

**PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD**  
**Thursday, June 17, 2021, 9:00 a.m.**  
**Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building**  
**301 Centennial Mall South, Lincoln, Nebraska**  
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**AGENDA**

**A. Opening 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 9:30 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.*

<b>C. Credentialing as a Nebraska Real Property Appraiser .....</b>	<b>1</b>
1. Pending Applicants	
a. L20003	
b. CR21001	
c. CG21005	
<b>D. Registration as an Appraisal Management Company .....</b>	<b>1-6</b>
1. Appraisal Management Company New Applicants	
a. NE2021002	
2. Appraisal Management Company Renewal Matters	
a. NE2020003	
<b>E. Consideration of Compliance Matters .....</b>	<b>1</b>
1. New Grievances	
a. 21-02	
2. Pending Grievances	
a. 20-11	
<b>F. Consideration of Other Executive Session Items .....</b>	<b>1-4</b>
1. 2021.08	
2. Personnel Matters	
<b>G. Welcome and Chair’s Remarks (Public Agenda 9:30 am)</b>	
<b>H. Board Meeting Minutes</b>	
1. Approval of April 15, 2021 Meeting Minutes .....	1-17
<b>I. Director’s Report</b>	
1. Appraiser and AMC Reports	
a. Appraiser Count Report .....	1-4
b. Temporary Credential Report .....	5
c. Supervisory Appraiser Count Report .....	6
d. AMC Count Report .....	7

2. Executive Authority Approval Reports	
a. Real Property Appraisers and Applicants	8
b. Appraisal Management Companies	9
c. Education Activities and Instructors	10-11

**J. Financial Report and Considerations**

1. April Financial Report	
a. Budget Status Report	1-3
b. MTD General Ledger Detail Report	4-8
2. May Financial Report	
a. Budget Status Report	9-11
b. MTD General Ledger Detail Report	12-17
c. Financial Charts	18-20
3. Per Diems	
a. Luhrs - April 28, 2021 Applicant Advisory Meeting	

**K. General Public Comments**

<b>L. Consideration of Education/Instructor Requests</b>	1-27
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**M. Unfinished Business**

**N. New Business**

**O. Legislative Report and Business**

1. Current Legislation	1-7
2. Title 298 Update	
a. Summary of Proposed Changes to Title 298 May 25, 2021 Draft	8-14
b. Title 298_Draft March 25, 2021	15-81
c. ASC, AAG, and GPRO Preliminary Review of Proposed Changes to Title 298	82-89
3. Other Legislative Matters	
a. LR100	90
b. LR191	91-92

**P. Administrative Business**

1. Guidance Documents	
2. Internal Procedural Documents	
a. 201704: AMC Fund Cash Balance	1-2
b. 201705: Real Property Appraiser Fund Cash Balance	3-4
c. 202101: Appraisal Review Services Contractor Program Management	5

3. Forms, Applications, and Procedures	
a. Revised Appraiser Forms and Applications	
i. 2022-23 Application for Renewal of Real Property Appraiser Credential	6-13
ii. 2022-23 Application for Two-Year Renewal of Nebraska Real Property Appraiser Trainee Credential	14-21
iii. Application for Inactive Status of Nebraska Real Property Appraiser Credential	22-24
iv. Application for Nebraska Real Property Appraiser Credential Through Reciprocity	25-36
v. Application for Nebraska Certified General Real Property Appraiser Credential	37-49
vi. Application for Nebraska Certified Residential Real Property Appraiser Credential	50-63
vii. Application for Nebraska Licensed Residential Real Property Appraiser Credential	64-77
viii. Application for Nebraska Real Property Appraiser Temporary Credential	78-83
ix. Application for Renewal of Nebraska Real Property Appraiser Temporary Credential	84-86
b. Revised Appraiser Procedures	
i. Real Property Appraiser Credential Renewal Application Procedures	87-97
ii. Random CHRC for Real Property Appraiser Credential Renewal Selection Procedures Update	98-99

## **Q. Other Business**

1. Board Meetings	
2. Conferences/Education	
3. Memos From the Board	
a. The Nebraska Real Property Appraiser Board Proposed Changes to Title 298 of the Nebraska Administrative Code	1-2
4. Quarterly Newsletter	
a. Spring 2021 Edition of The Nebraska Appraiser	3-11
5. Appraisal Subcommittee	
a. ASC Meeting; September 15, 2021 – Zoom	12
b. ASC March 10, 2021 Meeting Minutes	13-18
c. ASC May 14, 2021 Meeting Minutes	19-25
d. ASC 2020 Annual Report (Board Member Portal Home)	
6. The Appraisal Foundation	
a. TAF May Newsletter	26-27
b. TAF June Newsletter	28-29
c. Appraiser Qualifications Board	
i. Second Exposure Draft of a Proposed Change to the Real Property Appraiser Qualification Criteria	30-45
ii. Q&As	
1. Required Core Curriculum Education	46
2. Photo ID Requirement	47
3. QE Synchronous Exam	48-49
4. Synchronous and Classroom Courses	50
5. Definition of College-Level Courses	51
6. Degree Requirements	52
d. Appraiser Standards Board	
i. Discussion Draft - Potential Areas of Change for the 2023 USPAP	53-64
ii. USPAP Extension and 7-Hour Course Update	65
7. Association of Appraiser Regulatory Officials	
a. AARO Quarterly Update – 5.1.2021	66-69
8. In the News	

**R. Adjourn**



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

**April 15, 2021 Meeting Minutes**

**A. OPENING**

Chairperson Christopher Mustoe called to order the April 15, 2021 meeting of the Nebraska Real Property Appraiser Board at 9:08 a.m., by electronic telecommunication in the Nebraska Real Property Appraiser Board's office on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska, as permitted by Executive Order 21-02.

**B. NOTICE OF MEETING**

Chairperson Mustoe announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at [www.nebraska.gov](http://www.nebraska.gov) on April 5, 2021. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. Materials generally used by the Board for this meeting were available in the public folder for inspection by the public, in accordance with the Open Meetings Act. A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Christopher Mustoe of Omaha, Nebraska, Thomas Luhrs of Imperial, Nebraska, Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, and Cody Gerdes of Lincoln, Nebraska were present. Also present were Director Tyler Kohtz, Business and Licensing Specialist Allison Nespor, and Administrative Specialist Katja Duerig, who are all headquartered in Lincoln, Nebraska.

**ADOPTION OF THE AGENDA**

Chairperson Mustoe reminded those present for the meeting that the agenda cannot be altered 24 hours prior to the meeting except for emergency items according to the Open Meetings Act. Board Member Walkenhorst moved to adopt the agenda as printed. Board Member Downing seconded the motion. With no further discussion, the motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

Board Member Luhrs moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Downing seconded the motion. The time on the meeting clock was 9:12 a.m. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

Board Member Luhrs moved to come out of executive session at 9:55 a.m. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

Break from 9:55 a.m. to 10:00 a.m.

## **G. WELCOME AND CHAIR'S REMARKS**

Chairperson Mustoe welcomed all to the meeting and announced Cody Gerdes as the new District 1 representative on the Board. Board Member Gerdes thanked the Chairperson for the recognition, and expressed happiness regarding his appointment. Chairperson Mustoe finished by indicating that he is looking forward to having meetings in-person again. Jack Rose and Julie Schroer were members of the public in attendance.

## **H. BOARD MEETING MINUTES**

### **1. APPROVAL OF FEBRUARY 18, 2021 MEETING MINUTES**

Chairperson Mustoe asked for any additions or corrections to the February 18, 2021 meeting minutes. With no discussion, Chairperson Mustoe called for a motion. Board Member Downing moved to adopt the February 18, 2021 meeting minutes as presented. Board Member Walkenhorst seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

## **I. DIRECTOR'S REPORT**

### **1. APPRAISER AND AMC REPORTS**

#### **a. Appraiser Count Report**

Director Kohtz presented seven charts outlining the number of appraisers as of April 15, 2021. The Director reported that he had no specific comments and asked for questions or comments. There was no discussion.

#### **b. Temporary Credential Report**

Director Kohtz presented three charts outlining the number of temporary credentials issued as of March 31, 2021. The Director asked for any questions or comments. There was no further discussion.

#### **c. Supervisory Appraiser Count Report**

Director Kohtz presented two charts outlining the number of supervisory appraisers as of April 15, 2021. The Director reported that he had no comments, and asked for any questions or comments. There was no discussion.

#### **d. AMC Count Report**

Director Kohtz presented two charts outlining the number of AMCs as of April 15, 2021. The Director reported that he had no comments, and asked for any questions or comments. BLS Nesper noted that the point where all AMCs are renewing annually, rather than every other year, has been reached. Director Kohtz thanked BLS Nesper for the information. There was no discussion.

### **2. EXECUTIVE AUTHORITY APPROVAL REPORT**

Director Kohtz presented two Executive Authority Approval Reports for the real property appraisers and applicants, and education activities and instructors, that have been approved under the executive authority granted to waive rules pertaining to examinations and applications as a result of Governor Ricketts's 2020 State of Emergency Proclamation made on March 13, 2020, for the period between February 9, 2021 and April 6, 2021. The Director noted that there were no new AMC registrations during this time. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz concluded his report by welcoming Board Member Gerdes to his first meeting, and stated that he looks forward to serving him. The Director informed Board Member Gerdes that the office is open for questions or concerns anytime. Board Member Gerdes thanked Director Kohtz. There was no further discussion.

## **J. FINANCIAL REPORT AND CONSIDERATIONS – APRIL 2021**

### **1. APPROVAL OF FEBRUARY RECEIPTS AND EXPENDITURES**

The receipts and expenditures for February were presented to the Board in the Budget Status Report. Director Kohtz brought attention to a \$3,349.99 Data Processing Expense, noting that this expenditure includes the costs for the move of the online renewal application with EFW payment feature from the test environment to production. The Director moved on to a \$616.95 Publication & Print Expense, which includes the agency's quarterly copy services fee. Finally, the Director made note of the \$28.00 Awards Expense for former Board Member Ben Hynek's service award plaque. Director Kohtz reported that expenditures for the month of February totaled \$27,381.89, which amounts to 48.84 percent of the budgeted expenditures for the fiscal year; 66.58 percent of the fiscal year has passed. Revenues reported for February were \$15,196.41, and total revenues amount to 92.03 percent of the projected revenues for the fiscal year. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then brought attention to the General Ledger for February. The Director reported that he had no specific comments, and asked for any questions or comments. There was no further discussion.

Board Member Luhrs moved to accept and file the February 2021 financial reports for audit. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

### **2. APPROVAL OF MARCH RECEIPTS AND EXPENDITURES**

The receipts and expenditures for March were presented to the Board in the Budget Status Report. Director Kohtz remarked that the \$350.00 Dues & Subscription Expense was paid to AARO in the month of March for the Board's membership. In addition, the Director noted a Legal Related Expense of \$15.00 for court documents related to an application. Director Kohtz reported that expenditures for the month of March totaled \$22,772.64, which amounts to 54.14 percent of the budgeted expenditures for the fiscal year; 75.07 percent of the fiscal year has passed. Revenues reported for March were \$18,802.22, and total revenues amount to 96.97 percent of the projected revenues for the fiscal year. The Director reported that he had no specific comments, and asked for any questions or comments. There was no further discussion.

Director Kohtz then brought attention to the General Ledger for March. The Director reported that he had no specific comments, and asked for any questions or comments. There was no further discussion.

Director Kohtz presented three graphs showing expenses, revenues, and cash balance. The Director once again announced the expenditures and revenues for the month of March for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. The Director then remarked that the cash balance for the AMC Fund is \$302,474.33, the Appraiser Fund is \$407,074.77, and the overall cash balance for both funds is \$709,549.10. Director Kohtz then asked for any questions related to the graphs. There was no further discussion.

Board Member Walkenhorst moved to accept and file the March 2021 financial reports for audit. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

### **3. PER DIEMS**

Director Kohtz informed the Board that he had no per diem requests for this meeting, and asked if any board members had a request for the Board to consider. There was no further discussion.

## **K. GENERAL PUBLIC COMMENTS**

Chairperson Mustoe asked for any public comments. Jack Rose appeared before the Board, and introduced himself as a certified residential real property appraiser, and a supervisory real property appraiser for three trainee real property appraisers. Mr. Rose brought attention to materials sent by him to Director Kohtz, which were included in the public meeting documents and sent to each board member. Mr. Rose began his appearance by referencing a graph with the total number of Nebraska real property appraisers over a seven-year period, noting that the number stays stable, around 650. Rose noted that the number of appraisers who actually reside in Nebraska has trended downward from around 490 in 2013 to 430 now, roughly a 12% decline. Rose expressed concern that trainee real property appraisers are not obtaining certified or licensed credentials quickly enough to make up for the decline in the number of in-state real property appraisers. According to Rose, this is the reason for his appearance before the Board.

Rose indicated that he had two recommendations to share with the Board to make the trainee real property appraiser experience more efficient. First, Rose understands through conversations with trainee real property appraisers that it is their opinion that the credentialing requirements are too rigorous, and the real property appraisal practice experience review process takes too long. Mr. Rose remarked that two current trainee real property appraisers under his control submitted their experience logs for Board review in December 2020; both are still waiting to be approved to sit for the national exam. Rose indicated that confusion concerning the real property appraisal practice experience reported in these logs is related to the space for describing the extent of the real property appraisal practice experience on the experience log being too small to describe the work performed. According to Rose, the trainee real property appraiser experience review process should become more informal, and emails or text messages should be utilized by the Board to communicate with real property appraiser applicants and supervisory real property appraisers, rather than letters. Rose also feels that the real property appraisal practice experience review process could be expedited. One recommendation made by Rose includes providing a way for real property appraiser applicants to speak directly with the real property appraisers who perform reviews of their work product.

Mr. Rose then proceeded to his second recommendation. From his materials, he presented a document from the Iowa Real Estate Appraiser Examining Board titled, "List of Potential Supervisors." According to Rose, trainee real property appraisers have expressed to him difficulties finding supervisory real property appraisers. Rose noted that one trainee real property appraiser indicated that contact was made with 85 real property appraisers, and only four responded, of whom three said "no." Mr. Rose suggested that a public list of qualified, potential supervisory real property appraisers, much like the Iowa list, could be helpful for trainee real property appraisers. Rose suggested that the Board consider creating such a list.

Rose finished his appearance by informing the Board that he hopes that the trainee real property appraisers under his charge are approved by the Board and pass the exam, so that he may take on new trainee real property appraisers. Chairperson Mustoe thanked Mr. Rose for his time and the information presented. The Chairperson asked for any additional comments from the public. With no more discussion, Chairperson Mustoe proceeded to Education.

**L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS:** No discussion.

**M. UNFINISHED BUSINESS:** No discussion.

**N. NEW BUSINESS**

**1. USPAP COMPLIANCE REVIEW PROGRAM**

Director Kohtz reported that he and Chairperson Mustoe have had conversations regarding the vetting of USPAP Compliance Review Reports. The Director stated that, until now, any notes from staff related to the USPAP Compliance Review Report were primarily included on applicant board review forms. Director Kohtz informed the Board that both he and Chairperson Mustoe agreed that a more thorough review by staff is needed prior to the Board's review of a USPAP Compliance Review Report. The Director presented the AARS USPAP Compliance Review Report Review Document and the SME USPAP Compliance Review Report Review Document to the Board for consideration. Director Kohtz noted that the AARS USPAP Compliance Review Report Review Document has a summary section not included on the SME USPAP Compliance Review Report Review Document because investigative reports include this information already. The Director explained that the intent of these documents is to provide an overview of the USPAP Compliance Review Report and the appraisal review services contractor before the Board evaluates the content of the USPAP Compliance Review Report. In addition, Director Kohtz noted the Yes/No checkbox for whether the contractual obligations were met and informed the Board that this box concerns the contractual requirements and does not refer to competency related to the content of the USPAP Compliance Review Report. Director Kohtz reported that part of this new process includes centralizing appraisal review services contractor information. Board staff will create appraisal review services contractor files that include contracts, completed USPAP Compliance Review Reports, and other relevant information.

Director Kohtz then presented the State of Nebraska Vendor Performance Program guide to the Board for consideration. The Director declared that this is a relatively new program for the State, developed to better manage vendor performance for State contracts. Director Kohtz informed the Board that this program could be used to formalize the approach to notifying appraisal review service contractors about issues with their USPAP Compliance Review Reports or other contractual obligations. There are two basic notices included in the program; notification of unsatisfactory performance, and request for vendor performance improvement. The notification of unsatisfactory performance would be sent directly to the contractor, and the request for vendor performance improvement would be submitted to Administrative Services for review prior to being sent to the contractor. Director Kohtz added that a notice would only be sent to a contractor upon the Board's request after review of the AARS USPAP Compliance Review Report Review Document or the SME USPAP Compliance Review Report Review Document. Director Kohtz informed the Board that the VPP program also includes a star-rating system that the agency could use, but the Director advised against it because of the small number of appraisal review service contracts for the Board, and the fact that no other State agencies would need the review of the vendor. The Director reiterated that this program is optional, but it would provide a more formal approach to the review of the Board's appraisal review services contractors.

Chairperson Mustoe stated that it made sense to him to keep a contract, the USPAP Compliance Review Report, and any follow-up communications stored together. Board Member Walkenhorst agreed. Chairperson Mustoe asked for clarification as to how this program would be implemented. Director Kohtz replied that there are a few options. If the AARS USPAP Compliance Review Report Review Document and the SME USPAP Compliance Review Report Review Document are approved today, staff could start using them immediately. The Director indicated that it is the Board's choice whether to adopt use of the VPP, and if the Board chose to, an internal procedure document could be developed to formally adopt use of the program and describe its use by the Board. Chairperson Mustoe noted that changes could be made to any of these documents if the process is modified in the future. Director Kohtz agreed.

Board Member Luhrs moved to approve the AARS USPAP Compliance Review Report Review Document and the SME USPAP Compliance Review Report Review Document as presented. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

Board Member Walkenhorst moved to request the Director to draft an internal procedure document to formally adopt use of the State of Nebraska Vendor Performance Program. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

Break from 10:45 a.m. to 10:50 a.m.

## **O. LEGISLATIVE REPORT AND BUSINESS**

### **1. CURRENT LEGISLATION**

Director Kohtz presented the second legislative report of the current session to the Board for review. The Director informed the Board that he will provide a summary of the critical bills, but will not discuss the less critical bills unless a board member requests discussion. Discussion took place for the following bills:

**LB23** – Director Kohtz reported that this was approved by the Governor on March 17, 2021, and commented that this was record time for a bill introduced on the Board’s behalf. There was no further discussion.

**LB83** – Director Kohtz reminded the Board that this bill amends the Open Meetings Act to modernize the way public bodies hold virtual meetings, and reported that it was placed on Final Reading for April 15, 2021. The Director indicated that he will begin researching how to make the Board’s virtual meetings compliant with the Act, and also what equipment is needed to hold virtual meetings outside of an emergency situation. There was no further discussion.

**LB368** – The Director reported that this bill provides for a late fee to be assessed if political subdivisions required to file a report with the Auditor of Public Accounts fail to file such report by the applicable due date. Director Kohtz announced that this bill was approved by the Governor on March 31, 2021. There was no further discussion.

**LB380** – Director Kohtz informed the Board that this bill appropriates funds for the expenses of Nebraska State Government for the biennium ending June 30, 2023. This bill was placed on General File with AM93, which incorporates the Appropriations Committee’s recommendations, on April 1, 2021. There was no further discussion.

**LB423** – The Director reminded the board that this bill requires that home inspectors register with the Secretary of State’s Office. AM433 limits the fee for registration at \$300.00, and requires that liability insurance in the amount of at least \$250,000 is held by the registrant. The bill was placed on Select File on April 7, 2021. There was no further discussion.

**LB446** – Director Kohtz informed the Board that this bill adopts the Nebraska Housing Index and Financing Investment Systems Act, which creates a comprehensive, sustainable, and collaborative data system that would include the statewide status of housing stock as well as the types and amounts of state and federal funding available to housing developers. This bill was placed on General File with AM86, which redrafts language but does not appear to make a substantial change, on March 3, 2021. There was no further discussion.

**LB501** – The Director reported that LB501 would codify Nebraska law permitting the owner of property burdened by an easement to relocate an easement without the consent of the holder of the easement running across the property. AM526 combines additional bill language into LB501. The bill was placed on Select File on April 7, 2021. There was no further discussion.

Director Kohtz asked for any questions or comments concerning the legislative report. The Director asked if there is a bill that is not included in the report that may be of importance to the Board, that he be contacted to have it added to the list. There was no further discussion.

## **2. TITLE 298 UPDATE**

### **a. Summary or Proposed Changes to Title 298 March 25, 2021 Draft**

Director Kohtz presented the Summary of Proposed Changes to Title 298 March 25, 2021 Draft document to the Board for review. The Director noted that this document details all of the changes made to Title 298 in the March 25, 2020 draft.

### **b. Title 298 Draft March 25, 2021**

Director Kohtz presented the March 25, 2021 Title 298 Draft to the Board for review. The Director reported that the majority of the changes are to harmonize Title 298 with the statutory changes made through LB808 (2020) and LB23 (2021). Director Kohtz noted that there are a few substantial changes included in the draft not related to LB808 or LB23, and also some general language updates made for clarification, consistency, to correct spelling and grammar errors, and to update section references. Director Kohtz informed the Board that he would not go through every change found in the draft, specifically those directly related to LB808 and LB23, or the general language updates, but reminded the Board that board members are free to bring up and discuss any of the changes.

The Director first guided the Board to page O.27, and indicated that Chapter 2 § 002.09(9) is amended to add “or non-traditional client” after “traditional client” to clarify that verification on the experience log must indicate that the client is traditional or non-traditional.

The Director then moved to page O.33, and informed the Board that the approval procedures for trainee real property appraiser credential applicants, supervisory real property appraiser applicants, real property appraiser credentialing through reciprocity applicants, initial appraisal management company registration applicants, and initial education activity applicants, are amended to allow the Director to approve the applications when the minimum requirements are met, and no extenuating circumstances exist requiring Board expertise. Director Kohtz indicated that the application of any applicant that may not meet one or more requirements will be placed before the Board for consideration at its next meeting. Director Kohtz added that approval procedures for real property appraiser credential applicants who apply through education, experience, and examination, and continuing education activity renewal applicants will remain the same. The Director brought attention to the following amended sections:

- Chapter 2 § 004.01C – New applications for trainee real property appraiser.
- Chapter 2 § 004.01K – New applications for supervisory real property appraiser.
- Chapter 3 §§ 001.03 through 001.06 – New applications for licensed and certified real property appraisers by reciprocity.
- Chapter 6 §§ 002.02C and 002.02D – New applications for qualifying education activities.



- Chapter 6 §§ 003.02C and 003.02D – New applications for continuing education activities.
- Chapter 6 §§ 004.04C and 004.04D – New applications for supervisory real property appraiser and trainee courses.
- Chapter 6 §§ 005.02C and 005.02D – New applications for instructors of an education activity.
- Chapter 7 §§ 001.03 and 001.04 – New applications for registration as an appraisal management company.

Director Kohtz then guided the Board to O.38, and indicated that Chapter 3 § 002.03 is amended to clarify that the application of any applicant who may not meet one or more requirements for approval as a temporary real property appraiser will be placed before the Board for consideration at its next meeting. Director Kohtz indicated the same amendment is made to Chapter 4 § 003.04 for real property appraiser renewal applications, and Chapter 7 § 002.03 for appraisal management company registration renewal applications. These amendments merely reflect what is current practice.

The Director closed his reporting of these changes by informing the Board that the executive approval process put into place under the Governor’s State of Emergency Proclamation made on March 13, 2020 has worked so well that he and Chairperson Mustoe have discussed adopting the procedures permanently. Director Kohtz remarked that these procedure changes improve the agency’s performance and efficiency. Director Kohtz asked for any questions related to these amendments. Chairperson Mustoe agreed that the executive approval process has been smooth, and said he thinks it is a good idea for the agency to continue this. There was no further discussion.

Director Kohtz then brought attention to the other substantial change in the Title 298 draft, and pointed the Board to O.49. The Director informed the Board that staff recently had to review an application for an online education activity on which the instructors listed on the IDECC certificate did not match the instructors submitted for approval. Director Kohtz informed the Board that Title 298 only requires that the activity be IDECC approved, not the instructors. The Director discussed this matter with ASC Policy Manager Tidwell, who confirmed that the Real Property Appraiser Qualifications Criteria only requires that the activity be approved. Director Kohtz informed the Board that during review of this matter, a couple of other issues related to IDECC approval were found. The Director notified the Board of the following amendments in the draft:

- Language is amended to strike “is certified by the International Distance Education Certification Center” and add “meets the requirements of Section 001.07A of this Chapter” to specify that an IDECC certificate must be submitted, or the activity must be 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. This change recognizes that the education submission may include either option, not just the IDECC certificate in Chapter 6 § 002.02A.5; Chapter 6 § 003.02A.5; Chapter 6 § 004.04A.5.
- Chapter 6 §§ 002.02A.2j, 003.02A.2k, 004.04A.2j is added to ensure that an online or correspondence activity conducted by an accredited college, community college, or university provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor. Colleges, community colleges, or universities are not required to hold IDECC certification for online or correspondence education activities. For all activities that are IDECC approved, interaction in a reciprocal environment where the student has verbal or written communication with the instructor is a condition for approval.
- Language is amended to strike “certified by the International Distance Education Certification Center” and add, “the qualification for online or correspondence delivery specified in Section 001.07A of this Chapter” to the reasons for resubmission of, or rescinding, an approved qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course. This amendment includes activities conducted by accredited colleges, community colleges, or universities that offers distance education programs and are 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 in Chapter 6 § 002.03A; Chapter 6 § 002.04A; Chapter 6 § 003.03A; Chapter 6 § 003.04B; Chapter 6 § 004.05A; Chapter 6 § 004.06A.
- Chapter 6 § 003.02A.2j is added to clarify that written evidence must be included with a continuing education submission indicating that an appropriate mechanism is in place to ensure that the credential holder demonstrates knowledge of subject matter for an online or correspondence activity. This Real Property Appraiser Qualifications Criteria is met for qualifying education and the supervisory real property appraiser and trainee course by examination.

Director Kohtz asked for any questions related to these amendments. There was no further discussion.

Director Kohtz reminded the Board that he did not cover any of the changes related to LB808 and LB23, or the general language updates, and asked for any questions or comments concerning the Title 298 draft. The Director then informed the Board that the next step would include a preliminary review by the Governor's Policy and Research Office, the Attorney General's Office, and the ASC. Board Member Luhrs moved to approve the Title 298\_Draft March 25, 2021 for preliminary review by the Governor's Policy and Research Office, the Attorney General's Office, and the ASC. Board Member Walkenhorst seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**3. OTHER LEGISLATIVE MATTERS:** No discussion.

**P. ADMINISTRATIVE BUSINESS**

**1. GUIDANCE DOCUMENTS:** No discussion.

**2. INTERNAL PROCEDURAL DOCUMENTS:** No discussion.

**3. FORMS, APPLICATIONS, AND PROCEDURES**

**a. Revised NRPAB Employee Handbook**

Director Kohtz presented the revised NRPAB Employee Handbook to the Board for consideration. The Director informed the Board that the handbook is updated every other year to include the latest changes to the NAPE/ASFCME Labor Contract, and any other State policy or procedure changes that have taken place since the last update. Director Kohtz reminded the Board that all members have had an opportunity to review the redlined draft before the meeting. The spelling, grammar, and formatting issues were taken care of in the finalized version. Once the finalized version is approved by the Board, it is sent to State Personnel for approval. Director Kohtz asked for any questions or comments. There was no further discussion. Board Member Luhrs moved to approve the NRPAB Employee Handbook as presented. Board Member Walkenhorst seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**b. Revised Appraiser Forms and Applications**

Director Kohtz presented the following revised appraiser forms and applications to the Board for consideration:

- i. Real Property Appraisal Practice Experience Log Requirements Document**
- ii. NRPAB Applicant Real Property Appraisal Practice Experience Log**
- iii. Application for Registration as a Supervisory Real Property Appraiser**
- iv. Application for Trainee Real Property Appraiser**

The Director informed the Board that the documents were updated to address the changes included in LB808, LB23, and the latest Title 298 update. Director Kohtz asked for any questions or comments. There was no further discussion. Board Member Luhrs moved to approve the Real Property Appraisal Practice Experience Log Requirements Document, NRPAB Applicant Real Property Appraisal Practice Experience Log, Application for Registration as a Supervisory Real Property Appraiser, and Application for Trainee Real Property Appraiser as presented. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**c. Revised Education Applications**

Director Kohtz presented the following revised education applications to the Board for consideration:

- i. Application for Approval as a Qualifying Education Activity in Nebraska**
- ii. Application for Approval as a Continuing Education Activity in Nebraska**
- iii. Application for Renewal as a Continuing Education Activity in Nebraska**
- iv. Application for Approval as a Supervisory Real Property Appraiser and Trainee Course**
- v. Application for Approval as Instructor in Nebraska**

The Director informed the Board that the applications were updated to address the changes included in LB808, LB23, and the latest Title 298 update. In addition, these applications were reformatted to better guide education providers through the submission requirements, and to also match the formatting of the Board's other applications. Director Kohtz asked for any questions or comments. There was no further discussion. Board Member Downing moved to approve the Application for Approval as a Qualifying Education Activity in Nebraska, Application for Approval as a Continuing Education Activity in Nebraska, Application for Renewal as a Continuing Education Activity in Nebraska, Application for Approval as a Supervisory Real Property Appraiser and Trainee Course, and the Application for Approval as Instructor in Nebraska as presented. Board Member Luhrs seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

## **Q. OTHER BUSINESS**

### **1. BOARD MEETINGS**

#### **a. 2021 Strategic Planning Meeting**

Director Kohtz brought attention to the end of the fiscal year, and announced that it is time to schedule this year's strategic planning meeting. The Director reminded the Board that no strategic planning meeting was held last year due to the Covid-19 pandemic. Director Kohtz continued by saying that in the past, the Board held the strategic planning meeting on the same day, the day before, or the day after the regular June board meeting. Director Kohtz added that the meeting has been held in May as well. The Director said scheduling is dependent on the board members who travel. Board Member Luhrs asked about the length of the strategic planning meeting. Director Kohtz responded that he plans for four hours, but the meeting has not been getting close to that length during recent years. Board Member Luhrs expressed interest in having the strategic planning meeting in the afternoon the day before the June regular meeting as he must drive from Imperial. Chairperson Mustoe agreed that this makes sense for the board members who must travel, and suggested scheduling the 2021 Strategic Planning Meeting for 2 p.m. the day before the June regular meeting. Board Member Downing moved to schedule the 2021 Strategic Planning Meeting for 2 p.m. on Wednesday, June 16, 2021. Board Member Luhrs seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

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

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

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

### **5. APPRAISAL SUBCOMMITTEE**

#### **a. Real Estate Valuation and Fairness Act of 2021**

Director Kohtz presented a discussion draft of a House Bill titled, "Real Estate Valuation Fairness and Improvement Act of 2021." The Director reported that the discussion draft declares that the Federal Home Owner's Loan Corporation and the Federal Housing Administration valued property or refused to make loans secured by property in communities of color. This House Bill would require that the ASC facilitate the establishment and convening of a taskforce to study discrimination in the housing market. The Director asked for any questions or comments. There was no further discussion.

#### **b. ASC Meeting; June 2, 2021 – Washington, D.C.**

Director Kohtz reported that the next ASC meeting will be held on June 2, 2021, in Washington, D.C. The Director asked for any questions or comments. There was no further discussion.

#### **c. ASC September 9, 2020 Meeting Minutes**

Director Kohtz presented the ASC September 9, 2020 Meeting Minutes to the Board for review. The Director informed the Board that he had no specific comments, and asked for any questions or comments. There was no further discussion.

**d. ASC October 5, 2020 Meeting Minutes**

Director Kohtz presented the ASC October 5, 2020 Meeting Minutes to the Board for review. The Director informed the Board that he had no specific comments, and asked for any questions or comments. There was no further discussion.

**6. THE APPRAISAL FOUNDATION**

**a. TAF Special Edition Newsletter**

Director Kohtz presented The Appraisal Foundation's special edition newsletter announcing the extension of the 2020-2021 edition of USPAP to be valid through 2022. The Director asked for any questions or comments. There was no discussion.

**b. TAF March Newsletter**

Director Kohtz presented The Appraisal Foundation's March newsletter to the Board for review. The Director asked for any questions or comments. There was no discussion.

**c. TAF April Newsletter**

Director Kohtz presented The Appraisal Foundation's April newsletter to the Board for review. The Director asked for any questions or comments. There was no discussion.

**d. Appraiser Qualifications Board**

**i. First Exposure Draft of a Proposed Change to the Real Property Appraiser Qualification Criteria**

Director Kohtz presented the First Exposure Draft of a Proposed Change to the Real Property Appraiser Qualification Criteria to the Board for review. The Director informed the Board that this exposure draft includes changes to the education requirements to allow that virtual activities become a permanent option for approved education. Currently, virtual education activity approval authority was granted to States by the ASC on an emergency basis because of the Covid-19 pandemic. Director Kohtz also indicated that the experience requirements are updated in this exposure draft to allow 100% experience credit for assignment result reports developed for non-traditional clients. The Director asked for any questions or comments. There was no discussion.

**e. Appraiser Standards Board**

**i. Exposure Draft of proposed changes to Advisory Opinion 16 of USPAP**

Director Kohtz presented the Exposure Draft of proposed changes to Advisory Opinion 16 of USPAP to the Board for review. The Director informed the Board that this revision to Advisory Opinion 16 includes additional illustrations with a goal of providing further guidance to appraisers on how to avoid, or avoid the appearance of, engaging in prohibited actions like bias or illegal discrimination. The Director asked for any questions or comments. There was no discussion.

**7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS: No discussion.**

**8. IN THE NEWS: No discussion.**

### C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

Board Member Luhrs moved to take the following actions for the applicants as listed:

- CG21005 / Invite to advisory meeting. Board Member Luhrs assigned. Authorize Board Member Luhrs to request that applicant complete an appraisal for an agricultural property for a non-traditional client upon completion of advisory meeting. Send report for USPAP compliance review if requested.**
- T21001 / Approve as trainee real property appraiser.**
- SA-T21001 / Approve as supervisory real property appraiser.**
- L20003 / All reports submitted by the applicant for review in accordance with 298 NAC Chapter 2, § 002.14 are rejected as conformity with USPAP is not attained due to the failure to, at a minimum, summarize the extent of any significant real property appraisal assistance. The USPAP Compliance Review Report completed for the appraisal of the property located at 8001 Wildwood Drive in Ralston, Nebraska is rejected as the USPAP Compliance Review Report does not meet the minimum standards of USPAP. The additional log entries submitted by the applicant on March 15, 2021 are not accepted for consideration. Request that applicant independently prepare two single-family appraisal reports for a non-traditional client with an effective date and report date no earlier than April 15, 2021. The level of complexity shall be such that applicant engages in a minimum of twelve hours of real property appraisal practice experience for each report. Send these reports a disinterested third-party contractor for a USPAP compliance review. Send advisory letter to supervisory real property appraiser to inform the supervisory real property appraiser that any real property appraisal practice experience hours submitted by any trainee real property appraiser under the supervisory real property appraiser's responsible charge will be denied by the Board if any report submitted on an applicant's log for real property appraisal practice experience credit fails to include a signature by the trainee real property appraiser, or the extent of any significant real property appraisal assistance is not summarized in the report.**

**CR21001 / All reports submitted by the applicant for review in accordance with 298 NAC Chapter 2, § 002.14 are rejected as conformity with USPAP is not attained due to the failure to, at a minimum, summarize the extent of any significant real property appraisal assistance. Fifteen hours of the additional log entries submitted by the applicant on March 29, 2021 are accepted for consideration. Request that applicant independently prepare one single-family appraisal report for a non-traditional client with an effective date and report date no earlier than April 15, 2021, and one two-to-four family appraisal report for a non-traditional client with an effective date and report date no earlier than April 15, 2021. Send these reports a disinterested third-party contractor for a USPAP compliance review. Send advisory letter to supervisory real property appraiser to inform the supervisory real property appraiser that any real property appraisal practice experience hours submitted by any trainee real property appraiser under the supervisory real property appraiser's responsible charge will be denied by the Board if any report submitted on an applicant's log for real property appraisal practice experience credit fails to include a signature by the trainee real property appraiser, or the extent of any significant real property appraisal assistance is not summarized in the report.**

Board Member Walkenhorst seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY:** No discussion.

