing@nebraska.gov, or

   Mail to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN, NE 68509-4963

   Deliver to (FedEx or UPS):
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   301 CENTENNIAL MALL SOUTH, FIRST FLOOR
   LINCOLN NE 68508

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

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:
ASC Appraiser Registry Checked:
Education Reviewed:
Database Updated:
Credentialing Card Issued:
For Board Use Only

20226-2755-26 APPLICATION FOR TWO-YEAR RENEWAL OF NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

PRE-ACKNOWLEDGEMENT

☐ I understand that I am required to have completed the required two years of my continuing education cycle to be eligible for renewal. If I have not completed the required 28 continuing education hours prior to submitting my renewal application, my application will not be processed. I understand that an application that is not processed may be returned to me. I understand that I will be responsible for all late processing fees incurred after November 30, 20254.

LATE PROCESSING FEE (If submitting renewal application after November 30)

☐ $25 per month or portion of a month

Each successfully renewed credential holder will receive access to a free, one-time digital download of the current edition of USPAP.

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

County of Business (Resident credential holders only. List one Nebraska county only for Appraiser Listing search results.): _____

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/.

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

If the answer to any of the following questions is "no," your application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. Please note that registration for and/or intention to take a course at a future date does not satisfy the requirement for an education course.

1. Have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?

   ☐ YES ☐ NO

2. Have you completed the 7-Hour ~~National~~ USPAP Continuing Education ~~Update~~ Course at least once during the previous two years?

   Date last USPAP Update completed (month, year): _____ ☐ YES ☐ NO

   Not applicable, credential issued between January 1 and June 30, 202~~3~~4, first USPAP Update due in 202~~5~~6. ☐ N/A

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?

   ☐ N/A ☐ YES ☐ NO

2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you been convicted of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

4. 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

5. Are there any criminal charges pending against you at this time, or have you been convicted of a misdemeanor criminal offense within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

6. 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 for renewal of your credential.**

   ☐ YES ☐ NO

7. 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 with 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 for renewal of your credential.**

   ☐ YES ☐ NO

8. 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 three-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 for renewal of your credential.**

☐ YES ☐ NO

9. 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 9, 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.

APPLICATION CHECKLIST

1. ☐ Completed application form signed on pages 3, 4, and 5.

2. ☐ All required education certificates for renewal of your credential (including the 7-Hour ~~National~~ USPAP Continuing Education ~~Update~~ Course if applicable) are attached, have been submitted through the Education Submission Portal in Appraiser Login, or have already been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). **If the certificates are not attached, submitted through the Education submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**

3. ☐ Late processing fee of $25 per month or portion of a month after November 30, 2025~~4~~ if my application is postmarked after November 30, 2025~~4~~.

4. ☐ I am submitting my application for renewal to be postmarked on or prior to November 30, 2025~~4~~. **OR**

   ☐ I am **not** submitting my application for renewal postmarked on or before November 30, 2024~~5~~. I understand that my application may be required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late processing fees. *A $25 per month late processing fee is charged for each month or portion of a month past the November 30, 2024~~5~~ renewal deadline.*

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. I understand that an application not processed for any reason may be returned to me. I understand that I will be responsible for any late processing fees that may result.

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)

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 76-2250) 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

The foregoing statements are made for the purpose of procuring a Nebraska Trainee 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 Trainee 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 expressly agree that 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.

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 expressly agree that 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.

I attest that I am at least 19 years of age.

I, _____ , of _____ , do hereby submit an irrevocable consent
(Name) (City, State)
that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my activities as a real property appraiser.

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.

_____ _____
Applicant's Signature Date

DIRECTIONS

1. Complete entire application. If required information is not provided, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following documentation is also required to be included:
   a. All copies of certificates for education activities required (including the 7-Hour ~~National~~ USPAP Continuing Education ~~Update~~ Course if applicable) not submitted through the Education Submission Portal in Appraiser Login or previously provided to and approved by the NRPAB.
   b. Late processing fee of $25 per month or portion of a month after November 30, 2024~~4~~5 if application is postmarked after November 30, 2025~~4~~.
3. Mail application, supporting documentation, and any required late processing fee to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963. Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board Staff at 402-471-9015 or nrpab.renewals@nebraska.gov.

ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, will remain in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 2024~~4~~5.
- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. Qualifying education, as approved by the board, will be approved by the board as continuing education. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.
- Any classroom continuing education activities completed outside of the State of Nebraska are required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. Any distance (asynchronous, synchronous) continuing education activities not approved by the Board are required to be approved for continuing education credit by a jurisdiction in which the real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed. If approval cannot be verified, your application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board.
- If all requirements for renewal are not met by November 30, 2024~~4~~5, the credential holder has until July 1, 2025~~5~~6 to meet the requirements. A late processing fee of $25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2024~~4~~5. The Board's staff will utilize postmark dates to determine late processing fees.

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:
ASC Appraiser Registry Checked:
Education Reviewed:
Database/ASC Registry Updated:
Credentialing Card Issued:
For Board Use Only

2026-275 ~~-26~~ APPLICATION FOR RENEWAL OF NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL

YOUR CURRENT CE PERIOD

☐ ~~2023-~~2024-2025	Submit certificates of completion for 28 hours CE with this application or through the Education Submission Portal found in Appraiser Login (if not already submitted to and approved by the NRPAB). Eligible for either 1-year or 2-year renewal.
☐ ~~2024-~~2025-2026	Eligible for 1-year renewal **ONLY**. If ~~USPAP update~~7-Hour USPAP Continuing Education Course due in 2024~~4~~5, submit CE certificate with this application or through the Education Submission Portal found in Appraiser Login (if not already submitted to and approved by the NRPAB).
☐ ~~2025-~~2026-2027	Credential issued after June 30, 2024~~4~~5. Eligible for either 1-year or 2-year renewal. No CE certificates required.

RENEWAL INFORMATION

Select the credential classification for which you are applying.

1-YEAR RENEWAL TOTAL FEE DUE: $340~~15~~

☐ **CERTIFIED GENERAL – 1 year** ☐ **CERTIFIED RESIDENTIAL – 1 year** ☐ **LICENSED RESIDENTIAL – 1 year**

2-YEAR RENEWAL TOTAL FEE DUE: $68~~3~~0

Application will not be processed if you are not eligible for 2-year renewal. Current CE period required to be 2023~~4~~-2024~~4~~5 or 2025~~6~~-2026~~7~~.

☐ **CERTIFIED GENERAL – 2 years** ☐ **CERTIFIED RESIDENTIAL – 2 years** ☐ **LICENSED RESIDENTIAL – 2 years**

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

County of Business (Resident credential holders only. List one Nebraska county only for Appraiser Listing search results.): _____

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/.

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

If the answer to any of the following questions is "no," your application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. Please note that registration for and/or intention to take a course at a future date does not satisfy the requirement for an education course.

1. If this is the second year of your two-year continuing education period, have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?

   ☐ N/A (first year of two-year continuing education period OR new credential) ☐ YES ☐ NO

2. Have you completed the ~~7-Hour National~~ ~~USPAP Update~~7-Hour USPAP Continuing Education Course at least once during the previous two years?

   Date last ~~USPAP Update~~7-Hour USPAP Continuing Education Course completed (month, year) or N/A for new credential: ☐ N/A ☐ YES ☐ NO

   If the ~~USPAP Update~~7-Hour USPAP Continuing Education Course was completed in 2024~~4~~5, is the certificate of completion attached, has it been submitted through the Education Submission Portal found in Appraiser Login, or has it been previously submitted to and approved by the NRPAB? ☐ N/A ☐ YES ☐ NO

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?

   ☐ N/A ☐ YES ☐ NO

2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you been convicted of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

4. 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

5. Are there any criminal charges pending against you at this time, or have you been convicted of a misdemeanor criminal offense within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

6. 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 for renewal of your credential.**

   ☐ YES ☐ NO

7. 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 for renewal of your credential.**

☐ YES ☐ NO

8. 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 three-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 for renewal of your credential.**

☐ YES ☐ NO

9. 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 9, 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.

APPLICATION CHECKLIST

1. ☐ Completed application form signed on pages 4, 5, and 6.

2. ☐ All required continuing education certificates for renewal of your credential are attached, have been submitted through the Education Submission Portal found in Appraiser Login, or have previously been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). If you are in the first year of your continuing education cycle and you were required to complete the 7-Hour USPAP course by December 31, 2024~~4~~5, submit a copy of the certificate of completion for the ~~7-Hour USPAP Update~~7-Hour USPAP Continuing Education Course with this application, or submit a copy through the Education Submission Portal found in Appraiser Login (if not previously submitted to and approved by the NRPAB). **If the certificates are not attached, submitted through the Education Submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**

3. ☐ Credentialing fee, ASC Appraiser Registry fee, and late processing fee as applicable.

4. ☐ I am submitting my application for renewal to be postmarked on or prior to November 30, 2024~~4~~5. **OR**

   ☐ I am **not** submitting my application for renewal postmarked on or before November 30, 2024~~4~~5. I understand that my application is required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late processing fees. *A $25 per month late processing fee is charged for each month or portion of a month past the November 30, 2024~~4~~5 renewal deadline.*

5. ☐ I am submitting an application for a 1-year renewal. I have attached a certificate of completion for the ~~7-Hour National USPAP Update~~7-Hour USPAP Continuing Education Course, or submitted the certificate through the Education Submission Portal in Appraiser Login, if I completed it in 2024~~4~~5 (if not previously submitted to and approved by the NRPAB). **OR**

☐ I am submitting an application for a 2-year renewal. I understand that I am required to have completed the required 2 years of my 2-year continuing education period to be eligible for this option. I also acknowledge that if I have not completed the required 2nd year of my continuing education period, my application will be considered invalid and will not be processed. I understand that I will be responsible for all late processing fees incurred after November 30, 2024~~4~~5.

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. I understand that an application not processed for any reason may be returned to me. I understand that I will be responsible for any late processing fees that may result.

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

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 76-2250) 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

The foregoing statements are made for the purpose of procuring a Nebraska Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General 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 Licensed Residential credential, Certified Residential credential, or Certified General 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 expressly agree that 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.

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 expressly agree that 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.

I attest that I am at least 19 years of age.

I, _____ , of _____ , do hereby submit an irrevocable consent
(Name) (City, State)
that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my activities as a real property appraiser.

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.

_____ _____
Applicant's Signature Date

SUPERVISORY APPRAISER CONTACT LIST

1. I am interested in being a supervisory real property appraiser for the direct supervision of one or more trainee real property appraisers.

   ☐ YES ☐ NO

2. I am a certified residential real property appraiser or certified general real property appraiser in good standing, and have held a certified real property appraiser credential in this state, or the equivalent in any other jurisdiction, for three or more years.

   ☐ YES ☐ NO

3. I understand that the Supervisory Appraiser Contact List is not an endorsement as a supervisory real property appraiser by the Nebraska Real Property Appraiser Board, nor an approval by the Nebraska Real Property Appraiser Board to engage in real property appraisal practice as a supervisory real property appraiser. I also understand that if I were to agree to be a supervisory real property appraiser for a trainee real property appraiser, that I would have to submit an Application for Registration as Nebraska Supervisory Real Property Appraiser to the Nebraska Real Property Appraiser Board for each trainee real property appraiser and meet all requirements for approval in place at the time of application.

   ☐ YES ☐ NO

DIRECTIONS

1. Complete entire application. If required information is not provided, application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following is also required to be included:
   a. Check or money order for non-refundable credential registration fee and ASC Appraiser Registry fee. If a late processing fee is applicable, include this amount as well. *See below for late processing fee requirements.*
   b. Any copies of certificates for continuing education activities required not submitted through the Education Submission Portal in Appraiser Login or previously submitted to and approved by the NRPAB.
   c. Copy of certificate for 7-Hour National ~~USPAP Update~~USPAP Continuing Education Course if due in 2025~~4~~ and not submitted through the Education Submission Portal in Appraiser Login or previously submitted and approved by the NRPAB, even if the renewal is in the middle of the CE period and no other certificates are required at this time.
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 or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.renewals@nebraska.gov.

ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, shall remain in effect until December 31st of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 2025~~4~~.
- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing credential for a two-year period. If you have questions about whether or not you are eligible for a two-year renewal, the Board encourages you to contact the Board's office to determine your eligibility prior to submission. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred. If you are in the first year of your two-year continuing education period, you are not required to provide evidence of completion of continuing education activities except for the ~~USPAP Update~~7-Hour USPAP Continuing Education course if you are required to have completed it by December 31, 2024~~5~~.
- Any classroom continuing education activities completed outside of the State of Nebraska are required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. Any distance (asynchronous, synchronous) continuing education activities not approved by the Board are required to be approved for continuing education credit by a jurisdiction in which the real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed.

- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing. Beginning January 1, 2022, for a new real property appraiser credentialed through reciprocity who held a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board, the two-year continuing education period commences on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board. 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. Evidence of completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course is required to be submitted with the application for renewal, or submitted through the Education Submission Portal in Appraiser Login, or previously submitted and approved by the NRPAB by December 31 of the year in which the course is required.
- If all requirements for renewal are not met by November 30, 2024~~4~~5, the credential holder has until July 1, 2025~~5~~6 to meet the requirements. A late processing fee of $25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2024~~4~~5 (January 1, 2025~~5~~6 for new credentials issued after November 1, 2024~~4~~5). The Board's staff will utilize postmark dates to determine late processing fees.
- If a credential holder who first obtained his or her credential at the current level on or after November 1, 2024~~4~~5 fails to apply and meet the requirements for renewal by December 31, 2024~~4~~5, the credential holder may obtain a renewal of their credential by satisfying all requirements for renewal and paying a late processing fee of $25 per month or portion of a month the credential is not renewed, if the renewal takes place prior to July 1, 2026~~5~~.
- Fees for 1-year renewal application: $300~~275~~ credentialing fee and $40 ASC Appraiser Registry fee, total $340~~315~~.
- Fees for 2-year renewal application: $600~~550~~ credentialing fee and $80 ASC Appraiser Registry fee, total $680~~630~~.
- Each successfully renewed credential holder will receive access to a free, one-time digital download of the current edition of USPAP.

NRPAB
Nebraska Real Property Appraiser Board

Real Property Appraiser Credential Renewal Application Procedures

Effective May~~April~~ 15~~8~~, 2024~~5~~

1. The PDF renewal application will be posted to the website no earlier than July 1, but no later than July 10. Renewal procedures and continuing education ("CE") requirements will be updated in Appraiser Login and on the Board's website on or shortly after July 1. The online renewal application is available July 1. A renewal application will be accepted as received any time after July 1.

    a. A memo from the Board, or the summer edition of The Nebraska Appraiser that includes a feature article, will be sent no later than the last day in August reminding real property appraisers of their upcoming renewal, and of the processes in place to renew their credential.

    b. In early July, emails will be sent to all credential holders whose credentials are expiring December 31 with the text of the renewal postcard and information regarding any significant changes in procedures or requirements. This email will also notify the credential holder that the online and PDF renewal applications are available.

2. All applications received, whether online or PDF, are reviewed for completeness. Applications that are incomplete due to unanswered questions; missing information, signatures, or documentation; incorrect payment; ineligibility for two-year renewal; lack of evidence supporting at least 28 hours CE submitted at the end of the CE period; or no ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course Update completion documentation submitted if required with the renewal, will be rejected. The real property appraiser's ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course due date will be verified. The real property appraiser's CE period will be verified to determine whether 28 hours of CE are required with the application and whether the applicant is eligible for a 2-year renewal. For real property appraisers whose credentials were issued within the past three years, the date on which the credential was issued and whether the credential was approved through reciprocity will be verified to determine the beginning date of the two-year CE period in accordance with N.R.S. § 76-2218. Incomplete applications may be accepted if the applicant can reasonably rectify the deficiency to complete the application within a specific time period as determined by NRPAB, in which case processing may continue. If such incomplete application is not rectified within the specified time period, the applicant shall be notified in writing (letter) that their application will go before the Board at the

next meeting unless the deficiency is rectified. If all elements of an application are present, the application is considered complete.

a. A complete renewal application includes:

   i. a completed application form;

   ii. $340~~15~~ payment for a timely one-year renewal, $68~~3~~0 for a timely two-year renewal, (credentialing fee and ASC Appraiser Registry fee – no payment required for a timely Trainee two-year renewal, two-year renewal must be at the end of the second year in the two-year continuing education cycle, otherwise the appraiser is ineligible);

   iii. explanations and documents for any "yes" answers to disciplinary questions;

   iv. all continuing education certificates not previously submitted and approved (or submitted separately by electronic means and not yet approved) including the ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course if due that year and all others if it is the end of the second year in the two-year continuing education cycle; and

   v. late processing fees, as applicable, for any application postmarked after November 30 of the current year unless the credential was issued on or after November 1 of the current year, in which case the late processing fees begin after December 31 of the current year.

b. The Licensing Programs Manager (LPM) or another NRPAB teammate as assigned by the Director, will review new online renewal applications each day.

   i. If the application is complete, the application will be marked "Accepted" in Initial Staff Review and "Under Review" selected for status in the Appraiser Applications and Reviews Interface. The EFW payment will be included in the next EFW file to be built and sent to US Bank. All receipts will be deposited with Treasury Management in accordance with the Internal Control Plan after US Bank confirms receipt of the EFW file. The application will be entered in the Applicant Tracker spreadsheet, and the appropriate information will be entered in the ASC Appraiser Registry Tracker.

   ii. If the application is late, the late processing fees will be entered in the real property appraiser's Payments tab in the NRPAB Database with the EFW reference number as the payment and receipt numbers. No paper receipt is required as the payment of the late processing fee is itemized in the EFW receipt.

   iii. If the application is incomplete, the application will be marked "Rejected" in Initial Staff Review in the Appraiser Applications and Reviews Interface and the reason detailed in the text box. The status will also be changed in the Appraiser Applications and Reviews Interface to "Rejected." A letter or email will be sent to the real property appraiser with the reason for rejection and logged in the application Communication and Documentation log. The Business Programs Manager (BPM) shall be notified so that any EFW payment related to this rejection is not included in the next EFW file built.

c. The Licensing Programs Manager (LPM), or another NRPAB teammate as assigned by the Director, will review new paper renewal applications each day.

i. When paper applications are received at the Board's office, the renewal application will be stamped with the received date in accordance with the Internal Control Plan. All checks or monies received will be copied and attached to the application. The name of the real property appraiser, credential number, and renewal period (1 yr or 2 yr) will be written on the copy of the check attached to the application and the copy of the check attached to the deposit. The paper application will be scanned to a PDF and each application will be manually entered in the Renewal of Real Property Appraiser Credential Application (Manual Entry) interface. Everything will be entered as it appears on the application, even if the information given by the real property appraiser is incorrect (e.g., responses to CE Period and ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course questions). Short answers to disciplinary questions may be typed in. Longer answers and documents will be scanned and uploaded in the appropriate locations. CE certificates not already on the Education Tab will be scanned to be reviewed and entered.

ii. If the application is complete, the application will be marked "Accepted" in Initial Staff Review and "Under Review" set for status in the Appraiser Applications and Reviews Interface. All receipts will be deposited in accordance with the Internal Control Plan. The application will be entered in the Applicant Tracker spreadsheet and the appropriate information will be entered in the ASC Appraiser Registry Tracker.

iii. The postmark date on the envelope will be checked to verify that all late processing fees (if applicable) have been paid. If any late processing fees are included, a receipt will be written, copied with the payment, the payment of the late processing fees entered on the Payments tab in the NRPAB Database, and the receipt held to be mailed to the real property appraiser after the application is approved or denied. If any late processing fees due are not included, the payment and application will be scanned and logged in the Appraiser Applications and Reviews Interface log, then returned with a letter of explanation. At the real property appraiser's request, the payment and application may be shredded instead of returned.

iv. If the application is incomplete, the application will be marked "Rejected" in Initial Staff Review in the Appraiser Applications and Reviews Interface and the reason detailed in the text box. The status will also be changed in the Appraiser Applications and Reviews Interface to "Rejected." A letter or email will be sent to the real property appraiser with the reason for rejection and logged in the application Communication and Documentation log.

3. The LPM, or another NRPAB teammate as assigned by the Director, verifies that all non-continuing education requirements for renewal are met. Upon further review, complete applications may be found to have incorrect information or deficiencies, CE activities submitted may be found not to meet requirements, or the ASC Appraiser Registry may reveal undisclosed disciplinary action. Complete applications are eventually approved by staff, the Director, or the Board; or denied by the Board, or are withdrawn by the real property appraiser. During this process the teammate will check the application for the following and mark each step as complete in the Appraiser Applications and Reviews Interface, logging all communications and documents in the Communication and Documentation Log for that application.

    a. The information in the application is accurate and complete. Teammate will determine whether the real property appraiser has provided any incorrect/misleading responses (e.g., education completion, disciplinary action, legal action), and all address or personal information fields match the application's information in the NRPAB Database. If there is a discrepancy regarding the address or personal information between the PDF application and NRPAB Database, the NRPAB Database will be updated to reflect the information included on the PDF application. If there is a change in the real property appraiser's name or Principal Place of Business Contact Information in Appraiser Login or on a PDF application, the ASC Appraiser Registry will be updated with the new information as well. If clarification is needed on any answers, a letter will be sent to the real property appraiser requesting a response. The real property appraiser will be asked to respond to the Board's office in writing within ten business days. The Board's Director has authority to approve the response, or the Director may determine that the response will be reviewed by the Board at its next regular meeting.

    b. Verify if application is for a one- or two-year renewal. If the real property appraiser is not eligible for a two-year renewal and this was missed at Step 2c, or an online renewal application allowed an incorrect two-year renewal and was accepted at Step 2b, the application will be processed as a 1-year renewal and the real property appraiser notified with a letter explaining the requirements for a two-year renewal and why the real property appraiser has not met those. The letter will include a W-9 form to be completed and mailed or emailed back to the Board's office. The letter to the real property appraiser will explain that the W-9 is required in order to process the refund of the overpayment.

    c. Verify disciplinary action by utilizing the ASC Appraiser Registry; previous NRPAB Database log entries reporting disciplinary action, court cases, and advisory letters; and the real property appraiser's Disciplinary Actions and Investigations tabs in the NRPAB Database. All credential holders will be verified on the ASC Appraiser Registry whether they are reciprocal or Nebraska resident credential holders. This ASC Appraiser Registry Report will be saved as a PDF (or printed off and scanned) and uploaded as a Communication and Documentation log entry in the Appraiser Applications and Reviews Interface. If there is no disciplinary action, the ASC review will simply be placed in the renewal application log. In the Disciplinary Review section of the Appraiser Applications and Reviews Interface, the Disciplinary Review, NE Disciplinary Action Review, and ASC Appraiser Registry Review will be marked as "Complete" and Recommendation set to "Approved". If there is disciplinary action, the teammate will

highlight it in the ASC Appraiser Registry Report and note that Disciplinary action has been appropriately reported on previous applications (if applicable). If this is the first time that a disciplinary action has been reported (and the action occurred in a jurisdiction other than Nebraska), the Board's Director will be consulted. The Director will determine whether the teammate should proceed with processing, request additional information pertaining to the disciplinary action, or whether the application should go before the Board for consideration.

4. The Education Program Manager ("EPM"), or another NRPAB teammate as assigned by the Director, verifies that all continuing education requirements, as applicable for renewal, are met.

    a. Verify that the education certificates required have been received. Verify that all education activities were completed timely (e.g., All CE completed within the real property appraiser's two-year CE period, the ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course completed within two years). The two-year CE period may not begin on January 1 for new credential holders. For real property appraisers whose credentials were issued within the past three years, the date on which the credential was issued and whether the credential was approved through reciprocity will determine the beginning date of the two-year CE period in accordance with N.R.S. § 76-2218. If not already completed, certificates will then be entered into the Education tab in the NRPAB Database. The continuing education submittal acceptance is determined by the NRPAB's records in the NRPAB Database.

        i. Upon completion of the continuing education review, if all continuing education is approved, the teammate will update the "USPAP" field with the next ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course due date, along with the "CE Period" field with the next continuing education period in the Appraiser Interface for the real property appraiser (if applicable). It is imperative that this be updated to ensure that there is no confusion arising from incorrect data in Appraiser Login and to ensure that the online renewal application does not allow a real property appraiser to submit an incorrect 2-year renewal application. The teammate will mark the Education Review as "Complete" in the Appraiser Applications and Reviews Interface.

        ii. If the continuing education is deficient for any reason (e.g., submitted education activity not approved, ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course not submitted) the application will not be processed any further. A letter will be sent to the real property appraiser explaining the deficiencies and will be logged in the Appraiser Applications and Reviews Interface log. The portions of the review that were completed will be marked as "Complete" in the Appraiser Applications and Reviews Interface. If the real property appraiser does not choose to remedy the deficiencies and complete the continuing education requirements, the application shall be placed before the Board for consideration. If the submitted continuing education is determined to be deficient, in the Education tab, a note must be added to the entry for the certificate indicating why the continuing education activity has been denied. The application is presented to the Director for review. The Director may approve the education activity, request another course of action, or place the application before the Board for review at its next meeting. If the Board denies the application, a denial letter, as appropriate, will be sent and will include a W-9 form to be completed and mailed or emailed back to the Board's office.