**E. CONSIDERATION OF COMPLIANCE MATTERS**

Board Member Luhrs moved to take the following actions for compliance matters:

**21-01 / Dismiss without prejudice.**

**20-11 / Ongoing.**

Board Member Downing seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS**

**1. 2021.03**

The Board reviewed the applicant's response to the Board's inquiry.

**2. 2021.05**

The Board reviewed a letter from the education provider provided in response to the Board's written notice of intent to rescind all education activities approved by the Board for violation of 298 NAC, Chapter 6, § 001.04.



**3. 2021.06**

The Board reviewed an appraisal report received from the Fannie Mae Loan Quality Center. The Board concluded that there were no substantial errors that lead to non-credible results. No action was taken by the Board.

**4. 2021.07**

The Board reviewed a USPAP Compliance Review Report completed for the Board to assist with its evaluation of an applicant's real property appraisal practice experience, in which compliance with the Uniform Standards of Professional Appraisal Practices was not attained by the contractor.

**5. Personnel Matters:** No discussion.

Board Member Luhrs moved to take the following actions for other executive session items:

**2021.03 / Approve Application for Instructor Approval.**

**2021.05 / Hold.**

**2021.07 / Send advisory letter to explain the issues, cite USPAP requirements, and express the importance of maintaining compliance with USPAP.**

Board Member Downing seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

**R. ADJOURNMENT**

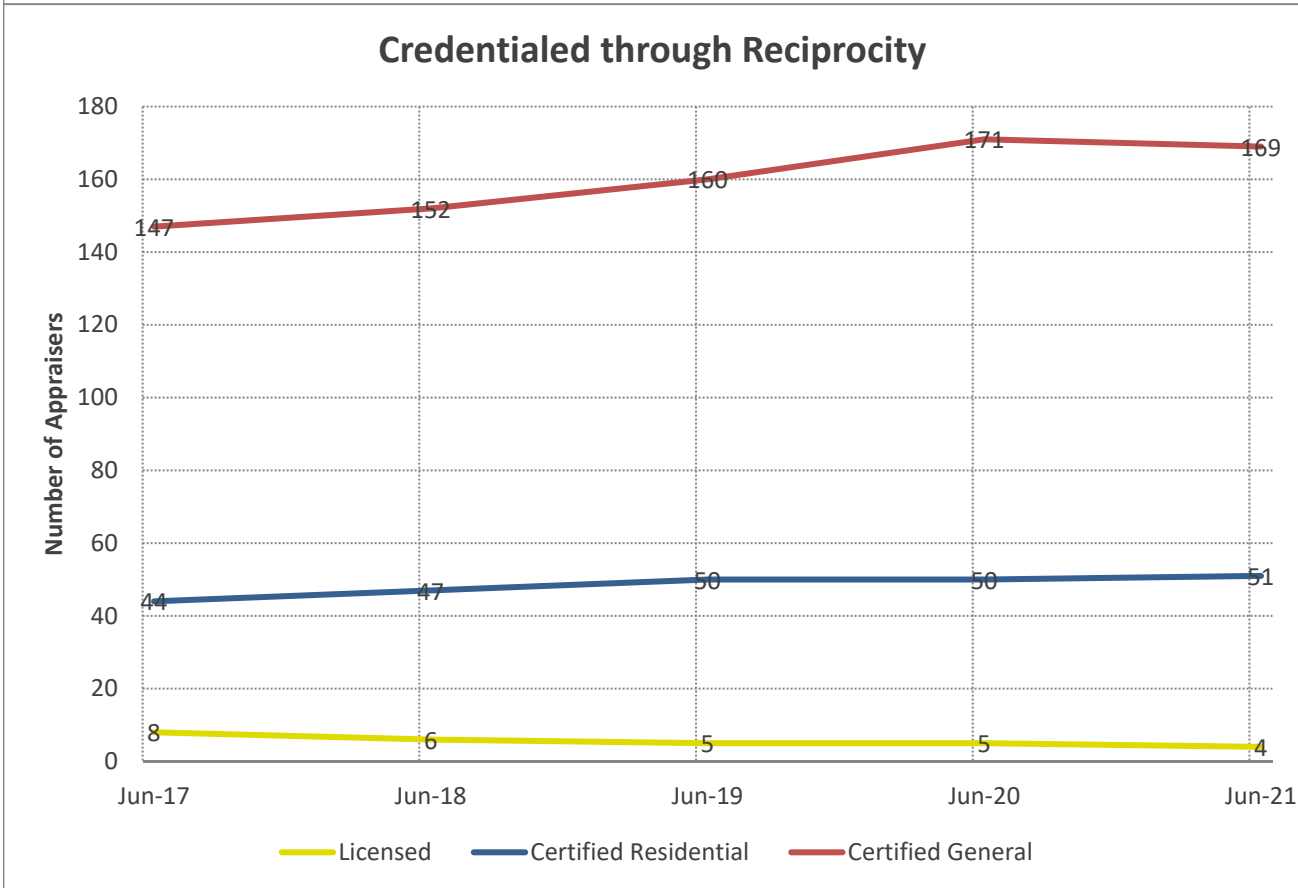
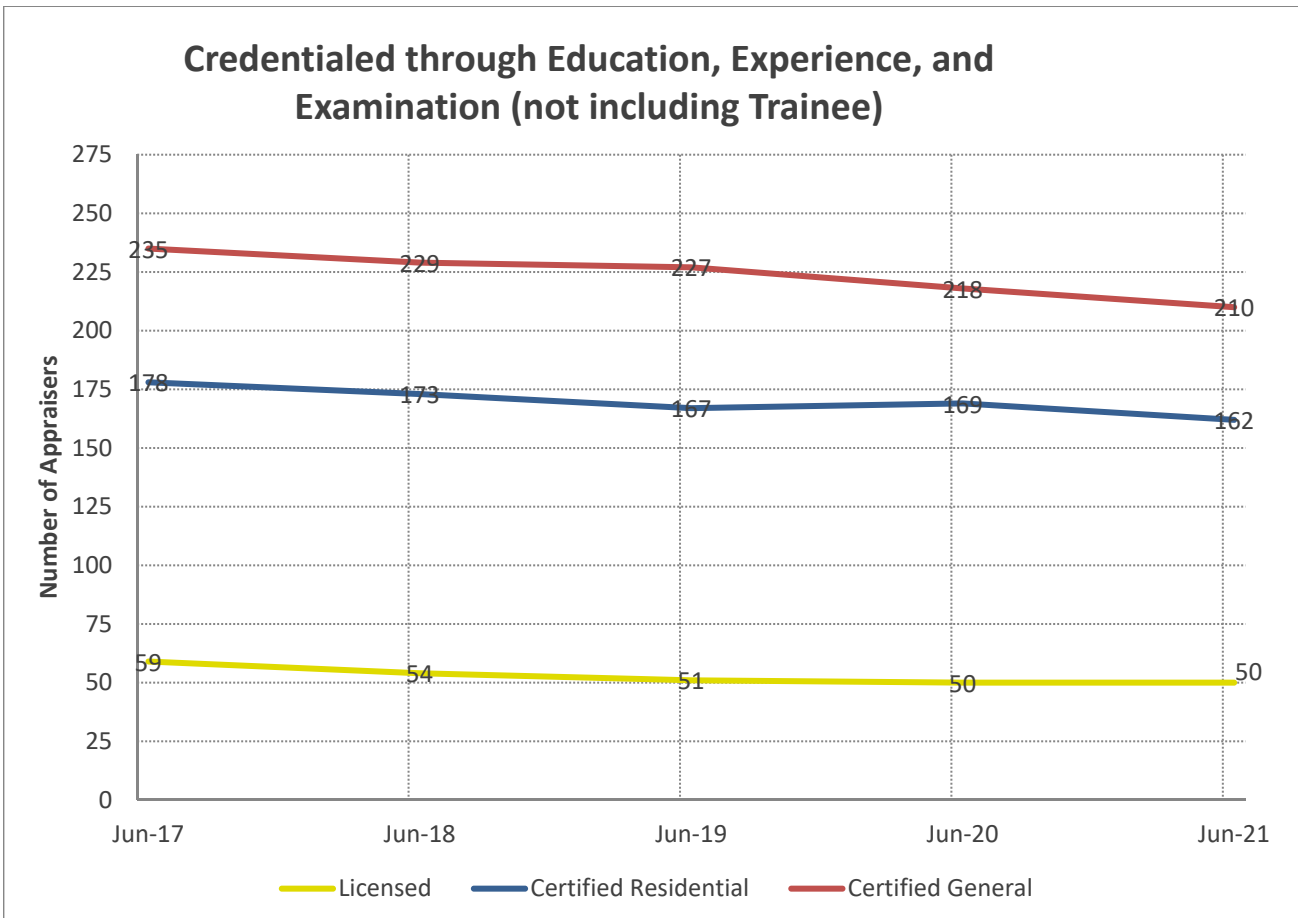
Board Member Downing moved to adjourn the meeting. Board Member Luhrs seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye. At 11:30 a.m., Chairperson Mustoe adjourned the April 15, 2021 meeting of the Real Property Appraiser Board.

Respectfully submitted,

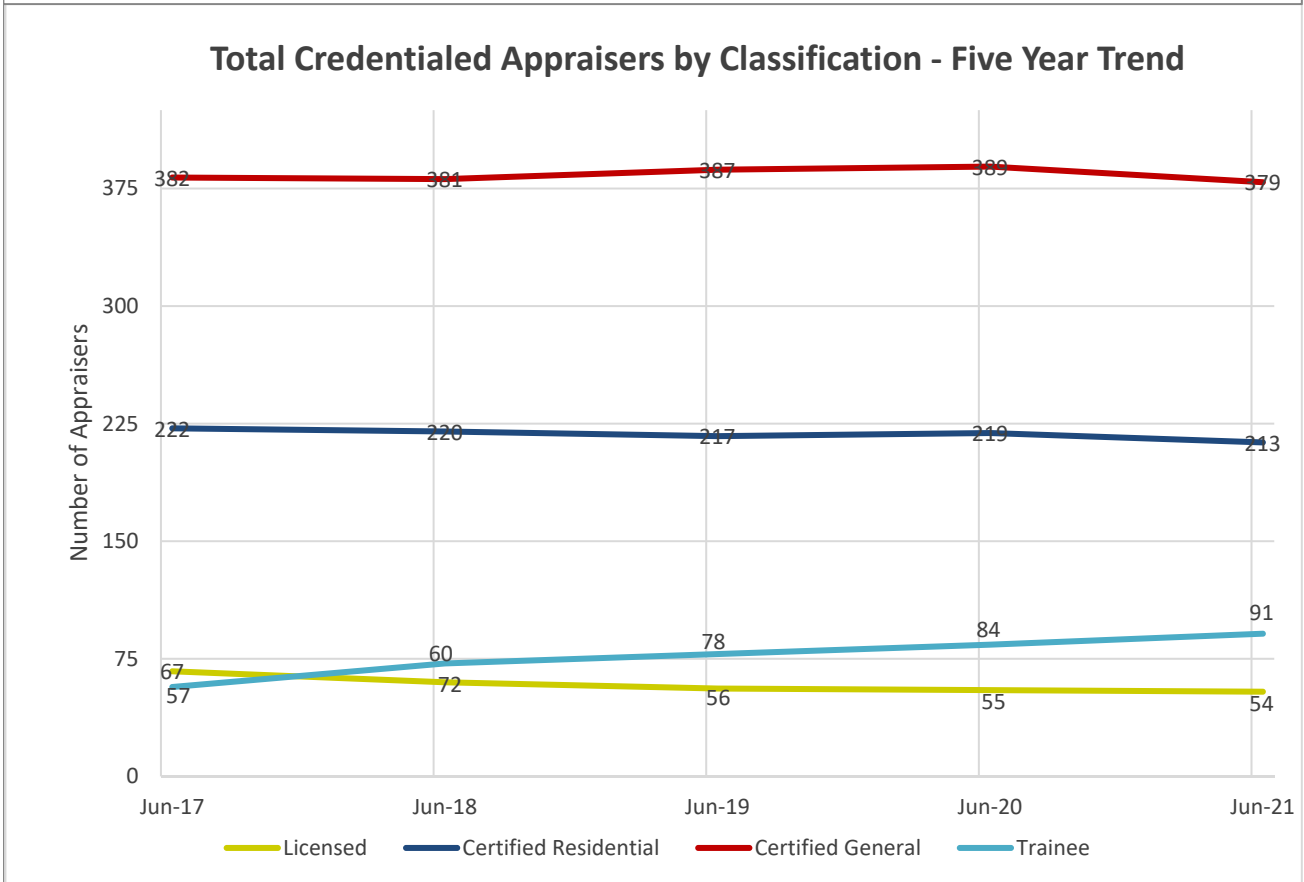
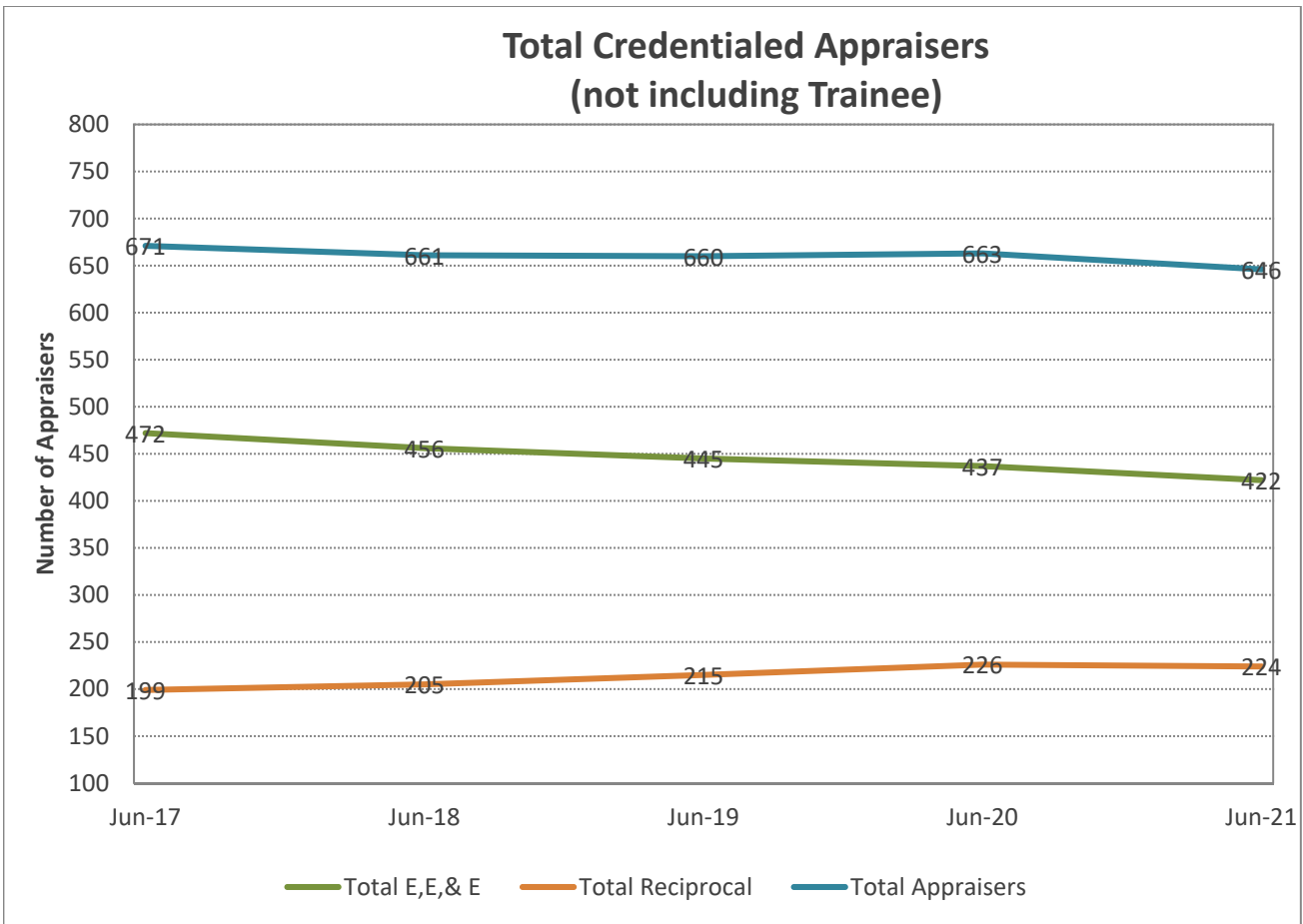
Tyler N. Kohtz  
Director

These minutes were available for public inspection on April 23, 2021, in compliance with Nebraska Revised Statute § 84-1413 (5).

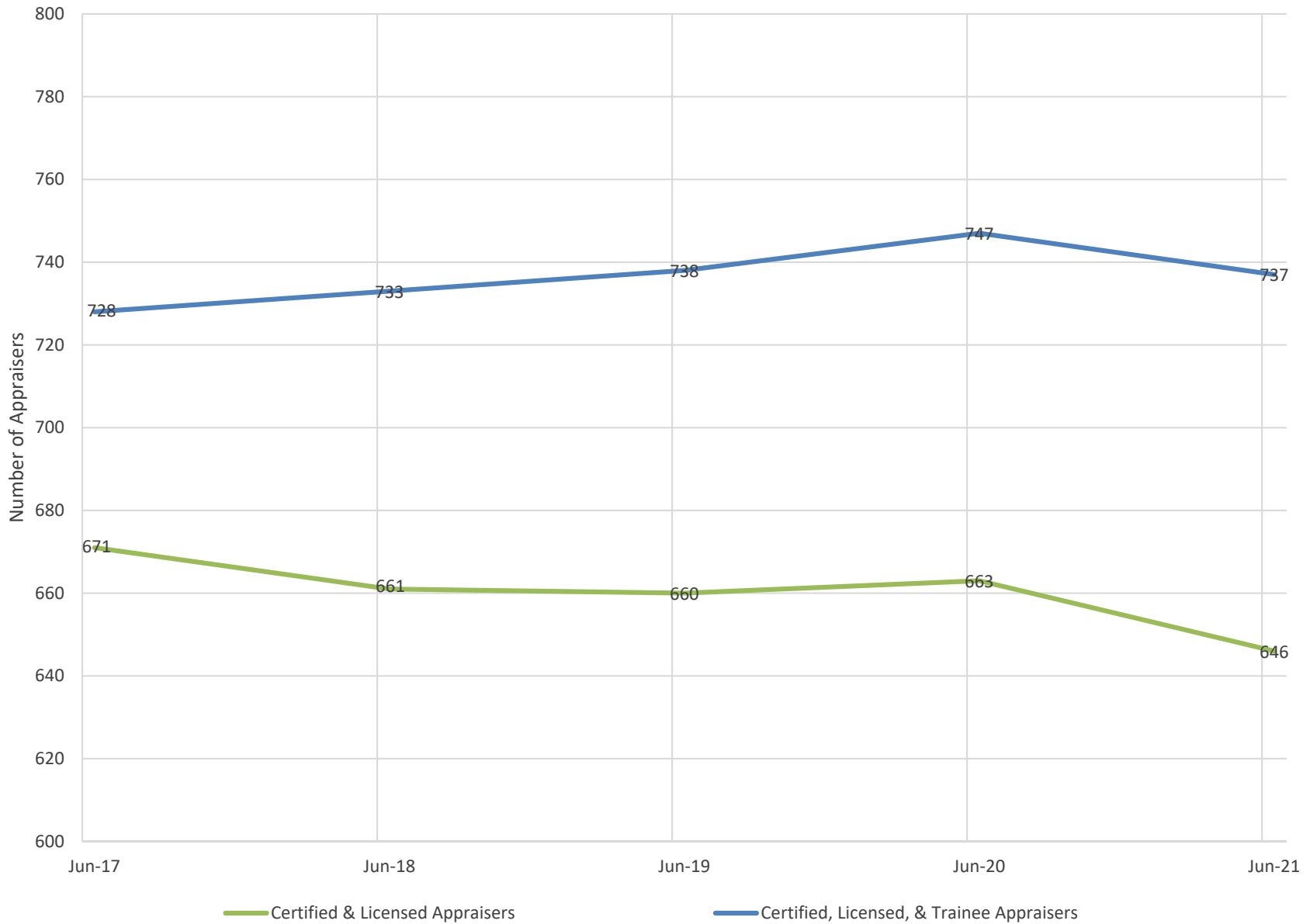
## Appraiser Counts as of June 17, 2021 - 5 Year Trend



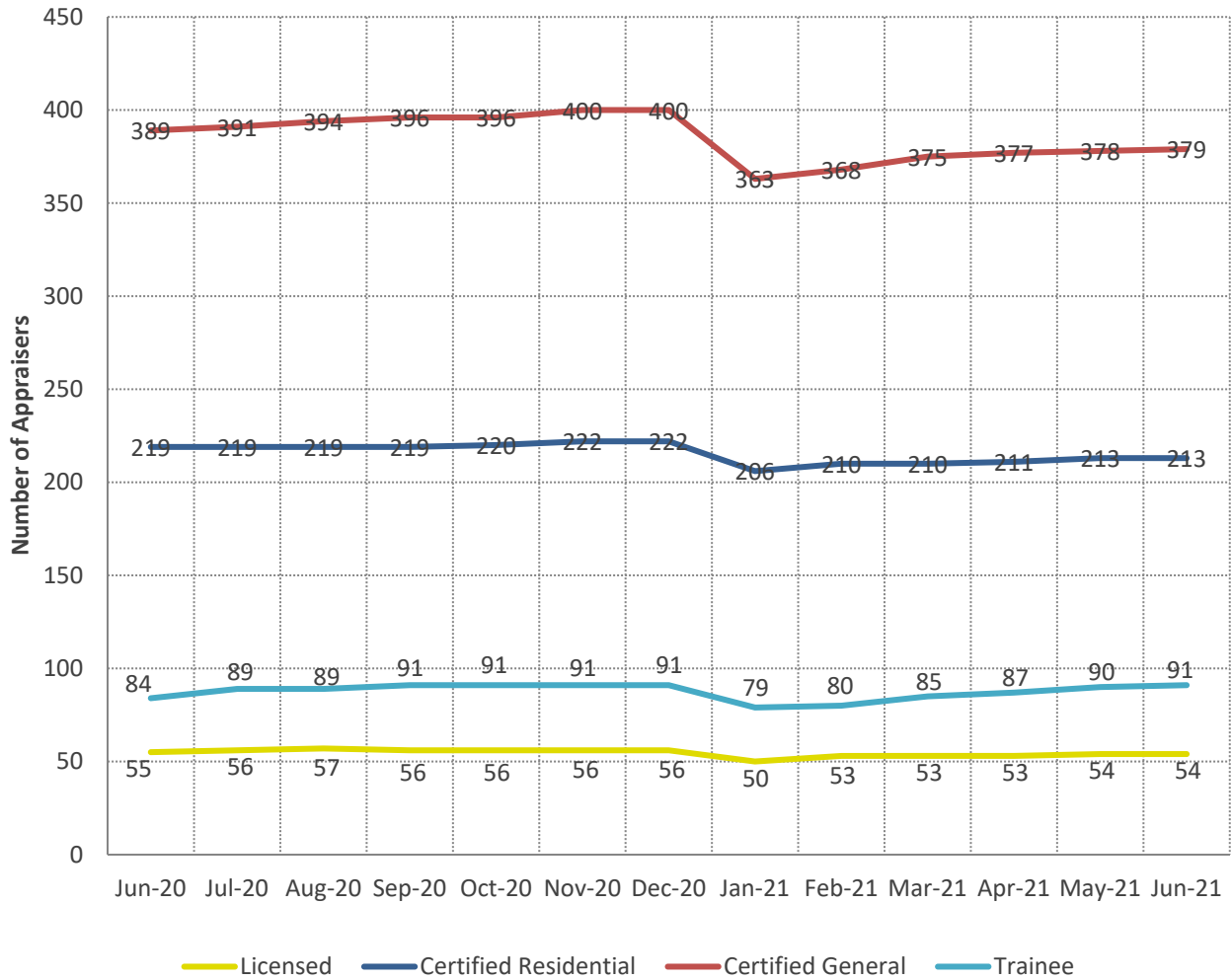
## Appraiser Counts as of June 17, 2021 - 5 Year Trend



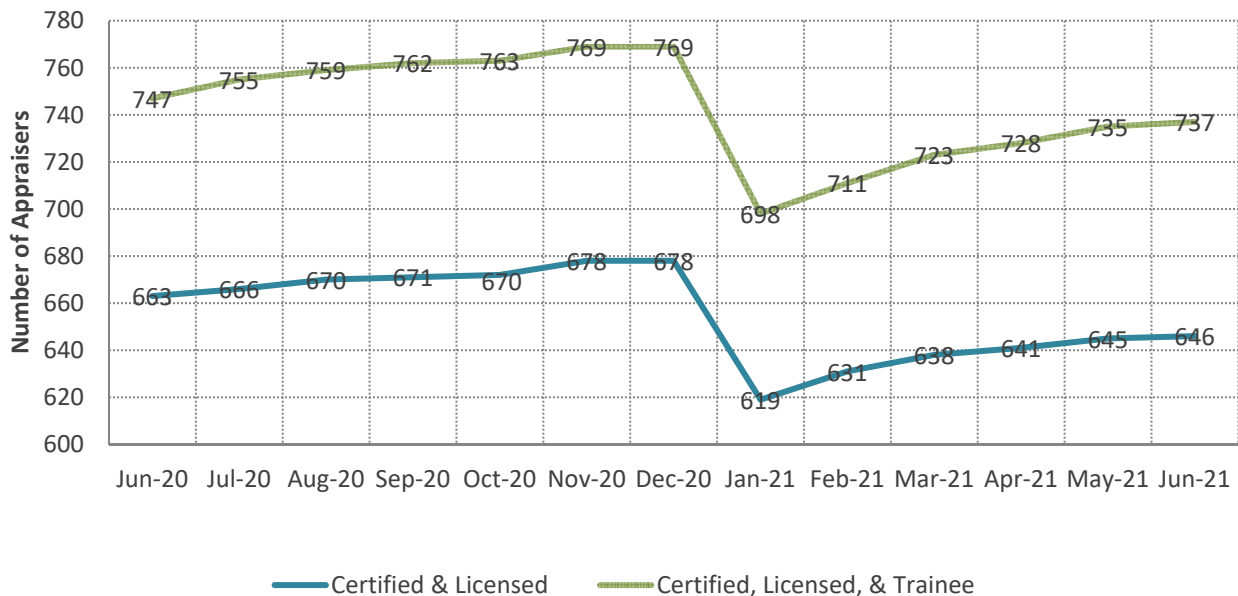
Total Credentialed Appraisers - Five Year Trend



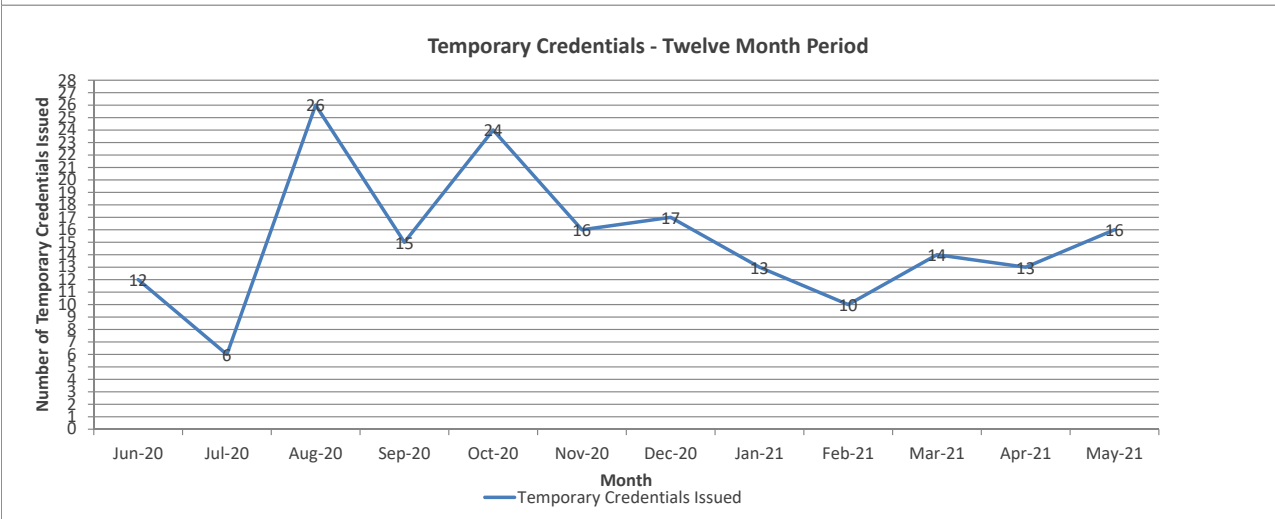
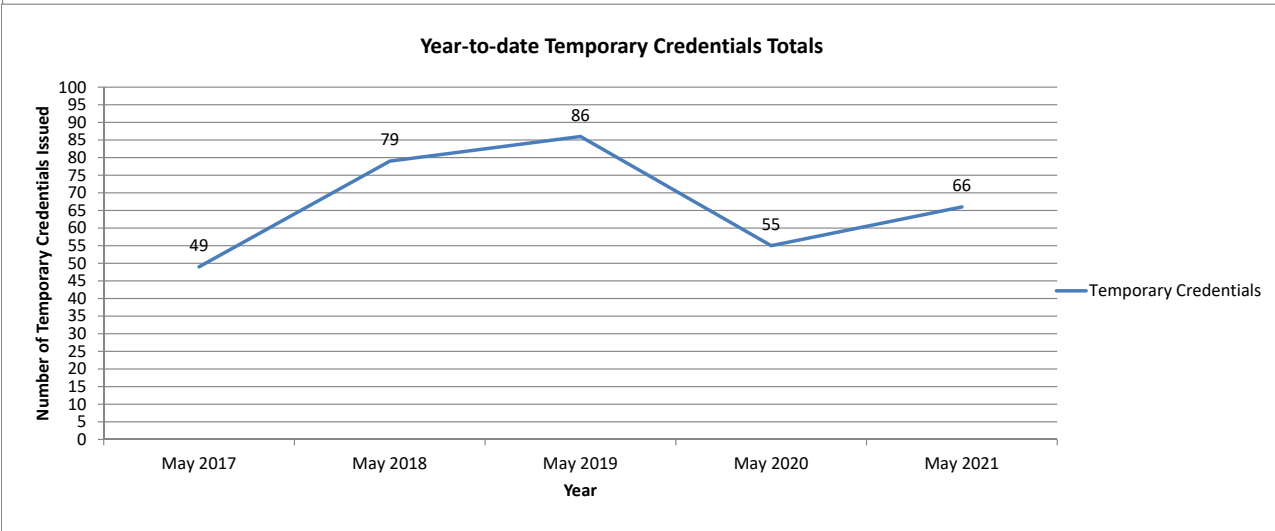
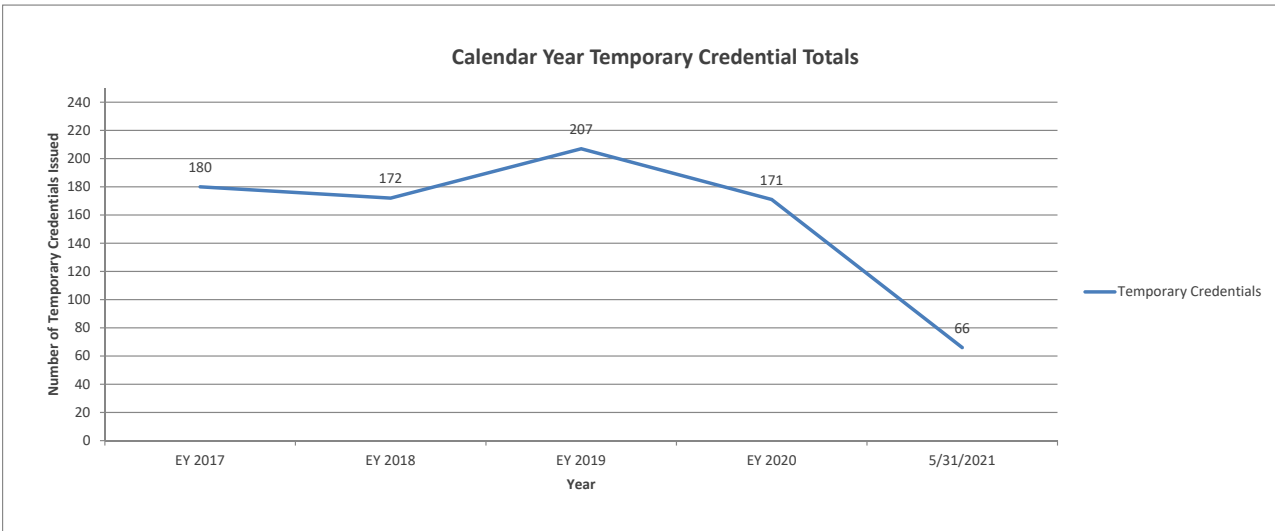
### Number of Appraisers by Credential