The letter to the real property appraiser will explain that the W-9 is required in order to process the refund of the payment of fees.

b. ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course is required to be completed at least once every two years. Verify the year that the ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course is due. If the ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course is due and the submission is acceptable, but found to not have been completed in a timely manner, the application may be approved with an advisory letter for the first occurrence for a late submission in accordance with Internal Procedural Document 201715. For any subsequent occurrences of a late submission of the ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course, the application is presented to the Director for review. The Director may approve the activity in question with or without additional directives (advisory letter), or the Director may determine that the application shall go before the Board at its next regular meeting. Applicant will be notified of any action by letter. If ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course was not completed timely, the next ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course will be due two years from the previous due date, not two years after it was actually completed. The "USPAP" field must be updated in the Appraiser Interface of the NRPAB Database accordingly. In the Education tab, a note must be added to the entry for the ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course indicating why the year on the certificate does not match the year to which it is applied. Complete Step 4a

c. For continuing education activities completed in another jurisdiction, the certificate will be reviewed for verification of approval of the activity in the jurisdiction in which it was completed, and at the time it was completed, for classroom activities; or for verification of approval of the activity by a jurisdiction in which the real property real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed for distance (asynchronous, synchronous, hybrid) continuing education activities not approved by the Board. The education activity will be entered into the Education Interface in the NRPAB Database (if not already completed) in accordance with the procedures for entering out of state education. The number given to the education activity will be written on the certificate and the certificate will be entered into the Education tab in the NRPAB Database for the real property appraiser. If verification of acceptance as continuing education by another jurisdiction cannot be obtained, the education activity will be entered into the Education tab and denied. The teammate responsible for processing the application shall be notified. Notification shall be sent to the real property appraiser requesting that the real property appraiser provide supporting documentation evidencing that the activity is accepted as continuing education by the jurisdiction in question. If the real property appraiser cannot provide requested evidence in a timely manner, and if the continuing education requirements for renewal are not met, the application will not be processed any further. A letter will be sent to the real property appraiser explaining the deficiencies and will be logged in the application log. Complete Step 4a.

d. For CE completed after the end of the CE period, applied to that CE period, the teammate will write the year due on the certificate and enter the activity in the Education tab with the CE period to which it is being applied. In the Education tab, a note must be added to the entry for a certificate applied to a previous CE Period, indicating why the year on the certificate does not match the year to which it is applied. Complete Step 4a.

~~5. Late renewal applications requiring Board review will be placed on the agenda for the next board meeting. The Board will be informed of the real property appraiser's late renewal history: none, a prior late renewal, or multiple prior late renewals. Late renewal applications approved by the Director will be entered in the "Director Approval of Real Property Appraiser Applicants" documents for the next board meeting.~~

~~6.~~5. Upon the successful completion of the education review, the disciplinary action check, and Board review, if any, the status of the application will be updated to "Ready for Credentialing" in the Appraiser Applications and Reviews Interface by the LPM, or another NRPAB teammate as assigned by the Director.

a. The required information will be entered under the credentialing card tab in the NRPAB Database (credential type, fee amount, ASC Appraiser Registry fee, effective date, expiration date, paid by, form of payment, check or EFW number, and receipt of EFW number). Once these items are entered, the credentialing card will be generated. The teammate will enter the credentialing card number in the Applicant Tracker spreadsheet and on the photocopy of the check attached to the deposit or beside the real property appraiser's name on the EFW document attached to the deposit. If any late processing fees were paid, the teammate will verify that the fees are recorded under the Payments tab in the NRPAB Database (fee type, fee amount, paid by, form of payment, check or EFW number, and receipt or EFW number) and record any late processing fees not entered earlier in the process. Date credentialing card is issued will be entered in the Final Processing section of the Appraiser Applications and Reviews Interface.

b. To save the updated information in the NRPAB Database, the teammate will click the "Update" button at the bottom of the profile or the "Save" button at the bottom of the Appraiser Applications and Reviews Interface.

c. After completing the update in the NRPAB Database, the teammate will update the ASC extranet with the renewal information (unless real property appraiser is a Trainee). The teammate will enter the appropriate information in the ASC Appraiser Registry Tracker. The date the contact information is updated in the ASC Appraiser Registry and the date the renewal is entered in the ASC Appraiser Registry will be entered in the final Processing section of the Appraiser Applications and Reviews Interface.

d. The teammate will change the Application Status to “Approved” and select “Save & Notify.” This automatically generates an email to the real property appraiser that the credential has been renewed.

~~7.~~6. The real property appraiser will be mailed a postcard with information on how to print the renewed credentialing card and access the current electronic version of USPAP (if it has not already been downloaded). The real property appraiser will be sent a receipt and any advisory letters regarding late application or late ~~7-Hour USPAP Update Course~~7-Hour USPAP Continuing Education Course Update, if applicable.

~~8.~~ Applications will be processed in the order in which they are received. Any renewals received postmarked or date stamped on or before November 30 of the designated year are considered priority and will be processed as soon as possible. For all late applications (those received at the Board’s office not postmarked or date stamped by the November 30 deadline) processing will stop after all requirements have been met and verified before the credentialing card is issued and the expiration date changed in the ASC Extranet. ~~Late applications, once all requirements have been met and verified, may go to the Board for review at the next board meeting. After the Board approves the late applications, the credentialing cards will be issued and the expiration date changed in the ASC Extranet.~~

7.

~~9.~~8. All applications are considered important; however, anything received after December 31 of the designated year will be completed as staff is able. The priorities of the office will shift back to normal duties as of January 1 of the next year.

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 REAL PROPERTY APPRAISER CREDENTIAL THROUGH RECIPROCITY

CREDENTIAL (Please select the credential classification for which you are applying)

☐ **CERTIFIED GENERAL** ☐ **CERTIFIED RESIDENTIAL** ☐ **LICENSED RESIDENTIAL**

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $2119~~5~~5.25

TOTAL CREDENTIALING FEE DUE FOLLOWING APPROVAL OF APPLICATION: $364~~0~~0.00

APPLICATION INFORMATION

Current Jurisdiction of Practice: _____

Current Credential Number in Jurisdiction of Practice _____

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/.

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)

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 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 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

Include the following items with your completed application:

☐ Completed application.

☐ Passport type photo *(Copy of driver's license will meet the requirement.)*.

☐ Check or money order for $21~~19~~5.25: $17~~5~~0.00 non-refundable application fee and $45.25 non-refundable criminal history record
check fee.

☐ Two copies of legible, ink-rolled fingerprint cards or equivalent electronic fingerprint submission.

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)

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 76-2250) 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 $2119~~5~~.25: $175~~0~~.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.
   b. Recent passport type photo (copy of driver's license photo will meet the requirement).
   c. Two copies of legible, ink-rolled fingerprint cards or equivalent electronic 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 1 year old. Once signed by the person being fingerprinted, 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 you will have 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.

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

- 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 ASC 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: $175~~0~~.00 application fee and $45.25 criminal history record check fee
- Fee(s) associated with credentialing: $320~~0~~.00 credentialing fee and $40.00 ASC Appraiser Registry fee are required to be submitted within thirty 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 APPRAISAL MANAGEMENT COMPANY REGISTRATION

APPLICATION AND REGISTRATION FEES

TOTAL FEE DUE WITH APPLICATION: $350.00

REGISTRATION FEES DUE FOLLOWING AMC REGISTRATION APPROVAL: $2,000.00 PLUS ASC AMC REGISTRY FEE (IF ANY)

APPRAISAL MANAGEMENT COMPANY INFORMATION

Date of Application: _____

Legal Name: _____

Employer Identification Number (EIN): _____

AMC Type:

☐ AMC oversees a panel of 16 or more AMC appraisers in Nebraska within the previous twelve months ~~a given year~~ that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

☐ AMC oversees a panel of 25 or more AMC appraisers in two or more States within ~~a given year~~ the previous twelve months that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Federally Regulated*: ☐ YES ☐ NO

*Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.

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

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

STATE OF DOMICILE

If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named. If state of domicile is Nebraska, the following section may be left blank.

State of domicile: _____

Name of designated agent in Nebraska for service of process: _____

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

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

TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. *(Use a separate sheet if necessary)*

Other Name: _____

Business Address: _____ _____ _____ _____
PO Box or Street Number | City | State | Zip Code + 4

_____ _____
Email Address | Area Code + Phone Number

OWNERSHIP

All persons/entities owning *more than 10%* of the applicant must be listed. *(Use a separate sheet if necessary.)*

If the applicant is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

☐ YES ☐ NO If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the applicant is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Entity or Person Name: _____ Percentage Owned: _____
Entity or Last, First, Middle

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

_____ _____
Email Address | Area Code + Phone Number

Entity or Person Name: _____ Percentage Owned: _____
Entity or Last, First, Middle

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

_____ _____
Email Address | Area Code + Phone Number

Entity or Person Name: _____ Percentage Owned: _____
Entity or Last, First, Middle

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

_____ _____
Email Address | Area Code + Phone Number

CONTACT PERSON

Contact person to serve as main contact for all communication with the Nebraska Real Property Appraiser Board.

Name: _____ (Last) _____ (First) _____ (Middle)

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

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

DISCIPLINARY QUESTIONS

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, ever been denied by any regulatory agency in Nebraska or any other jurisdiction?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the application was denied, the date of denial, reason for denial, the circumstances surrounding the matter, and the names of any persons involved.

2. Has disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/licensure/certification been surrendered or allowed to lapse due to any action pending or threatened? **Please note that you are required to disclose any action, even if it has been previously disclosed to this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

   If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the disciplinary action was taken or was pending, the date of the action, reason for disciplinary or pending action, circumstances surrounding the matter, and the names of any persons involved.

3. Has the applicant had a final civil or criminal judgment entered against it for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within a five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

   If the answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.

4. Is the applicant in whole or in part, directly or indirectly, owned by any person who has had a real property appraiser credential or equivalent refused, denied, canceled, or revoked or who has surrendered a real property appraiser credential or equivalent in lieu of revocation in any jurisdiction?

   ☐ YES ☐ NO

   If your answer to No. 4 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, jurisdiction, date(s), and the names of such persons. Include copies of all final orders or consent agreements.

5. Has any person who owns more than 10% of the appraisal management company ever been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude?

   ☐ YES ☐ NO

   If your answer to No. 5 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.

AFFIDAVIT OF APPLICANT

The following statements are made for the purpose of procuring registration as an appraisal management company in the State of Nebraska. Applicant hereby consents that the 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 Appraisal Management Registration Act is claimed, and that the application, representations, and statements made herein to procure such registration may at any time be used in evidence.

Applicant has read and will comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Real Property Appraiser Board in accordance with the Act.

Applicant expressly agrees that 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.

Applicant certifies that the statements made in this application and all attachments are true and correct to the best of Applicant's knowledge and belief, and that Applicant has not suppressed any information that might have a bearing on this application.

Applicant understands:

- All information related to an appraisal management company's registration shall be reported to the Appraisal Subcommittee as required by 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.

- Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on an appraisal management company's appraiser panel.

- Any AMC appraiser included on an appraisal management company's appraiser panel engaged in real property appraisal practice as a result of an assignment provided by applicant shall be free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the federal Truth in Lending Act, including the requirements for payment of a reasonable and customary fee to AMC appraisers when applicant is engaged in providing appraisal management services.

- An appraisal management company shall select an AMC appraiser from its appraiser panel for an assignment who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the assignment for the particular market and property type.

- An appraisal management company shall not prohibit an AMC appraiser from including within the body of a report that is submitted by the AMC appraiser to the applicant or its assignee the fee agreed upon between the applicant and the AMC appraiser at the time of engagement for the performance of the appraisal.

- An appraisal management company shall not directly or indirectly engage in or attempt to engage in business as an appraisal management company or advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state under any legal name or trade name not included in the application for issuance of a registration, or renewal of a registration, as approved by the board.

- An appraisal management company shall not require an AMC appraiser to indemnify an appraisal management company or hold an appraisal management company harmless for any liability, damage, losses, or claims arising out of the appraisal management services provided by the appraisal management company.

- Any employee of or independent contractor to an appraisal management company that holds a registration, including any AMC appraiser included on applicant's appraiser panel engaged in real property appraisal practice, shall comply with the Real Property Appraiser Act, including the Uniform Standards of Professional Appraisal Practice.

- Each appraisal management company that holds a registration shall maintain a detailed record of appraisal management services provided under its registration, and upon request shall submit to the board all books, records, reports, documents, and other information as deemed appropriate by the board to administer and enforce the Nebraska Appraisal Management Company Registration Act. Record retention requirements are for a period of five (5) years after appraisal management services are completed or two (2) years after final disposition of a judicial proceeding related to the appraisal management services, whichever period expires later.

- An appraisal management company that holds a registration may not alter, modify, or otherwise change a completed report submitted by an AMC appraiser without his or her written consent.

- An appraisal management company that holds a registration shall disclose the registration number provided to it by the board on the engagement documents presented to the AMC appraiser.

- Each appraisal management company that holds a registration, except in cases of noncompliance with the conditions of the engagement, shall make payment of fees to an AMC appraiser engaged by the appraisal management company to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions within sixty (60) days after the date on which the AMC appraiser transmits or otherwise provides the report to the appraisal management company or its assignee.

- An appraisal management company that has a reasonable basis to believe that an AMC appraiser has failed to comply with applicable laws or the Uniform Standards of Professional Appraisal Practice shall refer the matter to the board if the failure to comply is material.

- An appraisal management company shall remove any AMC appraiser from its appraiser panel within thirty (30) days after receiving notice that the AMC appraiser:
    - Is no longer considered to be in good standing in one or more jurisdictions in which he or she holds an active credential or equivalent;
    - The AMC appraiser's credential or equivalent has been refused, denied, canceled, or revoked; or
    - The AMC appraiser has surrendered his or her credential or equivalent in lieu of revocation.

- Any AMC appraiser included on an appraisal management company's appraiser panel pursuant to N.R.S. § 76-3203.01 (3) shall remain on such appraiser panel until the date on which the appraisal management company:
    - Sends written notice to the AMC appraiser removing him or her from the appraiser panel. Such written notice shall include an explanation of the action taken by the appraisal management company;
    - Receives written notice from the AMC appraiser requesting that he or she be removed from the appraiser panel. Such written notice shall include an explanation of the action requested by the AMC appraiser; or
    - Receives written notice on behalf of the AMC appraiser of the death or incapacity of the AMC appraiser. Such written notice shall include an explanation on behalf of the AMC appraiser.

- Applicant hereby attests that Applicant has included all required materials and completed the submitted application in its entirety. Applicant understands that, should this application be found to be incomplete, it will be considered invalid and may be returned.

Signature of Contact Person: _____ Date: _____

State of _____)
) ss.
County of _____)

The foregoing instrument was acknowledged before me this ____ day of _____ 20 ____

by _____
Print Name of Contact Person

(Notary Seal Here)

_____
Notary Public

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

APPLICATION CHECKLIST

Include the following items with your completed application:

☐ Completed application.

☐ Two copies of legible, ink-rolled fingerprint cards for each owner/entity owning ***more than 10%*** of the applicant. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant.

☐ Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation ***signed by each person whose fingerprints are included with the application***. Person being fingerprinted is also requested to review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at https://appraiser.ne.gov/.

☐ $350.00 non-refundable application fee.

☐ Proof of a valid Surety Bond for $25,000.00 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee." The Surety Bond shall clearly indicate that: 1) the bonding company is aware of, and will comply with, all provisions of Neb. Rev. Stat. § 76-3203 (2); 2) the Surety Bond shall be in favor of the state for the benefit of any person who is damaged by any violation of the Nebraska Appraisal Management Company Registration Act, and in favor of any person damaged by such a violation; 3) the Surety Bond shall be maintained until one year after the date on which the appraisal management company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs; 4) and, the aggregate liability of the Surety Bond to all persons damaged by a violation of the Nebraska Appraisal Management Company Registration Act by an appraisal management company shall not exceed the amount of the Surety Bond.

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered invalid and may be returned to you.

2. Along with the application, the following must also be included:
   a. Check or money order for non-refundable $350.00 application fee
   b. Two sets of fingerprint cards for each owner/entity owning ***more than 10%*** of the applicant. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant. **The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than one (1) year old. The cards must be signed by the person being fingerprinted and also by the official taking the fingerprints. Once signed by the person being fingerprinted, 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 the person being fingerprinted will have 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.**
   c. Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation signed by each person whose fingerprints are included with the application. Person being fingerprinted is also requested to review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at https://appraiser.ne.gov/.
   d. Proof of a valid Surety Bond for $25,000.00 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee"

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).

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

ADDITIONAL INFORMATION

- Within sixty (60) days of approval by the Board, an applicant shall pay a non-refundable initial registration fee of $2000.00 and the ASC AMC Registry fee due, if any, before the applicant is authorized to conduct business as an appraisal management company in the State of Nebraska. The period used to calculate the ASC AMC registry fee due will be the year ending on the day 90 days before the date of approval of the application. With the ASC AMC Registry fee, if any, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the appraisal management company in connection with a covered transaction in Nebraska during the reporting year, if any. The list is to include: (1) First and last name, (2) Credential number, (3) Number of appraisals performed (during the reporting year), (4) Earliest appraisal submission date (during the reporting year), and (5) Latest appraisal submission date (during the reporting year).

- All appraisal management company registrations are in effect for twelve (12) months from the date of issuance, unless revoked, suspended, or canceled prior to such date.

- Per Neb. Rev. Stat. § 76-3203 (6), all appraisal management company renewal applications shall be furnished to the Board no later than sixty (60) days prior to the date of expiration of the registration. With the application for renewal and the ASC AMC Registry fee, the appraisal management company must also provide a list of the AMC appraisers who have performed an appraisal for the appraisal management company in connection with a covered transaction in Nebraska during the reporting year, including: (1) First and last name, (2) Credential number, (3) Number of appraisals performed (during the reporting year), (4) Earliest appraisal submission date (during the reporting year), and (5) Latest appraisal submission date (during the reporting year).

- Any appraisal management company who fails to submit a properly completed renewal application by the deadline specified in Neb. Rev. Stat. § 76-3203 (6), but who submits an application within six months of expiration of the registration, may receive a renewal registration by submitting the completed application, along with all of the required documentation, the renewal and ASC AMC Registry fees, and a $25.00 late processing fee for each month or portion of a month the renewal application is postmarked after sixty (60) days prior to registration expiration. The appraisal management company will be considered inactive from the expiration date until the renewal application has been fully processed, including receipt and review by the Board of any pending background check results.

- Any appraisal management company who fails to submit a properly completed renewal application within six months of expiration of the registration shall not be eligible for renewal and must submit an application for a new registration.

- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.

- Pursuant to subdivision (6)(c) of section 76-3202, an appraiser panel shall include each AMC appraiser as of the earliest date on which such person was accepted by the appraisal management company:

  (a) For consideration for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions; or
  (b) For engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions.

- The Surety Bond shall be maintained until one year after the date that the appraisal management company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs. The date that an appraisal management company ceases operation in this state is the earliest of the date on which the Nebraska Real Property Appraisal Board accepts written surrender of the registration, or the date on which the registration expires, is canceled, or is revoked.

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 RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

RENEWAL INFORMATION

RENEWAL FEES DUE: $1,75~~5~~00.00 RENEWAL FEE PLUS ASC AMC REGISTRY FEE

Nebraska Real Property Appraiser Board Registration Number: _____

Date of Application: _____

Legal Name: _____

Employer Identification Number (EIN): _____

Initial Date of Registration in Nebraska: _____

AMC Type:

☐ AMC oversees a panel of 16 or more AMC appraisers in Nebraska within ~~a~~ the current twelve-month registration period ~~given year~~ that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

☐ AMC oversees a panel of 25 or more AMC appraisers in two or more States within the current twelve-month registration period ~~a given year~~ that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Federally Regulated*: ☐ YES ☐ NO

*Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.

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

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

STATE OF DOMICILE

If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named. If state of domicile is Nebraska, the following section may be left blank.

State of domicile: _____

Name of designated agent in Nebraska for service of process: _____

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

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

TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. *(Use a separate sheet if necessary)*

Other Name: _____

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

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

OWNERSHIP

All persons/entities owning more than *10%* of the applicant must be listed. *(Use a separate sheet if necessary)*

If the applicant is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

☐ YES ☐ NO If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the applicant is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

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

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

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

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

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

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

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

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

CONTACT PERSON

Contact person to serve as main contact for all communication with the Nebraska Real Property Appraiser Board.

Name: _____ (Last) _____ (First) _____ (Middle)

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

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

DISCIPLINARY QUESTIONS

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, been denied by any regulatory agency in Nebraska or any other jurisdiction in the past 18 months?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the application was denied, the date of denial, reason for denial, the circumstances surrounding the matter, and the names of any persons involved.

2. Has disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/licensure/certification been surrendered or allowed to lapse due to any action pending or threatened within the past 18 months? **Please note that you are required to disclose any action, even if it has been previously disclosed to this agency. Failure to disclose this may result in a delay in processing of your application for renewal.**

   ☐ YES ☐ NO

   If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the disciplinary action was taken or was pending, the date of the action, reason for disciplinary or pending action, circumstances surrounding the matter, and the names of any persons involved.

3. Is the applicant currently under investigation by any regulatory agency in Nebraska or any other jurisdiction?

   ☐ YES ☐ NO

   If the answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the applicant is under investigation, the circumstances surrounding the matter, and the names of any persons involved.

4. Has the applicant had a final civil or criminal judgment entered against it for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within the eighteen-month period immediately preceding the date of application?

   ☐ YES ☐ NO

   If your answer to No. 4 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.

5. Is the applicant in whole or in part, directly or indirectly, owned by any person who has had a real property appraiser credential or equivalent refused, denied, canceled, or revoked or who has surrendered a real property appraiser credential or equivalent in lieu of revocation in any jurisdiction?

   ☐ YES ☐ NO

   If your answer to No. 5 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, jurisdiction, date(s), and the names of such persons. Include copies of all final orders or consent agreements.

6. Has any person who owns more than 10% of the appraisal management company ever been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude?

   ☐ YES ☐ NO

   If your answer to No. 6 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, date filed, court of jurisdiction, and names of any persons involved.

ASC AMC REGISTRY FEE AND REPORTING YEAR

Annual ASC AMC Registry Fee based on year ending 90 days before expiration of current registration:

Beginning Date of Reporting Year: _____ Ending Date of Reporting Year: _____

Number of AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year _____ X $25.00 = $ _____ ASC AMC Registry Fee due with application

(Covered transaction means any consumer credit transaction secured by the consumer's principal dwelling.)

ASC AMC Registry Fee	$	
Nebraska Registration Renewal Fee	+	1500.00
$25.00 late processing fee for each month or portion of a month the renewal application is postmarked after 60 days prior to registration expiration.	+	
Total Fees Due with Renewal Application	$	

With the application for renewal and the ASC AMC Registry fee, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year, including:

(1) First and last name,
(2) Credential number,
(3) Number of appraisals performed (during the reporting year),
(4) Earliest appraisal submission date (during the reporting year), and
(5) Latest appraisal submission date (during the reporting year).

APPLICATION CHECKLIST

Include the following items with your completed application:

☐ Completed application.

☐ List of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year.

☐ Two copies of legible, ink-rolled fingerprint cards for each new owner/entity owning ***more than 10%*** of the applicant who has not previously had a Criminal History Record Check Completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of AMC ownership. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant.

☐ Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation ***signed by each person whose fingerprints are included with the application***. Person being fingerprinted is also requested to review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at https://appraiser.ne.gov/.

☐ $1,75~~3~~00.00 non-refundable renewal fee, ASC AMC Registry fee, and any required late processing fee.

☐ Proof of a valid Surety Bond for $25,000 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee." The Surety Bond shall clearly indicate that: 1) the bonding company is aware of, and will comply with, all provisions of Neb. Rev. Stat. § 76-3203 (2); 2) the Surety Bond shall be in favor of the state for the benefit of any person who is damaged by any violation of the Nebraska Appraisal Management Company Registration Act, and in favor of any person damaged by such a violation; 3) the Surety Bond shall be maintained until one year after the date on which the appraisal management company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs; 4) and, the aggregate liability of the Surety Bond to all persons damaged by a violation of the Nebraska Appraisal Management Company Registration Act by an appraisal management company shall not exceed the amount of the Surety Bond.

AFFIDAVIT OF APPLICANT

The following statements are made for the purpose of procuring registration as an appraisal management company in the State of Nebraska. Applicant hereby consents that the 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 Appraisal Management Registration Act is claimed, and that the application, representations, and statements made herein to procure such registration may at any time be used in evidence.

Applicant has read and will comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Real Property Appraiser Board in accordance with the Act.

Applicant expressly agrees that 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.

Applicant certifies that the statements made in this application and all attachments are true and correct to the best of Applicant's knowledge and belief, and that Applicant has not suppressed any information that might have a bearing on this application.

Applicant understands all information related to an appraisal management company's registration shall be reported to the Appraisal Subcommittee as required by 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.

Applicant agrees to comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Nebraska Real Property Appraiser Board in accordance with the Act, and specifically:

- Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on appraisal management company's appraiser panel.