### Total Number of Appraisers

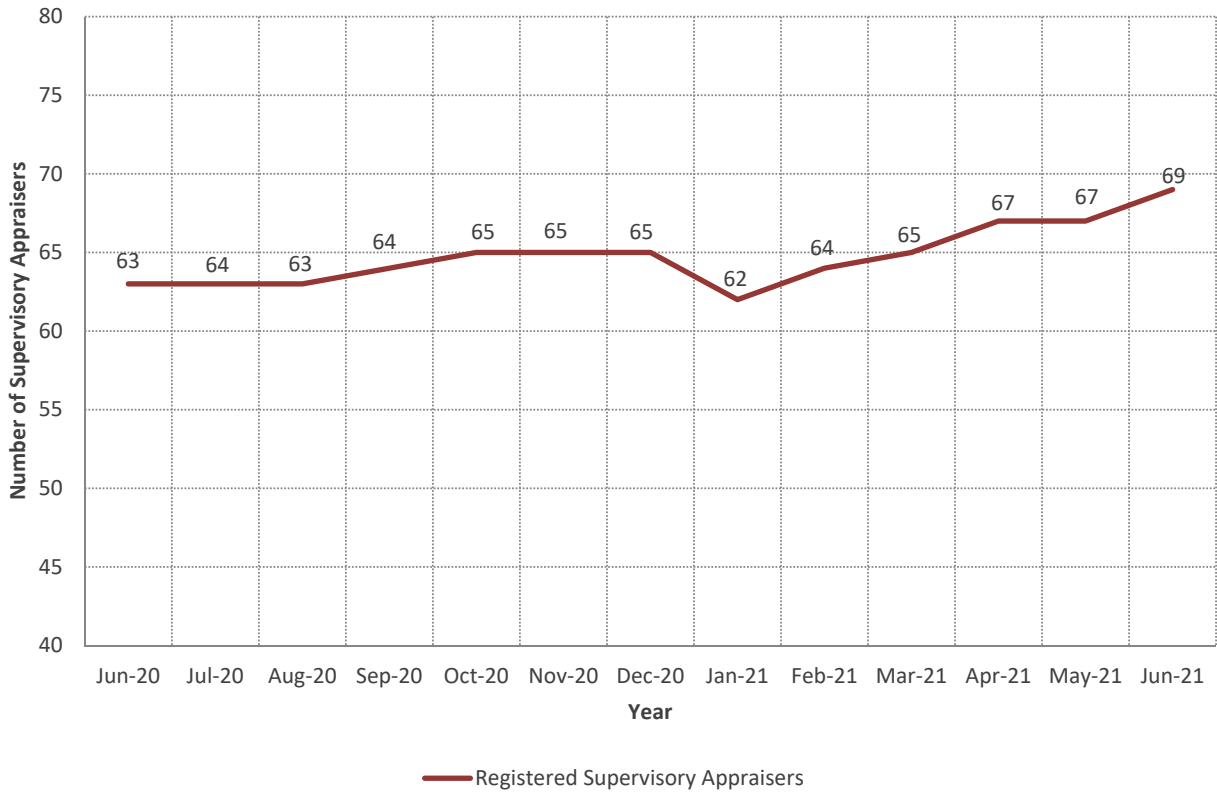


**Temporary Credentials - May 31, 2021**



# Supervisory Appraiser Registration

## Number of Active Registered Supervisory Appraisers - 13 Month

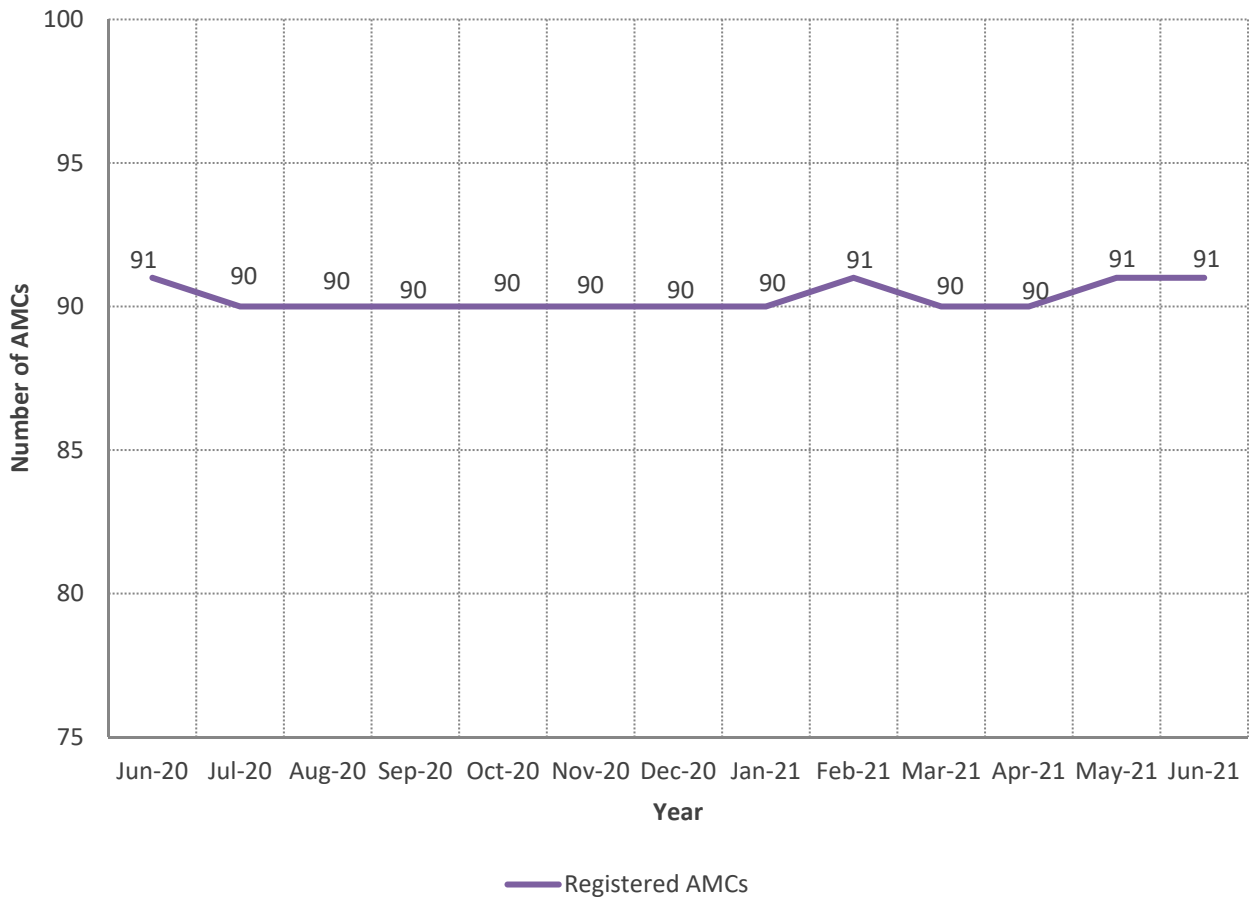


## Number of Registered Supervisory Appraisers - 5 Year Trend

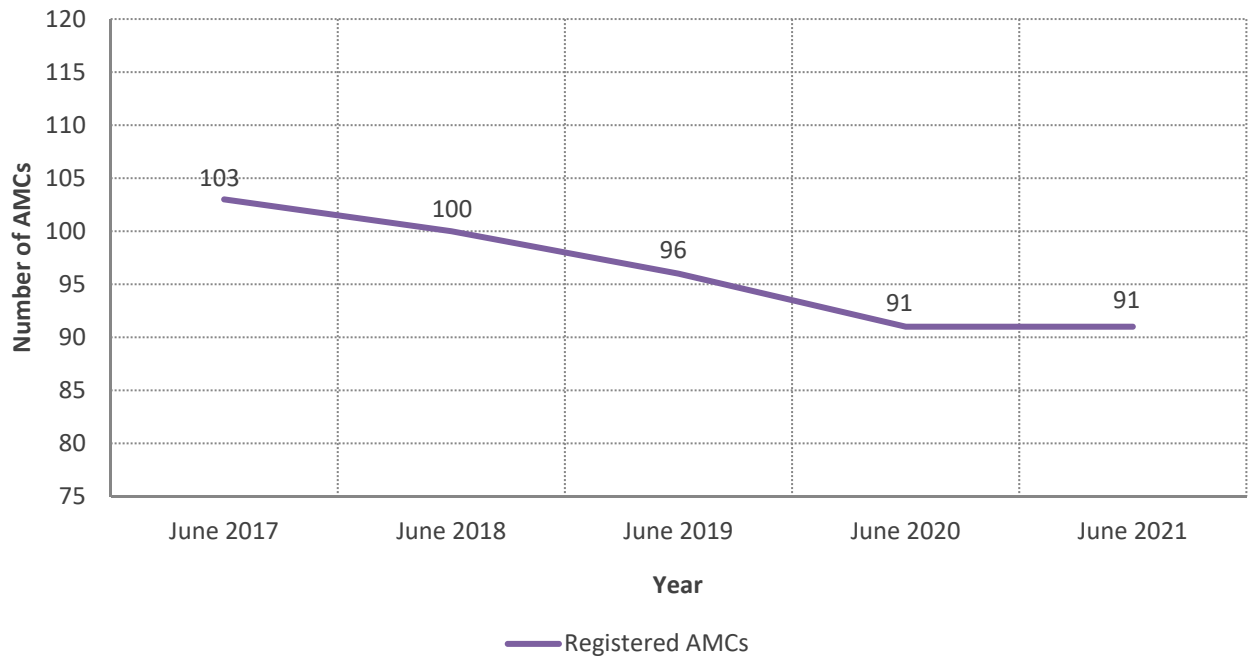


# Appraisal Management Company Registration

## Number of Registered AMCs - 13 Month



## Number of Registered AMCs - 5 Year Trend





# NEBRASKA REAL PROPERTY APPRAISER BOARD

## EXECUTIVE AUTHORITY REAL PROPERTY APPRAISER APPLICANTS

April 7, 2021 – June 8, 2021

<i>New Trainee Real Property Appraisers</i>		
T2021013	Samantha Robb	Approved April 13, 2021 with advisory, no supervisor
T2021014	Freedom Terpstra	Approved April 14, 2021 with advisory, no supervisor & maintain satisfactory driving record
T2021016	Kirsten Wisniewski	Approved April 19, 2021
T2021017	Jason Archer	Approved June 7, 2021 with advisory, no supervisor
T2021018	Pamela Stewart	Approved June 8, 2021 with advisory, no supervisor
<i>New Certified Residential Real Property Appraisers through Education, Experience, and Examination</i>		
CR21002	Chad Zink	Approved May 5, 2021 to sit for exam
<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG2021007R	Neal Hilston	Approved May 25, 2021
CG21008R	Joseph Sloan	Approved June 8, 2021
<i>Renewed Real Property Appraisers</i>		
CG2015025R	Robert L. Pennington	Approved April 15, 2021
CR2019002R	Keith L. Ranschau	Approved April 16, 2021
L 920522	Ethel M. Skinner	Approved April 29, 2021

# NEBRASKA REAL PROPERTY APPRAISER BOARD EXECUTIVE AUTHORITY AMC REGISTRATION APPLICANTS

April 7, 2021 – June 8, 2021

<i>New AMCs</i>		
NE2021001	Suntender Valuations, Inc	Approved May 10, 2021
NE2021003	E Street Appraisal Management LLC	Approved June 4, 2021

# NEBRASKA REAL PROPERTY APPRAISER BOARD

## EXECUTIVE AUTHORITY EDUCATION ACTIVITY-INSTRUCTOR APPLICANTS

April 7, 2021 – June 8, 2021

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
<i>New Continuing Education Activities and Instructors</i>					
McKissock, LLC	2212412.03	7	Green Building Concepts for Appraisers	Dan Bradley	April 13, 2021
	2212413.03	4	Valuation of Residential Green Buildings	Dan Bradley	April 13, 2021
	2212422.03	3	Valuation of Residential Solar	Dan Bradley	May 5, 2021
Dynasty Institute	2212414.28	7	FHA and VA Today	Elizabeth Sigg	April 23, 2021
	2212415.28	7	Covering All the Bases in Residential Reporting	Elizabeth Sigg	April 23, 2021
ASFMRA	2211419.01	4	Practical Applications of the Equivalency Ratio	Andrew Gudajtes	April 28, 2021
	2211420.01	8	Valuation of Lifestyle and Trophy Properties	John Widdoss	April 28, 2021
	2211421.01	8	Alternative Investments Seminar: Agriculture as an Asset	Jenna McCarty	April 29, 2021
OREP Education Network	2212425.19	7	How to Support and Prove Your Adjustments	Richard Hagar	May 12, 2021
<i>New Qualifying Education Activities and Instructors</i>					
ASFMRA	1211417.01	30	Sales Comparison Approach for General Appraisers (A302)	Jaxson Love JoAnn Wall	April 26, 2021

	1211418.01	30	Integrated Approaches to Value (A304)	Charles Seely JoAnn Wall	April 26, 2021
Dynasty Institute	1212416.28	15	General Report Writing & Case Studies	Robert Abelson	May 3, 2021
McKissock, LLC	1211423.03	30	Basic Appraisal Principles	Robert Abelson Mel Black Patrick Kelly Robert Luciani Steve Maher Robert McClelland	May 11, 2021
	1211424.03	30	Basic Appraisal Procedures	Robert Abelson Mel Black Patrick Kelly Robert Luciani Steve Maher Robert McClelland	May 11, 2021
	1211426.03	30	Residential Sales Comparison and Income Approaches	Robert Abelson Mel Black Patrick Kelly Robert Luciani Steve Maher Robert McClelland	May 24, 2021
	1211427.03	15	Residential Appraiser Site Valuation and Cost Approach	Robert Abelson Mel Black Patrick Kelly Robert Luciani Steve Maher Robert McClelland	May 24, 2021
	1211428.03	15	Residential Market Analysis and Highest and Best Use	Robert Abelson Mel Black Patrick Kelly Robert Luciani Steve Maher Robert McClelland	May 24, 2021
	1211429.03	15	Residential Report Writing and Case Studies	Robert Abelson Mel Black Patrick Kelly Robert Luciani Steve Maher Robert McClelland	May 24, 2021

STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 04/30/21

Agency 053 REAL PROPERTY APPRAISER BD  
Division 000 Real Property App Bd  
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
<b>BUDGETED FUND TYPES - EXPENDITURES</b>						
<b>510000 PERSONAL SERVICES</b>						
511100 PERMANENT SALARIES-WAGES	147,801.91	11,507.52	118,001.38	79.84		29,800.53
511300 OVERTIME PAYMENTS	1,782.75		2,277.52	127.75		494.77-
511600 PER DIEM PAYMENTS	10,000.00		2,400.00	24.00		7,600.00
511700 EMPLOYEE BONUSES			1,000.00			1,000.00-
511800 COMP TIME PAYMENT	1,782.75					1,782.75
512100 VACATION LEAVE EXPENSE	11,121.59	767.92	9,577.98	86.12		1,543.61
512200 SICK LEAVE EXPENSE	3,068.88		438.78	14.30		2,630.10
512300 HOLIDAY LEAVE EXPENSE	7,794.95		6,751.48	86.61		1,043.47
<b>Personal Services Subtotal</b>	<b>183,352.83</b>	<b>12,275.44</b>	<b>140,447.14</b>	<b>76.60</b>	<b>0.00</b>	<b>42,905.69</b>
515100 RETIREMENT PLANS EXPENSE	13,000.27	919.18	10,262.07	78.94		2,738.20
515200 FICA EXPENSE	13,952.48	852.00	9,873.44	70.76		4,079.04
515500 HEALTH INSURANCE EXPENSE	31,637.76	2,636.48	26,364.80	83.33		5,272.96
516300 EMPLOYEE ASSISTANCE PRO	37.08		37.08	100.00		
516500 WORKERS COMP PREMIUMS	1,352.00		1,352.00	100.00		
<b>Major Account 510000 Total</b>	<b>243,332.42</b>	<b>16,683.10</b>	<b>188,336.53</b>	<b>77.40</b>	<b>0.00</b>	<b>54,995.89</b>
<b>520000 OPERATING EXPENSES</b>						
521100 POSTAGE EXPENSE	2,599.30	93.46	1,943.81	74.78		655.49
521300 FREIGHT	200.00					200.00
521400 DATA PROCESSING EXPENSE	35,318.19	1,802.61	22,441.47	63.54		12,876.72
521500 PUBLICATION & PRINT EXPENSE	3,478.58	9.25	1,628.27	46.81		1,850.31
521900 AWARDS EXPENSE	150.00		28.00	18.67		122.00
522100 DUES & SUBSCRIPTION EXPENSE	350.00		350.00	100.00		
522200 CONFERENCE REGISTRATION	1,080.00					1,080.00
524600 RENT EXPENSE-BUILDINGS	12,646.71	1,092.78	10,929.84	86.42		1,716.87
524900 RENT EXP-DUPR SURCHARGE	4,872.30	406.03	4,060.30	83.33		812.00
527100 REP & MAINT-OFFICE EQUIP	500.00					500.00
531100 OFFICE SUPPLIES EXPENSE	3,089.54	51.35	411.71	13.33		2,677.83
532100 NON CAPITALIZED EQUIP PU	500.00					500.00
533100 HOUSEHOLD & INSTIT EXP	235.00		67.00	28.51		168.00
534900 MISCELLANEOUS SUPPLIES EXPENSE	50.00					50.00
541100 ACCTG & AUDITING SERVICES	1,077.00		1,013.00	94.06		64.00

STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 04/30/21

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

Percent of Time Elapsed = 83.29

<b>ACCOUNT CODE DESCRIPTION</b>		<b>BUDGETED AMOUNT</b>	<b>CURRENT MONTH ACTIVITY</b>	<b>YEAR-TO-DATE ACTUALS</b>	<b>PERCENT OF BUDGET</b>	<b>ENCUMBERANCES</b>	<b>VARIANCE</b>
541200	PURCHASING ASSESSMENT	174.00		174.00	100.00		
541500	LEGAL SERVICES EXPENSE	35,080.00		200.00	.57		34,880.00
541700	LEGAL RELATED EXPENSE	7,000.00		15.00	.21		6,985.00
542100	SOS TEMP SERV-PERSONNEL	7,503.36	277.00-	8,769.35	116.87		1,265.99-
547100	EDUCATIONAL SERVICES	1,500.00					1,500.00
554900	OTHER CONTRACTUAL SERVICE	46,629.00	1,177.75	11,214.77	24.05		35,414.23
556100	INSURANCE EXPENSE	21.00		20.40	97.14		.60
556300	SURETY & NOTARY BONDS	21.00		20.19	96.14		.81
559100	OTHER OPERATING EXP	1,731.92					1,731.92
<b>Major Account 520000 Total</b>		<b>165,806.90</b>	<b>4,356.23</b>	<b>63,287.11</b>	<b>38.17</b>	<b>0.00</b>	<b>102,519.79</b>
<b>570000 TRAVEL EXPENSES</b>							
571100	BOARD & LODGING	4,649.00		434.85	9.35		4,214.15
571600	MEALS-NOT TRAVEL STATUS	200.00					200.00
571900	MEALS-ONE DAY TRAVEL	3,476.00					3,476.00
572100	COMMERCIAL TRANSPORTATION	1,450.00					1,450.00
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	9,280.00		1,383.96	14.91		7,896.04
575100	MISC TRAVEL EXPENSES	934.00		40.00	4.28		894.00
<b>Major Account 570000 Total</b>		<b>20,189.00</b>	<b>0.00</b>	<b>1,858.81</b>	<b>9.21</b>	<b>0.00</b>	<b>18,330.19</b>
<b>BUDGETED EXPENDITURES TOTAL</b>		<b>429,328.32</b>	<b>21,039.33</b>	<b>253,482.45</b>	<b>59.04</b>	<b>0.00</b>	<b>175,845.87</b>

**SUMMARY BY FUND TYPE - EXPENDITURES**

2	CASH FUNDS	429,328.32	21,039.33	253,482.45	59.04		175,845.87
<b>BUDGETED EXPENDITURES TOTAL</b>		<b>429,328.32</b>	<b>21,039.33</b>	<b>253,482.45</b>	<b>59.04</b>	<b>0.00</b>	<b>175,845.87</b>

**BUDGETED FUND TYPES - REVENUES**

**470000 REVENUE - SALES AND CHARGES**

471100	SALE OF SERVICES	375.00-		275.00-	73.33		100.00-
471120	QUALIFYING ED COURSE FEES	500.00-	250.00-	400.00-	80.00		100.00-
471121	CONTINUING ED NEW FEES	1,000.00-	200.00-	1,150.00-	115.00		150.00
471122	CONTINUING ED RENEWAL FEES	200.00-	10.00-	60.00-	30.00		140.00-
475150	CERTIFIED GENERAL NEW FEES	5,400.00-	300.00-	4,500.00-	83.33		900.00-

STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 04/30/21

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

Percent of Time Elapsed = 83.29

	<u>BUDGETED</u>	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>	<u>PERCENT OF</u>	<u>ENCUMBERANCES</u>	<u>VARIANCE</u>
<u>ACCOUNT CODE DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACTIVITY</u>	<u>ACTUALS</u>	<u>BUDGET</u>		
475151 LICENSED NEW FEES	900.00-					900.00-
475152 FINGERPRINT FEES	2,126.75-	90.50-	1,991.00-	93.62		135.75-
475153 CERTIFIED RESIDENTIAL NEW	1,500.00-	300.00-	2,100.00-	140.00		600.00
475154 CERTIFIED GENERAL RENEWAL	113,575.00-	825.00-	125,315.00-	110.34		11,740.00
475155 LICENSED RENEWAL	18,150.00-		17,600.00-	96.97		550.00-
475156 FINGERPRINT AUDIT PROGRAM FEES	3,745.00-	25.00-	3,850.00-	102.80		105.00
475157 CERTIFIED RESIDENTIAL RENEWAL	61,600.00-	550.00-	62,975.00-	102.23		1,375.00
475161 TEMPORARY CERTIFIED GENERAL	4,500.00-	650.00-	7,700.00-	171.11		3,200.00
475163 AMC REGISTERED NEW FEES	12,000.00-	2,000.00-	12,000.00-	100.00		
475164 AMC APPLICATION FEES	2,100.00-	350.00-	2,100.00-	100.00		
475165 AMC REGISTERED RENEWAL	117,000.00-	9,000.00-	109,500.00-	93.59		7,500.00-
475167 CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168 CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234 APPLICATION FEES	16,050.00-	1,600.00-	22,195.25-	138.29		6,145.25
<b>Major Account 470000 Total</b>	<b>361,321.75-</b>	<b>16,150.50-</b>	<b>373,711.25-</b>	<b>103.43</b>	<b>0.00</b>	<b>12,389.50</b>
<b>480000 REVENUE - MISCELLANEOUS</b>						
481100 INVESTMENT INCOME	7,250.00-	932.46-	8,114.25-	111.92		864.25
481101 AMC INVESTMENT INCOME	5,750.00-					5,750.00-
484500 REIMB NON-GOVT SOURCES	5,000.00-	350.29-	4,883.36-	97.67		116.64-
485101 AMC FORFEITS & PENALTY	1,500.00-					1,500.00-
<b>Major Account 480000 Total</b>	<b>19,500.00-</b>	<b>1,282.75-</b>	<b>12,997.61-</b>	<b>66.65</b>	<b>0.00</b>	<b>6,502.39-</b>
<b>BUDGETED REVENUE TOTAL</b>	<b>380,821.75-</b>	<b>17,433.25-</b>	<b>386,708.86-</b>	<b>101.55</b>	<b>0.00</b>	<b>5,887.11</b>
<b>SUMMARY BY FUND TYPE - REVENUE</b>						
2 CASH FUNDS	380,821.75-	17,433.25-	386,708.86-	101.55		5,887.11
<b>BUDGETED REVENUE TOTAL</b>	<b>380,821.75-</b>	<b>17,433.25-</b>	<b>386,708.86-</b>	<b>101.55</b>	<b>0.00</b>	<b>5,887.11</b>

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	53105018.471120.		383001	04/12/21	RC	RB	NRPAB DEPOSIT 210412	6316796		150.00-
25310	079	000	53105018.471120.		384511	04/20/21	RC	RB	NRPAB DEPOSIT 210420	6325596		100.00-
Total for Object			471120	QUALIFYING ED COURSE FEES								250.00-
25310	079	000	53105018.471121.		383001	04/12/21	RC	RB	NRPAB DEPOSIT 210412	6316796		150.00-
25310	079	000	53105018.471121.		384511	04/20/21	RC	RB	NRPAB DEPOSIT 210420	6325596		25.00-
25310	079	000	53105018.471121.		385673	04/27/21	RC	RB	NRPAB DEPOSIT 210427	6332491		25.00-
Total for Object			471121	CONTINUING ED NEW FEES								200.00-
25310	079	000	53105018.471122.		386080	04/29/21	RC	RB	NRPAB DEPOSIT 210429	6335260		10.00-
Total for Object			471122	CONTINUING ED RENEWAL FEES								10.00-
25310	079	000	53105018.475150.		383001	04/12/21	RC	RB	NRPAB DEPOSIT 210412	6316796		300.00-
Total for Object			475150	CERTIFIED GENERAL NEW FEES								300.00-
25310	079	000	53105018.475152.		381598	04/01/21	RC	RB	NRPAB DEPOSIT 210401	6307083		45.25-
25310	079	000	53105018.475152.		386080	04/29/21	RC	RB	NRPAB DEPOSIT 210429	6335260		45.25-
Total for Object			475152	FINGERPRINT FEES								90.50-
25310	079	000	53105018.475153.		385673	04/27/21	RC	RB	NRPAB DEPOSIT 210427	6332491		300.00-
Total for Object			475153	CERTIFIED RESIDENTIAL NEW								300.00-
25310	079	000	53105018.475154.		382364	04/06/21	RC	RB	NRPAB RENEWALS DEPOSIT 210406	6311168		825.00-
Total for Object			475154	CERTIFIED GENERAL RENEWAL								825.00-
25310	079	000	53105018.475156.		382364	04/06/21	RC	RB	NRPAB RENEWALS DEPOSIT 210406	6311168		15.00-
25310	079	000	53105018.475156.		384527	04/20/21	RC	RB	NRPAB RENEWALS DEPOSIT 210420	6325253		10.00-
Total for Object			475156	FINGERPRINT AUDIT PROGRAM FEES								25.00-
25310	079	000	53105018.475157.		384527	04/20/21	RC	RB	NRPAB RENEWALS DEPOSIT 210420	6325253		550.00-
Total for Object			475157	CERTIFIED RESIDENTIAL RENEWAL								550.00-
25310	079	000	53105018.475161.		382365	04/06/21	RC	RB	NRPAB DEPOSIT 210406	6311159		150.00-
25310	079	000	53105018.475161.		383569	04/14/21	RC	RB	NRPAB DEPOSIT 210414	6319775		50.00-
25310	079	000	53105018.475161.		384000	04/15/21	RC	RB	NRPAB DEPOSIT 210415	6321024		50.00-
25310	079	000	53105018.475161.		384511	04/20/21	RC	RB	NRPAB DEPOSIT 210420	6325596		100.00-
25310	079	000	53105018.475161.		385024	04/22/21	RC	RB	NRPAB DEPOSIT 210422	6328142		50.00-
25310	079	000	53105018.475161.		385448	04/26/21	RC	RB	NRPAB DEPOSIT 210426	6331161		200.00-
25310	079	000	53105018.475161.		385673	04/27/21	RC	RB	NRPAB DEPOSIT 210427	6332491		50.00-



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
Total for Object			475161	TEMPORARY CERTIFIED GENERAL								650.00-
25310	079	000	53105018.475234.		381598	04/01/21	RC	RB	NRPAB DEPOSIT 210401	6307083		150.00-
25310	079	000	53105018.475234.		382365	04/06/21	RC	RB	NRPAB DEPOSIT 210406	6311159		300.00-
25310	079	000	53105018.475234.		383569	04/14/21	RC	RB	NRPAB DEPOSIT 210414	6319775		100.00-
25310	079	000	53105018.475234.		384000	04/15/21	RC	RB	NRPAB DEPOSIT 210415	6321024		100.00-
25310	079	000	53105018.475234.		384511	04/20/21	RC	RB	NRPAB DEPOSIT 210420	6325596		200.00-
25310	079	000	53105018.475234.		385024	04/22/21	RC	RB	NRPAB DEPOSIT 210422	6328142		100.00-
25310	079	000	53105018.475234.		385448	04/26/21	RC	RB	NRPAB DEPOSIT 210426	6331161		400.00-
25310	079	000	53105018.475234.		385673	04/27/21	RC	RB	NRPAB DEPOSIT 210427	6332491		100.00-
25310	079	000	53105018.475234.		386080	04/29/21	RC	RB	NRPAB DEPOSIT 210429	6335260		150.00-
Total for Object			475234	APPLICATION FEES								1,600.00-
25310	079	000	53105018.481100.		15942590	04/26/21	JE	G	OIP Mar 2021 1.52848%	6332057		532.88-
Total for Object			481100	INVESTMENT INCOME								532.88-
25310	079	000	53105018.484500.		382364	04/06/21	RC	RB	NRPAB RENEWALS DEPOSIT 210406	6311168		225.00-
25310	079	000	53105018.484500.		15909389	04/16/21	JE	G	P Card Rebate for 1st Qtr 2021	6324274		.29-
25310	079	000	53105018.484500.		384527	04/20/21	RC	RB	NRPAB RENEWALS DEPOSIT 210420	6325253		125.00-
Total for Object			484500	REIMBURSEMENT FREIGHT								350.29-
25310	079	000	53105018.511100.		3156140	04/07/21	T2	7	PAYROLL LABOR DISTRIBUTION	6306310		3,265.12
25310	079	000	53105018.511100.		3156404	04/21/21	T2	7	PAYROLL LABOR DISTRIBUTION	6320544		3,639.37
Total for Object			511100	PERMANENT SALARIES-WAGES								6,904.49
25310	079	000	53105018.512100.		3156140	04/07/21	T2	7	PAYROLL LABOR DISTRIBUTION	6306310		417.51
25310	079	000	53105018.512100.		3156404	04/21/21	T2	7	PAYROLL LABOR DISTRIBUTION	6320544		43.25
Total for Object			512100	VACATION LEAVE EXPENSE								460.76
25310	079	000	53105018.515100.		3156141	04/07/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6306310		275.74
25310	079	000	53105018.515100.		3156405	04/21/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6320544		275.76
Total for Object			515100	RETIREMENT PLANS EXPENSE								551.50
25310	079	000	53105018.515200.		3156141	04/07/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6306310		255.58
25310	079	000	53105018.515200.		3156405	04/21/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6320544		255.62
Total for Object			515200	FICA EXPENSE								511.20
25310	079	000	53105018.515500.		3156141	04/07/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6306310		790.94
25310	079	000	53105018.515500.		3156405	04/21/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6320544		700.53

R5509168M  
 NIS0003  
 Agency 053  
 Division 000  
 Grant

REAL PROPERTY APPRAISER BD  
 AGENCY DEFINED DIVISION

STATE OF NEBRASKA  
 MTD General Ledger Detail  
 All Objects  
 As of 04/30/21

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
Total for Object			515500	HEALTH INSURANCE EXPENSE								1,581.87
25310	079	000	53105018.521100.		15886702	04/14/21	JE	G	20210301 - 20210331	6321354		.46
25310	079	000	53105018.521100.		15894844	04/15/21	JE	G	POSTAGE DUE MAR 2021	6322380		93.00
25310	079	000	53105018.521100.		15913824	04/20/21	JE	G	NRPAB POSTAGE MAR 2021	6326418		37.38-
Total for Object			521100	POSTAGE EXPENSE								56.08
25310	079	000	53105018.521400.		46566300	04/01/21	PV	V	AS - OCIO - COMMUNICATIONS	6300837		100.09
25310	079	000	53105018.521400.		46823395	04/14/21	PV	V	AS - OCIO - IMSERVICES	6320634		1,055.85
Total for Object			521400	CIO CHARGES								1,155.94
25310	079	000	53105018.521500.		1708621	04/21/21	OV	O	CORRECTIONAL SERVICES, DEPARTM	6328296		9.25
Total for Object			521500	PUBLICATION & PRINT EXP								9.25
25310	079	000	53105018.524600.		15808131	04/07/21	JE	G	RENT & LB530 APR 21 - OTHER	6304837		1,050.45
25310	079	000	53105018.524600.		15883947	04/14/21	JE	G	NRPAB RENT APR 2021	6320652		420.18-
25310	079	000	53105018.524600.		46872240	04/20/21	PV	V	SECRETARY OF STATE	6326430		25.40
Total for Object			524600	RENT EXPENSE-BUILDINGS								655.67
25310	079	000	53105018.524900.		15808131	04/07/21	JE	G	RENT & LB530 APR 21 - OTHER	6304837		406.03
25310	079	000	53105018.524900.		15883947	04/14/21	JE	G	NRPAB RENT APR 2021	6320652		162.41-
Total for Object			524900	RENT EXP-DEPR SURCHARGE								243.62
25310	079	000	53105018.531100.		15659428	04/02/21	JE	G	OFFICE DEPOT FEB 2021	6275550		51.35
25310	079	000	53105018.531100.		15839337	04/06/21	JE	G	NRPAB OFFICE DEPOT FEB 2021	6311907		20.54-
Total for Object			531100	OFFICE SUPPLIES EXPENSE								30.81
25310	079	000	53105018.542100.		46736447	04/06/21	PD	V	AS - PERSONNEL DIVISION	6311919		166.20-
Total for Object			542100	SOS TEMP SERV - PERSONNEL								166.20-
25310	079	000	53105018.554900.		46566295	04/01/21	PV	V	PATROL, NEBRASKA STATE	6300833		135.75
25310	079	000	53105018.554900.		46679249	04/01/21	PV	V	AGRIPLEX REAL ESTATE & APPRAIS	6304055		680.00
Total for Object			554900	OTHER CONTRACTUAL SERVICES								815.75
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									7,127.07
25320	079	000	53105200.475163.		384510	04/20/21	RC	RB	NRPAB AMC DEPOSIT 210420	6325611		2,000.00-
Total for Object			475163	AMC REGISTERED NEW FEES								2,000.00-

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	53105200.475164.		384510	04/20/21	RC	RB	NRPAB AMC DEPOSIT 210420	6325611		350.00-
Total for Object			475164 AMC APPLICATION FEES									350.00-
25320	079	000	53105200.475165.		382366	04/06/21	RC	RB	NRPAB AMC DEPOSIT 210406	6311183		3,000.00-
25320	079	000	53105200.475165.		383000	04/12/21	RC	RB	NRPAB AMC DEPOSIT 210412	6316795		1,500.00-
25320	079	000	53105200.475165.		383568	04/14/21	RC	RB	NRPAB AMC DEPOSIT 210414	6319767		1,500.00-
25320	079	000	53105200.475165.		384510	04/20/21	RC	RB	NRPAB AMC DEPOSIT 210420	6325611		1,500.00-
25320	079	000	53105200.475165.		385672	04/27/21	RC	RB	NRPAB AMC DEPOSIT 210427	6332486		1,500.00-
Total for Object			475165 AMC REGISTERED RENEWAL									9,000.00-
25320	079	000	53105200.481100.		15942590	04/26/21	JE	G	OIP Mar 2021 1.52848%	6332057		399.58-
Total for Object			481100 INVESTMENT INCOME									399.58-
25320	079	000	53105200.511100.		3156140	04/07/21	T2	7	PAYROLL LABOR DISTRIBUTION	6306310		2,176.76
25320	079	000	53105200.511100.		3156404	04/21/21	T2	7	PAYROLL LABOR DISTRIBUTION	6320544		2,426.27
Total for Object			511100 PERMANENT SALARIES-WAGES									4,603.03
25320	079	000	53105200.512100.		3156140	04/07/21	T2	7	PAYROLL LABOR DISTRIBUTION	6306310		278.33
25320	079	000	53105200.512100.		3156404	04/21/21	T2	7	PAYROLL LABOR DISTRIBUTION	6320544		28.83
Total for Object			512100 VACATION LEAVE EXPENSE									307.16
25320	079	000	53105200.515100.		3156141	04/07/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6306310		183.85
25320	079	000	53105200.515100.		3156405	04/21/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6320544		183.83
Total for Object			515100 RETIREMENT PLANS EXPENSE									367.68
25320	079	000	53105200.515200.		3156141	04/07/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6306310		170.40
25320	079	000	53105200.515200.		3156405	04/21/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6320544		170.40
Total for Object			515200 FICA EXPENSE									340.80
25320	079	000	53105200.515500.		3156141	04/07/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6306310		527.30
25320	079	000	53105200.515500.		3156405	04/21/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6320544		527.31
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,054.61
25320	079	000	53105200.521100.		15913824	04/20/21	JE	G	NRPAB POSTAGE MAR 2021	6326418		37.38
Total for Object			521100 POSTAGE EXPENSE									37.38
25320	079	000	53105200.521400.		46566300	04/01/21	PV	V	AS - OCIO - COMMUNICATIONS	6300837		66.72
25320	079	000	53105200.521400.		46823395	04/14/21	PV	V	AS - OCIO - IMSERVICES	6320634		579.95
Total for Object			521400 CIO CHARGES									646.67