- Any AMC appraiser included on appraisal management company's appraiser panel engaged in real property appraisal practice as a result of an assignment provided by applicant shall be free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the federal Truth in Lending Act, including the requirements for payment of a reasonable and customary fee to AMC appraisers when applicant is engaged in providing appraisal management services.

- Appraisal management company shall select an AMC appraiser from its appraiser panel for an assignment who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the assignment for the particular market and property type.

- Appraisal management company shall not prohibit an AMC appraiser from including within the body of a report that is submitted by the AMC appraiser to the applicant or its assignee the fee agreed upon between the applicant and the AMC appraiser at the time of engagement for the performance of the appraisal.

- Appraisal management company shall not directly or indirectly engage in or attempt to engage in business as an appraisal management company or advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state under any legal name or trade name not included in the application for issuance of a registration, or renewal of a registration, as approved by the board.

- Appraisal management company shall not require an AMC appraiser to indemnify an appraisal management company or hold an appraisal management company harmless for any liability, damage, losses, or claims arising out of the appraisal management services provided by the appraisal management company.

- Any employee of or independent contractor to appraisal management company, including any AMC appraiser included on appraisal management company's appraiser panel engaged in real property appraisal practice, shall comply with the Real Property Appraiser Act, including the Uniform Standards of Professional Appraisal Practice.

- Appraisal management company shall maintain a detailed record of appraisal management services provided under its registration, and upon request shall submit to the board all books, records, reports, documents, and other information as deemed appropriate by the board to administer and enforce the Nebraska Appraisal Management Company Registration Act. Record retention requirements are for a period of five years after appraisal management services are completed or

two years after final disposition of a judicial proceeding related to the appraisal management services, whichever period expires later.

- Appraisal management company shall not alter, modify, or otherwise change a completed report submitted by an AMC appraiser without his or her written consent.

- Appraisal management company shall disclose the registration number provided to it by the board on the engagement documents presented to the AMC appraiser.

- Appraisal management company, except in cases of noncompliance with the conditions of the engagement, shall make payment of fees to an AMC appraiser engaged by the appraisal management company to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions within sixty days after the date on which the AMC appraiser transmits or otherwise provides the report to the appraisal management company or its assignee.

- Appraisal management company that has a reasonable basis to believe that an appraiser has failed to comply with applicable laws or the Uniform Standards of Professional Appraisal Practice shall refer the matter to the board if the failure to comply is material.

- Appraisal management company shall remove any AMC appraiser from its appraiser panel within thirty (30) days after receiving notice that the AMC appraiser:
    - Is no longer considered to be in good standing in one or more jurisdictions in which he or she holds an active credential or equivalent;
    - The AMC appraiser's credential or equivalent has been refused, denied, canceled, or revoked; or
    - The AMC appraiser has surrendered his or her credential or equivalent in lieu of revocation.

- Any AMC appraiser included on an appraisal management company's appraiser panel pursuant to N.R.S. § 76-3203.01 (3) shall remain on such appraiser panel until the date on which the appraisal management company:
    - Sends written notice to the AMC appraiser removing him or her from the appraiser panel. Such written notice shall include an explanation of the action taken by the appraisal management company;
    - Receives written notice from the AMC appraiser requesting that he or she be removed from the appraiser panel. Such written notice shall include an explanation of the action requested by the AMC appraiser; or
    - Receives written notice on behalf of the AMC appraiser of the death or incapacity of the AMC appraiser. Such written notice shall include an explanation on behalf of the AMC appraiser.

- Applicant hereby attests that Applicant has included all required materials and completed the submitted application in its entirety. Applicant understands that, should this application be found to be incomplete, it will be considered invalid and may be returned.

Signature of Contact Person: _____ Date: _____

State of _____)
) ss.
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Name of Contact Person

(Notary Seal Here)

_____
Notary Public

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

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered invalid and be returned.
2. Along with the application, the following documentation must also be included:
   a. Check or money order for non-refundable, $1,75~~0~~0.00 renewal fee, ASC AMC Registry fee, and any required late processing fee
   b. With the application for renewal and the ASC AMC Registry fee, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the appraisal management company in connection with a covered transaction in Nebraska during the reporting year, including: (1) First and last name, (2) Credential number, (3) Number of appraisals performed (during the reporting year), (4) Earliest appraisal submission date (during the reporting year), and (5) Latest appraisal submission date (during the reporting year).
   c. Two sets of fingerprint cards for each new owner/entity owning ***more than 10%*** of the applicant who has not previously had a Criminal History Record Check Completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of appraisal management company ownership. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant. **The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than one (1) year old. The cards must be signed by the person being fingerprinted and also by the official taking the fingerprints. Once signed by the person being fingerprinted, 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 the person being fingerprinted will have 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.**
   d. Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation signed by each person whose fingerprints are included with the application. Person being fingerprinted is also requested to review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at https://appraiser.ne.gov/.
   e. Proof of a valid Surety Bond for $25,000 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee."
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).

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

ADDITIONAL INFORMATION

- All Appraisal Management Company registrations are in effect for twelve months from the date of issuance, unless revoked, suspended, or canceled prior to such date.
- Per Neb. Rev. Stat. § 76-3203 (6), all Appraisal Management Company renewal applications shall be furnished to the Board no later than sixty (60) days prior to the date of expiration of the registration.
- With the application for renewal and the ASC AMC Registry Fee, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year, including: (1) First and last name, (2) Credential number, (3) Number of appraisals performed (during the reporting year), (4) Earliest appraisal submission date (during the reporting year), and (5) Latest appraisal submission date (during the reporting year).
- Any Appraisal Management Company who fails to submit a properly completed renewal application by the deadline specified in Neb. Rev. Stat. § 76-3203 (6), but who submits an application within six months of expiration of the registration, may receive a renewal registration by submitting the completed application, along with all of the required documentation, the renewal and ASC AMC Registry fees, and a $25.00 late processing fee for each month or portion of a month the renewal application is postmarked after 60 days prior to registration expiration. The Appraisal Management Company will be considered inactive from the expiration date until the renewal application has been fully processed, including receipt and review by the Board of any pending background check results.
- Any Appraisal Management Company who fails to submit a properly completed renewal application within six months of expiration of the registration shall not be eligible for renewal and must submit an application for a new registration.
- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.
- Pursuant to subdivision (6)(c) of section 76-3202, an appraiser panel shall include each AMC appraiser as of the earliest date on which such person was accepted by the appraisal management company:

  (a) For consideration for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions; or

  (b) For engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions.
- The Surety Bond shall be maintained until one year after the date that the Appraisal Management Company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs. The date that an Appraisal Management Company ceases operation in this state is the earliest of the date on which the Nebraska Real Property Appraisal Board accepts written surrender of the registration, or the date on which the registration expires, is canceled, or is revoked.

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

NEBRASKA APPRAISAL MANAGEMENT COMPANY INFORMATION CHANGE FORM

APPRAISAL MANAGEMENT COMPANY INFORMATION

Nebraska AMC Registration Number: _____

Initial Date of Registration in Nebraska: _____

Legal Name (before change): _____

CHANGE TO APPRAISAL MANAGEMENT COMPANY INFORMATION

New Legal Name: _____

Employer Identification Number (EIN): _____

AMC Type:

☐ AMC oversees a panel of 16 or more AMC appraisers in Nebraska within the current twelve-month registration period ~~a given year~~ that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

☐ AMC oversees a panel of 25 or more AMC appraisers in two or more States within the current twelve-month registration period ~~a given year~~ that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Federally Regulated*: ☐ YES ☐ NO

*Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.

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

_____ (E-Mail Address) _____ (Area Code + Phone Number)

CHANGE IN STATE OF DOMICILE/DESIGNATED AGENT

If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named.

State of domicile: _____

Name of designated agent in Nebraska for service of process: _____

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

E-Mail Address | Area Code + Phone Number

CHANGE IN TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. *(Use a separate sheet if necessary)*

Other name: _____

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

_____ (E-Mail Address) _____ (Area Code + Phone Number)

CHANGE IN OWNERSHIP

All persons/entities owning 10% or more of the applicant must be listed. *(Use a separate sheet if necessary)*

If the appraisal management company is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

☐ YES ☐ NO If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the appraisal management company is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

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

_____ (E-Mail Address) _____ (Area Code + Phone Number)

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

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

_____ (E-Mail Address) _____ (Area Code + Phone Number)

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

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

_____ (E-Mail Address) _____ (Area Code + Phone Number)

CHANGE IN CONTACT PERSON

Contact person to serve as main contact for all communication with the Nebraska Real Property Appraiser Board.

Name: _____ (Last) _____ (First) _____ (Middle)

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

_____ (E-Mail Address) _____ (Area Code + Phone Number)

DISCIPLINARY QUESTIONS

Responses to these questions are required if any of the following are changed: Legal Name, Trade Name, Ownership.

1. Has any person or entity listed above been engaged in any lawsuit(s) involving real estate, either as Plaintiff or Defendant? This does not include Small Claims Court, Domestic Relations Court, automobile cases, or traffic court cases.

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.

2. Is the appraisal management company, in whole or in part, directly or indirectly, owned by any person who has had a real property appraiser credential or equivalent refused, denied, canceled, or revoked or any person who has surrendered a real property appraiser credential or equivalent in lieu of revocation in any jurisdiction?

   ☐ YES ☐ NO

   If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, location, date(s), and the names of such persons. Include copies of all final orders or consent agreements.

3. Has any person who owns more than 10% of the appraisal management company ever been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude?

   ☐ YES ☐ NO

   If your answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, location, date filed, court of jurisdiction, and the names of any persons involved.

The Board reserves the right to take any action, including but not limited to requesting additional information, denying change to appraisal management company, or suspending appraisal management company's registration.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPRAISAL MANAGEMENT COMPANY INFORMATION CHANGE FORM 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 DOCUMENT'S PROCESSING.

I, _____ (Name) , of _____ (City, State) , do hereby irrevocably consent that service of process upon the applicant may be made by delivery of the process to the Nebraska Real Property Appraiser Board if plaintiff cannot, in the exercise of due diligence, effect personal service on the applicant in an action against the applicant in a court of this state arising out of the appraisal management company's activities in this state.

_____ (Signature) _____ (Date)

NOTES

- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.

- If any new owner/entity owning more than 10% of the applicant is reported on this form, submit two copies of legible, ink-rolled fingerprint cards for each new owner/entity owning more than 10% of the applicant who has not previously had a Criminal History Record Check Completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of appraisal management company ownership. This requirement applies to trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant. **The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than one (1) year old. The cards must be signed by the person being fingerprinted and also by the official taking the fingerprints. Once signed by the person being fingerprinted, 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 the person being fingerprinted will have 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.**

  With the fingerprint cards, submit a signed Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and The Federal Bureau of Investigation. To download the form, go to the Board's website, https://appraiser.ne.gov/, select the AMC Registration link in the box on the right side of the page, then select the link to the PDF Form.

DIRECTIONS

1. Complete first section with appraisal management company information as it currently appears, followed by the items of information that have changed and are to be updated in the Board's records.
2. If you are making a legal name change, include a copy of the forms indicating the legal name change.
3. If you are reporting one or more new owners of more than 10% of the appraisal management company, include two fingerprint cards and a signed Authorization to Use Fingerprints form for each new owner reported.
4. Email form to nrpab.amc@nebraska.gov or mail form 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).

5. Questions or concerns may be directed to NRPAB Staff at 402-471-9015 or nrpab.amc@nebraska.gov.

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

Board Number: _____
Date Received:

For Board Use Only

APPLICATION FOR APPROVAL AS A QUALIFYING EDUCATION ACTIVITY IN NEBRASKA

This application is to be used by an education provider applying for approval of a qualifying education activity or resubmission of an approved qualifying education activity. A separate application form must be filed for each qualifying education activity submitted for approval. Applicants should carefully read Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below. Any application deemed to be incomplete may be returned.

Education Provider Information

Education Provider Name: _____

Contact Person Name: _____ (Last) _____ (First) _____ (Middle)

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

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

Qualifying Education Activity Information

Activity Title: _____

Activity Length (Hours): _____

Except for the valuation bias and fair housing laws and regulations course, each qualifying education activity shall be at least fifteen (15) hours in length. No qualifying education activity is to exceed eight (8) hours of instruction in any day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four(4) hours of instruction in any day. 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 (15) classroom hours of instruction. Except for semester hours received from an accredited college or university, education activity hours are determined as follows (examination included):

- *For a timed outline in a schedule format, where sixty (60) minutes equals one (1) 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 (50) minutes engaged in instruction out of each sixty (60) minute segment equals one hour.*
- *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 (50) minutes engaged in instruction equals one (1) hour.*

Activity Setting: ☐ Classroom ☐ Synchronous ☐ Asynchronous ☐ Hybrid

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

The activity is being submitted for approval as a: ☐ Core Curriculum Course ☐ Subject Matter Elective

AQB CAP/ Degree in Real Estate Approved Education Activity: ☐ Yes ☐ No

This submission is a: ☐ New Qualifying Education Activity ☐ Resubmission of an Approved Qualifying Education Activity

Education Provider is a Secondary Provider of the Qualifying Education Activity Material: ☐ Yes ☐ No

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

Application Submission Requirements

All materials submitted to the Board related to an Application for Approval as a Qualifying Education Activity in Nebraska are for Board use only and shall be retained by the Board.

If *New Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, the following items are required:

☐ Completed application.

☐ For an AQB CAP approved activity, a non-refundable qualifying education application fee of $70.00.
OR
☐ For a non-AQB CAP approved activity, a non-refundable qualifying education application fee of $200.00.

☐ A document certifying completion issued to each attendee upon completion of any qualifying education activity. The document includes 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.

If *Yes* is selected for Qualifying Education Activity Secondary Provider under QUALIFYING EDUCATION ACTIVITY INFORMATION:

☐ Evidence that the rights to the qualifying education activity have been purchased or lawfully acquired from the education provider that owns the rights to the activity materials.

If *Yes* is selected for AQB CAP/Degree in Real Estate Approved Education Activity under QUALIFYING EDUCATION ACTIVITY INFORMATION and qualifying education activity is 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:

☐ A syllabus.

If *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, the following items are required:

☐ Completed application.

☐ For an AQB CAP approved activity, a non-refundable qualifying education application fee of $70.00.
OR
☐ For a non-AQB CAP approved activity, a non-refundable qualifying education application fee of $200.00.

☐ A document certifying completion issued to each attendee upon completion of any qualifying education activity. The document includes 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.
OR

☐ 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, name of attendee, or format have not changed on the document certifying completion since the Board's approval of the continuing education activity.

☐ A written explanation of the reason for resubmission.

If *Yes* is selected for AQB/CAP Degree in Real Estate Approved Education Activity under QUALIFYING EDUCATION ACTIVITY INFORMATION and qualifying education activity is 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:

☐ A syllabus.

Purpose for Resubmission for an Approved Qualifying Education Activity

If *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of 298 NAC Chapter 6, § 001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC Chapter 6,§ 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or as administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Non-AQB CAP/Degree in Real Estate Approved Qualifying Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or is not 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, submit the following (If *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, only information that has changed since the Board's approval of the qualifying education activity is required):

☐ An activity description that clearly describes the content.

☐ All learning objectives that meet the requirements of 298 NAC Chapter 6, § 002.02A.2d.

☐ An instructor policy that requires the use of instructors who meet the requirements of 298 NAC Chapter 6, § 005.

☐ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, § 002.02A.2e.

☐ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.

☐ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five (5) years.

☐ An attendance policy that meets the requirements of 298 NAC Chapter 6, § 002.02A.2h.

☐ A closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 Chapter 6, § 002.02A.2f. 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.

Distance Education Qualifying Education Activities

If *Asynchronous* or *Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, submit evidence of delivery mechanism approval from one of the following sources:

☐ The Appraiser Qualifications Board of The Appraisal Foundation.
OR

☐ An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.
OR

☐ Is conducted by an accredited college, community college, or university that 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 that maintains an education delivery program that approves activity design and delivery that incorporate interactivity, **AND**

☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Instructor Information

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at https://appraiser.ne.gov/Education/

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

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

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a 15-Hour National USPAP Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

☐ 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;

☐ 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;

☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

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

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a 15-Hour National USPAP Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

☐ 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;

☐ 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;

☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved distance education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations without having to take the distance education activity in sequential order and without having to take quizzes or examinations to proceed with the activity. In addition, at the Board's request, a transcript of the distance education activity must be provided to the Board.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. §76-2238(21).
6. 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.
7. 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 material supporting the specific activity learning objectives.
8. 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.
9. 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.
10. 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 any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.
11. 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 any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within five years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within five years.
12. Any instructor of 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 Continuing Education Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation.
13. An instructor for any qualifying education activity, must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and 298 NAC Chapter 6, § 005.

I hereby attest that I have included all required materials, complied with all the listed requirements, completed the submitted application in its entirety, and that all statements and materials are true and correct to the best of my knowledge and belief. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned. Furthermore, I understand that if the Board finds that one or more statements made in this application, or materials submitted with this application, are not true and correct, the Board may deny the application.

Print Name: _____ _____ _____
Last First Middle

_____ _____
Signature Date

Rescinding Approval

1. The Board may rescind approval of a qualifying 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 the status of the 298 NAC Chapter 6, § 001.15 qualifications 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 (5) 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 298 NAC Chapter 6, § 005,
    8) The activity content and/or policies are not communicated or administered as approved,
    9) A material violation of the Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    10) There is a change in the secondary provider's rights to the activity.
2. If reason to rescind approval of an activity is found, a written notice shall be made to the education provider that includes a description of the reason(s) for rescinding approval. The education provider has sixty (60) days from the date of notice to provide a written response. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, or no response is received, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.
3. Nothing in 298 NAC Chapter 6 may be construed to preclude education providers from surrendering approval of education activities.

Directions

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested must be included.
3. Mail application, fee, and supporting documentation to:

    NEBRASKA REAL PROPERTY APPRAISER BOARD
    PO BOX 94963
    LINCOLN NE 68509-4963

    Deliver to (FedEx of UPS):
    NEBRASKA REAL PROPERTY APPRAISER BOARD
    301 CENTENNIAL MALL SOUTH, FIRST FLOOR
    LINCOLN NE 68508
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.

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

Board Number: _____
Date Received:

For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

This application is to be used by an education provider applying for approval of a continuing education activity or resubmission of an active approved continuing education activity. A separate application form must be filed for each continuing education activity submitted for approval. Applicants should carefully read Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below. Any application deemed to be incomplete may be returned.

Education Provider Information

Education Provider Name: _____

Contact Person Name: _____ (Last) _____ (First) _____ (Middle)

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

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

Continuing Education Activity Information

Activity Title: _____

Activity Length (Hours): _____

Each continuing education activity shall be at least two (2) hours in length, not to exceed eight (8) hours of instruction in any day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four (4) hours of instruction in any day. Except for semester hours received from an accredited college or university, education activity hours are determined as follows (exam included if applicable):

- *For a timed outline in a schedule format, where sixty (60) minutes equals one (1) 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 (50) minutes engaged in instruction out of each sixty (60) minute segment equals one (1) hour.*
- *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 (50) minutes engaged in instruction equals one (1) hour.*

Activity Setting: ☐ Classroom ☐ Synchronous ☐ Asynchronous ☐ Hybrid

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

The activity is being submitted for approval as a:

☐ Seven-hour National USPAP Continuing Education Course

☐ Four-hour Valuation Bias and Fair Housing Laws and Regulations Course

☐ Seven-hour Valuation Bias and Fair Housing Laws and Regulations Course

☐ Other

AQB CAP Approval: ☐ Yes ☐ No

The seven-hour Uniform Standards of Professional Appraisal Practice Continuing Education Course, the four-hour valuation bias and fair housing laws and regulations course, and the seven-hour valuation bias housing laws and regulations course shall be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

This submission is a: ☐ New Continuing Education Activity ☐ Resubmission of an Active Approved Continuing Education Activity

Continuing Education Activity Secondary Provider: ☐ Yes ☐ No

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

Application Submission Requirements

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

If *New Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, the following items are required:

☐ Completed application.

☐ For an AQB CAP approved activity, a non-refundable continuing education application fee of $35.00.
OR
☐ For a non-AQB CAP approved activity, a non-refundable continuing education application fee of $100.00.

☐ A document certifying completion issued to each attendee upon completion of any continuing education activity that includes 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.

If *Yes* is selected for Education Provider is a Secondary Provider of the Continuing Education Activity Material is selected under CONTINUING EDUCATION ACTIVITY INFORMATION:

☐ Evidence that the rights to the continuing education activity have been purchased or lawfully acquired from the education provider that owns the rights to the activity materials.

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, the following items are required:

☐ Completed application.

☐ For an AQB CAP approved activity, a non-refundable continuing education application fee of $35.00.
OR
☐ For a non-AQB CAP approved activity, a non-refundable continuing education application fee of $100.00.

☐ A document certifying completion issued to each attendee upon completion of any continuing education activity. The document includes 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.
OR
☐ 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, name of attendee, or format have not changed on the document certifying completion since the Board's approval of the continuing education activity.

☐ A written explanation of the reason for resubmission.

Purpose for Resubmission of an Active Approved Continuing Education Activity

If *Resubmission of an Active Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of 298 NAC Chapter 6, § 001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Non-AQB CAP Approved Continuing Education Activities

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 (If *Resubmission of an Active Approved Continuing Education Activity* is selected under CONTINING EDUCATION ACTIVITY INFORMATION, only information that has changed since the Board's approval of the continuing education activity is required):

☐ An activity description that clearly describes the content.

☐ All learning objectives that meet the requirements of 298 NAC Chapter 6, § 003.02A.2d.

☐ An instructor policy that requires the use of instructors who meet the requirements of NAC Chapter 6, § 005.

☐ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, § 003.02A.2e.

☐ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.

☐ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five (5) years.

☐ An attendance policy that meets the requirements of 298 NAC Chapter 6, § 003.02A.2h.

☐ If applicable, a closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 NAC Chapter 6, § 003.02A.2f. 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.

Distance Education Continuing Education Activities

If *Asynchronous, or Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, education activity includes:

☐ A closed-book final examination.

OR

☐ Prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

If *Asynchronous* or *Hybrid (in which the learning environment includes asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, evidence of delivery mechanism approval from one of the following sources:

☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

☐ An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.

OR

☐ Is conducted by an accredited college, community college, or university that 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 that maintains an education delivery program that approves activity design and delivery that incorporate interactivity (If no closed-book final examination is included, evidence of prescribed activity mechanisms must be submitted with the application) **AND**

☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Instructor Information

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at https://appraiser.ne.gov/Education/

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

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

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Continuing Education Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

☐ 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;

☐ 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;

☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

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

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Continuing Education Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

☐ 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;

☐ 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;

☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved distance education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity. In addition, at the Board's request, a transcript of the distance education activity must be provided to the Board.

2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.

3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).

6. 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 client communication,
   (6) Arbitration, dispute resolution
   (7) Ethics and standards of professional practice, USPAP
   (8) Valuation bias and fair housing laws and regulations,
   (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.

7. 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 any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.

8. 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 material supporting the specific activity learning objectives.

9. 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.

10. 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 any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within five (5) years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within five (5) years.

11. 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 any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.

12. Any instructor of 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 Continuing Education Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation.

13. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

I hereby attest that I have included all required materials, complied with all the listed requirements, completed the submitted application in its entirety, and that all statements and materials are true and correct to the best of my knowledge and belief. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned. Furthermore, I understand that if the Board finds that one or more statements made in this application, or materials submitted with this application, are not true and correct, the Board may deny the application.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Signature) _____ (Date)

Expiration Date and Rescinding Approval

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

Directions

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested must be included.
3. Mail application, fee, and supporting documentation to:
    NEBRASKA REAL PROPERTY APPRAISER BOARD
    PO BOX 94963
    LINCOLN NE 68509-4963

    Deliver to (FedEx of UPS):
    NEBRASKA REAL PROPERTY APPRAISER BOARD
    301 CENTENNIAL MALL SOUTH, FIRST FLOOR
    LINCOLN NE 68508
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.

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

Board Number: _____
Date Received:

For Board Use Only

APPLICATION FOR RENEWAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

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

Education Provider Information

Education Provider Name: _____

Contact Person Name: _____ (Last) _____ (First) _____ (Middle)

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

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

Continuing Education Activity Information

Activity Title: _____

Activity Length (Hours): _____

Nebraska Continuing Education Activity Approval Number: _____

Activity Expiration Date: _____

Activity Setting: ☐ Classroom ☐ Synchronous ☐ Asynchronous ☐ Hybrid

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

Application Checklist

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

General

Required for all renewal of all continuing education activities.

☐ Completed application.

☐ Non-refundable $15.00 application fee.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved distance education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity. At the Board's request, a transcript of the distance education activity must be provided to the Board.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date for any continuing education activity will remain the same as approved under the previous education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. §76-2238(21).