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	53105200.524600.		15883947	04/14/21	JE	G	NRPAB RENT APR 2021	6320652		420.18
25320	079	000	53105200.524600.		46872240	04/20/21	PV	V	SECRETARY OF STATE	6326430		16.93
Total for Object			524600 RENT EXPENSE-BUILDINGS									437.11
25320	079	000	53105200.524900.		15883947	04/14/21	JE	G	NRPAB RENT APR 2021	6320652		162.41
Total for Object			524900 RENT EXP-DEPR SURCHARGE									162.41
25320	079	000	53105200.531100.		15839337	04/06/21	JE	G	NRPAB OFFICE DEPOT FEB 2021	6311907		20.54
Total for Object			531100 OFFICE SUPPLIES EXPENSE									20.54
25320	079	000	53105200.542100.		46736447	04/06/21	PD	V	AS - PERSONNEL DIVISION	6311919		110.80-
Total for Object			542100 SOS TEMP SERV - PERSONNEL									110.80-
25320	079	000	53105200.554900.		46566295	04/01/21	PV	V	PATROL, NEBRASKA STATE	6300833		362.00
Total for Object			554900 OTHER CONTRACTUAL SERVICES									362.00
Total for Business Unit		53105200	AMC LICENSING									3,520.99-
Total for Division		000										3,606.08
Total for Agency		053	REAL PROPERTY APPRAISER BD									3,606.08

STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 05/31/21

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

Percent of Time Elapsed = 91.78

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
<b>BUDGETED FUND TYPES - EXPENDITURES</b>						
<b>510000 PERSONAL SERVICES</b>						
511100 PERMANENT SALARIES-WAGES	147,801.91	11,433.73	129,435.11	87.57		18,366.80
511300 OVERTIME PAYMENTS	1,782.75		2,277.52	127.75		494.77-
511600 PER DIEM PAYMENTS	10,000.00	500.00	2,900.00	29.00		7,100.00
511700 EMPLOYEE BONUSES			1,000.00			1,000.00-
511800 COMP TIME PAYMENT	1,782.75					1,782.75
512100 VACATION LEAVE EXPENSE	11,121.59	171.20	9,749.18	87.66		1,372.41
512200 SICK LEAVE EXPENSE	3,068.88	56.75	495.53	16.15		2,573.35
512300 HOLIDAY LEAVE EXPENSE	7,794.95	613.77	7,365.25	94.49		429.70
<b>Personal Services Subtotal</b>	<b>183,352.83</b>	<b>12,775.45</b>	<b>153,222.59</b>	<b>83.57</b>	<b>0.00</b>	<b>30,130.24</b>
515100 RETIREMENT PLANS EXPENSE	13,000.27	919.18	11,181.25	86.01		1,819.02
515200 FICA EXPENSE	13,952.48	890.23	10,763.67	77.15		3,188.81
515500 HEALTH INSURANCE EXPENSE	31,637.76	2,636.48	29,001.28	91.67		2,636.48
516300 EMPLOYEE ASSISTANCE PRO	37.08		37.08	100.00		
516500 WORKERS COMP PREMIUMS	1,352.00		1,352.00	100.00		
<b>Major Account 510000 Total</b>	<b>243,332.42</b>	<b>17,221.34</b>	<b>205,557.87</b>	<b>84.48</b>	<b>0.00</b>	<b>37,774.55</b>
<b>520000 OPERATING EXPENSES</b>						
521100 POSTAGE EXPENSE	2,599.30	68.11	2,011.92	77.40		587.38
521300 FREIGHT	200.00					200.00
521400 DATA PROCESSING EXPENSE	35,318.19	1,352.54	23,794.01	67.37		11,524.18
521500 PUBLICATION & PRINT EXPENSE	3,478.58	515.10	2,143.37	61.62		1,335.21
521900 AWARDS EXPENSE	150.00		28.00	18.67		122.00
522100 DUES & SUBSCRIPTION EXPENSE	350.00		350.00	100.00		
522200 CONFERENCE REGISTRATION	1,080.00					1,080.00
524600 RENT EXPENSE-BUILDINGS	12,646.71	1,086.66	12,016.50	95.02		630.21
524900 RENT EXP-DUPR SURCHARGE	4,872.30	406.03	4,466.33	91.67		405.97
527100 REP & MAINT-OFFICE EQUIP	500.00					500.00
531100 OFFICE SUPPLIES EXPENSE	3,089.54		411.71	13.33		2,677.83
532100 NON CAPITALIZED EQUIP PU	500.00					500.00
533100 HOUSEHOLD & INSTIT EXP	235.00		67.00	28.51		168.00
534900 MISCELLANEOUS SUPPLIES EXPENSE	50.00					50.00
541100 ACCTG & AUDITING SERVICES	1,077.00		1,013.00	94.06		64.00

STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 05/31/21

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

Percent of Time Elapsed = 91.78

<b>ACCOUNT CODE DESCRIPTION</b>		<b>BUDGETED AMOUNT</b>	<b>CURRENT MONTH ACTIVITY</b>	<b>YEAR-TO-DATE ACTUALS</b>	<b>PERCENT OF BUDGET</b>	<b>ENCUMBERANCES</b>	<b>VARIANCE</b>
541200	PURCHASING ASSESSMENT	174.00		174.00	100.00		
541500	LEGAL SERVICES EXPENSE	35,080.00		200.00	.57		34,880.00
541700	LEGAL RELATED EXPENSE	7,000.00		15.00	.21		6,985.00
542100	SOS TEMP SERV-PERSONNEL	7,503.36		8,769.35	116.87		1,265.99-
547100	EDUCATIONAL SERVICES	1,500.00	19.00	19.00	1.27		1,481.00
554900	OTHER CONTRACTUAL SERVICE	46,629.00	2,492.18	13,706.95	29.40		32,922.05
556100	INSURANCE EXPENSE	21.00		20.40	97.14		.60
556300	SURETY & NOTARY BONDS	21.00		20.19	96.14		.81
559100	OTHER OPERATING EXP	1,731.92					1,731.92
<b>Major Account 520000 Total</b>		<b>165,806.90</b>	<b>5,939.62</b>	<b>69,226.73</b>	<b>41.75</b>	<b>0.00</b>	<b>96,580.17</b>
<b>570000 TRAVEL EXPENSES</b>							
571100	BOARD & LODGING	4,649.00		434.85	9.35		4,214.15
571600	MEALS-NOT TRAVEL STATUS	200.00					200.00
571900	MEALS-ONE DAY TRAVEL	3,476.00					3,476.00
572100	COMMERCIAL TRANSPORTATION	1,450.00					1,450.00
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	9,280.00		1,383.96	14.91		7,896.04
575100	MISC TRAVEL EXPENSES	934.00		40.00	4.28		894.00
<b>Major Account 570000 Total</b>		<b>20,189.00</b>	<b>0.00</b>	<b>1,858.81</b>	<b>9.21</b>	<b>0.00</b>	<b>18,330.19</b>
<b>BUDGETED EXPENDITURES TOTAL</b>		<b>429,328.32</b>	<b>23,160.96</b>	<b>276,643.41</b>	<b>64.44</b>	<b>0.00</b>	<b>152,684.91</b>

**SUMMARY BY FUND TYPE - EXPENDITURES**

2	CASH FUNDS	429,328.32	23,160.96	276,643.41	64.44		152,684.91
<b>BUDGETED EXPENDITURES TOTAL</b>		<b>429,328.32</b>	<b>23,160.96</b>	<b>276,643.41</b>	<b>64.44</b>	<b>0.00</b>	<b>152,684.91</b>

**BUDGETED FUND TYPES - REVENUES**

**470000 REVENUE - SALES AND CHARGES**

471100	SALE OF SERVICES	375.00-	75.00-	350.00-	93.33		25.00-
471120	QUALIFYING ED COURSE FEES	500.00-	200.00-	600.00-	120.00		100.00
471121	CONTINUING ED NEW FEES	1,000.00-		1,150.00-	115.00		150.00
471122	CONTINUING ED RENEWAL FEES	200.00-	10.00-	70.00-	35.00		130.00-
475150	CERTIFIED GENERAL NEW FEES	5,400.00-		4,500.00-	83.33		900.00-

STATE OF NEBRASKA  
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As of 05/31/21

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

Percent of Time Elapsed = 91.78

	<u>BUDGETED</u>	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>	<u>PERCENT OF</u>	<u>ENCUMBERANCES</u>	<u>VARIANCE</u>
<u>ACCOUNT CODE DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACTIVITY</u>	<u>ACTUALS</u>	<u>BUDGET</u>		
475151 LICENSED NEW FEES	900.00-					900.00-
475152 FINGERPRINT FEES	2,126.75-	316.75-	2,307.75-	108.51		181.00
475153 CERTIFIED RESIDENTIAL NEW	1,500.00-		2,100.00-	140.00		600.00
475154 CERTIFIED GENERAL RENEWAL	113,575.00-		125,315.00-	110.34		11,740.00
475155 LICENSED RENEWAL	18,150.00-	550.00-	18,150.00-	100.00		
475156 FINGERPRINT AUDIT PROGRAM FEES	3,745.00-	10.00-	3,860.00-	103.07		115.00
475157 CERTIFIED RESIDENTIAL RENEWAL	61,600.00-		62,975.00-	102.23		1,375.00
475161 TEMPORARY CERTIFIED GENERAL	4,500.00-	650.00-	8,350.00-	185.56		3,850.00
475163 AMC REGISTERED NEW FEES	12,000.00-		12,000.00-	100.00		
475164 AMC APPLICATION FEES	2,100.00-	700.00-	2,800.00-	133.33		700.00
475165 AMC REGISTERED RENEWAL	117,000.00-	7,500.00-	117,000.00-	100.00		
475167 CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168 CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234 APPLICATION FEES	16,050.00-	2,154.75-	24,350.00-	151.71		8,300.00
<b>Major Account 470000 Total</b>	<b>361,321.75-</b>	<b>12,166.50-</b>	<b>385,877.75-</b>	<b>106.80</b>	<b>0.00</b>	<b>24,556.00</b>
<b>480000 REVENUE - MISCELLANEOUS</b>						
481100 INVESTMENT INCOME	7,250.00-	964.88-	9,079.13-	125.23		1,829.13
481101 AMC INVESTMENT INCOME	5,750.00-					5,750.00-
484500 REIMB NON-GOVT SOURCES	5,000.00-	225.00-	5,108.36-	102.17		108.36
485101 AMC FORFEITS & PENALTY	1,500.00-					1,500.00-
486500 MISCELLANEOUS ADJUSTMENT		360.00-	360.00-			360.00
<b>Major Account 480000 Total</b>	<b>19,500.00-</b>	<b>1,549.88-</b>	<b>14,547.49-</b>	<b>74.60</b>	<b>0.00</b>	<b>4,952.51-</b>
<b>BUDGETED REVENUE TOTAL</b>	<b>380,821.75-</b>	<b>13,716.38-</b>	<b>400,425.24-</b>	<b>105.15</b>	<b>0.00</b>	<b>19,603.49</b>
<b>SUMMARY BY FUND TYPE - REVENUE</b>						
2 CASH FUNDS	380,821.75-	13,716.38-	400,425.24-	105.15		19,603.49
<b>BUDGETED REVENUE TOTAL</b>	<b>380,821.75-</b>	<b>13,716.38-</b>	<b>400,425.24-</b>	<b>105.15</b>	<b>0.00</b>	<b>19,603.49</b>

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.471100.		387163	05/07/21	RC	RB	NRPAB DEPOSIT 210507	6340739		25.00-
25310	079	000	53105018.471100.		388521	05/17/21	RC	RB	NRPAB DEPOSIT 210517	6351235		25.00-
25310	079	000	53105018.471100.		389840	05/25/21	RC	RB	NRPAB DEPOSIT 210525	6359267		25.00-
Total for Object			471100 SALE OF SERVICES									75.00-
25310	079	000	53105018.471120.		388521	05/17/21	RC	RB	NRPAB DEPOSIT 210517	6351235		200.00-
Total for Object			471120 QUALIFYING ED COURSE FEES									200.00-
25310	079	000	53105018.471122.		390326	05/27/21	RC	RB	NRPAB DEPOSIT 210527	6362531		10.00-
Total for Object			471122 CONTINUING ED RENEWAL FEES									10.00-
25310	079	000	53105018.475152.		387623	05/11/21	RC	RB	NRPAB DEPOSIT 210511	6345256		45.25-
25310	079	000	53105018.475152.		388521	05/17/21	RC	RB	NRPAB DEPOSIT 210517	6351235		45.25-
25310	079	000	53105018.475152.		388752	05/18/21	RC	RB	NRPAB DEPOSIT 210518	6352456		45.25-
25310	079	000	53105018.475152.		16060208	05/19/21	JE	G	NRPAB JE CORRECT 200929 DEP	6355278		45.25-
25310	079	000	53105018.475152.		389263	05/20/21	RC	RB	NRPAB DEPOSIT 210520	6355310		45.25-
25310	079	000	53105018.475152.		389840	05/25/21	RC	RB	NRPAB DEPOSIT 210525	6359267		45.25-
25310	079	000	53105018.475152.		390326	05/27/21	RC	RB	NRPAB DEPOSIT 210527	6362531		45.25-
Total for Object			475152 FINGERPRINT FEES									316.75-
25310	079	000	53105018.475155.		386797	05/05/21	RC	RB	NRPAB DEPOSIT 210505	6338032		550.00-
Total for Object			475155 LICENSED RENEWAL									550.00-
25310	079	000	53105018.475156.		386797	05/05/21	RC	RB	NRPAB DEPOSIT 210505	6338032		10.00-
Total for Object			475156 FINGERPRINT AUDIT PROGRAM FEES									10.00-
25310	079	000	53105018.475161.		386797	05/05/21	RC	RB	NRPAB DEPOSIT 210505	6338032		150.00-
25310	079	000	53105018.475161.		387623	05/11/21	RC	RB	NRPAB DEPOSIT 210511	6345256		100.00-
25310	079	000	53105018.475161.		388187	05/13/21	RC	RB	NRPAB DEPOSIT 210513	6348092		100.00-
25310	079	000	53105018.475161.		388521	05/17/21	RC	RB	NRPAB DEPOSIT 210517	6351235		50.00-
25310	079	000	53105018.475161.		388752	05/18/21	RC	RB	NRPAB DEPOSIT 210518	6352456		50.00-
25310	079	000	53105018.475161.		389263	05/20/21	RC	RB	NRPAB DEPOSIT 210520	6355310		100.00-
25310	079	000	53105018.475161.		389689	05/24/21	RC	RB	NRPAB DEPOSIT 210524	6357678		50.00-
25310	079	000	53105018.475161.		390326	05/27/21	RC	RB	NRPAB DEPOSIT 210527	6362531		50.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									650.00-
25310	079	000	53105018.475234.		386797	05/05/21	RC	RB	NRPAB DEPOSIT 210505	6338032		300.00-
25310	079	000	53105018.475234.		387623	05/11/21	RC	RB	NRPAB DEPOSIT 210511	6345256		350.00-
25310	079	000	53105018.475234.		388187	05/13/21	RC	RB	NRPAB DEPOSIT 210513	6348092		240.00-



Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.475234.		388521	05/17/21	RC	RB	NRPAB DEPOSIT 210517	6351235		250.00-
25310	079	000	53105018.475234.		388752	05/18/21	RC	RB	NRPAB DEPOSIT 210518	6352456		250.00-
25310	079	000	53105018.475234.		16060208	05/19/21	JE	G	NRPAB JE CORRECT 200929 DEP	6355278		45.25
25310	079	000	53105018.475234.		389263	05/20/21	RC	RB	NRPAB DEPOSIT 210520	6355310		350.00-
25310	079	000	53105018.475234.		389689	05/24/21	RC	RB	NRPAB DEPOSIT 210524	6357678		100.00-
25310	079	000	53105018.475234.		389840	05/25/21	RC	RB	NRPAB DEPOSIT 210525	6359267		150.00-
25310	079	000	53105018.475234.		390326	05/27/21	RC	RB	NRPAB DEPOSIT 210527	6362531		250.00-
Total for Object			475234 APPLICATION FEES									2,154.75-
25310	079	000	53105018.481100.		16079291	05/24/21	JE	G	OIP Apr 21 1.65894%	6359382		549.15-
Total for Object			481100 INVESTMENT INCOME									549.15-
25310	079	000	53105018.484500.		386797	05/05/21	RC	RB	NRPAB DEPOSIT 210505	6338032		125.00-
Total for Object			484500 REIMBURSEMENT FREIGHT									125.00-
25310	079	000	53105018.486500.		16039938	05/17/21	JE	G	NRPAB JE CORRECT APPR ASC BAL	6351876		360.00-
Total for Object			486500 MISCELLANEOUS ADJUSTMENT									360.00-
25310	079	000	53105018.511100.		3156744	05/05/21	T2	7	PAYROLL LABOR DISTRIBUTION	6333752		3,621.54
25310	079	000	53105018.511100.		3157032	05/19/21	T2	7	PAYROLL LABOR DISTRIBUTION	6345614		3,238.67
Total for Object			511100 PERMANENT SALARIES-WAGES									6,860.21
25310	079	000	53105018.511600.		3156744	05/05/21	T2	7	PAYROLL LABOR DISTRIBUTION	6333752		300.00
Total for Object			511600 PER DIEM PAYMENTS									300.00
25310	079	000	53105018.512100.		3156744	05/05/21	T2	7	PAYROLL LABOR DISTRIBUTION	6333752		54.06
25310	079	000	53105018.512100.		3157032	05/19/21	T2	7	PAYROLL LABOR DISTRIBUTION	6345614		48.66
Total for Object			512100 VACATION LEAVE EXPENSE									102.72
25310	079	000	53105018.512200.		3156744	05/05/21	T2	7	PAYROLL LABOR DISTRIBUTION	6333752		7.02
25310	079	000	53105018.512200.		3157032	05/19/21	T2	7	PAYROLL LABOR DISTRIBUTION	6345614		27.03
Total for Object			512200 SICK LEAVE EXPENSE									34.05
25310	079	000	53105018.512300.		3157032	05/19/21	T2	7	PAYROLL LABOR DISTRIBUTION	6345614		368.26
Total for Object			512300 HOLIDAY LEAVE EXPENSE									368.26
25310	079	000	53105018.515100.		3156745	05/05/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6333752		275.76
25310	079	000	53105018.515100.		3157033	05/19/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6345614		275.76
Total for Object			515100 RETIREMENT PLANS EXPENSE									551.52

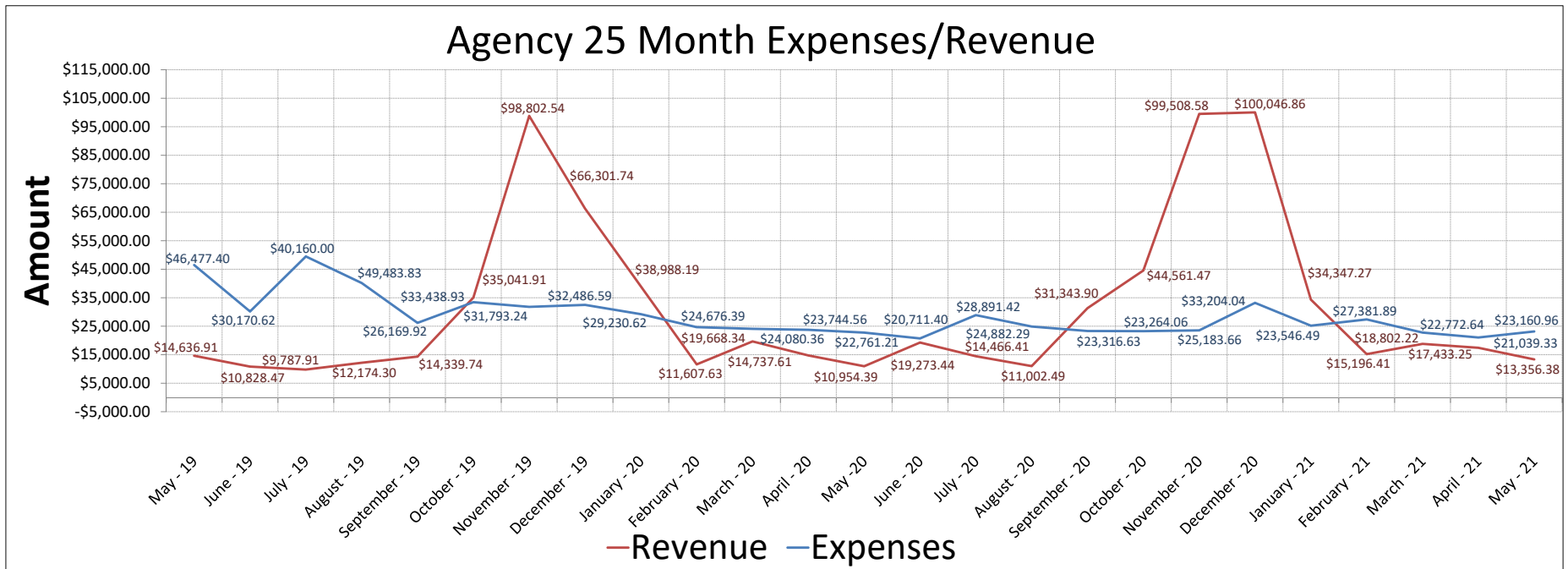
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.515200.		3156745	05/05/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6333752		278.56
25310	079	000	53105018.515200.		3157033	05/19/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6345614		255.59
Total for Object			515200 FICA EXPENSE									534.15
25310	079	000	53105018.515500.		3156745	05/05/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6333752		790.93
25310	079	000	53105018.515500.		3157033	05/19/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6345614		790.93
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,581.86
25310	079	000	53105018.521100.		16045920	05/18/21	JE	G	POSTAGE DUE APR 2021	6353103		68.11
25310	079	000	53105018.521100.		16064072	05/19/21	JE	G	NRPAB POSTAGE APR 2021	6355609		27.24-
Total for Object			521100 POSTAGE EXPENSE									40.87
25310	079	000	53105018.521400.		47079066	05/11/21	PV	V	AS - OCIO - IMSERVICES	6345869		710.78
25310	079	000	53105018.521400.		47127200	05/17/21	PV	V	AS - OCIO - COMMUNICATIONS	6351905		100.74
Total for Object			521400 CIO CHARGES									811.52
25310	079	000	53105018.521500.		15844217	05/11/21	JE	G	COPY SERVICES JAN-MAR 2021	6313629		515.10
25310	079	000	53105018.521500.		16012136	05/10/21	JE	G	NRPAB CSI BOARD MEMB NAMEPLATE	6345585		3.70-
25310	079	000	53105018.521500.		16045891	05/17/21	JE	G	NRPAB COPY SERV JAN-MAR 2021	6352745		206.04-
Total for Object			521500 PUBLICATION & PRINT EXP									305.36
25310	079	000	53105018.524600.		15943534	05/07/21	JE	G	RENT & LB530 MAY 2021 - OTHER	6332245		1,050.45
25310	079	000	53105018.524600.		47127192	05/17/21	PV	V	SECRETARY OF STATE	6351895		21.73
25310	079	000	53105018.524600.		16039941	05/17/21	JE	G	NRPAB RENT MAY 2021	6351934		420.18-
Total for Object			524600 RENT EXPENSE-BUILDINGS									652.00
25310	079	000	53105018.524900.		15943534	05/07/21	JE	G	RENT & LB530 MAY 2021 - OTHER	6332245		406.03
25310	079	000	53105018.524900.		16039941	05/17/21	JE	G	NRPAB RENT MAY 2021	6351934		162.41-
Total for Object			524900 RENT EXP-DEPR SURCHARGE									243.62
25310	079	000	53105018.547100.		46941958	05/01/21	PV	V	AS - PERSONNEL DIVISION	6331966		11.40
Total for Object			547100 EDUCATIONAL SERVICES									11.40
25310	079	000	53105018.554900.		46942980	05/01/21	PV	V	PATROL, NEBRASKA STATE	6332834		407.25
25310	079	000	53105018.554900.		47003187	05/03/21	PV	V	REALCORP	6337341		600.00
25310	079	000	53105018.554900.		47036046	05/05/21	PV	V	DATASHIELD CORPORATION	6340812		25.60
25310	079	000	53105018.554900.		15989854	05/05/21	JE	G	NRPAB DATASHIELD PICKUP SHRED	6340822		3.84-
25310	079	000	53105018.554900.		47036107	05/05/21	PV	V	DATASHIELD CORPORATION	6340872		10.88

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	53105018.554900.		15989858	05/05/21	JE	G	NRPAB DATASHIELD SOS SHRED	6340890		4.03-
25310	079	000	53105018.554900.		47036665	05/05/21	PV	V	BAUERMEISTER APPRAISAL SERVICE	6341176		255.00
25310	079	000	53105018.554900.		47036671	05/05/21	PV	V	BAUERMEISTER APPRAISAL SERVICE	6341182		425.00
Total for Object			554900 OTHER CONTRACTUAL SERVICES									1,715.06
Total for Business Unit			53105018 NE REAL PROPERTY APPRAISER									9,111.95
25320	079	000	53105200.475164.		387164	05/07/21	RC	RB	NRPAB AMC DEPOSIT 210507	6340751		350.00-
25320	079	000	53105200.475164.		388522	05/17/21	RC	RB	NRPAB AMC DEPOSIT 210517	6351226		350.00-
Total for Object			475164 AMC APPLICATION FEES									700.00-
25320	079	000	53105200.475165.		386796	05/05/21	RC	RB	NRPAB AMC DEPOSIT 210505	6338027		1,500.00-
25320	079	000	53105200.475165.		387624	05/11/21	RC	RB	NRPAB AMC DEPOSIT 210511	6345251		1,500.00-
25320	079	000	53105200.475165.		388751	05/18/21	RC	RB	NRPAB AMC DEPOSIT 210518	6352450		1,500.00-
25320	079	000	53105200.475165.		389841	05/25/21	RC	RB	NRPAB AMC DEPOSIT 210525	6359252		1,500.00-
25320	079	000	53105200.475165.		390325	05/27/21	RC	RB	NRPAB AMC DEPOSIT 210527	6362523		1,500.00-
Total for Object			475165 AMC REGISTERED RENEWAL									7,500.00-
25320	079	000	53105200.481100.		16079291	05/24/21	JE	G	OIP Apr 21 1.65894%	6359382		415.73-
Total for Object			481100 INVESTMENT INCOME									415.73-
25320	079	000	53105200.484500.		15989810	05/05/21	JE	G	NRPAB JE CORRECT AMC DEPOSIT	6340414		25.00-
25320	079	000	53105200.484500.		387624	05/11/21	RC	RB	NRPAB AMC DEPOSIT 210511	6345251		25.00-
25320	079	000	53105200.484500.		389262	05/20/21	RC	RB	NRPAB AMC DEPOSIT 210520	6355292		25.00-
25320	079	000	53105200.484500.		390325	05/27/21	RC	RB	NRPAB AMC DEPOSIT 210527	6362523		25.00-
Total for Object			484500 REIMBURSEMENT FREIGHT									100.00-
25320	079	000	53105200.511100.		3156744	05/05/21	T2	7	PAYROLL LABOR DISTRIBUTION	6333752		2,414.38
25320	079	000	53105200.511100.		3157032	05/19/21	T2	7	PAYROLL LABOR DISTRIBUTION	6345614		2,159.14
Total for Object			511100 PERMANENT SALARIES-WAGES									4,573.52
25320	079	000	53105200.511600.		3156744	05/05/21	T2	7	PAYROLL LABOR DISTRIBUTION	6333752		200.00
Total for Object			511600 PER DIEM PAYMENTS									200.00
25320	079	000	53105200.512100.		3156744	05/05/21	T2	7	PAYROLL LABOR DISTRIBUTION	6333752		36.04
25320	079	000	53105200.512100.		3157032	05/19/21	T2	7	PAYROLL LABOR DISTRIBUTION	6345614		32.44
Total for Object			512100 VACATION LEAVE EXPENSE									68.48
25320	079	000	53105200.512200.		3156744	05/05/21	T2	7	PAYROLL LABOR DISTRIBUTION	6333752		

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	53105200.512200.		3157032	05/19/21	T2	7	PAYROLL LABOR DISTRIBUTION	6345614		18.02
Total for Object			512200 SICK LEAVE EXPENSE									22.70
25320	079	000	53105200.512300.		3157032	05/19/21	T2	7	PAYROLL LABOR DISTRIBUTION	6345614		245.51
Total for Object			512300 HOLIDAY LEAVE EXPENSE									245.51
25320	079	000	53105200.515100.		3156745	05/05/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6333752		183.83
25320	079	000	53105200.515100.		3157033	05/19/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6345614		183.83
Total for Object			515100 RETIREMENT PLANS EXPENSE									367.66
25320	079	000	53105200.515200.		3156745	05/05/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6333752		185.68
25320	079	000	53105200.515200.		3157033	05/19/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6345614		170.40
Total for Object			515200 FICA EXPENSE									356.08
25320	079	000	53105200.515500.		3156745	05/05/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6333752		527.31
25320	079	000	53105200.515500.		3157033	05/19/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6345614		527.31
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,054.62
25320	079	000	53105200.521100.		16064072	05/19/21	JE	G	NRPAB POSTAGE APR 2021	6355609		27.24
Total for Object			521100 POSTAGE EXPENSE									27.24
25320	079	000	53105200.521400.		47079066	05/11/21	PV	V	AS - OCIO - IMSERVICES	6345869		473.86
25320	079	000	53105200.521400.		47127200	05/17/21	PV	V	AS - OCIO - COMMUNICATIONS	6351905		67.16
Total for Object			521400 CIO CHARGES									541.02
25320	079	000	53105200.521500.		16012136	05/10/21	JE	G	NRPAB CSI BOARD MEMB NAMEPLATE	6345585		3.70
25320	079	000	53105200.521500.		16045891	05/17/21	JE	G	NRPAB COPY SERV JAN-MAR 2021	6352745		206.04
Total for Object			521500 PUBLICATION & PRINT EXP									209.74
25320	079	000	53105200.524600.		47127192	05/17/21	PV	V	SECRETARY OF STATE	6351895		14.48
25320	079	000	53105200.524600.		16039941	05/17/21	JE	G	NRPAB RENT MAY 2021	6351934		420.18
Total for Object			524600 RENT EXPENSE-BUILDINGS									434.66
25320	079	000	53105200.524900.		16039941	05/17/21	JE	G	NRPAB RENT MAY 2021	6351934		162.41
Total for Object			524900 RENT EXP-DEPR SURCHARGE									162.41
25320	079	000	53105200.547100.		46941958	05/01/21	PV	V	AS - PERSONNEL DIVISION	6331966		7.60
Total for Object			547100 EDUCATIONAL SERVICES									7.60

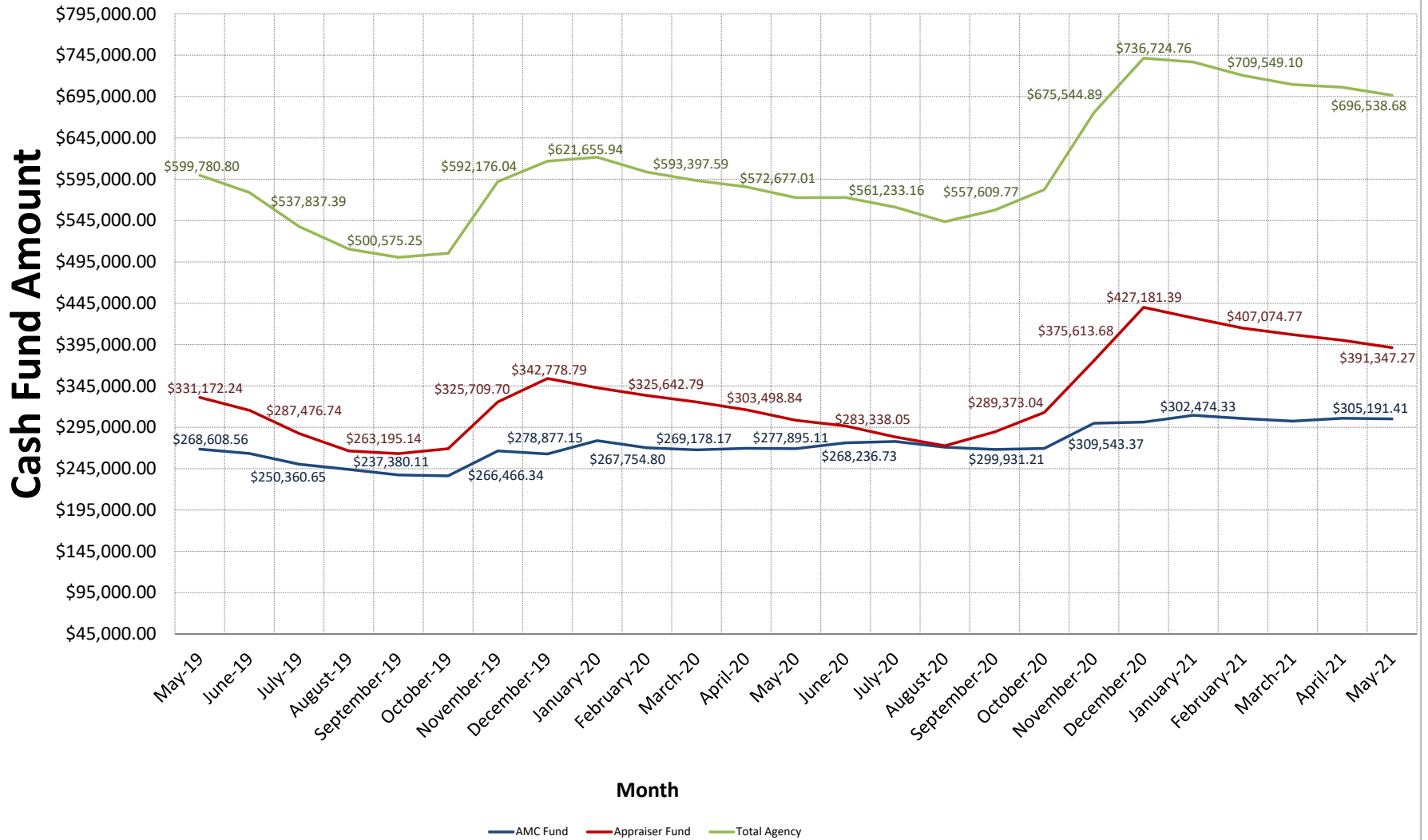
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date	
25320	079	000	53105200.554900.		46942980	05/01/21	PV	V	PATROL, NEBRASKA STATE	6332834		769.25	
25320	079	000	53105200.554900.		15989854	05/05/21	JE	G	NRPAB DATASHIELD PICKUP SHRED	6340822		3.84	
25320	079	000	53105200.554900.		15989858	05/05/21	JE	G	NRPAB DATASHIELD SOS SHRED	6340890		4.03	
Total for Object												777.12	
Total for Business Unit		53105200	AMC LICENSING										332.63
Total for Division		000											9,444.58
Total for Agency		053	REAL PROPERTY APPRAISER BD										9,444.58

# Real Property Appraiser Board Financial Report



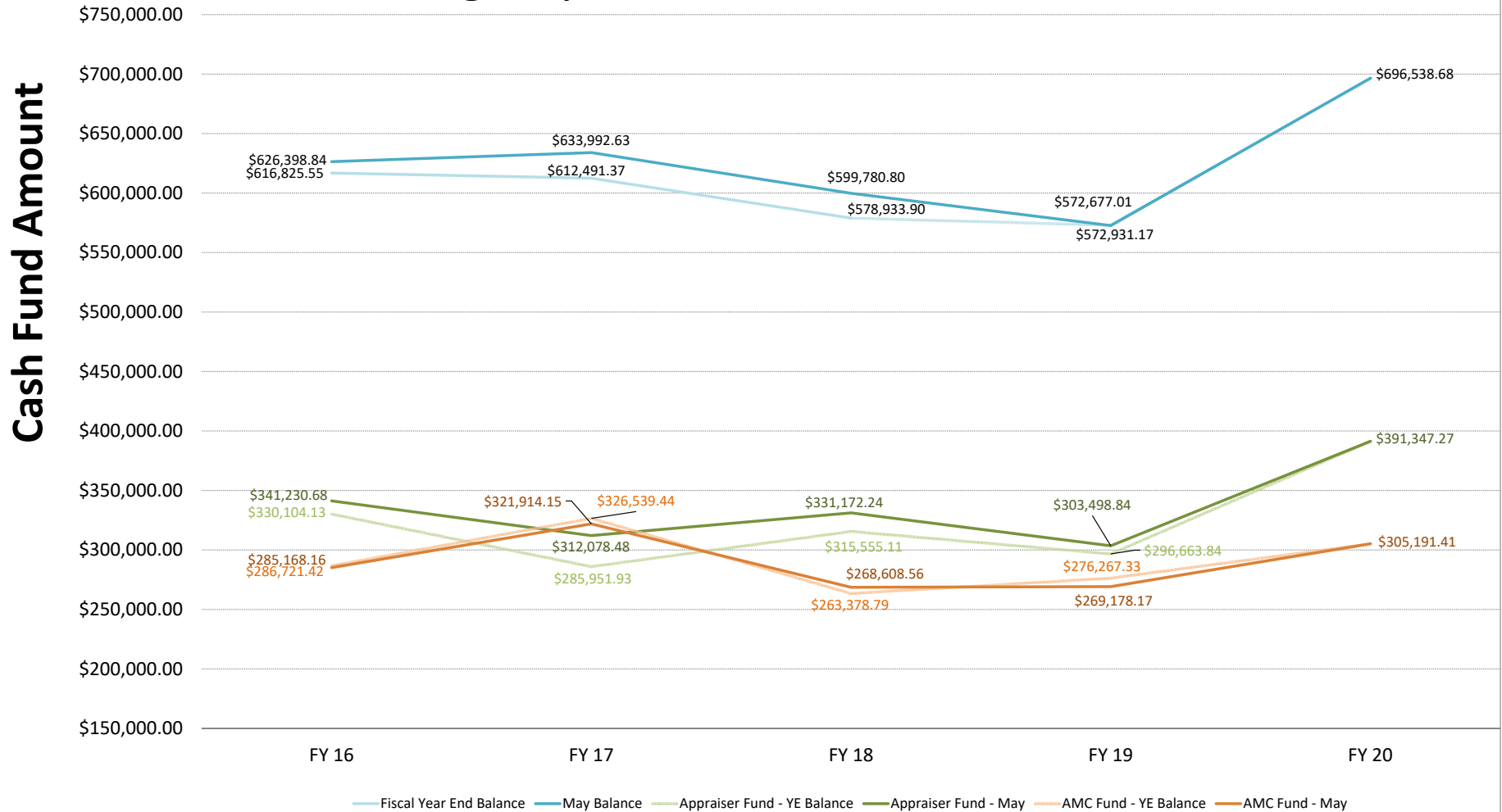
# Real Property Appraiser Board Financial Report

## Agency 25 Month Cash Balance



# Real Property Appraiser Board Financial Report

## Agency Historic Cash Balance





**NEBRASKA REAL PROPERTY APPRAISER BOARD**

**EDUCATION**

**TABLE OF CONTENTS**

June 17, 2021

**NEW CONTINUING EDUCATION ACTIVITIES**

1- Two Day Advanced Income Capitalization – A

Appraisal Institute

2211406.02 – 14 CE

Robert Moorman

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2- Two Day Advanced Income Capitalization – B

Appraisal Institute

2211407.02 – 14 CE

Robert Moorman

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# Memo

**To:** Nebraska Real Property Appraiser Board  
**From:** AS Duerig  
**CC:**  
**Date:** 6/10/2021  
**Re:** Appraisal Institute: Two Day Advanced Income Capitalization – A & B

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The board office received two Applications for Continuing Education from Appraisal Institute on February 1, 2021, for courses titled, “Two Day Advanced Income Capitalization – A” and “Two Day Advanced Income Capitalization – B.” All materials normally required for review of the courses were included with the submission, so the application fees were deposited. However, the following issues were noted on the course and instructor application forms:

- On both course applications, Question 1 is unanswered
- On both course applications, Question 2 is answered “Yes,” but neither course was eligible for resubmission at the time of application because they were both expired
- On both course applications, Question 2a is unanswered and the requested explanation is not provided
- On both course applications, the answer to Question 5 is marked “Yes,” but neither submission included evidence that the activity is approved by the AQB. In fact, both submissions included all materials required for review when an activity is not approved by the AQB
- On both instructor applications for Robert Moorman, the Activity Title is not listed
- On both instructor applications for Robert Moorman, Question 2 is answered “Yes,” when the situation does not apply
- On both instructor applications for Robert Moorman, Question 7 is unanswered

I requested revised applications from Appraisal Institute on the following occasions:

- 02/08 during a phone call with Antoinette Jordan
- 03/01 in an email to Antoinette Jordan
- 05/13 in an email to the State Certification division

The applications have not been received to date. While the materials received would normally be adequate for the Board to approve the activity, I recommend that the Board denies the activity on the basis that the applications received with the submission are not complete forms approved by the Board.

NAC Title 298, Chapter 6:

003.02A Any education provider applying for approval of a continuing education activity must:

003.02A.1 Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title



CONTINUING EDUCATION ACTIVITY APPLICATION

Activity Name: Two Day Advanced Income Capitalization - A Submitted Hours: 14

Provider Name: Appraisal Institute Activity Number: 2211406.02

Is this a new continuing education activity or resubmission of an approved continuing education activity?

New Resubmission; Previous Approval Number: (see explanation in Comments)

The continuing education activity method of delivery as submitted is:

Classroom Conference Correspondence\* Online\*

\*IDECC Approval required, or continuing education activity must be conducted by an accredited college, community college, or university that offers distance education programs.

If the submitted continuing education activity method of delivery is by correspondence or online, is the following included with the application:

Evidence that continuing education activity has an appropriate mechanism to ensure that credential holder demonstrates knowledge of subject matter: Yes No

IDECC Approval: Yes No

If yes, the IDECC Approval expiration date is:

AQB CAP Approval: Yes No

If yes, the AQB CAP expiration date is:

If no, are all applicable 298 NAC Chapter 6, § 003.02A submission requirements met? Yes No

If this continuing education activity application is submitted for approval as a 7-Hour USPAP Update Course, is the activity approved by the AQB through its CAP program? Yes No N/A

If the above answer is no, does the activity meet the AQB requirements for approval of an equivalent seven-hour USPAP Course? Yes No

This activity contributes to a credential holder's development of appraiser related competency in any one or more of the following subjects: Appraisal practice Valuation Methodology and or Techniques Communication Computation Market Fundamentals, Characteristics, Conditions and Analysis Real Property Concepts, Characteristics and Analysis Legal Considerations None

Continuing education activity contains current material, theory, and methodologies: Yes No

Continuing education activity is as least two hours in length, but does not exceed eight hours per day: Yes No

Except for 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 document certifying completion will be issued to each attendee upon completion of any continuing education activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means which are secure. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, number of Board approved hours, pass or fail statement, and name of credential holder (an official transcript from a university or college that includes the name of activity as approved by the Board, the number of credit hours awarded, and the name of the attendee is required for a college or university)

Yes No

Additional comments needed (if yes, see next page): Yes No

Recommendation: Approve Deny Hold Other

Comments:

See attached memo Re: Appraisal Institute: Two Day Advanced Income Capitalization – A & B.



Board Number: 2211406.02  
Date Received: RECEIVED  
FEB 01 2021  
BY: VD KLN  
For Board Use Only

## APPLICATION FOR CONTINUING EDUCATION

**INSTRUCTIONS:** *This application form must be used by the education provider applying for approval of a continuing education activity. A separate application form must be filed for each continuing education activity submitted for approval. Applicants should read carefully, Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below.*

### Education Provider Information

1. Name: Appraisal Institute
2. Address: 200 West Madison Street, Suite 1500  
Chicago, IL 60606
3. Telephone: 312-335-4100
4. Fax: \_\_\_\_\_
5. E-Mail: ajordan@appraisalinstitute.org

6. Contact Person: Person legally authorized to act on behalf of the provider named in Item 1 of this application in all matters before the Nebraska Real Property Appraiser Board including but not limited to matters of discipline, approval or denial of activity, maintenance of student records, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board and the Nebraska Real Property Appraiser Board is enforced. *(This Agent must sign this application)*

Name: Antoinette Jordan

Contact Address: Same as above

Contact Telephone: 312-335-4100

Contact Person Signature: Antoinette Jordan ✓

CONTINUING EDUCATION ACTIVITY TITLE

2151405.02 Two Day Advanced Income Capitalization A

Continuing Education Activity Length (Hours): 14  
(Exam hours not required nor counted)

The activity is conducted:  In-class  Online/By Correspondence

The activity is being submitted for approval as:

Seven-hour National USPAP Update Course

Other

*(Any application deemed to be incomplete will be returned)*

1. Is this a submission for approval of a **new** continuing education activity?

Yes  No

2. Is this a **resubmission** of an approved continuing education activity?

Yes  No

a. If the answer to #2 is **Yes**, what is the reason for resubmission?

- 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 substantial change to the materials, presentation, or policies,
- There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
- 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 to the credential holder(s) as presented to the Board for approval,
- There is a change in the status of certification by the International Distance Education Certification Center, or
- There is a change to a secondary provider's rights to the activity.

b. If the answer to #2 is **Yes**, submit a written explanation detailing the reason for the change.



3. If requesting approval as a secondary provider, were the rights to use the activity materials purchased or lawfully acquired from another education provider by the Education Provider listed on this Application?

- Yes       No       N/A

a. If the answer to #3 is **Yes**, submit written evidence that the rights to the activity have been purchased or lawfully acquired.

4. Is a non-refundable \$25.00 application fee included?

- Yes       No

For **resubmissions** of approved activities, only the information that has changed since approval was granted by the Board must be included for #5a or #5b.

5. **Is this a submission for a Continuing Education activity approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program?**

- Yes       No

a. If the answer to #5 is **Yes**, submit the following information:

- Evidence that the education activity is approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education
- A completed Application for Instructor Approval for each instructor
- A document certifying completion will be 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 by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, number of hours, pass or fail statement, and name of credential holder, or be an official transcript from a university or college that includes the name of activity as approved by the Board, the number of credit hours awarded, and the name of the attendee
- For Online Activities**, submit evidence that online activity is certified by the International Distance Education Certification Center (Secondary providers must have IDECC approval under own name)



b. If the answer to #5 is **No**, submit the following information:

- Continuing Education Description
- Detailed Content Outline reflecting hours of credit per topic/category
- Learning Objectives
- All texts and materials used in teaching and used by the student
- A copy of the examination (if applicable)
- Proof of a written policy requiring instructor to meet the requirements of the Nebraska Real Property Appraiser Act and Title 298
- Proof of a written policy requiring attendance be verified in accordance with the Nebraska Real Property Appraiser Act and Title 298
- Proof of a written record retention policy
- A completed Application for Instructor Approval for each instructor
- A document certifying completion will be 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 by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, number of hours, pass or fail statement, and name of credential holder, or be an official transcript from a university or college that includes the name of activity as approved by the Board, the number of credit hours awarded, and the name of the attendee
- For USPAP Update Activities**, submit a completed “7-Hour USPAP Course Checklist for AQB Equivalency Approval” as developed and published by The Appraisal Foundation
- For Online Activities**, submit evidence that online activity is certified by the International Distance Education Certification Center (Secondary providers must have IDECC approval under own name)  
**And,**
- A written description of the mechanism(s) used to demonstrate the student’s knowledge of the subject matter, and why the mechanism(s) are effective

All materials submitted to the Nebraska Real Property Appraiser Board related to an Application for Continuing Education are for Board use only and shall be retained by the Board.

**General Requirements**

1. The Board may at any time conduct an audit of any approved education activity to verify that activity is being conducted in accordance with the Act and this Title as approved by the Board. If requested, electronic access will be provided to the Board for any approved online education activity.
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 activity and/or instructor(s) meets the requirements of the Act and this Title as approved by the Board.
3. Board 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 must 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 or activity as being approved by the Board to an appraiser credentialed under the Real Property Appraiser Act, or an applicant, without first obtaining approval of the activity from the Board, 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(25).
6. 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 appraisal practice; valuation methodology and/or techniques; market fundamentals, characteristics, conditions and analysis; real property concepts, characteristics and analysis; communication; computation; and/or legal considerations, does not meet the requirements for approval as a continuing education activity.

*I hereby attest that I have included all required materials, comply with all the listed requirements, and completed the submitted application in its entirety. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned.*

Print Name: Jordan Antoinette  
Last First Middle  
Antoinette Jordan 1/26/2021 ✓  
Applicant Signature Date



EDUCATION ACTIVITY INSTRUCTOR APPLICATION

Activity Name: Two Day Advanced Income Capitalization - A

Activity Number: 2211406.02

Applicant Name: Robert Moorman

Provider: Appraisal Institute

Has the applicant been convicted of a felony? Yes [ ] No [x]
If yes, has their civil rights been restored? Yes [ ] No [ ] N/A [x]

Does the applicant hold a current active real property appraiser credential issued by any jurisdiction? Yes [x] No [ ]
If yes, what is the highest credential classification held by the applicant? Certified General
If yes, does applicant maintain all active credentials in good standing in accordance with the laws of the jurisdiction in which each credential is held? Yes [x] No [ ]
If yes, has applicant had a credential revoked, suspended, or surrendered in lieu of disciplinary action within three years? Yes [ ] No [x]
If yes, has applicant had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years? Yes [ ] No [x]

Is the education activity instructor application for one of the following education activities?
Seven-Hour USPAP Update Course [ ] Fifteen-Hour USPAP Course [ ]
Report Writing Course [ ] Seven-Hour Supervisor/Trainee Course [ ]
If above was selected, evidence provided showing applicant is an active AQB Certified USPAP Instructor? Yes [ ] No [x]

Qualifications Analysis: Mr. Moorman has 35+ years appraisal experience and 20+ years teaching experience.

Applicant meets the following 298 NAC Chapter 6, § 005.01A requirement:
[ ] Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter;
[x] Hold a master's degree or higher and have at least one year of experience directly related to the subject matter;
[ ] Hold a master's degree or higher in a field that is directly related to the subject matter;
[ ] Have five years of real property appraisal teaching experience directly related to the subject matter; or
[ ] Have seven years of real property appraisal experience directly related to the subject matter to be taught.

Comments: See attached memo Re: Appraisal Institute: Two Day Advanced Income Capitalization – A & B.

Staff Recommendation: Approve [ ] Deny [x] Hold [ ] Other [ ]

# 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: 2211406.02  
Date Received: 2/1/21

## APPLICATION FOR INSTRUCTOR APPROVAL

**INSTRUCTIONS:** *This application form must be used by the education provider applying for approval of a qualifying education course or a continuing education activity. A separate application form must be filed for each education activity submitted for approval. Applicants should read carefully, Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below.*

*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.*

### Education Provider Information

- Name: Appraisal Institute
- Address: 200 West Madison Street  
Suite 1500
- Telephone: 312-335-4100
- Fax: \_\_\_\_\_
- E-Mail: ajordan@appraisalinstitute.org

6. Contact Person: Person legally authorized to act on behalf of the provider named in Item 1 of this application in all matters before the Nebraska Real Property Appraiser Board including but not limited to matters of discipline, approval or denial of course, maintenance of student records, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board and the Nebraska Real Property Appraiser Board is enforced. *(This Agent must sign this application)*

Name: Antoinette Jordan

Contact Address: Same as above

Contact Telephone: 312-335-4100

Contact Person Signature: Antoinette Jordan ✓

INSTRUCTOR NAME:	<u>Robert Moorman</u>
Instructor Address:	<u>2401 Airline Drive</u>
City:	<u>Brenham, TX 77833</u>
Business Telephone:	<u>979-251-1998</u>
Activity Title:	<u>2151405.02 &amp; 2151406.02</u>

1. Is this a submission for approval of a **new** Instructor application?  
 Yes       No

2. **Is this a resubmission of an approved Instructor application?**  
 Yes       No

a. What is the reason for resubmission?

- There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
- One or more instructors are added or removed by the education provider,
- Other. Please explain below.

Activities listed above are being  
renewed.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. What is the applicant's highest level of education? MS-Finc from Texas A&M University

4. Has the applicant been convicted of a felony?

Yes  No

a. If the answer to #4 is Yes, have their civil rights been restored?

Yes  No

5. Does the applicant hold a credential as a real property appraiser in the State of Nebraska or any other state?

Yes  No

a. If Yes, please list all the states in which a real property appraiser credential is held:

Texas - Certified General Appraiser  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. List the number of years of real property appraisal experience the applicant has: 38

6. Is this an instructor application for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory appraiser and trainee course?

- Fifteen-hour National USPAP Course
- Seven-hour National USPAP Update
- Supervisory appraiser and trainee course

a. If yes, include the following:

Evidence of approval as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation, and

Evidence of instructional background in real property appraisal education.

7. Is written evidence of the instructor applicant's qualifications related to the activity for which approval is requested provided?

Yes  No

8. Has the instructor applicant ever been the subject of any disciplinary actions by the Nebraska Real Property Appraiser Board or by a licensing/certification Board located in the United States?

Yes  No

a. If yes, please explain below and provide documentation regarding the disciplinary action.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**General Requirements**

1. The Board may at any time conduct an audit of any approved education activity to verify that activity is being conducted in accordance with the Act and this Title as approved by 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 activity and/or instructor(s) meets the requirements of the Act and this Title as approved by the Board.
3. Board 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 must 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 course or activity as being approved by the Board to an appraiser credentialed under the Real Property Appraiser Act, or an applicant, without first obtaining approval of the activity from the Board, except for courses 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(25).

*I hereby attest that I have included all required materials, comply with all the listed requirements, and completed the submitted application in its entirety. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned.*

Print Name:	<b>Moorman</b>	<b>Robert</b>	<b>Lawson</b>
	Last	First	Middle
	Robert L. Moorman, MAI, SRA, AI-GRS	Digitally signed by Robert L. Moorman, MAI, SRA, AI-GRS Date: 2021.01.26 20:08:30 -06'00'	<b>01/26/2021</b> ✓
	Instructor Signature		Date



CONTINUING EDUCATION ACTIVITY APPLICATION

Activity Name: Two Day Advanced Income Capitalization - B Submitted Hours: 14

Provider Name: Appraisal Institute Activity Number: 2211407.02

Is this a new continuing education activity or resubmission of an approved continuing education activity?

New Resubmission; Previous Approval Number: (see explanation in Comments)

The continuing education activity method of delivery as submitted is:

Classroom Conference Correspondence\* Online\*

\*IDECC Approval required, or continuing education activity must be conducted by an accredited college, community college, or university that offers distance education programs.

If the submitted continuing education activity method of delivery is by correspondence or online, is the following included with the application:

Evidence that continuing education activity has an appropriate mechanism to ensure that credential holder demonstrates knowledge of subject matter: Yes No

IDECC Approval: Yes No

If yes, the IDECC Approval expiration date is:

AQB CAP Approval: Yes No

If yes, the AQB CAP expiration date is:

If no, are all applicable 298 NAC Chapter 6, § 003.02A submission requirements met? Yes No

If this continuing education activity application is submitted for approval as a 7-Hour USPAP Update Course, is the activity approved by the AQB through its CAP program? Yes No N/A

If the above answer is no, does the activity meet the AQB requirements for approval of an equivalent seven-hour USPAP Course? Yes No

This activity contributes to a credential holder's development of appraiser related competency in any one or more of the following subjects: Appraisal practice Valuation Methodology and or Techniques Communication Computation Market Fundamentals, Characteristics, Conditions and Analysis Real Property Concepts, Characteristics and Analysis Legal Considerations None

Continuing education activity contains current material, theory, and methodologies: Yes No

Continuing education activity is as least two hours in length, but does not exceed eight hours per day: Yes No

Except for 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 document certifying completion will be issued to each attendee upon completion of any continuing education activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means which are secure. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, number of Board approved hours, pass or fail statement, and name of credential holder (an official transcript from a university or college that includes the name of activity as approved by the Board, the number of credit hours awarded, and the name of the attendee is required for a college or university) Yes No

Additional comments needed (if yes, see next page): Yes No

Recommendation: Approve Deny Hold Other



Comments:

See attached memo Re: Appraisal Institute: Two Day Advanced Income Capitalization – A & B.



Board Number: 2211407.02  
Date Received: **RECEIVED**  
**FEB 01 2021**  
BY: VP 427  
For Board Use Only

## APPLICATION FOR CONTINUING EDUCATION

**INSTRUCTIONS:** *This application form must be used by the education provider applying for approval of a continuing education activity. A separate application form must be filed for each continuing education activity submitted for approval. Applicants should read carefully, Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below.*

### Education Provider Information

1. Name: Appraisal Institute  
2. Address: 200 West Madison Street, Suite 1500  
Chicago, IL 60606  
3. Telephone: 312-335-4100  
4. Fax: \_\_\_\_\_  
5. E-Mail: ajordan@appraisalinstitute.org

6. Contact Person: Person legally authorized to act on behalf of the provider named in Item 1 of this application in all matters before the Nebraska Real Property Appraiser Board including but not limited to matters of discipline, approval or denial of activity, maintenance of student records, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board and the Nebraska Real Property Appraiser Board is enforced. *(This Agent must sign this application)*

Name: Antoinette Jordan

Contact Address: Same as above

Contact Telephone: 312-335-4100

Contact Person Signature: Antoinette Jordan ✓

CONTINUING EDUCATION ACTIVITY TITLE

2151406.02 - Two Day Advanced Income Capitalization / B

Continuing Education Activity Length (Hours): 14  
(Exam hours not required nor counted)

The activity is conducted:  In-class  Online/By Correspondence

The activity is being submitted for approval as:  
 Seven-hour National USPAP Update Course  
 Other

*(Any application deemed to be incomplete will be returned)*

1. Is this a submission for approval of a **new** continuing education activity?

Yes  No

2. Is this a **resubmission** of an approved continuing education activity?

Yes  No

a. If the answer to #2 is **Yes**, what is the reason for resubmission?

- 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 substantial change to the materials, presentation, or policies,
- There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
- 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 to the credential holder(s) as presented to the Board for approval,
- There is a change in the status of certification by the International Distance Education Certification Center, or
- There is a change to a secondary provider's rights to the activity.

b. If the answer to #2 is **Yes**, submit a written explanation detailing the reason for the change.

3. If requesting approval as a secondary provider, were the rights to use the activity materials purchased or lawfully acquired from another education provider by the Education Provider listed on this Application?

Yes       No       N/A

a. If the answer to #3 is **Yes**, submit written evidence that the rights to the activity have been purchased or lawfully acquired.

4. Is a non-refundable \$25.00 application fee included?

Yes       No

**For resubmissions** of approved activities, only the information that has changed since approval was granted by the Board must be included for #5a or #5b.

5. Is this a submission for a Continuing Education activity approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program?

Yes       No

a. If the answer to #5 is **Yes**, submit the following information:

Evidence that the education activity is approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education

A completed Application for Instructor Approval for each instructor

A document certifying completion will be 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 by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, number of hours, pass or fail statement, and name of credential holder, or be an official transcript from a university or college that includes the name of activity as approved by the Board, the number of credit hours awarded, and the name of the attendee

**For Online Activities**, submit evidence that online activity is certified by the International Distance Education Certification Center (Secondary providers must have IDECC approval under own name)

- b. If the answer to #5 is **No**, submit the following information:
- Continuing Education Description
  - Detailed Content Outline reflecting hours of credit per topic/category
  - Learning Objectives
  - All texts and materials used in teaching and used by the student
  - A copy of the examination (if applicable)
  - Proof of a written policy requiring instructor to meet the requirements of the Nebraska Real Property Appraiser Act and Title 298
  - Proof of a written policy requiring attendance be verified in accordance with the Nebraska Real Property Appraiser Act and Title 298
  - Proof of a written record retention policy
  - A completed Application for Instructor Approval for each instructor
  - A document certifying completion will be 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 by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, number of hours, pass or fail statement, and name of credential holder, or be an official transcript from a university or college that includes the name of activity as approved by the Board, the number of credit hours awarded, and the name of the attendee
  - For USPAP Update Activities**, submit a completed “7-Hour USPAP Course Checklist for AQB Equivalency Approval” as developed and published by The Appraisal Foundation
  - For Online Activities**, submit evidence that online activity is certified by the International Distance Education Certification Center (Secondary providers must have IDECC approval under own name)  
**And,**
  - A written description of the mechanism(s) used to demonstrate the student’s knowledge of the subject matter, and why the mechanism(s) are effective

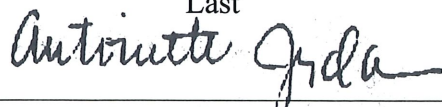
All materials submitted to the Nebraska Real Property Appraiser Board related to an Application for Continuing Education are for Board use only and shall be retained by the Board.



**General Requirements**

1. The Board may at any time conduct an audit of any approved education activity to verify that activity is being conducted in accordance with the Act and this Title as approved by the Board. If requested, electronic access will be provided to the Board for any approved online education activity.
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 activity and/or instructor(s) meets the requirements of the Act and this Title as approved by the Board.
3. Board 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 must 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 or activity as being approved by the Board to an appraiser credentialed under the Real Property Appraiser Act, or an applicant, without first obtaining approval of the activity from the Board, 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(25).
6. 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 appraisal practice; valuation methodology and/or techniques; market fundamentals, characteristics, conditions and analysis; real property concepts, characteristics and analysis; communication; computation; and/or legal considerations, does not meet the requirements for approval as a continuing education activity.

*I hereby attest that I have included all required materials, comply with all the listed requirements, and completed the submitted application in its entirety. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned.*

Print Name:	Jordan	Antoinette	
	Last	First	Middle
			1/26/2021 <span style="color: red; font-size: 1.5em;">✓</span>
	Applicant Signature		Date



EDUCATION ACTIVITY INSTRUCTOR APPLICATION

Activity Name: Two Day Advanced Income Capitalization - B

Activity Number: 2211407.02

Applicant Name: Robert Moorman

Provider: Appraisal Institute

Has the applicant been convicted of a felony? Yes [ ] No [x]
If yes, has their civil rights been restored? Yes [ ] No [ ] N/A [x]

Does the applicant hold a current active real property appraiser credential issued by any jurisdiction? Yes [x] No [ ]
If yes, what is the highest credential classification held by the applicant? Certified General
If yes, does applicant maintain all active credentials in good standing in accordance with the laws of the jurisdiction in which each credential is held? Yes [x] No [ ]
If yes, has applicant had a credential revoked, suspended, or surrendered in lieu of disciplinary action within three years? Yes [ ] No [x]
If yes, has applicant had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years? Yes [ ] No [x]

Is the education activity instructor application for one of the following education activities?
Seven-Hour USPAP Update Course [ ] Fifteen-Hour USPAP Course [ ]
Report Writing Course [ ] Seven-Hour Supervisor/Trainee Course [ ]
If above was selected, evidence provided showing applicant is an active AQB Certified USPAP Instructor? Yes [ ] No [x]

Qualifications Analysis: Mr. Moorman has 35+ years appraisal experience and 20+ years teaching experience.

Applicant meets the following 298 NAC Chapter 6, § 005.01A requirement:
[ ] Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter;
[x] Hold a master's degree or higher and have at least one year of experience directly related to the subject matter;
[ ] Hold a master's degree or higher in a field that is directly related to the subject matter;
[ ] Have five years of real property appraisal teaching experience directly related to the subject matter; or
[ ] Have seven years of real property appraisal experience directly related to the subject matter to be taught.

Comments: See attached memo Re: Appraisal Institute: Two Day Advanced Income Capitalization – A & B.

Staff Recommendation: Approve [ ] Deny [x] Hold [ ] Other [ ]

# N R P A B

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: 2211407.02  
Date Received: 2/1/21

## APPLICATION FOR INSTRUCTOR APPROVAL

**INSTRUCTIONS:** *This application form must be used by the education provider applying for approval of a qualifying education course or a continuing education activity. A separate application form must be filed for each education activity submitted for approval. Applicants should read carefully, Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below.*

*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.*

### Education Provider Information

1. Name: Appraisal Institute
2. Address: 200 West Madison Street  
Suite 1500
3. Telephone: 312-335-4100
4. Fax: \_\_\_\_\_
5. E-Mail: ajordan@appraisalinstitute.org

6. Contact Person: Person legally authorized to act on behalf of the provider named in Item 1 of this application in all matters before the Nebraska Real Property Appraiser Board including but not limited to matters of discipline, approval or denial of course, maintenance of student records, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board and the Nebraska Real Property Appraiser Board is enforced. *(This Agent must sign this application)*

Name: Antoinette Jordan

Contact Address: Same as above

Contact Telephone: 312-335-4100

Contact Person Signature: Antoinette Jordan ✓



INSTRUCTOR NAME:	<u>Robert Moorman</u>
Instructor Address:	<u>2401 Airline Drive</u>
City:	<u>Brenham, TX 77833</u>
Business Telephone:	<u>979-251-1998</u>
Activity Title:	<u>2151405.02 &amp; 2151406.02</u>

1. Is this a submission for approval of a new Instructor application?  
 Yes       No

2. Is this a resubmission of an approved Instructor application?  
 Yes       No

a. What is the reason for resubmission?

- There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
- One or more instructors are added or removed by the education provider,
- Other. Please explain below.

Activities listed above are being  
renewed.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. What is the applicant's highest level of education? MS-Finc from Texas A&M University

4. Has the applicant been convicted of a felony?

Yes  No

a. If the answer to #4 is Yes, have their civil rights been restored?

Yes  No

5. Does the applicant hold a credential as a real property appraiser in the State of Nebraska or any other state?

Yes  No

a. If Yes, please list all the states in which a real property appraiser credential is held:

Texas - Certified General Appraiser

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. List the number of years of real property appraisal experience the applicant has: 38

6. Is this an instructor application for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory appraiser and trainee course?

- Fifteen-hour National USPAP Course
- Seven-hour National USPAP Update
- Supervisory appraiser and trainee course

a. If yes, include the following:

- Evidence of approval as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation, and
- Evidence of instructional background in real property appraisal education.

7. Is written evidence of the instructor applicant's qualifications related to the activity for which approval is requested provided?

Yes  No

8. Has the instructor applicant ever been the subject of any disciplinary actions by the Nebraska Real Property Appraiser Board or by a licensing/certification Board located in the United States?

Yes  No

a. If yes, please explain below and provide documentation regarding the disciplinary action.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Requirements**

1. The Board may at any time conduct an audit of any approved education activity to verify that activity is being conducted in accordance with the Act and this Title as approved by 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 activity and/or instructor(s) meets the requirements of the Act and this Title as approved by the Board.
3. Board 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 must 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 course or activity as being approved by the Board to an appraiser credentialed under the Real Property Appraiser Act, or an applicant, without first obtaining approval of the activity from the Board, except for courses 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(25).

*I hereby attest that I have included all required materials, comply with all the listed requirements, and completed the submitted application in its entirety. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned.*

Print Name:	Moorman	Robert	Lawson
	Last	First	Middle
	Robert L. Moorman, MAI, SRA, AI-GRS	Digitally signed by Robert L. Moorman, MAI, SRA, AI-GRS Date: 2021.01.26 20:08:30 -06'00'	01/26/2021 ✓
	Instructor Signature		Date



Bill Color Key	
<span style="color: blue;">■</span>	NRPAB High Priority Bills
<span style="color: red;">■</span>	Nebraska State Government Bills
<span style="color: green;">■</span>	General Interest Bills

Legislative Report	
Bill:	<a href="#">LB54</a>
Title:	Change immunity for intentional torts under the Political Subdivisions Tort Claims Act and the State Tort Claims Act
Status:	May 18, 2021 - Placed on Select File with <a href="#">ER94</a>
Summary:	<p>This bill amends the Political Subdivisions Tort Claims Act and the State Tort Claims Act to include that any act that is the direct result of the negligent failure of a state agency, political subdivision, or an employee of the state or political subdivision, to protect a person to whom the agency or employee owes a duty of care is not exempt for a claim for damages under each act.</p> <p><a href="#">AM1268</a> was adopted by the Judiciary Committee to clarify that harm caused by an intentional tort is a proximate result of the failure of a state agency or political subdivision to exercise reasonable care to either: (i) Control a person over whom it has taken charge; or (ii) Protect a person who is in the state agency's or political subdivision's care, custody, or control from harm caused by a non-employee actor".</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43993">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43993</a>
Notes:	
Bill:	<a href="#">LB61</a>
Title:	Provide formal protest procedures for certain state contracts for services
Status:	Jan 11, 2021 - Referred to Government, Military and Veterans Affairs Committee
Summary:	This bill requires that the Department of Administrative Services adopts and promulgates rules and regulations establishing formal protest procedures, including procedures for a contested case hearing, for any contract for services in excess of ten million dollars awarded by any state agency.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44147">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44147</a>
Notes:	No update since February 18, 2021 meeting.

Bill:	<a href="#">LB71</a>
Title:	Change provisions relating to intentional tort claims under the Political Subdivisions Tort Claims Act and State Tort Claims Act
Status:	Feb 04, 2021 - Notice of hearing for February 18, 2021 (Judiciary Committee)
Summary:	This bill amends the Political Subdivisions Tort Claims Act and the State Tort Claims Act to include that any act committed by a third party as a result of negligence by a state agency or political subdivision, or an employee of a state agency or political subdivision, is not exempt for a claim for damages under each act. This bill also includes technical changes, and also allows for previously dismissed claims to be reconsidered under this language.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43777">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43777</a>
Notes:	No update since February 18, 2021 meeting.
Bill:	<a href="#">LB83</a>
Title:	Change the Open Meetings Act to provide for virtual conferencing
Status:	Apr 21, 2021 - Approved by Governor on April 21, 2021
Summary:	This bill amends the Open Meetings Act to: 1) modernize the way public bodies hold virtual meetings (allows for up to half of a public body's meetings to be held virtually during a year); and 2) create the statutory framework for public bodies to hold virtual meetings during a declared emergency by the Governor, Mayor, Village Board Chair or County Board Chair.  <a href="#">AM127</a> was adopted to ensure that any actions taken between March 17, 2020 and April 30, 2021 are not invalidated. This amendment includes clarification changes as well.  <a href="#">AM750</a> was filed to include "virtual conference" where "teleconference" or "video conference" exists.  <a href="#">AM869</a> was filed pertaining to sanitary and improvement districts.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44096">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44096</a>
Notes:	
Bill:	<a href="#">LB112</a>
Title:	Require members of the public to be allowed to speak at each meeting subject to the Open Meetings Act
Status:	Jan 19, 2021 - Notice of hearing for January 27, 2021 (Gov, Military and Veterans Affairs Committee)
Summary:	This bill will require, under Neb. Rev. Stat., Sec. 84-1412, that members of the public be afforded opportunity to speak at any public meeting subject to the Open Meetings Act.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43447">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43447</a>
Notes:	No update since February 18, 2021 meeting.