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

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

Print Name: _____ _____ _____
Last First Middle

_____ _____
Signature Date

Expiration and Rescinding Approval

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

Directions

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.
3. Mail application, fee, and supporting documentation to:

    NEBRASKA REAL PROPERTY APPRAISER BOARD
    PO BOX 94963
    LINCOLN NE 68509-4963

    Deliver to (FedEx of UPS):
    NEBRASKA REAL PROPERTY APPRAISER BOARD
    301 CENTENNIAL MALL SOUTH, FIRST FLOOR
    LINCOLN NE 68508

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

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

Board Number: _____
Date Received:

For Board Use Only

APPLICATION FOR APPROVAL AS A SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE IN NEBRASKA

This application is to be used by an education provider applying for approval of a supervisory real property appraiser and trainee course or resubmission of an approved supervisory real property appraiser and trainee course. A separate application form must be filed for each supervisory real property appraiser and trainee course submitted for approval. Applicants should carefully read Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below. Any application deemed to be incomplete may be returned.

Education Provider Information

Education Provider Name: _____

Contact Person Name: _____ (Last) _____ (First) _____ (Middle)

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

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

Supervisory Real Property Appraiser and Trainee Course Information

Course Title: _____

Course Length (Hours): _____

Each supervisory real property appraiser and trainee course shall be at least two (2) hours in length, not to exceed eight (8) hours of instruction in any day. At least a one-half hour break shall be given to the attendee(s) by no later than the end of four (4) hours of instruction in any day. Except for semester hours received from an accredited college or university, education activity hours are determined as follows (examination included):

- *For a timed outline in a schedule format, where sixty (60) minutes equals one (1) 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 (50) minutes engaged in instruction out of each sixty (60) minute segment equals one (1) hour.*
- *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 (50) minutes engaged in instruction equals one (1) hour.*

Course Setting: ☐ Classroom ☐ Synchronous ☐ Asynchronous ☐ Hybrid

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

This submission is a: ☐ New Supervisory Real Property Appraiser and Trainee Course ☐ Resubmission of an Approved Supervisory Real Property Appraiser and Trainee Course

Supervisory Appraiser and Trainee Course Secondary Provider: ☐ Yes ☐ No

Application Submission Requirements

All materials submitted for an Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska are for Board use only and shall be retained by the Board.

If *New Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, the following items are required:

☐ Completed application.

☐ Non-refundable $100.00 application fee.

☐ A document certifying completion issued to each attendee upon completion of any continuing education activity that includes 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.

If *Yes* is selected for Supervisory Real Property Appraiser and Trainee Course Secondary Provider under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION:

☐ Evidence that the rights to the course have been purchased or lawfully acquired from the education provider that owns the rights to the course materials.

If *Resubmission of an Approved Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, the following items are required:

☐ Completed application.

☐ Non-refundable $100.00 application fee.

☐ A document certifying completion issued to each attendee upon completion of any continuing education activity. The document includes 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.
OR

☐ 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, name of attendee, or format have not changed on the document certifying completion since the Board's approval of the continuing education activity.

☐ A written explanation of the reason for resubmission.

Purpose for Resubmission of a Supervisory Real Property Appraiser and Trainee Course

If *Resubmission of an Approved Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, the reason for resubmission is:

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The course content and/or policies are no longer communicated or administrated as approved.

☐ There is a change in the status of the qualifications specified in 298 NAC Chapter 6, § 001.15 under which a distance education activity was approved.

☐ There is a change to a secondary provider's rights to the activity.

Supervisory Real Property Appraiser and Trainee Course Material

If *Resubmission of a Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, only information that has changed since the Board's approval of the supervisory real property appraiser and trainee course is required:

- ☐ A course description that clearly describes the content of the course, and meets the requirements specified in 298 NAC Chapter 6, §004.03.
- ☐ Learning objectives that meet the requirements specified in 298 NAC Chapter 6, §004.02.
- ☐ An instructor policy that requires the use of instructors who meet the requirements of 298 NAC Chapter 6, § 005.
- ☐ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, § 004.04A.2e.
- ☐ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the course and reflects hours of credit per topic.
- ☐ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- ☐ An attendance policy that requires attendance to be verified in accordance with the Nebraska Real Property Appraiser Act and Title 298.
- ☐ A closed-book examination that meets the requirements of 298 NAC Chapter 6, § 004.04A.2f. 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.

Distance Education Supervisory Real Property Appraiser and Trainee Courses

If *Asynchronous* or *Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, submit evidence of delivery mechanism approval from one of the following sources:

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

- ☐ An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.

OR

- ☐ Is conducted by an accredited college, community college, or university that 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 that maintains an education delivery program that approves activity design and delivery that incorporate interactivity, **AND**
- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Instructor Information

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at https://appraiser.ne.gov/Education/.

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

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

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required for a supervisory real property appraiser and trainee course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

☐ 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;

☐ 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;

☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

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

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required for a supervisory real property appraiser and trainee course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

☐ 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;

☐ 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;

☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved distance education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity. In addition, at the Board's request, a transcript of the distance education activity must be provided to the Board.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer an education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).
6. 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 material supporting the specific activity learning objectives.
7. 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.
8. 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 any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.
9. 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 any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within five years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within five years.
10. Any instructor of 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 Continuing Education Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation.
11. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

I hereby attest that I have included all required materials, complied with all the listed requirements, completed the submitted application in its entirety, and that all statements and materials are true and correct to the best of my knowledge and belief. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned. Furthermore, I understand that if the Board finds that one or more statements made in this application, or materials submitted with this application, are not true and correct, the Board may deny the application.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Signature) _____ (Date)

Rescinding Approval

1. 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 298 NAC Chapter 6, § 005,
    5) 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,
    6) The course content and/or policies are not communicated to the credential holder(s) as approved,
    7) A material violation of the Real Property Appraiser Act or NAC Title 298 by the education provider or instructor for the activity,
    8) A change in status of the 298 NAC Chapter 6, § 001.15 qualifications under which a distance education activity was approved.
    9) A change to a secondary provider's rights to the activity.
2. If reason to rescind approval of a course is found, a written notice shall be made to the education provider that includes a description of the reasons for rescinding approval. The education provider has sixty (60) days from the date of notice to provide a written response. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, or no response is received, the Board may rescind approval of the supervisory real property appraiser and trainee course. If approval is rescinded, the education provider may file a new application for approval of the 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.
3. Nothing in 298 NAC Chapter 6 may be construed to preclude education providers from surrendering approval of education activities.

Directions

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested must be included.
3. Mail application, fee, and supporting documentation to:

    NEBRASKA REAL PROPERTY APPRAISER BOARD
    PO BOX 94963
    LINCOLN NE 68509-4963

    Deliver to (FedEx of UPS):
    NEBRASKA REAL PROPERTY APPRAISER BOARD
    301 CENTENNIAL MALL SOUTH, FIRST FLOOR
    LINCOLN NE 68508

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

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

Board Number: _____
Date Received:

For Board Use Only

SUPPLEMENTAL INSTRUCTOR INFORMATION FOR AN EDUCATION ACTIVITY APPLICATION IN NEBRASKA

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

Any instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation.

INSTRUCTOR INFORMATION

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

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

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

☐ 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;

☐ 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;

☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

INSTRUCTOR INFORMATION

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

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

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

☐ 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;

☐ 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;

☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

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

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

☐ 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;

☐ 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;

☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

From: The Appraisal Foundation
To: Kohtz, Tyler
Subject: MAY NEWSLETTER: Introducing the State Harmonization Task Force
Date: Thursday, May 1, 2025 9:38:46 AM



Greetings!

The April showers did indeed bring May flowers, and the newest project in bloom here at The Appraisal Foundation is the State Harmonization Task Force.

This new task force, established by the Board of Trustees, is focused on identifying and assisting states in removing unnecessary regulatory overlays that may be creating unintended barriers to entry into the profession.

Trustee Pete Fontana, who is leading this effort, sent a letter to all state regulators last month outlining the initiative in more detail. Here is an extended excerpt:

"This initiative is rooted in the Foundation's strategic plan, which calls for building a strong new generation of appraisers to further public trust in the profession. By working together to streamline state-level requirements that exceed AQB criteria, the Task Force aims to:

- Expand access to licensure
- Increase the number of qualified appraisers
- Align with the evolving needs of the profession

"We know many states—both large and small—are already leading the way. We want to share their successes, provide resources and tools, and help more states modernize their approaches.

"While the State Harmonization Task Force will ultimately focus on all licensure requirements that exceed the criteria, we are beginning with ad valorem experience and mass appraisal pathways. These areas represent an existing pool of highly qualified applicants who are ready to join the profession—and we want to help states recognize and leverage this opportunity.

"Mass appraisers bring skill sets that are well-aligned with the evolving demands of the profession—from the increased use of data and analytics to the technological fluency expected in modern valuation practice. These competencies are especially

In This Newsletter

From the President's Desk: Introducing the State Harmonization Task Force

Exposure Drafts

Job Analysis Survey

Partner Spotlight

Appraiser Talk

Upcoming Events

May 14-16: BOT Public Meeting

June 24: Joint Council Meeting

Contact Us

T 202-347-7722

info@appraisalfoundation.org

www.appraisalfoundation.org

Follow Us

Q.1

relevant as the profession adapts to new methodologies and changing expectations. This Task Force isn't just highlighting the issues—we're developing solutions and practical steps to help states take action."

This task force hit the ground running after this letter went out. They have already met with regulators in North Carolina and presented at AARO and have several more conversations scheduled in the coming weeks. I look forward to sharing updates on their progress and seeing where this dedicated group of stakeholders takes this taskforce next.

As a final note, I am looking forward to seeing so many folks at our upcoming Board of Trustees meeting in Cincinnati. We have an exciting few days there where we will dive into our strategic plan, hold committee meetings, and hear from the finalists for our open trustee positions. If you can't join us in person, I hope you'll consider joining the livestreamed portions of the event. Click on BOT Public Meeting under Upcoming Events to learn more and register.

Let's Make it a Great Month!
Kelly Davids
President

Exposure Drafts

Both technical boards currently have exposure drafts available and need your input!

First up, the Appraiser Qualifications Board **released their concept paper** on additional experience options in March. This is a continuation of their work to conduct a comprehensive review of all qualification criteria. The **comment deadline for this paper is May 9th**.

The Appraisal Standards Board released **their new concept paper** focusing on artificial intelligence last month. This follows last fall's artificial intelligence forum and is a continued exploration of the potential impacts artificial intelligence might have on appraisers and the appraisal standards. The **public comment deadline for this concept paper is May 31st**. The ASB held a webinar on this concept paper last month, and you can catch up on it **here**.

Job Analysis Survey

The Job Analysis survey is still happening throughout this month, and your feedback is crucial!

This is earlier than the usual five-year cycle, that has been traditionally followed for this survey, but the AQB has deemed this feedback critical to its comprehensive review of the qualification criteria.

Please take the time to fill out this questionnaire and encourage those in your networks to do the same.

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You can play a central role to the AQB's work by completing the **Job Analysis Survey**.

Partner Spotlight

American Society of Appraisers

Explore highlighted **Personal Property courses** this May and June, including:

- PP166 Contemporary Native American Art Today
- PP204 Personal Property Valuation: The Legal and Commercial Environments
- PP451 Appraising Fine Arts Overview

Additionally, the **2024-2025 15-Hour PP USPAP Update Course PP/GJ/MTS** is available. Looking ahead, registration is open for ASA's NEW Property Tax Valuation Conference on June 18 and the 2025 ASA International Conference on October 19-21!

American Society of Farm Managers and Rural Appraisers

The American Society of Farm Managers and Rural Appraisers (ASFMRA) is the premier professional organization for rural property experts—providing leading-edge education, trusted accreditation, and a strong network for farm managers, appraisers, and consultants across the country.

ASFMRA's next major event, Education Week, will be held July 18–26 in Omaha, Nebraska. This week-long experience features a comprehensive lineup of appraisal and farm management courses, industry updates, and peer-to-peer networking opportunities designed to elevate your career.

Learn more at **www.asfmra.org**

Appraisal Institute

Classroom offerings of The Appraiser's Guide to the New URAR are coming to your market! Click **here** to choose between more than 20 scheduled offerings of this required course for residential mortgage appraisals.

Appraisers' Coalition of Washington

The Appraisers' Coalition of Washington is pleased to be accepted to the Appraisal Foundation as a Partner. We support our appraisers through legislative action and education. We have been at the forefront of the middle housing issue, working with our colleagues at the ASB. We meet monthly with our State Department of Licensing, ensuring AQB requirements are met, and continue to work together on our recent funding issue. We also advise our Real Estate Appraiser Commission.

We are hosting our Annual Spring Conference in Spokane, WA, on May 8th and 9th, with speakers and presentations covering the challenges facing appraisers today.

We will be hosting the 2026 NAA ACTS in Seattle next April.

Collateral Risk Network
The Collateral Risk Network (CRN) is committed to advancing the integrity, transparency, and effectiveness of collateral valuation practices and regulation. We serve as a collaborative forum for industry leaders, including financial institutions, regulators, risk managers and valuation professionals to share insights, develop best practices, and address emerging risks in real estate finance. Through thought leadership, advocacy, and innovation, CRN strives to enhance risk management, promote sound policy, and support a resilient and equitable housing finance system.