Bill:	<a href="#">LB161</a>
Title:	Provide for the applicability of state and local construction codes
Status:	May 27, 2021 - Indefinitely postponed
Summary:	<p>LB 161 would make several technical changes to the Building Construction Act, which governs state and local building codes, including:</p> <ul style="list-style-type: none"> <li>• Eliminating redundant language regarding the state building code;</li> <li>• Correcting a reference to the Department of Environment &amp; Energy; and</li> <li>• Clarifying that either the state building code or the local building or construction code adopted by a county, city, or village is the legally applicable building code regardless of whether the state, state agency, or applicable county, city, or village has provided for the administration or enforcement of such building code.</li> </ul>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43509">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43509</a>
Notes:	Provisions/portions of LB161 amended into <a href="#">LB131</a> by <a href="#">AM751</a>
Bill:	<a href="#">LB179</a>
Title:	Transition from elected to appointed county assessors
Status:	Feb 08, 2021 - Notice of hearing for February 19, 2021 (Gov, Military and VA Committee)
Summary:	This bill would eliminate future elections for county assessors where required, and make the county assessor a county board appointed position.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43522">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43522</a>
Notes:	No update since February 18, 2021 meeting.
Bill:	<a href="#">LB213</a>
Title:	Provide for an efficiency review of state agencies
Status:	Jan 19, 2021 - Notice of hearing for January 28, 2021 (Gov, Military and Veterans Affairs Committee)
Summary:	This bill would require the Department of Administrative Services to contract with an outside entity to carry out an efficiency review of all state departments, agencies, board, and councils. The review would focus on keeping or making government services more cost effective, eliminating outdated practices, increasing efficiencies, and increasing accountability to taxpayers.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43711">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43711</a>
Notes:	No update since February 18, 2021 meeting.



Bill:	<a href="#">LB221</a>
Title:	Adopt 2021 Uniform Plumbing Code standards
Status:	Feb 02, 2021 - Notice of hearing for February 09, 2021 (Urban Affairs)
Summary:	This bill would update Nebraska's default plumbing code to the 2021 Uniform Plumbing Code (UPC). The current default plumbing code is the 2009 UPC. The default plumbing code applies in counties, cities, and villages that have not adopted their own local plumbing code.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43508">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43508</a>
Notes:	Senator Wayne also introduced <a href="#">LB218</a> with the intent of adopting the 2018 UPC. LB221 appears to be a replacement for LB218  No update since February 18, 2021 meeting.
Bill:	<a href="#">LB263</a>
Title:	Require occupational boards to issue certain credentials based on credentials or work experience in another jurisdiction
Status:	Jan 25, 2021 - Notice of hearing for February 03, 2021 (Gov, Military and VA Committee)
Summary:	This bill would allow for recognition in Nebraska for most types of occupational licenses issued in other states.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43709">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43709</a>
Notes:	This bill was introduced on behalf of the Platte Institute. Director Kohtz worked with Laura Ebke of the Platte Institute, and Senator Briese's office, to ensure that the provision of this bill will not cause the Board to violate Title XI, the ASC Policy Statements, or the Real Property Appraiser Qualifications Criteria. These issues have been resolved in AM72 introduced during the February 3, 2021 hearing.  No update since February 18, 2021 meeting.
Bill:	<a href="#">LB380</a>
Title:	Appropriate funds for the expenses of Nebraska State Government for the biennium ending June 30, 2023
Status:	Apr 26, 2021 - Approved by Governor on April 26, 2021
Summary:	This bill is the mainline appropriations bill for the biennium that begins July 1, 2021 and ends on June 30, 2023. The measure includes the budget recommendations for all State operations and aid programs. The bill includes the appropriate transfers from cash funds to the General Fund as well as between specified cash funds. Finally, it provides the necessary definitions for the proper administration of appropriations and personal service limitations.  <a href="#">AM393</a> amends LB380 to incorporate the Appropriations Committee's recommendations.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43768">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43768</a>
Notes:	

Bill:	<a href="#">LB422</a>
Title:	Change the sales tax rate and impose sales tax on additional services
Status:	Jan 27, 2021 - Notice of hearing for February 03, 2021 (Revenue Committee)
Summary:	This bill would presume all services in Nebraska, except for business inputs, to be subject to taxation, and would lower the sales tax rate to 5 percent. The bill would not take effect until October 1 of 2022.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43599">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43599</a>
Notes:	No update since February 18, 2021 meeting.
Bill:	<a href="#">LB423</a>
Title:	Require registration of home inspectors
Status:	May 05, 2021 - Approved by Governor on May 5, 2021
Summary:	This bill require that home inspectors register with the Secretary of State's Office.  <a href="#">AM433</a> adopted limits the fee for registration at \$300.00, and requires that liability insurance in the amount of at least \$250,000 is held by the registrant.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43744">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43744</a>
Notes:	
Bill:	<a href="#">LB446</a>
Title:	Adopt the Nebraska Housing Index and Financing Investment System Act
Status:	Mar 03, 2021 - Placed on General File with AM86
Summary:	This bill adopts the Nebraska Housing Index and Financing Investment Systems Act, which creates a comprehensive, sustainable, and collaborative data system that would include the statewide status of housing stock as well as the types and amounts of state and federal funding available to housing developers. To accomplish this, the bill creates the position of the Nebraska Housing Index and Financing Investment System coordinator within the Nebraska Investment Finance Authority (NIFA).  <a href="#">AM86</a> redrafts the language, but does not appear to include any substantial changes.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44395">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44395</a>
Notes:	No change since the April 15, 2021 meeting.



Bill:	<a href="#">LB468</a>
Title:	Provide compensation by the Game and Parks Commission for property damage caused by wildlife
Status:	Feb 04, 2021 - Notice of hearing for February 11, 2021 (Natural Resources Committee)
Summary:	LB468 clarifies the meaning of the Article 1, Section 21 of the Nebraska State Constitution to include landowners who have suffered damage to real property caused by wildlife. The bill instructs the Game and Parks Commission to adopt and promulgate rules and regulations for compensating landowners for damages caused by wildlife and mandates the Game and Parks Commission to compensate landowners for damages to property caused by wildlife.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43980">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=43980</a>
Notes:	No update since February 18, 2021 meeting.
Bill:	<a href="#">LB501</a>
Title:	Adopt the Uniform Easement Relocation Act
Status:	May 05, 2021 - Approved by Governor on May 5, 2021
Summary:	<p>LB 501 would codify Nebraska law permitting the owner of property burdened by an easement to relocate an easement without the consent of the holder of the easement running across the property. At the common law, an easement could be moved only with the consent of both parties. This inhibited economic growth because easement holders could extort concessions from a property owner, or prohibit development entirely, even in situations where there was no harm to easement holder. Clarifying the rules will facilitate economic development by helping to prevent these kinds of disputes and by providing clear procedures and guidelines for the courts.</p> <p>Adopted <a href="#">AM526</a> combines additional bill language into LB501.</p> <p>Adopted <a href="#">AM671</a> amends AM526 to include an easement or right-of-way held by a public power and irrigation district, irrigation district, reclamation district, or canal company as a reason not to utilize the Uniform Easement Relocation Act for relocation.</p> <p>Adopted <a href="#">AM794</a> amends AM526 for general clarifications.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44361">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44361</a>
Notes:	

Bill:	<a href="#">LB489</a>
Title:	Require a financial stability and service capability analysis for certain state contracts
Status:	May 06, 2021 - Placed on General File with AM1217
Summary:	<p>As introduced, LB489 would require that prior to entering into a new proposed contract or renewing an existing contract for child welfare services or services to vulnerable adults that is in excess of \$15 million, the agency must conduct a proof-of-need analysis and a financial stability and service capability analysis.</p> <p>AM 337 is a white-copy amendment that would replace the original provisions of LB489. Under the amendment, a state official or state employee, except for an employee of the Legislative Council, would be prohibited from testifying at a public hearing before the Legislature on any issue in any capacity other than neutral, unless such state official or state employee is on unpaid leave from state employment for the duration of the public hearing.</p> <p><a href="#">AM1217</a> amends LB489 to strike the original provisions of LB489. Under the amendment, a state official or state employee, except for an employee of the Legislative Council, would be prohibited from testifying at a public hearing before the Legislature on any issue in any capacity other than neutral, unless such state official or state employee is on unpaid leave from state employment for the duration of the public hearing.</p> <p><a href="#">AM1478</a> amends AM1217 to allow for state official or state employee to utilize vacation leave in addition to unpaid leave from state employment for the duration of the public hearing.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44439">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=44439</a>
Notes:	



## Summary of Proposed Changes to Title 298 of the Nebraska Administrative Code August 19, 2021 Hearing

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

- It is the Board’s priority to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession. Changes in Title 298 address this very issue. The word “Bachelor’s” is stricken to allow that any degree in real estate from an accredited awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum, or the equivalent as determined by the AQB, be used in place of class hours in real property appraiser qualifying education. The review and approval procedures are updated to allow the Board’s director to approve new applications for trainee real property appraisers, supervisory real property appraisers, reciprocal licensed and certified real property appraisers, education activities and instructors, and appraisal management company registrations when minimum requirements are met and no extenuating circumstances exists requiring Board expertise. Finally, the Board implemented procedures for the preliminary criminal history review as required by Neb. Rev. Stat. § 84-947.
- LB808, approved by Governor Ricketts on August 15, 2020, updated the Nebraska Real Property Appraiser Act for compliance with Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (“Title XI”), the Uniform Standards of Professional Appraisal Practice (“USPAP”), and the Policy Statements of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (“ASC Policy Statements”). The proposed changes to Title 298 harmonize the language in Title 298 with the changes made to the Real Property Appraiser Act through LB808. Specifically, a new defined term “real property appraisal practice,” replaces all variations of substantially similar language for clarification and consistency; references to real property appraisers are updated to use the defined term “real property appraiser” for consistency; “Valuation” is added before “services” to clarify the nature of such service being performed by a real property appraiser; “Appraisal” or “appraisal review” are replaced by “assignment results” to utilize the definition of “assignment results” for clarity and consistency when referring to “report” where appropriate; and “valid” is stricken before “credential” for clarity and consistency as the stricken term is unnecessary.
- LB23, approved by Governor Ricketts on March 17, 2021, updated the Nebraska Real Property Appraiser Act to implement the Real Property Appraiser Qualifications Criteria

(“2020 Criteria”) adopted by The Appraisal Foundation’s Appraiser Qualifications Board, effective on January 1, 2020 and May 15, 2020; and to maintain compliance with Title XI. The proposed changes to Title 298 harmonize the language in Title 298 with the changes made to the Real Property Appraiser Act through LB23. Specifically, the word “Bachelor’s” is stricken to allow that any degree in real estate from an accredited awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum, or the equivalent as determined by the AQB, be used in place of class hours in real property appraiser qualifying education.

- During the drafting of the proposed changes, emphasis was placed on the effectiveness of regulations in place, the clarity and applicability of the language in Title 298, and the public’s rights and welfare. Language is updated to reflect this emphasis.
- The proposed changes to Title 298 will have no fiscal impact on credential/registration holders and other political subdivisions, but does include an administrative fee of \$100.00 for the preliminary history record review application as authorized by Neb. Rev. Stat. § 84-947(7). The preliminary history record review application fee is expected to generate no expenditures or revenues.

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

- The defined term “real property appraisal practice” replaces any such terms and phrases: “appraisal practice,” “real property appraisal activity,” “appraisal practice or real property appraisal activity,” “a valuation assignment, evaluation assignment, or appraisal review assignment,” “an assignment not limited to value for an appraisal assignment, and not limited to an opinion about the quality of another appraiser’s work for an appraisal review assignment,” “appraising,” “the appraisal of, and review of appraisal of,” “the appraisal of,” “appraise,” “real property appraisal activities or other related activities,” “the making of an appraisal,” “practice,” “perform or performs real property appraisal activity” throughout Title 298. Utilization of the defined term “real property appraisal practice” harmonizes Title 298 with the language in the Real Property Appraiser Act for changes made by LB808.
- “Real property appraisal practice” is added before “assignments,” “experience,” and “assistance” to clarify the nature of such assignment, or the type of experience or assistance; and “assignment,” “experience,” and “assistance” is added after “real property appraisal practice” throughout Title 298 where applicable for clarity and consistency. Utilization of the defined term “real property appraisal practice” harmonizes Title 298 with the language in the Real Property Appraiser Act for changes made by LB808.
- “Real property” is added before the word “appraiser” where only “appraiser” exists throughout Title 298. Utilization of the defined term “real property appraiser” harmonizes Title 298 with the language in the Real Property Appraiser Act for changes made by LB808.
- Non-substantive language changes made for clarification, consistency, or to correct spelling and grammar errors; and section reference updates are not listed individually in this summary.

- “Valuation” is added before “services” to clarify the nature of such service being performed by a real property appraiser to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 1, § 009 (page 3); Chapter 1, § 010 (page 3); and Chapter 8, § 003.05A.1 (page 66).
- “AMC” is added before “Appraiser” to utilize the defined term “AMC Appraiser” in Chapter 1, § 009 (page 1) and Chapter 8, § 003.05A.1 (page 66).
- Chapter 1, § 013 is added to establish application procedures and requirements for the preliminary criminal history review as required by Neb. Rev. Stat. § 84-947 (page 3).
- “Bachelor’s” is stricken to allow that any degree in real estate from an accredited awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum, or the equivalent as determined by the AQB, be used in place of class hours in real property appraiser qualifying education to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 2, § 001.01A.2 (page 5); Chapter 2, § 001.02A.2 (page 7); Chapter 2, § 001.02B.1 (page 7); Chapter 2, § 001.03A.2 (page 8); Chapter 2, § 001.03D.2 (page 8); Chapter 2 § 001.03E.2 (page 9); Chapter 2, § 001.04A.2 (page 10); Chapter 2, § 001.04B.1 (page 10); Chapter 2, § 001.04B.2 (page 11); Chapter 2, § 001.04B.3 (page 11); Chapter 2, § 001.05B (page 12); and Chapter 6, § 002.01A (page 34) .
- “Credentialed” is stricken before “real property appraiser” and “trainee real property appraiser” for consistency and clarity as a real property appraiser is a credential holder to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 2, § 001.02B (page 7); Chapter 2, § 001.04B (page 10); Chapter 2, § 004.01D (page 17); Chapter 2, § 004.02H (page 22); Chapter 3, § 001.08 (page 25); Chapter 4, § 003.06 (page 30); and Chapter 6, § 004.02B (page 45).
- “Appraisal” or “appraisal review” is replaced by “assignment results” to utilize the definition of “assignment results” where appropriate for clarity and consistency when referring to “report” to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 2, § 002.03A (page 13); Chapter 2, § 002.04 (page 13); Chapter 2, § 002.06 (page 13); and Chapter 2, § 002.09 (page 14);
- Chapter 2 § 002.09(9) is amended to add “or non-traditional client” after “traditional client” to clarify that verification on the experience log must indicate that the client is traditional or non-traditional (page 14).
- Chapter 2 § 004.01C is amended to allow the Board’s director to approve new applications for trainee real property appraisers when the minimum requirements are met and no extenuating circumstances exist requiring Board expertise. Any applicant that may not meet one or more requirements for credentialing as a trainee real property appraiser will be placed before the Board for consideration at its next meeting (page 19).
- Chapter 2 § 004.01K is amended to allow the Board’s director to approve new applications for supervisory real property appraisers when the minimum requirements are met and no extenuating circumstances exist requiring Board expertise. Any applicant that

may not meet one or more requirements for approval as a supervisory real property appraiser will be placed before the Board for consideration at its next meeting (page 20).

- Chapter 2 § 004.01P is amended to change the designation that may be used by a supervisory real property appraiser to “S.R.P.A.” to include “Real Property,” consistent with the changes made throughout Title 298 for harmonization with the language in the Real Property Appraiser Act for changes made by LB808 (page 21).
  - “Credential” is stricken after “real property appraiser” and “trainee real property appraiser” for consistency and clarity as a real property appraiser is a credential holder. This change is to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 2, § 001.02B (page 7); Chapter 2, § 001.04B (page 10); Chapter 2, § 004.01D (page 17); Chapter 2, § 004.02H (page 22); Chapter 3, § 001.08 (page 25); Chapter 4, § 003.06 (page 30); and Chapter 6, § 004.02B (page 45).
  - Chapter 3 §§ 001.03 through 001.06 are amended to allow the Board’s director to approve new applications for licensed and certified real property appraisers by reciprocity when the minimum requirements are met and no extenuating circumstances exist requiring Board expertise. Any applicant that may not meet one or more requirements for approval as a real property appraiser by reciprocity will be placed before the Board for consideration at its next meeting (page 24).
  - Chapter 3 § 002.03 is amended to clarify that any applicant that may not meet one or more requirements for approval as a temporary real property appraiser will be placed before the Board for consideration at its next meeting (page 26).
  - Chapter 4 § 001.11C is amended to strike “valid” before “credential.” The stricken language is unnecessary, and this change harmonizes Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 (page 29).
  - Chapter 4 § 003.04 is amended to clarify that any applicant for renewal of a real property appraiser credential that may not meet one or more requirements for approval will be placed before the Board for consideration at its next meeting (page 30).
  - Chapter 6 § 001.07B is amended to add “applicants” to clarify that this section applies to online or correspondence activities for both applicants and credential holders (page 33).
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- Language is amended to strike “is certified by the International Distance Education Certification Center” and add “meets the requirements of Section 001.07A of this

Chapter” to specify that an IDECC certificate must be submitted, or the activity must be 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. This change recognizes that the education submission may include either option, not just the IDECC certificate in Chapter 6 § 002.02A.5 (page 36); Chapter 6 § 003.02A.5 (page 41); Chapter 6 § 004.04A.5 (page 49). The intent of this change is to better align Title 298 with the Real Property Appraiser Qualifications Criteria language.

- Chapter 6 §§ 002.02A.2j (page 36), 003.02A.2k (page 41), 004.04A.2j (page 49) is added to ensure that an online or correspondence activity conducted by an accredited college, community college, or university provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor. Colleges, community colleges, or universities are not required to hold IDECC certification for online or correspondence education activities. For all activities that are IDECC approved, interaction in a reciprocal environment where the student has verbal or written communication with the instructor is a condition for approval. The intent of this change is to better align Title 298 with the Real Property Appraiser Qualifications Criteria language.
- Language is amended to strike “certified by the International Distance Education Certification Center” and add “the qualification for online or correspondence delivery specified in Section 001.07A of this Chapter” to the reasons for resubmission of, or rescinding, an approved qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course. This amendment includes activities conducted by accredited colleges, community colleges, or universities that offers distance education programs and are 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 in Chapter 6 § 002.03A (page 37); Chapter 6 § 002.04A (page 37); Chapter 6 § 003.03A (page 42); Chapter 6 § 003.04B (page 43); Chapter 6 § 004.05A (page 50); Chapter 6 § 004.06A (page 50).
- Chapter 6 §§ 002.02C and 002.02D are amended to allow the Board’s director to approve new applications for qualifying education activities when the minimum requirements are met by the education provider and the activity, and no extenuating circumstances exist requiring Board expertise. Any application for an education provider and activity that may not meet one or more requirements for approval as a qualifying education activity will be placed before the Board for consideration at its next meeting (page 37). Language is amended throughout Section 002 in Chapter 6 to strike any references to being approved “by the board” for harmonization with this change.
- Chapter 6 § 003.02A.2j is added to clarify that written evidence must be included with a continuing education submission indicating that an appropriate mechanism is in place to ensure that the credential holder demonstrates knowledge of subject matter for an online

or correspondence activity (page 41). This Real Property Appraiser Qualifications Criteria is met for qualifying education and the supervisory real property appraiser and trainee course by examination.

- Chapter 6 §§ 003.02C and 003.02D are amended to allow the Board’s director to approve new applications for continuing education activities when the minimum requirements are met by the education provider and the activity, and no extenuating circumstances exist requiring Board expertise. Any application for an education provider and activity that may not meet one or more requirements for approval as a continuing education activity will be placed before the Board for consideration at its next meeting (page 42). Language is amended throughout Section 003 in Chapter 6 to strike any references to being approved “by the board” for harmonization with this change.
- Chapter 6 §§ 004.04C and 004.04D are amended to allow the Board’s director to approve new applications for supervisory real property appraiser and trainee courses when the minimum requirements are met by the education provider and the activity, and no extenuating circumstances exist requiring Board expertise. Any application for an education provider and activity that may not meet one or more requirements for approval as a supervisory real property appraiser and trainee course will be placed before the Board for consideration at its next meeting (page 50). Language is amended throughout Section 004 in Chapter 6 to strike any references to being approved “by the board” for harmonization with this change.
- Chapter 6 §§ 005.02C and 005.02D are amended to allow the Board’s director to approve new applications for instructors of an education activities when the minimum requirements are met by the applicant, and no extenuating circumstances exist requiring Board expertise. Any applicant that may not meet one or more requirements for approval as an education activity instructor will be placed before the Board for consideration at its next meeting (page 54). Language is amended throughout Section 005 in Chapter 6 to strike any references to being approved “by the board” for harmonization with this change.
- Chapter 6 § 005.01E is amended to strike 005.01E.1 through 005.01E.4 and clarify that being an AQB Certified USPAP Instructor is the only qualification for approval as an 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 Update Course, and/or the supervisory real property appraiser and trainee course. 005.01E.1 through 005.01E.4 are already requirements for approval as an AQB Certified USPAP Instructor, and are therefore moot as a separate requirement in Title 298 (page 53).
- Chapter 7 §§ 001.03 and 001.04 are amended to allow the Board’s director to approve new applications for registration as an appraisal management company when the minimum requirements are met by the applicant, and no extenuating circumstances exist requiring Board expertise. Any applicant that may not meet one or more requirements for approval as an appraisal management company will be placed before the Board for consideration at its next meeting (page 56).



- Chapter 7 § 002.03 is amended to clarify that any applicant for renewal of an appraisal management company registration that may not meet one or more requirements for approval will be placed before the Board for consideration at its next meeting (page 58).

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**CHAPTER 1  
GENERAL PROVISIONS**

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

**001.01** Activity means any real property appraiser related education offering.

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

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

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

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

**001.05** Conference means a formal or informal scheduled gathering in which many people discuss problems or ideas related to a particular topic.

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

~~001.06~~**001.07** matter Core curriculum means those qualifying education courses, except for appraisal subject electives, adopted in the Real Property Appraiser Qualification Criteria by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum for credentialing as a real property appraiser.

~~001.07~~**001.08** Correspondence education means (1) any activity delivered by technology, including but not limited to, the internet, satellite, or other telecommunications device, that requires a person to be engaged at a specific time, simultaneously tied to a live, active, verbal presentation by an instructor; or (2) any activity in which a person receives lessons and/or homework by mail, email, or the internet, and completes and returns the homework in order to receive a grade.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- ~~001.08~~**001.09** Course means a qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee activity that includes student material, instructor material, learning objectives, a timed outline, a matrix if applicable, and a final exam if applicable.
- 001.10** Online education means any activity delivered over the internet that does not require a person to be engaged at a specific time.
- 001.11** Qualifying education means any real property appraisal practice related education activity creditable towards obtaining a credential as a real property appraiser.
- 001.12** Secondary provider means any education provider that purchases rights to, or otherwise lawfully acquires from another education provider, activity materials to deliver.
- 001.13** True copy of report and workfile means any report and/or workfile submitted to the Board is an exact duplicate of the report submitted to the client, as well as the exact duplicate of the workfile associated with such report, including the quality and clarity of the print, charts, graphs, examples, photos, and any information referenced by this Title, and including organization and presentation of materials.
- 002** This Title applies to all persons engaged in real property appraisal ~~activity or appraisal~~ practice in the State of Nebraska, and all persons conducting business as an appraisal management company in the State of Nebraska.
- 003** The current edition of the Uniform Standards of Professional Appraisal Practice is adopted as the minimum standards governing ~~professional-real property~~ appraisal practice in the State of Nebraska. A copy of such standards will be supplied with the issuance of each new real property appraiser credential, and with renewal of each real property appraiser credential. A copy of the Uniform Standards of Professional Appraisal Practice is on file and available for public inspection in the office of the Real Property Appraiser Board and may be examined in the office of the Secretary of State.
- 004** Each credential holder is required to notify the Board in writing within ten (10) days of any change of his or her place of business, which includes business name, address, phone number, and electronic mail address.
- 005** No advertisement by a credential holder in the State of Nebraska may use a name of a credential holder, classification of credentialing, credential holder identification number, other than as stated on the real property appraiser's credentialing card issued by the Board; and any advertisement stating an address is required to state the principal place of business as provided by the real property appraiser to the Board.
- 006** A certified real property appraiser who is approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraiser(s), may advertise him or herself as a supervisory real property appraiser, and may include the name of any trainee real property appraiser(s) that he or she is overseeing in a supervisory capacity, as long as the advertisement clearly identifies such person as a trainee real property appraiser. Trainee real property appraisers may not otherwise advertise.
- 007** Specialized knowledge means an advanced level of expertise obtained through education and experience with respect to a specific subject matter that includes an advanced understanding of the principles, practices, procedures and methods applicable to the subject matter, as well as the ability to apply such expertise to a problem requiring an expertise that a real property appraiser could only obtain through equivalent education and experience.
- 008** Salaried employee means any individual who is employed to perform services on behalf of an employer and whose compensation for the services is in the form of salary, or its equivalent, paid by the employer. Employee

## TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

Draft March 25, 2021

does not include an independent contractor.

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

- (1) Copy of contract or agreement, which includes date of agreement with AMC appraiser to provide the valuation services,
- (2) Name of client and intended user(s),
- (3) Name and credential number of AMC appraiser,
- (4) Documentation verifying AMC appraiser's standing at the time of agreement,
- (5) Address of the property(ies) that is/are the subject of the appraisal management services,
- (6) Fees paid to the AMC appraiser,
- (7) Date of service completion,
- (8) Date payment-in-full was made to the AMC appraiser,
- (9) Copy of all communication between AMC appraiser and appraisal management company,
- (10) Proof that appraisal management company requires AMC appraiser to comply with USPAP,
- (11) AMC appraiser's signed consent to any subsequent, specified report modifications made by the appraisal management company,
- (12) Record of quality control or USPAP compliance, and
- (13) All original or revised copies of subject report as submitted.

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

- (1) Name and contact information of requester,
- (2) Name, contact information, and Nebraska registration number of appraisal management company,
- (3) Address of property subject of request,
- (4) Date real property appraisal practice assignment was offered,
- (5) Date report was submitted,
- (6) Amount owed for valuation services rendered, and
- (7) Description of attempts to rectify the matter.

Any documentation in support of the request may be submitted along with the written request.

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

### 012 ADMINISTRATIVE FEES

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

### 013 APPLICATION FOR PRELIMINARY CRIMINAL HISTORY REVIEW

**013.01** Pursuant to NEB. REV. STAT. § 84-947, a preliminary criminal history review will be performed by the Board to determine whether an individual's criminal conviction(s) would disqualify the individual from obtaining a credential as a Nebraska Real Property Appraiser, or from being a more than 10% owner of an Appraisal Management Company (AMC); the Board.

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

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

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

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

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

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

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

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

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

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**CHAPTER 2  
REAL PROPERTY APPRAISER CREDENTIAL**

**001 EDUCATION**

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

**001.01 Trainee real property appraiser/supervisory real property appraiser**

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

**001.01A.1** Successfully complete a minimum of 75 hours in Board approved courses of study, which includes at least:

- (1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,
- (2) 30 hours of basic appraisal principles, and
- (3) 30 hours of basic appraisal procedures; or

**001.01A.2** Hold a bachelor's-degree or higher in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education.

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

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

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

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

**001.01D.1** Except for an online or correspondence activity, the Board may accept a supervisory real property appraiser and trainee course completed in another jurisdiction if:

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

**001.01D.1b** The supervisory real property appraiser and trainee course meets or exceeds the requirements for approval as a supervisory real property appraiser and trainee course outlined in Chapter 6 of this Title.

**001.01D.2** The Board may accept an online or correspondence supervisory real property appraiser and trainee course completed in another jurisdiction if:

**001.01D.2a** The activity was approved as a supervisory real property appraiser and trainee course by the jurisdiction in which the applicant or credential holder was a legal resident at the time the course was completed; and

**001.01D.2b** The supervisory real property appraiser and trainee course meets or exceeds the requirements for approval as a supervisory real property appraiser and trainee course outlined in Chapter 6 of this Title.

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

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**001.02 Licensed Residential Real Property Appraiser**

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

**001.02A.1** Successfully complete a minimum of 150 hours in board-approved courses of study, which includes at least:

- (1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,
- (2) 30 hours of basic appraisal principles,
- (3) 30 hours of basic appraisal procedures,
- (4) 15 hours of market analysis and highest and best use,
- (5) 15 hours of appraiser site valuation and cost approach,
- (6) 30 hours of sales comparison and income approaches, and
- (7) 15 hours of report writing and case studies; or

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

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

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

- (1) 15 hours of market analysis and highest and best use,
- (2) 15 hours of appraiser site valuation and cost approach,



**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- (3) 30 hours of sales comparison and income approaches, and
- (4) 15 hours of report writing and case studies.

**001.03 Certified Residential Real Property Appraiser**

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

**001.03A.1** Successfully complete a minimum of 200 hours in board-approved courses of study, which includes at least:

- (1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,
- (2) 30 hours of basic appraisal principles,
- (3) 30 hours of basic appraisal procedures,
- (4) 15 hours of market analysis and highest and best use,
- (5) 15 hours of appraiser site valuation and cost approach,
- (6) 30 hours of sales comparison and income approaches,
- (7) 15 hours of report writing and case studies,
- (8) 15 hours of statistics, modeling, and finance,
- (9) 15 hours of advanced applications and case studies, and
- (10) 20 hours of appraisal subject matter electives; or

**001.03A.2** Hold a ~~bachelor's degree or higher~~ in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education.

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

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

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

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

**001.03D.2** Pursuant to NEB. REV. STAT. § 76-2228.01 (5) (b), successfully completing a minimum of 125 hours in the following board-approved courses of study, or holding a ~~bachelor's degree or higher~~ in real estate from an accredited degree-awarding college or university that has had all or part

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

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

- (1) 15 hours of market analysis and highest and best use,
- (2) 15 hours of appraiser site valuation and cost approach,
- (3) 30 hours of sales comparison and income Approaches,
- (4) 15 hours of report writing and case studies,
- (5) 15 hours of statistics, modeling, and finance,
- (6) 15 hours of advanced applications and case studies, and
- (7) 20 hours of appraisal subject matter electives.

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

**001.03E.1** Satisfying one of the following:

**001.03E.1a** Having held a credential as a licensed real property appraiser for a minimum of five years, and having not been subject to a nonappealable disciplinary action by the Board or any other jurisdiction as specified in NEB. REV. STAT. § 76-2230 (3) (a) (ii) (B); or

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

**001.03E.2** Pursuant to NEB. REV. STAT. § 76-2230 (3) (b), successfully completing a minimum of 50 hours in the following board-approved courses of study, or holding a ~~bachelor's~~ degree ~~or higher~~ in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

- (1) 15 hours of statistics, modeling, and finance;
- (2) 15 hours of advanced applications and case studies; and
- (3) 20 hours of appraisal subject matter electives.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**001.04 Certified General Real Property Appraiser**

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

**001.04A.1** Successfully complete a minimum of 300 hours in board-approved courses of study, which includes at least:

- (1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,
- (2) 30 hours of basic appraisal principles,
- (3) 30 hours of basic appraisal procedures,
- (4) 30 hours of general appraiser market analysis and highest and best use,
- (5) 30 hours of general appraiser site valuation and cost approach,
- (6) 30 hours of general appraiser sales comparison approach,
- (7) 60 hours of general appraiser income approach,
- (8) 30 hours of general appraiser report writing and case studies,
- (9) 15 hours of statistics, modeling, and finance, and
- (10) 30 hours of appraisal subject matter electives; or

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

**001.04B** A ~~credentialed~~ real property appraiser may upgrade to the certified general real property appraiser credential by satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2232 (1) (b), or (1) (b) and (c) if applicable, and the appropriate qualifying education for the classification below:

**001.04B.1** Pursuant to NEB. REV. STAT. § 76-2228.01 (6) (b), a trainee real property appraiser must successfully complete a minimum of 225 hours in the following board-approved courses of study, or hold a ~~bachelor's~~ degree ~~or higher~~ in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- (1) 30 hours of general appraiser market analysis and highest and best use,
- (2) 30 hours of general appraiser site valuation and cost approach,
- (3) 30 hours of general appraiser sales comparison approach,
- (4) 60 hours of general appraiser income approach,
- (5) 30 hours of general appraiser report writing and case studies,
- (6) 15 hours of statistics, modeling, and finance, and
- (7) 30 hours of appraisal subject matter electives.

**001.04B.2**

Pursuant to NEB. REV. STAT. § 76-2230 (4) (b), a licensed residential real property appraiser must successfully complete a minimum of 150 hours in the following board-approved courses of study, or hold a ~~bachelor's~~ degree ~~or higher~~ in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

- (1) 15 hours of general appraiser market analysis and highest and best use,
- (2) 15 hours of general appraiser site valuation and cost approach,
- (3) 15 hours of general appraiser sales comparison approach,
- (4) 45 hours of general appraiser income approach,
- (5) 15 hours of general appraiser report writing and case studies,
- (6) 15 hours of statistics, modeling, and finance, and
- (7) 30 hours of appraisal subject matter electives.

**001.04B.3**

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

- (1) 15 hours of general appraiser market analysis and highest and best use,
- (2) 15 hours of general appraiser site valuation and cost approach,
- (3) 15 hours of general appraiser sales comparison

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- approach,
- (4) 45 hours of general appraiser income approach, and
- (5) 10 hours of general appraiser report writing and case studies.

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

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

**001.05B** An official transcript from the university or college at which the applicant obtained a ~~bachelor's degree~~ ~~or higher~~ in real estate that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. Transcripts may be submitted in paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.

**001.06 Qualifying Education Completed in Another Jurisdiction**

**001.06A** Except for an online or correspondence activity, the Board may accept a qualifying education activity completed in another jurisdiction if:

**001.06A.1** The activity was approved as qualifying education by the jurisdiction in which it was completed at the time the activity was completed; and

**001.06A.2** The qualifying education activity meets or exceeds the requirements for approval as a qualifying education activity outlined in Chapter 6 of this Title.

**001.06B** The Board may accept an online or correspondence qualifying education activity completed in another jurisdiction if:

**001.06B.1** The activity was approved as qualifying education by the jurisdiction in which the credential holder was a legal resident at the time the activity was completed; and

**001.06B.2** The qualifying education activity meets or exceeds the requirements for approval as qualifying education activity outlined in Chapter 6 of this Title.

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

**001.07** An applicant for the certified residential or certified general real property appraiser credential shall furnish an official transcript from the university, college, or community college as proof that the post-secondary education requirements have been met. Transcripts may be submitted in paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.

## TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

Draft March 25, 2021

### 002 EXPERIENCE

- 002.01** After January 1, 2014, real property appraisal practice experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, or certified residential real property appraiser.
- 002.02** At the Board's discretion, up to 50% of the real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser may be obtained in another jurisdiction. This real property appraisal practice experience may be accepted by the Board if the real property appraisal practice experience is compliant with the laws of the jurisdiction in which it was obtained.
- 002.03** An applicant's hours of real property appraisal practice experience submitted to the Board for review and determination of acceptability by the Board shall:
- 002.03A** Demonstrate the applicant's progressive responsibility in the development and reporting of assignment results appraisal, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion; and
- 002.03B** Be completed in compliance with the Uniform Standards of Professional Appraisal Practice.
- 002.04** An applicant must provide significant real property appraisal practice assistance for real property appraisal practice experience credit to be awarded by the Board. An applicant may apply his or her signature, along with the supervisory real property appraiser's signature if applicable, to the appraisal certification; or the applicant must be given attribution in the assignment results appraisal report, which ~~will~~ includes a description of the applicant's significant real property appraisal practice assistance.
- 002.05** Real property appraisal practice eExperience hours obtained in any manner considered exempt from the Real Property Appraiser Act per NEB. REV. STAT. § 76-2221 will not be credited to the applicant, unless the applicant and/or supervisory real property appraiser verifies that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice.
- 002.06** There need not be a client in a traditional sense (i.e. a client hiring an real property appraiser for a business purpose) in order for an assignment results appraisal report to qualify for real property appraisal practice experience, but real property appraisal practice experience gained for work without a traditional client cannot exceed 50% of the total real property appraisal practice experience requirement.
- 002.07** Real property A appraisal practice experience submitted to the Board for review and determination of acceptability by the Board may include no more than an aggregate maximum of 25% of the total number of real property appraisal practice experience hours in the following areas or a combination from the following areas:

## TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

Draft March 25, 2021

- (1) mass appraisal,
- (2) highest and best use analysis,
- (3) ad valorem tax appraisal,
- (4) feasibility analysis or study,
- (5) appraisal review,
- (6) practicum courses of study adhering to AQB guidelines,
- (7) appraisal analysis, or
- (8) restricted appraisal reports.

Real property appraisal practice experience hours obtained in the areas specified above are considered to be work without a traditional client, and are applied to the 50% real property appraisal practice experience allocation in Section 002.06 of this Chapter.

**002.08** With the exception of Section 002.06 and Section 002.07 of this Chapter, the Board may accept areas of experience upon demonstration by the applicant that such experience directly relates to training and improvement of skills used in ~~the actual practice of~~ real property appraisal practice.

**002.09** Each applicant for the licensed residential, certified residential, or certified general real property appraiser credential will furnish a log of his or her most recent real property appraisal practice experience claimed on a form approved by the Board. The real property appraisal practice experience must be in chronological order on the log, and include an applicant signature, and the supervisory real property appraisal practice appraiser signature if applicable, on each page. At a minimum, the real property appraisal practice experience log shall identify the following:

- (1) The date the ~~assignment results appraisal report~~ was signed,
- (2) Name of client and property identification, which includes a legal description or address,
- (3) Description of real property appraisal practice ~~work~~ as performed by the applicant,
- (4) Scope of supervisory real property appraisal practice appraiser review if applicable,
- (5) Type of property,
- (6) Type of report,
- (7) Approaches to value utilized,
- (8) Verification that ~~assignment results are appraisal work~~ is compliant with the Uniform Standards of Professional Appraisal Practice,
- (9) Verification that the ~~assignment results appraisal report~~ was for a traditional client or non-traditional client, and
- (10) Number of hours worked by the applicant and supervisory real property appraisal practice appraiser if applicable.

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

**002.11** A separate real property appraisal practice log shall be maintained by a trainee real property appraiser for each of his/her Board designated supervisory real property appraisal practice appraisers. It is the responsibility of both the supervisory real property appraisal practice appraiser and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Act and this Title. When the trainee real property appraiser is under the direct supervision of more than one supervisory real property appraisal practice appraiser while engaged in real property appraisal practice activity for an ~~single appraisal~~ assignment, each log shall reflect the specific number of hours and description of work performed in that real property appraisal practice assignment with each supervisory real property appraisal practice appraiser.

## **TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 002.12** A trainee real property appraiser is entitled to obtain copies of reports he or she has prepared and workfiles for those reports. The supervisory real property appraiser shall keep copies of reports for a period of five years, or at least two years after the final disposition of any judicial proceedings in which the real property appraiser provided testimony related to the real property appraisal practice assignment, whichever period expires last.
- 002.13** Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(d), 76-2231.01 (1)(e), and 76-2232 (1)(e), the Board will consider the aggregate number of real property appraisal practice experience hours reported on each real property appraisal practice experience log submitted by the applicant beginning on the ~~experience~~-log entry indicating the earliest date on which real property appraisal practice experience ~~an appraisal~~ was ~~obtained~~~~signed~~ and ending on the date the application for credentialing as a licensed residential, certified residential, or certified general real property appraiser ~~credential~~ was signed by the applicant.
- 002.14** A representative sampling of real property appraisal practice experience submitted by the applicant on his or her real property appraisal practice experience log will be evaluated to determine if the real property appraisal practice experience meets the requirements of the Act and this Chapter. If the real property appraisal practice experience log submitted by the applicant is accepted, the Board's staff will select a minimum of three reports from the real property appraisal practice experience log for the Board's review to qualify the real property appraisal practice experience. The following additional criteria are applied to the report selection for each level of credential:
- 002.14A** To qualify the real property appraisal practice experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.
- 002.14B** To qualify the real property appraisal practice experience of an applicant for the certified residential real property appraiser credential, a minimum of one report related to a two-to-four unit residential property, one report related to a residential property 0 to 20 years old, and one report related to a residential property 20 years or older will be selected by the Board's staff. Two selected reports will include at least two approaches to value.
- 002.14C** To qualify the real property appraisal practice experience of an applicant for the certified general real property appraiser credential, a minimum of three reports related to income producing properties will be selected by the Board's staff. Two selected reports will include all three approaches to value.
- 002.15** The applicant will be notified of the selected reports in writing, and will have 10 business days from the date of receipt of the notification to submit a true and accurate copy of each report to the Board's office.
- 002.16** To assist the Board with its evaluation of the applicant's real property appraisal practice experience, at least one of the three requested reports will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports at no cost to the applicant. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.
- 002.17** Verification of the applicant's real property appraisal practice experience may be obtained from other persons as needed.



**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**002.18** If the Board determines an applicant may not meet the applicable real property appraisal practice experience requirements, it will notify the applicant in writing. The Board may, at its discretion, request a written response from the applicant to the Board's findings as to the applicant's real property appraisal practice experience and/or invite the applicant to meet to discuss any deficiencies found in the report(s). Upon conclusion of the meeting, the Board may re-evaluate the applicant's real property appraisal practice experience.

**002.18A** If the applicant's real property appraisal practice experience is not acceptable to the Board, the Board may, at its own discretion, require the applicant to obtain additional education, and/or submit one or more supplemental real property appraisal practice experience logs with additional hours of real property appraisal practice experience, and/or submit one or more additional reports.

**002.18A.1** If the Board requires the completion of additional education, the applicant will be notified of the conditions for the additional education in writing.

**002.18A.2** If the Board requires the submission of one or more supplemental real property appraisal practice experience logs, the applicant will be notified of the conditions for the supplemental log(s) in writing. The Board may select a representative sampling of one or more additional report(s) for review from any supplemental ~~experience~~ log requested by the Board to qualify the real property appraisal practice experience. If the Board selects any additional report(s) from a supplemental ~~experience~~ log:

**002.18A.2a** The applicant will be notified of the Board selected report(s) in writing, and will have 10 business days from the date of receipt of the notification to submit a true copy of each report to the Board's office. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

**002.18A.2b** Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board's discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

**002.18A.3** If the Board requires submission of one or more additional reports, the applicant will be notified of the conditions for the additional report(s) in writing:

**002.18A.3a** Upon receipt of the requested report(s), the

## TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

Draft March 25, 2021

Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

**002.18A.3b** Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board's discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

**002.18B** If the applicant's real property appraisal practice experience is not acceptable upon review of the additional education, supplemental real property appraisal practice experience log(s), and/or additional report(s), the Board may deny the application.

**002.19** When making a determination that an applicant may or may not meet the applicable real property appraisal practice experience requirements, the Board will consider all information received, including but not limited to real property appraisal practice experience logs, appraisal review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal meeting between the Board or its representative(s) and the applicant. An appraisal review report completed to assist the Board with its evaluation of the applicant's experience is not the sole factor in the Board's decision, but a tool utilized by the Board to assist with its decision.

### 003 EXAMINATION

Each applicant for the licensed residential, certified residential, and certified general real property appraiser credential shall pass the National Uniform Licensing and Certification Examination, as developed and approved by the Appraiser Qualifications Board of The Appraisal Foundation, prior to being issued a credential by the Board.

**003.01** The Board may enter into contract with one or more Appraiser Qualifications Board-approved administrators for the National Uniform Licensing and Certification Examination. The format, content, method of administration of examinations, and passing standards, are determined by the Board. The date, time, and location for examinations are established by the test administrators.

**003.02** Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential may sit for the National Uniform Licensing and Certification Examination, as developed and approved by the Appraiser Qualifications Board of The Appraisal Foundation, in another jurisdiction if the applicant is approved by the Board to sit for examination, the examination is administered by a test administrator approved by the Appraiser Qualifications Board of The Appraisal Foundation, and the examination is administered and scored in accordance with the laws of that jurisdiction.

**003.03** Upon approval of a processed application for credentialing as a licensed residential, certified

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

residential, or certified general real property appraiser; approval of qualifying education; and approval and qualification of real property appraisal practice experience, an applicant may be approved by the Board to sit for examination. The applicant will be notified in writing or by electronic communication of the procedure for enrolling for the examination and examination site. The applicant will submit the required examination fee to the test administrator.

- 003.04** An applicant may have up to three attempts to successfully pass the National Uniform Licensing and Certification Examination within twelve months from the date the applicant was approved by the Board to sit for examination. If an applicant fails to pass the examination on the first or second attempt, he or she may notify the Board for approval to retake the examination. An applicant who does not pass the examination may submit any required fees to the test administrator for retesting.
- 003.05** An applicant who has successfully passed the National Uniform Licensing and Certification Examination may provide an official copy of the test results to the Board's office within twelve months from the date the applicant was approved by the Board to sit for examination.
- 003.06** Each applicant shall follow the rules imposed by the administrator of the examination. No applicant may receive or give any assistance during an examination. Violation of these rules may be reason for denial of a credential.
- 003.07** In compliance with the Americans with Disabilities Act, reasonable accommodation will be provided to all applicants; and the Board may authorize an examination to be administered to an individual orally or by other technique.

**004 APPLICATION**

**004.01 Trainee Real Property Appraiser and Supervisory Real Property Appraiser Requirements**

- 004.01A** Any applicant for the trainee real property appraiser credential must:
  - 013.01** Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;
  - 013.02** Pay a non-refundable application fee of \$150.00; and
  - 013.03** Pay a non-refundable criminal history record check fee of \$45.25.
- 004.01B** Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.
- 004.01C** If an application is processed, and the Board's director finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 004.01D** Upon the approval as a trainee real property appraiser, the applicant will be issued:
- (1) A letter notifying him or her of his or her status as a Nebraska ~~credentialed~~ trainee real property appraiser,
  - (2) A wall certificate on a form approved by the Board, and
  - (3) Instructions to access his or her credentialing card.
- 004.01E** The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the Applicant may be required by the Board to:
- 004.01E.1** Complete additional education; and/or
- 004.01E.2** Not reapply for the trainee real property appraiser classification for an amount of time to be determined by the Board.
- 004.01F** If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.
- 004.01G** If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.
- 004.01G.1** In order to receive a copy of such record, the applicant shall:
- 004.01G.1a** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and
- 004.01G.1b** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.
- 004.01G.2** If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.
- 004.01H** A trainee real property appraiser may request approval for a supervisory real property appraiser at any time after he or she is issued a credential as a trainee real property appraiser by the Board provided the credential is current and active. The trainee real property appraiser is not required to submit an additional application for approval as a trainee real property appraiser, or pay any additional fees. Each request made by a trainee real property appraiser for approval of a supervisory real property appraiser will be submitted to the Board on a form approved by the Board.
- 004.01I** Any applicant for approval as a supervisory real property appraiser must apply

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

his or her signature on the application submitted by a trainee real property appraiser showing compliance by the applicant with all supervisory real property appraiser requirements established by the Act or by this Title. Along with the application, the trainee real property appraiser must submit any documentation required for supervisory real property appraiser approval.

**004.01J** Any application for approval as a supervisory real property appraiser received at the Board's office considered to be incomplete will not be processed, and may be returned to the trainee real property appraiser as incomplete. Any application for approval as a supervisory real property appraiser not considered to be incomplete will be processed.

**004.01K** ~~Any application for approval as a supervisory appraiser not considered to be incomplete will be processed. If the Board's director finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser.~~

**Commented [NL2]:** Do we need the language of "if an application is processed." I'm not sure what that means. Should it just say that if the Director finds the applicant meets the requirements it will be approved? Not sure that extra language needs to be in there.

~~004.01L~~ Upon approval of a supervisory real property appraiser, the supervisory real property appraiser and the

~~004.01M~~**004.01L** trainee real property appraiser will each be issued a letter notifying them of the supervisory real property appraiser's approval.

~~004.01N~~**004.01M** The Board may deny an application for approval as a supervisory real property appraiser at any time during the process if the Board finds that the supervisory real property appraiser applicant, or the trainee real property appraiser, fails to meet the requirements in the Act and/or this Title that pertain to approval as a trainee real property appraiser and/or approval as a supervisory real property appraiser. Before submitting a new application, the supervisory real property appraiser applicant and/or the trainee real property appraiser may be required by the Board to:

**004.01M.1** Complete additional education; and/or

**004.01M.2** Not reapply for the trainee real property appraiser classification, and/or approval as a supervisory real property appraiser, for an amount of time to be determined by the Board.

~~004.01O~~**004.01N** If the Board denies an application for approval as a supervisory real property appraiser, the trainee real property appraiser may file a new application for the supervisory real property appraiser applicant. The supervisory real property appraiser applicant must meet the requirements pertaining to approval as a supervisory real property appraiser in place at the time a new application is submitted to the Board.

~~004.01P~~**004.01O** If disciplinary action is taken against a supervisory real property appraiser by the Board, or any other appraiser regulatory agency in any other

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

jurisdiction, the supervisory real property appraiser’s approval will be revoked as of the date of action by the Board or other jurisdiction.

~~004.01Q~~**004.01P** Any certified real property appraiser that has been approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraisers, may use the title supervisory real property appraiser or designation “S.R.P.A.” in conjunction with his or her name.

**004.02 Licensed Residential, Certified Residential, and Certified General Real Property Appraiser Credentialing**

**004.02A** Any applicant for the licensed residential, certified residential, and certified general real property appraiser credential must:

**004.02A.1** Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

**004.02A.2** Pay a non-refundable application fee of \$150.00; and

**004.02A.3** Pay a non-refundable criminal history record check fee of \$45.25.

**004.02B** Any application received at the Board’s office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

**004.02C** If an application is processed, and the Board finds that the applicant meets the general, education, and experience requirements in the Act and this Title, the Board may approve the applicant to sit for examination.

**004.02D** If an official copy of the test results is provided within twelve months from the date the applicant was approved by the Board to sit for examination showing that he or she has successfully passed the National Uniform Licensing and Certification Examination, the application will be considered a completed application and a credential may be issued to the applicant.

**004.02E** Within thirty days of approval by the Board that the applicant may be issued a credential ~~as a~~for the licensed residential, certified residential, or certified general real property appraiser ~~credential~~, an applicant shall pay a non-refundable credentialing fee of \$300.00 before the applicant is authorized to act as a real property appraiser within the applied for classification in this State.

**004.02F** Within thirty days of approval by the Board that the applicant may be issued a credential ~~as a~~for the licensed residential, certified residential, or certified general real property appraiser ~~credential~~, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual National Registry fee of \$40.00 before the applicant is authorized to act as a real property appraiser in this State.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 004.02G** If an applicant fails to provide the required fees as specified in Section 004.02E and Section 004.02F of this Chapter, the application will be placed before the Board for reconsideration.
- 004.02H** Upon receipt of the required fees at the Board’s office, the applicant will be issued:
- (1) A letter notifying him or her of his or her status as a Nebraska ~~eredentialed~~ real property appraiser, and that his or her credential will be entered into the Appraisal Subcommittee’s National Registry,
  - (2) A wall certificate on a form approved by the Board, and
  - (3) Instructions to access his or her credentialing card.
- 004.02I** The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:
- 004.02I.1** Complete additional education;
- 004.02I.2** Obtain additional real property appraisal practice experience; and/or
- 004.02I.3** Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.
- 004.02J** If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board. If a new application for credentialing in the same classification is received within one year of the Board’s denial of a previous application by the applicant, and one or more reports were reviewed for conformity with the Uniform Standards of Professional Appraisal Practice by a qualified disinterested third party certified real property appraiser to assist the Board with evaluation of the applicant’s experience for that previous application, the applicant shall pay any cost(s) associated with any report(s) reviewed in accordance with Section 002 of this Chapter.
- 004.02K** If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.
- 004.02K.1** In order to receive a copy of such record, the applicant shall:
- 004.02K.1a** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and
- 004.02K.1b** Present a passport, driver’s license, or other government-issued identification card with a photograph to be copied by the Board.
- 004.02K.2** If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

result that was the basis for denial is incorrect, the Board may reconsider the application.

**CHAPTER 3  
RECIPROCITY AND TEMPORARY REAL PROPERTY APPRAISER  
CREDENTIAL**

**001 RECIPROCITY**

This Section applies to individuals currently credentialed in another jurisdiction who wish to obtain a non-temporary Nebraska credential. To qualify for a credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser through reciprocity, an applicant must be currently credentialed to appraise real estate and real property under the laws of another jurisdiction, and must comply with all of the provisions of the Real Property Appraiser Act and this Title relating to the appropriate classification of credentialing.

**001.01** Any applicant for the licensed residential, certified residential, and certified general real property appraiser credential through reciprocity must:

~~001.02A~~**001.01A** Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

~~001.02B~~**001.01B** Pay a non-refundable application fee of \$150.00; and

~~001.02C~~**001.01C** Pay a non-refundable criminal history record check fee of \$45.25.

~~001.03~~**001.02** Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

~~001.03~~ ~~If an application is processed, the application will be considered a completed application and a credential may be issued to the applicant, if t~~e~~ and the Board's director finds that the applicant:~~

~~001.03A~~ ~~-Mmeets the requirements in the Act and this Title; and,~~

~~001.03B~~ ~~Tthe requirements of the applicant's jurisdiction of practice meets or exceeds the minimum requirements of the Real Property Appraiser Qualification Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and,~~

~~001.03C~~ ~~Tthe regulatory program of the applicant's jurisdiction of practice specified in an application for credentialing is determined to be effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 by the Appraisal Subcommittee of the Federal Financial Institutions~~

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**Commented [NL3]:** This wording is confusing. Recommend just saying, "if the Director finds that the applicant meets the following requirements then a credential may be issued." Again, im not sure about the "if an application is processed" language.

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

Examination Council. An Appraisal Subcommittee finding of poor does not satisfy the requirement that the applicant's jurisdiction of practice is effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

**001.04** ~~the application will be considered a completed application and a credential may be issued to the applicant. If the Board's director finds that the applicant may not meet one or more of the requirements specified in Section 001.04A, 001.04B, or 001.04C of this Chapter, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements specified in Section 001.04A, 001.04B, or 001.04C of this Chapter, the application will be considered a completed application and a credential may be issued to the applicant. For the purpose of this subsection, an Appraisal Subcommittee finding of poor does not satisfy the requirement that the applicant's jurisdiction of practice is effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.~~

**Commented [NL4]:** Same comment as above. Do we need this additional language?

**001.04001.05** ~~Within thirty days of approval by the Board that the applicant may be issued a credential as a for the licensed residential, certified residential, or certified general real property appraiser credential, an applicant shall pay a non-refundable credentialing fee of \$300.00 before the applicant is authorized to act as a real property appraiser within the applied for classification in this State.~~

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**001.05001.06** ~~Within thirty days of approval by the Board that the applicant may be issued a credential as a for the licensed residential, certified residential, or certified general real property appraiser credential, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual National Registry fee of \$40.00 before the applicant is authorized to act as a real property appraiser in this State.~~

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**001.06001.07** ~~If an applicant fails to provide the required fees as specified in Section 001.05 and Section 001.06 of this Chapter, the application will be placed before the Board for reconsideration.~~

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**001.07001.08** ~~Upon receipt of the required fees at the Board's office, the applicant will be issued:~~

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- (1) A letter notifying him or her of his or her status as a Nebraska ~~eredentialled~~ real property appraiser, and that his or her credential will be entered into the Appraisal Subcommittee's National Registry,
- (2) \_\_\_\_\_
- (3)(2) A wall certificate on a form approved by the Board, and
- (4)(3) Instructions to access his or her credentialing card.

**001.09** The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:

- 001.09A** Complete additional education;
- 001.09B** Obtain additional real property appraisal practice experience; and/or
- 001.09C** Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

**001.10** If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

**001.11** If the fingerprint-based national criminal history record check result is the basis for denial, the

## TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

Draft March 25, 2021

applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

**001.11A** In order to receive a copy of such record, the applicant shall:

**001.11A.1** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

**001.11A.2** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

**001.11B** If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

### 002 TEMPORARY CREDENTIAL

For a nonresident to qualify for a temporary credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser, an applicant must be currently credentialed to appraise real estate and engage in real property appraisal practice under the laws of another jurisdiction, and must comply with all of the provisions of the Act and this Title relating to temporary credentialing.

**002.01** Any applicant for a temporary licensed residential, certified residential, or certified general real Property appraiser credential must:

**002.01A** Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all temporary credentialing requirements established by the Act or by this Title;

**002.01B** Submit a letter of engagement or contract indicating the location(s) and property types of the real property appraisal practice assignment and completion date;

**002.01C** Pay a non-refundable temporary credential application fee of \$100.00; and

**002.01D** Pay a non-refundable temporary credentialing fee of \$50.00.

**002.02** Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

**002.03** If the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant by Board staff. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant.

**002.04** Upon approval of the application, the applicant will be issued:

**Commented [NL5]:** Same comment as above. But also change this language to be standardized with similar language in the regs. Add in that if the Director finds the applicants meets the requirements...right now Director is missing.

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 002.04A** A letter notifying him or her of their approval as a temporary credential holder, along with the terms of the temporary credential;
- 002.04B** A credentialing card in a form approved by the Board; and
- 002.04C** Instructions to access his or her credentialing card if needed.
- 002.05** An application may be denied at any time during the process if the applicant is found to not meet the requirements in the Act and this Title that pertain to temporary credentialing.
- 002.06** Any request for one additional six-month approval of a temporary credential shall be made to the Board on forms approved by the Board. The request will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board. Notice of the decision will be provided to the requestor in writing.

**CHAPTER 4**

**RENEWAL OF REAL PROPERTY APPRAISER CREDENTIAL**

**001 CONTINUING EDUCATION**

Every credential holder other than a temporary credential holder must satisfactorily complete no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. The basic requirements for continuing education are found in NEB.REV.STAT. § 76-2236. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period.

- 001.01** The seven-hour National Uniform Standards of Professional Appraisal Practice Update course or the seven-hour Instructor Recertification course must be completed at least once every two calendar years. The two-year period for this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. A document certifying completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, or evidence of instructor certification by the Appraiser Qualifications Board, shall be submitted prior to December 31 of the year in which the course is required.
- 001.02** Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, evidence of continuing education completion may be submitted to the Board's office at any time during credential holder's two-year continuing education period.
- 001.03** Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, and any activity approved by the Board on an annual basis in which the content changes on an annual basis, any education activity of the same content, or in the opinion of the Board indistinguishable in content, cannot be used towards meeting the continuing education requirements within the same two-year continuing education period.
- 001.04** Evidence of participation as a student in each board-approved education activity submitted for continuing education credit includes a document of completion from the education provider that affirms successful completion of each activity.
- 001.05** Evidence of attendance at an education activity sponsored or conducted by the Board submitted for continuing education credit includes a document of completion from the Board that affirms attendance of such activity. The document is required to include the name of credential holder, name of activity, location of activity, activity attendance date(s), number of hours completed, and signature of the Board's director.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**001.06** Evidence of participation, other than as a student, in real property appraisal practice education processes and programs includes a written description of the process or program and the credential holder's participation, along with any documents supporting the credential holder's participation. Evidence may include, but is not limited to, documentation showing hours of instruction and evidence of activity offering, program documents developed by the credential holder with evidence supporting credential holder's participation, and/or credit awarded for authorship or participation in publication.

**001.07** Any education activity successfully completed to make up a deficiency of the continuing education requirements in a two-year continuing education period may not be used toward the continuing education requirements in the subsequent continuing education period.

**001.08** Any education activity successfully completed as a result of disciplinary action taken by the Board may not be used toward the continuing education requirements.

**001.09 Individual Program of Continuing Education**

**001.09A** The Board may adopt an individual program of continuing education for a credential holder, that is compliant with Appraiser Qualifications Board criteria for continuing education, upon receipt of a written request from the credential holder explaining:

- (1) The circumstances resulting in the request,
- (2) Why an exception should be made,
- (3) How an individual program of continuing education would benefit the credential holder, and
- (4) The requested duration of such individual program of continuing education.

**001.09B** If an individual program of continuing education is adopted by the Board, the credential holder will be notified of the individual program adopted for him or her in writing. The written notice will contain all details, requirements, expectations, and the duration for which the individual program is in effect.

**001.09C** If an individual program of continuing education is denied by the Board, the credential holder will be notified of the decision in writing.

**001.10 Continuing Education Completed in Another Jurisdiction**

**001.10A** Except for an online or correspondence activity, the Board may accept a continuing education activity completed in another jurisdiction if:

**001.10A.1** The activity was approved as continuing education by the jurisdiction in which it was completed at the time the activity was completed; and

**001.10A.2** The continuing education activity meets or exceeds the requirements for approval as continuing education activity outlined in Chapter 6 of this Title.

**001.10B** The Board may accept an online or correspondence continuing education activity completed in another jurisdiction if:

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**001.10B.1** The activity was approved as continuing education by the jurisdiction in which the credential holder was a legal resident at the time the activity was completed; and

**001.10B.2** The continuing education activity meets or exceeds the requirements for approval as continuing education activity outlined in Chapter 6 of this Title.

**001.10C** If the applicant submits a continuing education activity completed in another jurisdiction for consideration of acceptance by the Board, the applicant will furnish a document of completion for the course that affirms successful completion of the activity.

**001.11 Supervisory Real Property Appraiser Status**

**001.11A** The supervisory real property appraiser status for any credential holder that fails to meet the requirements for renewal by December 31 of his or her designated year is immediately revoked as the credential holder no longer meets the requirements as a supervisory real property appraiser. Any trainee real property appraiser under the supervisory real property appraiser's supervision will be notified in writing that the supervisory real property appraiser is no longer eligible to engage in real property appraisal ~~activity or appraisal~~ practice.

**001.11B** If the credential holder successfully completes the requirements for renewal prior to July 1, his or her supervisory real property appraiser status is reinstated. Both the supervisory real property appraiser and the trainee real property appraiser will be notified in writing of the reinstatement and of the period of time in which the trainee real property appraiser's experience is not acceptable for experience credit for credentialing as a real property appraiser.

**001.11C** If the credential holder fails to successfully complete the requirements for renewal prior to July 1, the trainee real property appraiser may submit a new application for the approval of the credential holder if he or she obtains a ~~valid~~ credential as a real property appraiser issued under the Real Property Appraiser Act after July 1.

**002 CRIMINAL HISTORY RECORD CHECK**

**002.01** Any credential holder randomly selected to submit, along with the application for renewal, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Board will be notified by certified mail no later than August 31 of the year in which the credential holder was selected for the criminal history record check.

**003 APPLICATION**

A credential issued under the Real Property Appraiser Act other than a temporary credential remains in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date. A credential, other than a trainee real property appraiser credential, may be renewed for one or two years; the trainee real property appraiser credential remains in effect until December 31 of the second year of the two-year continuing education period. The entire two-year continuing education period must be satisfactorily completed prior to renewing a credential for a two-year period.

**003.01** Any applicant for renewal of a trainee real property appraiser credential must:

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 003.01A** Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title; and
- 003.01B** Pay a non-refundable criminal history record check fee of \$5.00 for each year of renewal for maintenance of the random fingerprint audit program.
- 003.02** Except for the trainee real property appraiser credential and temporary credential, any applicant for renewal of a credential issued by the Board must:

  - 003.02A** Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title;
  - 003.02B** Pay a non-refundable credentialing fee of \$275.00 for each year of renewal;
  - 003.02C** Pay an annual National Registry fee of \$40.00 for each year of renewal; and
  - 003.02D** Pay a non-refundable criminal history record check fee of \$5.00 for each year of renewal for maintenance of the random fingerprint audit program.
- 003.03** Any application received at the Board’s office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.
- 003.04** ~~Any application not considered to be incomplete will be processed.~~ Any renewal application post-marked before November 30 will be reviewed by the Board’s staff, ~~and any application post-marked after November 30 will be reviewed by the Board.~~ If a credential holder meets all renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant’s credential may be renewed. If the Board’s director finds that the applicant may not meet one or more of the renewal requirements in the Act and this Title, or the application is post-marked after November 30, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant’s credential may be renewed.
- 003.05** If a criminal history record check report has not been returned to the Board’s office by the State Patrol prior to December 31, and all other requirements for renewal in the Act and this Title are met prior to November 30, a credential may be renewed contingent upon the results of the criminal history record check report.
- 003.06** Upon renewal the credential holder will be issued:

  - (1) A notification informing him or her of their status as a Nebraska ~~credentialed~~-real property appraiser, and
  - (2) Instructions to access his or her credentialing card.
- 003.07** The renewal application may be denied at any time during the process if the applicant fails to meet the requirements in the Act and this Title that pertain to renewal of a credential. If a renewal application is denied for any reason excluding the national criminal history record check, the applicant may file a new application for credentialing, and if so, meet the credentialing requirements in place at the time the new application is submitted to the Board.

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**003.08** If the fingerprint-based national criminal history record check result is the basis for denial, the credential holder is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

**003.08A** In order to receive a copy of such record, the credential holder shall:

**003.08A.1** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

**003.08A.2** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

**003.08B** If the credential holder provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

**CHAPTER 5**

**REAL PROPERTY APPRAISER INACTIVE STATUS**

**001** Every credential holder other than a holder of a temporary credential may request that his or her credential be placed on inactive status for a period not to exceed two years. If granted, the inactive status period begins on the date application was made to the Board. If the credential holder's credential expires during the inactive period, and the credential holder fails to reinstate his or her credential prior to the completion of the two year period, the credential holder may reapply for credentialing, and if so, meet the current requirements in place at the time of application.

**002 INACTIVE STATUS APPLICATION**

**002.01** Any credential holder making a request for a credential to be placed on inactive status must:

**002.01A** Submit an application on a form approved by the Board showing compliance by the applicant with all inactive status requirements established by the Act and by this Title;

**002.01B** Pay a non-refundable inactive credential application fee of \$100.00; and

**002.01C** Pay a non-refundable inactive credentialing fee of \$300.00.

**002.02** Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

**002.03** If the applicant meets the requirements in the Act and this Title for inactive status, his or her credential may be placed on inactive status.

**002.04** Upon being placed on inactive status, the credential holder will be issued a letter notifying him or her of the inactive status, along with the requirements and instructions for reinstatement of his or

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

her credential.

- 002.05** An application for inactive status may be denied at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to the placement of a credential on inactive status.

**003 REINSTATEMENT APPLICATION**

- 003.01** Any credential holder making a request for a credential to be reinstated to active status must:

**003.01A** Submit an application on a form approved by the Board and documentation showing compliance by the applicant with all reinstatement requirements established by the Act and by this Title; and

**003.01B** Pay a non-refundable inactive credential application fee of \$100.00.

- 003.02** Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

- 003.03** If the applicant meets the requirements in the Act and this Title for reinstatement of his or her credential, his or her credential may be removed from inactive status.

- 003.04** Upon credential being reinstated to active status, the credential holder will be issued a letter notifying him or her of reinstatement.

- 003.05** An application for reinstatement of a credential to active status may be denied at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to reinstatement of a credential to active status.



**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**CHAPTER 6  
EDUCATION PROVIDER ACTIVITY REQUIRMENTS**

**001 GENERAL**

**001.01** The Board may at any time conduct an audit of any approved education activity to verify that activity is being conducted in accordance with the Act and this Title as approved ~~by the Board~~.

~~001.02~~ The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that activity and/or instructor(s) meet the requirements of the Act and this Title as approved ~~by the Board~~.

~~001.02~~**001.03** .

~~001.03~~**001.04** ~~Board~~ 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.

~~001.04~~**001.05** Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

~~001.05~~**001.06** Nothing in this Chapter may be construed to preclude education activities sponsored or conducted by the Board from being accepted as qualifying education or continuing education.

~~001.06~~**001.07** The Board maintains a schedule of education activities on its website as a tool to notify future applicants and current credential holders of upcoming education activities. Although education providers may provide notice to the Board of upcoming qualifying education activities, continuing education activities, and supervisory real property appraiser and trainee courses for inclusion on the schedule, the education provider is responsible for scheduling and notifying future applicants and current credential holders of upcoming education activities offered by the education provider.

~~001.07~~**001.08** **Online and Correspondence Activities**

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 001.07A** Each online education and correspondence education activity shall be certified by the International Distance Education Certification Center, or 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.
- 001.07B** Each online education and correspondence education activity shall have an appropriate mechanism to ensure that the applicant or credential holder demonstrates knowledge of subject matter.
- 001.07C** Each online education and correspondence education activity must provide interaction in a reciprocal environment where the student has verbal or written communication with the instructor.
- 001.07D** Electronic access is required to be provided to the Board for any online education activity, or for any correspondence education activity offered by electronic means, during evaluation and at any time the activity is offered to the public for completion, without having to complete the activity in sequential order, or without having to complete quizzes or examinations to proceed with the activity.
- 001.07E** All website links will be valid and active for online education and correspondence education activities at the time such activity is offered to the public for completion.
- 001.07F** At the Board's request, a transcript of the online or correspondence activity shall be provided to the Board.

**002 QUALIFYING EDUCATION**

**002.01 Requirements**

- 002.01A** All core curriculum courses shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or be included as curriculum in a bachelor's-degree or higher program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation.
- 002.01B** Any appraisal subject matter elective qualifying education activity must contribute to an attendee's development of real property appraiser related competency in any one or more of the following subjects:
  - (1) Real property Appraisal practice,
  - (2) Valuation methodology and/or techniques,
  - (3) Market fundamentals, characteristics, conditions, and analysis,
  - (4) Real property concepts, characteristics, and analysis,
  - (5) Communication,
  - (6) Computation, and/or
  - (7) Legal considerations.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**002.01C** All qualifying education activities shall contain current material, theory, and methodologies.

~~002.01D~~ All qualifying education activities shall be conducted in conformance with the materials, presentation methodologies, and policies as approved ~~by the Board~~

~~002.01D~~**002.01E**.

~~002.01E~~**002.01F** Each qualifying education activity shall be at least 15 hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of class in any day.

~~002.01F~~**002.01G** Education providers shall require that attendee(s) successfully complete a proctored closed-book examination.

~~002.01G~~**002.01H** Fifty minutes engaged in instruction equals one hour for a qualifying education activity.

~~002.01H~~**002.01I** One ~~semester~~ credit hour received from an accredited college or university equals fifteen classroom hours of instruction.

**002.01J** A document certifying completion will be issued to each attendee upon completion of any qualifying education activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means that are secure. The document is required to include the name of education provider, signature of education provider and/or instructor, name of activity as approved ~~by the Board~~, ~~location~~ at which activity was conducted or presentation method, date(s) ~~the~~ 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 by the Board~~

**Commented [NL6]:** I think we still need in there who is approving this activity. Is the Director?

~~002.01H~~**002.01K**, the number of credit hours awarded, and the name of the attendee.

**Commented [NL7]:** Same comment as above.

~~002.01J~~**002.01L** Education providers shall maintain a record of attendance for each qualifying education activity for a period of at least five years.