International Association of Assessing Officers
IAAO Assessment Advisor Shannon Hiss, RES, RMA, was recently appointed to The Appraisal Foundation State Harmonization Task Force, which will look at licensure requirements for appraisers nationwide, beginning with mass appraisal.

Contact me if you have questions - Mike Ardis, ardis@iaao.org

National Association of Appraisers
The ACTS conference in San Antonio TX was an outstanding success, with 384 registered attendees. Cathy Harper, MNAA, and Jason Covington, MNAA, were welcomed as new members of the Board of Directors. Additionally, JoAnn Apostol, MNAA, received the prestigious honor of being named NAA's 2025 Appraiser of the Year.

North Carolina Professional Appraisers Coalition
Join SCPAC and NCPAC for a joint Spring Conference in Myrtle Beach on May 8th and 9th! It's two days packed with dynamic speakers, great networking, and a chance to earn 14 hours of CE—all just steps from the ocean. Check out the SCPAC and NCPAC websites for registration links and details on the exciting lineup of events. Don't miss this fun and valuable opportunity to level up your knowledge while soaking in the coastal vibes!

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.

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The Appraisal FOUNDATION

Authorized by Congress as the Source of Appraisal Standards and Appraiser Qualifications

April 15, 2025

Dear State Regulator Community,

As key partners in strengthening public trust and upholding standards of excellence in the appraisal profession, The Appraisal Foundation has consistently supported state regulators with tools to carry out their enforcement authority. Today, we're taking that commitment a step further.

We are pleased to announce the formation of a State Harmonization Task Force focused on identifying and assisting states in removing unnecessary regulatory overlays that may be creating unintended barriers to entry into the profession—particularly in the area of mass appraisal.

This initiative is rooted in the Foundation's strategic plan, which calls for building a strong new generation of appraisers to further public trust in the profession. By working together to streamline state-level requirements that exceed AQB criteria, the Task Force aims to:

- Expand access to licensure
- Increase the number of qualified appraisers
- Align with the evolving needs of the profession

We know many states—both large and small—are already leading the way. We want to share their successes, provide resources and tools, and help more states modernize their approaches.

While the State Harmonization Task Force will ultimately focus on all licensure requirements that exceed the criteria, we are beginning with ad valorem experience and mass appraisal pathways. These areas represent an existing pool of highly qualified applicants who are ready to join the profession—and we want to help states recognize and leverage this opportunity.

Mass appraisers bring skill sets that are well-aligned with the evolving demands of the profession—from the increased use of data and analytics to the technological fluency expected in modern valuation practice. These competencies are especially relevant as the profession adapts to new methodologies and changing expectations. This Task Force isn't just highlighting the issues—we're developing solutions and practical steps to help states take action.

We'll be sharing more during the AARO Virtual Conference on April 28th. In the

meantime, we encourage you to look for a follow-up communication that will include resources, graphics, and opportunities to engage.

Together, we can make the profession more accessible, better aligned with today's needs, and prepared for the future.

Sincerely,



Peter Fontana
Chair
State Harmonization Task Force

M2025-2: Multiple Subjects (04/22/25)

TO: Freddie Mac Multifamily Sellers and Servicers

SUBJECTS

In the April 22, 2025 Guide Bulletin, we are updating the Guide as follows:

Financial Crimes, Suspicious Activity and Restricted Parties

- Updating our requirements for the prevention, detection and reporting of Financial Crimes and Suspicious Activity and Restricted Parties

Appraisals

Creating a template that Seller/Servicers may use for the Appraisal Revision Summary

Title insurance and UCC search requirements

- Consolidating requirements from Chapter 29SBL into Chapter 29
- Updating our UCC search requirements and retention policy requirements

Small Balance Loans (SBL) application fees

- Updating our SBL application fee requirements

SBL Repurchase Option

- Updating our SBL Repurchase Option provisions

Additional Guide updates and housekeeping items

- Clarifying certain SBL requirements
- Clarifying our notification requirements for non-monetary defaults and adverse matters

EFFECTIVE DATES

All revisions announced by this Bulletin are effective immediately unless otherwise noted below.

GUIDE UPDATES SPREADSHEET AND REDLINED GUIDE CHAPTER CHANGES

Visit https://mf.freddiemac.com/lenders/guide/bulletins.html for the following resources to this Bulletin:

- Appendix A to April 22, 2025, Guide Updates Spreadsheet – a detailed list of the Guide updates associated with this Bulletin and the topics with which they correspond
- Appendix B to April 22, 2025, Redlined Guide Chapter Changes – a PDF showing the redlined changes announced in this Bulletin to each revised Guide chapter, Glossary and Directory

CONCLUSION

More details on these changes are provided on the pages that follow. Guide text additions made in this Bulletin are color-coded in green on AllRegs®. If you have any questions about this Bulletin, please call your Freddie Mac representative.

Sincerely,

Ian Ouwerkerk
Senior Vice President
Multifamily Underwriting and Credit

Erlita Shively
Vice President
Multifamily Counterparty Risk Management

Financial Crimes, Suspicious Activity and Restricted Parties

Effective July 1, 2025

We are updating the Guide to revise our requirements related to Financial Crimes, Suspicious Activity and Restricted Parties as follows:

- Requiring that Seller/Servicers that are not subject to the Bank Secrecy Act establish and maintain a compliance program similar to that required under the Bank Secrecy Act. See Section 2.22(b).

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- Requiring that the designated Chief Compliance Officer (CCO) be an officer of the Seller/Servicer unless otherwise approved by Freddie Mac. Seller/Servicers that do not currently have an officer as their designated CCO must designate an officer as the CCO for Freddie Mac by completing Form 1107M, Multifamily Seller/Servicer Change Notification, by July 1. Completed forms must be emailed to Multifamily_Eligiblity@freddiemac.com.
- Clarifying that during the Servicing of a Mortgage, the Servicer must perform Office of Foreign Assets Control (OFAC), FHFA Suspended Counterparty (SCP) List, Multifamily Restricted Vendor List and Freddie Mac Exclusionary List screening for Borrowers, Borrower Principals, Guarantors, Non-U.S. Equity Holders and property management companies at least monthly.
- Identifying and broadening our requirements for when certain parties need to be searched, including Freddie Mac Matters Employees, Freddie Mac Contractors and Third-Party Vendors, and how often, with respect to the Exclusionary List, the Multifamily Restricted Vendor List, the OFAC lists, and the FHFA SCP List, also collectively known as the Restricted Party Lists.
- Requiring Seller/Servicers to notify the Multifamily Financial Crimes Investigation Unit in writing within one Business Day if the Seller/Servicer becomes aware that any party identified in Section 7.4(b) is the subject of a Freddie Mac No New Business Letter. Borrowers will need to report such parties to us via Form 1115, Borrower and Key Borrower Principal Certificate, which will be updated to reflect this requirement in an upcoming Bulletin.
- Clarifying that the requirement to have processes and procedures in place to prevent, detect, and report Suspicious Activity or Financial Crimes also includes the requirement to monitor and have controls for such processes and procedures
- Clarifying that the required Financial Crimes training for Seller/Servicer employees and contractors must be conducted when the employee or contractor is first retained to work on Freddie Mac Matters and at least annually thereafter
- Requiring Seller/Servicers to provide Freddie Mac its Suspicious Activity Log annually by January 31, or upon Freddie Mac's request, for reconciliation with items that have been reported to and/or investigated by Seller/Servicer
- Consolidating and clarifying requirements for Seller/Servicers to notify Freddie Mac of any vendor/contractor that it has, for cause, determined it will not do business with on Freddie Mac transactions
- Requiring that, upon Freddie Mac's request, the Seller/Servicer must conduct its own investigations regarding Suspicious Activity or actual or possible fraud and provide to Freddie Mac monthly updates and a final written report of any investigations relating to Suspicious Activity or actual or possible fraud
- Clarifying that Seller/Servicer's cooperation obligations with respect to Suspicious Activity and Financial Crimes include enabling Freddie Mac to investigate whether there are breaches of the Seller/Servicer representations and warranties with respect to such Suspicious Activity and actual or possible Financial Crimes

We are updating Chapter 7, Sections 2.1, 2.18, 2.19, 2.22 through 2.24, 9.3(a), 9SBL.3(a), 11.7(a and d), 36.14, 43.28 and the Glossary to reflect this change.

Appraisal Revision Summary

Effective for Mortgages taken under Seller Application on or after June 2, 2025

In the February 27, 2025 Bulletin, we updated certain Appraisal Requirements, including adding the requirement that changes to appraisal reports meeting the conditions detailed in Section 60.10 must be documented in an Appraisal Revision Summary.

With this Bulletin, we are creating an Appraisal Revision Summary template that the Seller/Servicer may use for providing this summary to us. The Seller/Servicer may use the template or another format, as long as the Appraisal change information required to be reported to us is provided in the summary.

We are updating Sections 55.2, 55SBL.2 and 60.10, Interactive Conventional and TAH Cash Underwriting Checklist, and SBL Dynamic Underwriting Checklist to reflect this change.

Title insurance, surveys, UCC searches and legal opinions

Chapter 29 and 29SBL consolidation

We are updating the Guide to merge the content of Chapter 29SBL into Chapter 29 and deleting Chapter 29SBL. Chapter 29 will cover all Mortgages, including SBL and TAH.

We are consolidating our Infrastructure Agreement requirements in Chapter 8 and adding Infrastructure Agreement requirements for SBL Mortgages in Section 8SBL.11(g).

We are also updating Sections 2.28, 6SBL.10, 7.1, 8.11(g), 8.22(b-d), 8SBL.6(c), 8SBL.11(a and g), 18SBL.1, 22.10(a-c), 30.8, 32.3(c), 41SBL.6(g), 43.32(e), 60.6, 60.10, 60.20 and the Glossary to reflect these changes.

UCC search requirements and retention policy

We are updating our UCC search requirements in Sections 29.3 and 21.3(h and j) to align them with the Public Records Search Requirements. The Public Records Search Requirements will be updated to require the Seller to maintain copies of the UCC searches in the Mortgage File instead of including them in the Final Delivery Package.

SBL application fees

We are updating our SBL application fee requirements in Sections 18SBL.5 and 18SBL.6(e) as follows:

- Application fees will be considered earned five Business Days after the Seller/Servicer has entered the loan status as Under Application in the Pipeline Management Tool (PMT)
- Application fees will be nonrefundable, except for Properties located in Top Markets. In Top Markets, the application fee will be waived upon written confirmation from Freddie Mac that the Coupon Rate has been locked.
- If the Under Application status in PMT is changed to Lost by the Seller or Freddie Mac and the application fee is deemed earned, the Seller must remit the application fee to Freddie Mac by the second Business Day following the status change to Lost
- If the application fee is deemed earned prior to the assignment of a Freddie Mac loan number, the wire transfer must include the PMT six-digit ID, the Seller/Servicer number, fee assessment type (CAP), and reference the business area, SBL

Seller/Servicers must send the wire transfer in accordance with the SBL Application Fee Wire Transfer Instructions.

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SBL Repurchase Option

We are updating our SBL Repurchase Option provisions in Section 46SBL.5 to clarify the requirements for the exercise of a Repurchase Option during the Repurchase Period and during the Loss Obligation Period. We have removed the section providing for the exercise of a Repurchase Option following the Repurchase Period and prior to an SBL Mortgage Default.

Additional Guide updates and housekeeping items

SBL clarifications

Mortgage eligibility

We are updating Section 8SBL.14 to clarify that SBL Mortgages for Properties with local rent subsidies may be eligible for sale to Freddie Mac.

SBL Single Counsel legal fees

We are clarifying the process for Freddie Mac's review and approval of requests to waive or discount SBL Single Counsel legal fees in Section 6SBL.4 related to the origination, delivery and purchase of an SBL Mortgage. Any such request must be submitted by Single Counsel to a Freddie Mac SBL Multifamily Attorney in writing and must include an explanation for such request and a recommendation for the amount of legal fees or expenses to be waived or discounted. The Freddie Mac SBL Multifamily Attorney will provide Single Counsel with written notice of Freddie Mac's decision with respect to such request.

FICO score requirements

We are clarifying our FICO® score requirements in Section 9SBL.2(d) to state that the individual Guarantor must have an average FICO score of 680 or better with all three national credit bureaus (Equifax, TransUnion or Experian). If less than three FICO scores are available, all FICO scores must be 680 or better.

Notification of non-monetary defaults and adverse matters

We are updating Section 44.3 to clarify that notification of non-monetary defaults and adverse matters should be sent to MF_Surveillance@freddiemac.com (rather than MF_Borrower_Transactions@freddiemac.com).

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