~~002.01K~~**002.01M** No qualifying education 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 qualifying education activities must contain sufficient stand-alone instructional materials supporting the specific activity learning objectives.

~~002.01L~~**002.01N** Secondary providers shall obtain written evidence that the rights to a qualifying education activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

**002.02 Initial Application**

**002.02A** Any education provider applying for approval of a qualifying education activity

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

must:

- 002.02A.1** Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;
- 002.02A.2** Submit evidence that activity is approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or submit the following:
  - 002.02A.2a** An activity description that clearly describes the content of the activity;
  - 002.02A.2b** An activity matrix reflecting hours of credit per topic;
  - 002.02A.2c** A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;
  - 002.02A.2d** Written learning objectives that include the following:
    - (1) The specific knowledge and/or skills attendee(s) are expected to acquire,
    - (2) An explanation of how learning objectives are consistent with the activity description,
    - (3) An explanation of how learning objectives are consistent with instructional materials, and
    - (4) An explanation of how learning objectives are reasonably achievable within the number of hours allotted for the activity;
  - 002.02A.2e** Student and instructor materials used for the activity that:
    - (1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
    - (2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,
    - (3) Reflect current knowledge and

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- (4) practice, and  
Do not contain significant errors and/or deficiencies;

**002.02A.2f** A proctored closed-book final examination that:

- (1) Contains a sufficient number of questions to adequately test the subject matter covered,
- (2) Contains clear and unambiguous questions that are individually and collectively appropriate to measure student achievement of stated learning objectives, and
- (3) Utilizes The Appraisal Foundation USPAP final examination for the fifteen-hour Uniform Standards of Professional Appraisal Practice course;

**002.02A.2g** A written instructor policy that requires the use of instructors who meet the requirements of the Act and this Title;

**002.02A.2h** A written attendance policy that requires attendance to be verified in accordance with the Act and this Title; ~~and~~

**002.02A.2i** A written record retention policy; ~~and~~

**002.02A.2j** If applicable, for an activity conducted by an accredited college, community college, or university, submit written evidence that online or correspondence activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor;

**002.02A.3** Pay a non-refundable qualifying education activity application fee of \$50.00;

**002.02A.4** Submit a copy of the completion document;

**002.02A.5** If applicable, submit evidence that online or correspondence activity meets the requirements of Section 001.07A of this Chapter is

~~002.02A.5~~ ~~certified by the International Distance Education Certification Center; and~~

**002.02A.6** If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**002.02B** An application received at the Board’s office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

**002.02C** ~~Any application not considered to be incomplete will be processed and reviewed by the Board. If the Board finds that the Board’s director finds that the~~ education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and ~~the Board may approve~~ the qualifying education activity may be approved by the director. If the Board’s director finds that the education provider and submitted activity may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted activity applicant meets the requirements in the Act and this Title, the application will be considered a completed application and the qualifying education activity may be approved. The education provider will receive a written notification of approval that outlines the details, including the number of hours for which the activity is approved.

~~**002.02D**~~ The application may be denied by the Board at any time during the process if the education

**002.02D** provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

**002.03 Resubmission of Approved Activity**

**002.03A** An education provider shall resubmit a qualifying education activity for approval if:

- (1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (2) There is a change in the status of the qualification for online or correspondence delivery specified in Section 001.07A of this Chapter ~~certification by the International Distance Education Certification Center,~~
- (3) There is a substantial change to the materials, presentation, or policies,
- (4) There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
- (5) One or more instructors are added or removed by the education provider,
- (6) The materials, theories, and/or methodologies are no longer current,
- (7) The activity content and/or policies are no longer communicated to the attendee(s) as presented to the Board for approval, or
- (8) There is a change to a secondary provider’s rights to the activity.

**002.03B** The process and requirements for resubmission of a qualifying education activity are the same as specified in Section 002.02 of this Chapter. If a

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## TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

Draft March 25, 2021

qualifying education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 002.02A.2 of this Chapter that have changed since approval was granted ~~by the Board~~ must be included for resubmission.

- 002.03C** Any education provider resubmitting a qualifying education activity must provide a written explanation detailing what changes have been made to the activity since approval was granted ~~by the Board~~.

### 002.04 Rescinding Approval

- 002.04A** The Board may rescind approval of any qualifying education activity if the Board finds:

- (1) Falsification of information submitted for activity approval,
- (2) A change in approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (3) A change in the status of ~~the qualification for online or correspondence delivery specified in Section 001.07A of this Chapter,~~
- (3) ~~certification by the International Distance Education Certification Center,~~
- (4) Substantial errors and/or deficiencies in the materials or presentation,
- (5) The materials, theories, and/or methodologies are not current and/or practical,
- (6) The activity has not been offered for a period of at least five years from the last date of completion ~~submitted to the Board~~ or the approval date if activity has not been offered,
- (7) A change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved ~~by the Board~~,
- (8) The instructor(s) responsible for the activity content and presentation are not approved ~~by the Board~~,
- (9) The activity content and/or policies are not communicated to the attendee(s) as ~~presented to the Board for approval~~,
- (10) A material violation of the Act or this Title by the education provider or instructor for the activity, or
- (11) A change to a secondary provider's rights to the activity.

- 002.04B** If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reason(s) for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

## 003 CONTINUING EDUCATION

### 003.01 Requirements

- 003.01A** Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- (1) ~~Real property A~~ appraisal practice,
- (2) Valuation methodology and/or techniques,
- (3) Market fundamentals, characteristics, conditions, and analysis,
- (4) Real property concepts, characteristics, and analysis,
- (5) Communication,
- (6) Computation, and/or
- (7) Legal considerations.

**003.01B** All continuing education activities shall contain current material, theory, and methodologies.

**003.01C** All continuing education activities shall be conducted in conformance with the materials, presentation methodologies, and policies as approved ~~by the Board~~.

**003.01D** Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

**003.01E** Examination hours are not included in the number of hours approved ~~by the Board~~ for continuing education activities.

**003.01F** Fifty minutes engaged in instruction equals one hour for a continuing education activity.

**003.01G** One ~~semester~~ credit hour received from an accredited college or university equals fifteen classroom hours of instruction.

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**003.01H** A document certifying completion will be issued to each attendee upon completion of any continuing education activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means that are secure. The document is required to include the name of education provider, signature of education provider and/or instructor, name of activity as approved ~~by the Board~~, location at which activity was conducted or presentation method, date(s) ~~the~~ activity was conducted, number of hours, pass or fail statement, and name of credential holder, or be an official transcript from a university or college that includes the name of activity as approved ~~by the Board~~.

Commented [NL12]: I think we need who is the approving authority here.

~~003.01H~~**003.01I** \_\_\_\_\_, the number of credit hours awarded, and the name of the attendee.

Commented [NL13]: Same here.

~~003.01H~~**003.01J** Education providers shall maintain a record of attendance for each continuing education activity for a period of at least five years.

~~003.01J~~**003.01K** The seven-hour Uniform Standards of Professional Practice Update course shall be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or meet the



**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

Appraiser Qualifications Board’s requirements for approval of an equivalent seven-hour Uniform Standards of Professional Appraisal Practice Update course.

~~003.01K~~**003.01L** An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in real property appraisal practice; valuation methodology and/or techniques; market fundamentals, characteristics, conditions, and analysis; real property concepts, characteristics, and analysis; communication; computation; and/or legal considerations, does not meet the requirements for approval as a continuing education activity.

**003.01L** Secondary providers shall obtain written evidence that the rights to a continuing education activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

**003.02 Initial Application**

**003.02A** Any education provider applying for approval of a continuing education activity must:

**003.02A.1** Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;

**003.02A.2** Submit evidence that the activity is approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, or submit the following:

**003.02A.2a** An activity description, which clearly describes the content of the activity;

**003.02A.2b** An activity matrix reflecting hours of credit per topic;

**003.02A.2c** A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

**003.02A.2d** Written learning objectives that include the following:

- (1) The specific knowledge and/or skills credential holders(s) are expected to acquire,
- (2) An explanation of how learning objectives are consistent with the activity description,
- (3) An explanation of how learning objectives are consistent with instructional materials, and
- (4) An explanation of how learning objectives are reasonably

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

achievable within the number of hours allotted for the activity;

**003.02A.2e** Student and instructor materials used for the activity that:

- (1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
- (2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,
- (3) Reflect current knowledge and practice, and
- (4) Do not contain significant errors and/or deficiencies;

**003.02A.2f** A written instructor policy that requires the use of instructors who meet the requirements of the Act and this Title;

**003.02A.2g** A written attendance policy that requires attendance to be verified in accordance with the Act and this Title;

**003.02A.2h** A written record retention policy; ~~and~~

**003.02A.2i** A completed 7-Hour USPAP Course Checklist for AQB Equivalency Approval as developed and published by The Appraisal Foundation for any seven-hour Uniform Standards of Appraisal Practice Update course not approved by the Appraiser Qualifications Board of The Appraisal Foundation;

**003.02A.2j** If applicable, submit written evidence that an appropriate mechanism is in place to ensure that the credential holder demonstrates knowledge of subject matter for online or correspondence activity; and

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**003.02A.2k** If applicable, for an activity conducted by an accredited college, community college, or university, submit written evidence that online or correspondence activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor;

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**003.02A.3** Submit a copy of the completion document;

**003.02A.4** If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

education provider that owns rights to activity materials;

**003.02A.5** If applicable, submit evidence that ~~online or correspondence activity meets the requirements of Section 001.07A of this Chapter~~online activity is certified by the International Distance Education Certification Center; and

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**003.02A.6** Pay a non-refundable continuing education activity application fee of \$25.00.

**003.02B** An application received at the Board's office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. ~~Any application not considered to be incomplete will be processed.~~

**003.02C** ~~Any application not considered to be incomplete will be processed and reviewed by the Board.~~ If the Board's director finds that the education provider and submitted activity meets the requirements in the Act and this Title, the application will be considered a completed application and ~~the Board may approve~~ the continuing education activity ~~may be approved by the director.~~ ~~If the Board's director finds that the education provider and submitted activity may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted activity meets the requirements in the Act and this Title, the application will be considered a completed application and the continuing education activity may be approved.~~ The education provider will receive a written notification of approval, which outlines the details, including the number of hours for which the activity is approved.

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**003.02D** The application may be denied ~~by the Board~~ at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fails to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of continuing education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

**003.03 Resubmission of Approved Activity**

**003.03A** An education provider shall resubmit a continuing education activity for approval if:

- (1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (2) There is a change in the status of ~~the qualification for online or correspondence delivery specified in Section 001.07A of this Chapter, certification by the International Distance Education Certification Center,~~
- (3) There is a substantial change to the materials, presentation, or policies,
- (4) There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved ~~by the Board,~~
- (5) One or more instructors are added or removed by the education

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- provider,
- (6) The materials, theories, and/or methodologies are no longer current,
- (7) The activity content and/or policies are no longer communicated to the credential holder(s) as ~~presented to the Board for approval~~, or
- (8) There is a change to a secondary provider's rights to the activity.

**003.03B** The process and requirements for resubmission of a continuing education activity are the same as specified in Section 003.02 of this Chapter. If a continuing education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 003.02A.2 of this Chapter that have changed since approval was granted ~~by the Board~~ must be included for resubmission.

**003.03C** Any education provider resubmitting a continuing education activity will provide a written explanation detailing what changes have been made to the activity since approval was granted ~~by the Board~~.

**003.04 Expiration and Rescinding Approval**

**003.04A** Except for the seven-hour Uniform Standards of Professional Practice Update 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 ~~by the Board~~. An education provider may renew a continuing education activity not required to be resubmitted as specified in Section 003.03A of this Chapter by:

**003.04A.1** Submitting an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title; and

**003.04A.2** Paying a non-refundable continuing education activity application renewal fee of \$10.00.

**003.04B** The Board may rescind approval of a continuing education activity if the Board finds:

- (1) Falsification of information submitted for activity approval,
- (2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- ~~(3) A change in status of the qualification for online or correspondence delivery specified in Section 001.07A of this Chapter,~~
- ~~(3) certification by the International Distance Education Certification Center,~~
- (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) A change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved ~~by the Board,~~
- (7) The instructor(s) responsible for the activity content and presentation are not ~~approved by the Board,~~
- (8) The activity content and/or policies are not communicated to the credential holder(s) as ~~presented to the Board for approval~~,
- (9) A material violation of the Act or this Title by the education provider or

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- instructor for the activity, or
- (10) A change in the secondary provider’s rights to the activity.

**003.04C** If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board’s notice. If the response is satisfactory to the Board, the Board will not rescind its prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the continuing education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

**004 SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE**

**004.01 Requirements**

**004.01A** All ~~trainee and~~ supervisory real property appraiser and trainee courses shall contain current material, theory, and methodologies.

**004.01B** All ~~trainee and~~ supervisory real property appraiser and trainee courses shall be conducted in conformity with the materials, presentation methodologies, and policies as ~~approved by the Board.~~

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**004.01C** Each ~~trainee and~~ supervisory real property appraiser and trainee course shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of class in any day.

**004.01D** Education providers shall require that attendee(s) successfully complete a closed-book examination by answering a minimum of 70% of exam questions correctly.

**004.01E** Fifty minutes engaged in instruction equals one hour for a ~~trainee and~~ supervisory real property appraiser and trainee course.

**004.01F** A document certifying completion will be issued to each attendee upon completion of a ~~trainee and~~ supervisory real property appraiser and trainee course. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means that are secure. The document is required to include the name of education provider, signature of education provider and/or instructor, name of course as ~~approved by the Board,~~ location at which course was conducted or presentation method, date(s) the course was conducted, number of hours, pass or fail statement, and name of attendee.

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**004.01G** Education providers shall maintain a record of attendance for each ~~trainee and~~ supervisory real property appraiser and trainee course for a period of at least five years.

## TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

Draft March 25, 2021

**004.01H** Secondary providers shall obtain written evidence that the rights to a ~~trainee and~~ supervisory real property appraiser ~~and trainee~~ course ~~has~~ been purchased or lawfully acquired from the education provider that owns rights to activity materials.

### 004.02 Course Objectives

**004.02A** The course must provide adequate information to ensure the supervisory real property appraiser understands the qualifications and responsibilities of that role. Specifically, that the attendee(s) understand:

- (1) Minimum qualifications for becoming and remaining a supervisory real property appraiser,
- (2) Jurisdictional credentialing requirements for both supervisory real property appraisers and trainee real property appraisers,
- (3) Expectations and responsibilities of being a supervisory real property appraiser,
- (4) Basics of the Uniform Standards of Professional Appraisal Practice,
- (5) Responsibilities and requirements of a supervisory real property appraiser in maintaining and signing all appropriate trainee real property appraiser experience logs, and
- (6) Expectations and responsibilities of the trainee real property appraiser.

**004.02B** The course must provide adequate information to ensure that a trainee real property appraiser understands the qualifications and responsibilities of that role. Specifically, that the attendee(s) understand:

- (1) Minimum qualifications for becoming and remaining a trainee real property appraiser,
- (2) Jurisdictional credentialing requirements for trainee real property appraisers,
- (3) Minimum qualifications for becoming and remaining a supervisory real property appraiser,
- (4) Processes and roles of the entities involved in establishing qualifications for ~~eredentialed~~ real property appraisers,
- (5) Expectations and responsibilities of the trainee real property appraiser,
- (6) Qualifications to become a ~~eredentialed~~ real property appraiser,
- (7) Basics of the Uniform Standards of Professional Appraisal Practice, and
- (8) Responsibilities and requirements of a trainee real property appraiser's role in maintaining and signing all appropriate trainee real property appraiser experience logs.

### 004.03 Course Content

**004.03A** The course must provide adequate information pertaining to qualification and credentialing entities. Specifically, the following shall be included:

- (1) The role of The Appraisal Foundation,
- (2) The role of the Appraiser Qualifications Board in establishing qualifications for real property appraisers,
- (3) The jurisdiction's role in issuing real property appraiser credentials and disciplining real property appraisers,

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- (4) The typical structure of real property appraiser regulating bodies, and overview of the role of professional real property appraiser organizations.

**004.03B**

The course must provide adequate information pertaining to qualifications for real property appraiser credentials. Specifically, the following shall be included:

- (1) Minimum qualifications for each real property appraiser classification,
- (2) Education, experience, and examination requirements for trainee, licensed residential, certified residential, and certified general real property appraiser credential, and
- (3) Supervisory real property appraiser qualifications.

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**004.03C**

The course must provide an overview of the Uniform Standards of Professional Appraisal Practice relevant to trainee real property appraisers, which shall include the following topics:

- (1) Ethics Rule,
- (2) Competency Rule,
- (3) Scope of Work Rule,
- (4) Record Keeping Rule, and
- (5) Standard 1 (Development) and Standard 2 (Reporting).

**004.03D**

The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a supervisory real property appraiser, and at a minimum, include and discuss the following topics:

- (1) The expectations and responsibilities of the supervisory real property appraiser to provide the trainee real property appraiser with a basic understanding of the Uniform Standards of Professional Appraisal Practice,
- (2) The expectations and responsibilities of the supervisory real property appraiser to understand the minimum requirements of both the supervisory real property appraiser and trainee real property appraiser,
- (3) The expectations and responsibilities of the supervisory real property appraiser to provide proper guidance to the trainee real property appraiser when he or she selects a specific credentialing path (i.e., licensed residential, certified residential, or certified general),
- (4) The expectations and responsibilities of the supervisory real property appraiser to monitor the trainee real property appraiser's progress in satisfying both the education and experience requirements necessary to achieve his or her selected credentialing path,
- (5) The expectations and responsibilities of the supervisory real property appraiser to verify that the supervisory real property appraiser and trainee real property appraiser are properly documenting all appropriate experience logs,
- (6) The expectations and responsibilities of the supervisory real property appraiser to accompany the trainee real property appraiser on all inspections until the trainee real property appraiser is competent to conduct inspections independently,
- (7) The expectations and responsibilities of the supervisory real property appraiser to monitor and provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- (8) The expectations and responsibilities of the supervisory real property appraiser to verify that the trainee real property appraiser is properly identified and acknowledged in the report in compliance with the Uniform Standards of Professional Appraisal Practice, and
- (9) The expectations and responsibilities of the supervisory real property appraiser to immediately notify the trainee real property appraiser if the supervisory real property appraiser is no longer qualified to supervise and/or sign the trainee real property appraiser's experience log.

**004.03E**

The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a trainee real property appraiser, and at a minimum, include and discuss the following topics:

- (1) The expectations and responsibilities of the trainee real property appraiser to have a basic understanding of the minimum requirements to become a trainee real property appraiser,
- (2) The expectations and responsibilities of the trainee real property appraiser to have an understanding about the importance of selecting an appropriate supervisory real property appraiser. Points covered shall include:
  - a) Description of the supervisory real property appraiser-trainee real property appraiser relationship as a long-term commitment by both parties,
  - b) Information indicating that the supervisory real property appraiser-trainee real property appraiser relationship is inherently connected to the "good standing" of the supervisory real property appraiser,
  - c) Information regarding the importance of selecting a supervisory real property appraiser with the experience and competency that best matches the trainee real property appraiser's selected credentialing path, and
  - d) Options for a trainee real property appraiser if a supervisory real property appraiser is no longer qualified to serve as a supervisory real property appraiser.
- (3) The expectations and responsibilities of the trainee real property appraiser to have an understanding of how to determine if a real property appraiser is qualified and in good standing to be a supervisory real property appraiser by searching the Appraisal Subcommittee National Registry and/or jurisdictional websites,
- (4) The expectations and responsibilities of the trainee real property appraiser to understand it is the supervisory real property appraiser's responsibility to monitor the progression of the trainee real property appraiser's education and experience necessary to achieve the trainee real property appraiser's selected credentialing path,
- (5) The expectations and responsibilities of the trainee real property appraiser to understand it is the supervisory real property appraiser's responsibility to provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,
- (6) The expectations and responsibilities of the trainee real property appraiser to understand the responsibilities of both the trainee real property appraiser and the supervisory real property appraiser in properly documenting all appropriate trainee real property appraiser's



**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- experience logs, and
- (7) The expectations and responsibilities of the trainee real property appraiser to understand the supervisory real property appraiser must accompany the trainee real property appraiser on all inspections until he or she is competent to conduct inspections independently.

**004.03F** The course shall include elective real property appraiser education as determined by the education provider. Education providers are strongly encouraged to address State law and regulations, and the effect of those laws and regulations on supervisory real property appraisers and trainee real property appraisers. This section may include the following topics:

- (1) Overview of state laws, regulations, and policies pertaining to real property appraisal practice,
- (2) Overview of the investigation process, including how it pertains to the following:
  - a) A grievance against a trainee real property appraiser,
  - b) A grievance against supervisory real property appraiser,
  - c) Acts or omissions considered grounds for disciplinary action or denial of an application, and
  - d) Formal complaints, formal hearings, and administrative law.

**004.04 Initial Application**

**004.04A** Any education provider applying for approval of a supervisory real property appraiser and trainee course must:

**004.04A.1** Submit an application for the course on forms approved by the Board showing compliance by the education provider and the course with all requirements established by the Act or by this Title;

**004.04A.2** Submit the following:

**004.04A.2a** A course description that clearly describes the content of the course, and meets the requirements specified in Section 004.03 of this Chapter;

**004.04A.2b** A course matrix reflecting hours of credit per topic;

**004.04A.2c** A timed outline that accounts for the general flow and recommended time spent on topics contained within the course;

**004.04A.2d** Written learning objectives that meet the requirements specified in Section 004.02 of this Chapter, and include the following:

- (1) The specific knowledge and/or skills attendee(s) are expected to

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- acquire,
- (2) An explanation of how learning objectives are consistent with the course description,
- (3) An explanation of how learning objectives are consistent with instructional materials, and
- (4) An explanation of how learning objectives are reasonably achievable within the number of hours allotted for the course;

**004.04A.2e** Student and instructor materials used for the course that:

- (1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
- (2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,
- (3) Reflect current knowledge and practice, and
- (4) Do not contain significant errors and/or deficiencies;

**004.04A.2f** A closed-book final examination that:

- (1) Contains a sufficient number of questions to adequately test the subject matter covered,
- (2) Contains clear and unambiguous questions that are individually and collectively appropriate to measure attendee's achievement of stated learning objectives;

**004.04A.2g** A written instructor policy that requires the use of instructors who meet the requirements of the Act and this Title;

**004.04A.2h** A written attendance policy that requires attendance to be verified in accordance with the Act and this Title; and

**004.04A.2i** A written record retention policy; and

**004.04A.2j** If applicable, for an activity conducted by an accredited college, community college, or

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

university, submit written evidence that online or correspondence activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor;

- 004.04A.3** Pay a non-refundable new supervisory real property appraiser and trainee course application fee of \$25.00;
- 004.04A.4** Submit a copy of the completion document;
- 004.04A.5** If applicable, submit evidence that online or correspondence activity meets the requirements of Section 001.07A of this Chapter~~online activity is certified by the International Distance Education Certification Center;~~ and
- 004.04A.6** If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

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**004.04B** An application received at the Board's office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

**004.04C** ~~Any application not considered to be incomplete will be processed and reviewed by the Board.~~ If the Board's director finds that the education provider and submitted course meets the requirements in the Act and this Title, the application will be considered a completed application and ~~the Board may approve the~~ supervisory real property appraiser and trainee course may be approved by the director. ~~If the Board's director finds that the education provider and submitted course may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted course meets the requirements in the Act and this Title, the application will be considered a completed application and the supervisory real property appraiser and trainee course may be approved.~~ The education provider will receive a written notification of approval, which outlines ~~the details- details, including the number of hours for which the course is approved~~ of approval.

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**004.04D** The application may be denied by the Board at any time during the process if the education provider, submitted course, or instructor(s) for the submitted course fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of a supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

**004.05 Resubmission of Approved Supervisory Real Property Appraiser and Trainee Course**

**004.05A** An education provider shall resubmit a supervisory real property appraiser and trainee course for approval if:

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- (1) There are substantial change to the materials, presentation, or policies,
- (2) There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was ~~approved by the Board,~~
- (3) One or more instructors are added or removed by the education provider,
- (4) The materials, theories, and/or methodologies are no longer current,
- (5) The course content and/or policies are no longer communicated to the attendee(s) as ~~approved presented to the Board for approval,~~
- (6) ~~There is a change in the status of the qualification for online or correspondence delivery specified in Section 001.07A of this Chapter~~~~There is a change in the status of certification by the International Distance Education Certification Center, or~~
- (7) There is a change to a secondary provider's rights to the activity.

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**004.05B** The process and requirements for resubmission of a supervisory real property appraiser and trainee course are the same as specified in Section 004.04 of this Chapter. Only the requirements under Section 004.04A.2 of this Chapter that have changed since approval was granted ~~by the Board~~ must be included for resubmission.

**004.05C** Any education provider resubmitting a supervisory real property appraiser and trainee course will provide a written explanation detailing what changes have been made to the course since approval was granted ~~by the Board~~.

**004.06 Rescinding of Approval**

**004.06A** The Board may rescind approval of a supervisory real property appraiser and trainee course if the Board ~~finds:~~

- (1) Falsification of information submitted for activity approval,
- (2) Substantial errors and/or deficiencies in the materials or presentation,
- (3) The materials, theories, and/or methodologies are not current and/or practical,
- (4) A change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved ~~by the Board,~~
- (5) The instructor(s) responsible for the activity content and presentation are not approved ~~by the Board,~~
- (6) The activity has not been offered for a period of at least five years from the last date of completion submitted to the Board or the approval date if activity has not been offered,
- (7) The course content and/or policies are not communicated to the attendee(s) as ~~approved presented to the Board for approval,~~
- (8) A material violation of the Act or this Title by the education provider or instructor for the activity,
- (9) ~~A change in the status of the qualification for online or correspondence delivery specified in Section 001.07A of this Chapter~~~~A change in the status of certification by the International Distance Education Certification Center, or~~
- (10) A change to a secondary provider's rights to the activity.

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**004.06B** If the Board finds reason to rescind its approval of a course, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the supervisory **real property** appraiser and trainee course. If approval is rescinded, the education provider may file a new application for approval of a supervisory **real property** appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

**005 INSTRUCTORS**

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.

**005.01 Requirements**

**005.01A** An instructor for any qualifying education activity, continuing education activity, or supervisory **real property** appraiser and trainee course, must satisfy at least one of the following qualifications:

**005.01A.1** Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;

**005.01A.2** Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;

**005.01A.3** Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

**005.01A.4** Have five years of real property appraisal **practice** teaching experience directly related to the subject matter to be taught; or

**005.01A.5** Have seven years of real property appraisal **practice** experience directly related to the subject matter to be taught.

**005.01B** An instructor for any qualifying education activity, continuing education activity, or supervisory **real property** appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

**005.01C** An instructor for any qualifying education activity, continuing education activity, or supervisory **real property** appraiser and trainee course, may not have a conviction, including a conviction based upon a plea of guilty or nolo contendere, of any felony unless his or her civil rights have been restored.

**005.01D** 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:

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**005.01D.1** Maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held;

~~**005.01D.2**~~ Not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and

**005.01D.2**

**005.01D.3** Not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

**005.01E** 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 Update Course, and/or the supervisory real property appraiser and trainee course, must:

**005.01E.1** Be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation;

**005.01E.2** Be a state-certified real property appraiser in good standing;

~~**005.01E.3**~~ Have an instructional background in real property appraisal practice

~~**005.01E.3**~~ education; and

~~**005.01E.4**~~ Have a minimum of five years of real property appraisal practice

~~**005.01E.4**~~ experience.

**005.01F** Temporary approval of an instructor may be granted in an emergency situation upon written request to the Board.

**005.02 Initial Application**

**005.02A** An education provider applying for approval of an instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must:

**005.02A.1** Submit an application for each activity on forms approved by the Board showing compliance by the instructor applicant with all requirements established by the Act or by this Title;

**005.02A.2** Submit written evidence of the instructor applicant's qualifications related to the activity for which approval is requested; and

**005.02A.3** Submit evidence of the instructor applicant's approval as an AQB Certified USPAP Instructor by the Appraiser

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

Qualifications Board of The Appraisal Foundation for approval as an instructor of any qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or supervisory real property appraiser and trainee course.

**005.02B** An application received at the Board's office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

**005.02C** ~~Any application not considered to be incomplete will be processed and reviewed by the Board.~~ If the Board's director finds that the instructor applicant meets the requirements in the Act and this Title, the application will be considered a completed application and ~~the Board may approve~~ the instructor applicant may be approved for a specific activity. If the Board's director finds that the instructor applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the instructor applicant meets the requirements in the Act and this Title, the application will be considered a completed application and the instructor applicant may be approved. The education provider will receive a written notification of approval, which outlines the details of approval.

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**005.02D** The application may be denied by the Board at any time during the process if the education provider, the activity for which application for instructor approval is made, or the instructor applicant fails to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for instructor approval, and if so meet the requirements in place at the time a new application is submitted to the Board.

**005.03 Resubmission of Instructor Approval**

**005.03A** An education provider shall resubmit an instructor for approval if:

- (1) There is a change in the status of instructor's certification as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation if certification is required for instructor approval,
- (2) There is a change in the instructor's qualifications as specified in Section 005.01 of this Chapter under which he or she was approved ~~by the Board~~ as an instructor for an activity,
- (3) There is a change in the status of approval of the activity by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (4) There are substantial changes to the activity materials, presentation, or policies,
- ~~(5) The activity materials, theories, and/or methodologies are no longer current,~~
- ~~(5) The activity content and/or policies are no longer communicated to the attendee(s) as presented to the Board for approval,~~ or

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- (7) There is a change to a secondary provider's rights to the activity.

**005.03B** The process and requirements for resubmission of an instructor are the same as specified in Section 005.02 of this Chapter.

**005.04 Expiration and Rescinding of Instructor Approval**

**005.04A** Approval as an instructor for an activity expires on the same date the activity is no longer approved.

**005.04B** The Board may rescind approval of an instructor for an activity if the Board finds:

- (1) Falsification of information submitted for activity and/or instructor approval,
- (2) A change in the status of instructor's certification as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation if certification is required for instructor approval,
- (3) A change in the instructor's qualifications, as specified in Section 005.01 of this Chapter, under which he or she was approved ~~by the Board~~ as an instructor for an activity,
- (4) A change in the status of approval of the activity by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (5) Substantial errors and/or deficiencies in the materials or presentation of activity,
- (6) The materials, theories, and/or methodologies of activity are not current and/or practical,
- (7) The activity content and/or policies are not communicated as ~~presented to the Board for approval~~,
- (8) A material violation of the Act or this Title by the education provider or instructor, or
- (9) A change to a secondary provider's rights to the activity.

**005.04C** If the Board finds reason to rescind its prior approval of an instructor, the Board will provide written notice to the education provider that includes a description of reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the instructor. If approval is rescinded, the education provider may file a new application for instructor approval, and if so, meet the requirements in place at the time a new application is submitted to the Board.

**CHAPTER 7**



**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**APPRAISAL MANAGEMENT COMPANY REGISTRATION**

**001 APPLICATION**

To qualify for registration as an appraisal management company, an applicant must comply with all of the provisions of the AMC Act and this Title relating to registration.

**001.01** Any applicant for registration as an appraisal management company must:

**001.01A** Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration requirements established by the AMC Act or by this Title; and

**001.01B** Pay a non-refundable application fee of \$350.00.

**001.02** Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

**001.03** ~~Any application not considered to be incomplete will be processed and reviewed by the Board. If the Board's director finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the Board may approve issuance of a registration to the applicant.~~ applicant may be issued a registration as an appraisal management company. If the Board's director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and registration as an appraisal management company may be issued to the applicant.

**001.04** Within sixty days of approval, ~~by the Board that~~ the applicant may be issued registration as an appraisal management company, and before the applicant is authorized to conduct business as an appraisal management company in this State, the applicant shall:

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**001.04A** Pay a non-refundable initial registration fee of \$2000.00;

**001.04B** On a form approved by the Board, submit the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the date on which ~~the board approved~~ issuance of a registration to the applicant was approved. This requirement does not apply to appraisal management services provided by the applicant exempt under N.R.S. § 76-3204:

- (1) First and last name,
- (2) Credential number,
- (3) Number of appraisals performed,
- (4) Earliest appraisal submission date, and
- (5) Latest appraisal submission date; and

**001.04C** Pay an annual AMC National Registry fee in the amount of \$25.00 for each AMC Appraiser reported pursuant to Section 004.01B of this Chapter.

**001.05** If an applicant fails to provide the required fees as specified in Section 001.04 of this Chapter, the application will be placed before the Board for reconsideration.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 001.06** Upon receipt of the required fees at the Board’s office, the applicant will be issued:
- 001.06A** A letter notifying the organization of their status as a Nebraska registered appraisal management company; and
  - 001.06B** A wall certificate on a form approved by the Board.
- 001.07** The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the AMC Act and/or this Title that pertain to registration. If the Board denies an application for any reason excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.
- 001.08** If the fingerprint-based national criminal history record check result is the basis for denial, the individual is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.
- 001.08A** In order to receive a copy of such record, the individual shall:
    - 001.08A.1** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and
    - 001.08A.2** Present a passport, driver’s license, or other government-issued identification card with a photograph to be copied by the Board.
  - 001.08B** If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.
- 001.09** Every Appraisal Management Company registered in the State of Nebraska shall keep the Board informed of the organization’s principal place of doing business and notify the Board in writing within ten (10) calendar days of any change of such address or telephone number.
- 002 RENEWAL**  
An applicant for renewal of an appraisal management company registration must comply with all of the provisions of the AMC Act and this Title relating to registration.
- 002.01** Any applicant for renewal of a registration as an appraisal management company must, no later than sixty days prior to the expiration of the current registration:
- 002.01A** Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration and renewal requirements established by the AMC Act and by this Title, which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the expiration date of the current registration:
    - (1) First and last name,
    - (2) Credential number,
    - (3) Number of appraisals performed,
    - (4) Earliest appraisal submission date, and

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

(5) Latest appraisal submission date;

**002.01B** Pay a non-refundable renewal registration fee of \$1500.00; and

**002.01C** Pay an annual AMC National Registry fee in the amount of \$25.00 for each AMC Appraiser reported pursuant to Section 002.01A of this Chapter.

**002.02** Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

**002.03** ~~Any application not considered to be incomplete will be processed and~~ if the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the registration may be renewed by board staff. If the Board's director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and the registration may be renewed. Upon approval, the appraisal management company will receive a letter notifying the organization of their status as a Nebraska registered appraisal management company.

**002.04** The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the AMC Act and/or this Title that pertain to registration or renewal. If the Board denies renewal of a registration for any basis excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

**002.05** If the fingerprint-based national criminal history record check result is the basis for denial, the individual ~~is~~ be entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

**002.05A** In order to receive a copy of such record, the individual shall:

**002.05A.1** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record, and

**002.05A.2** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

**002.05B** If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

**002.06** Any appraisal management company who fails to meet the renewal application requirements specified in Section 002.01 of this Chapter may be eligible for renewal of a registration if, within six months of the registration expiration date, the requirements specified in Section 002.01A through Section 002.01C of this Chapter are met and a late processing fee of \$25.00 for each month or portion of a month the renewal application requirements are not met is received at the Board's office.

**002.07** Any appraisal management company who fails to meet the requirements in the AMC Act and this Title pertaining to the renewal of a registration is not eligible for renewal and may submit an application for a new registration.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**002.08** Any person who continues to perform as an appraisal management company or related activities subject to the AMC Act following the date of expiration of a registration is in violation of the AMC Act and of this Title. Such person will be subject to any restrictions and penalties provided by the AMC Act or by this Title, and any application by such person for a registration shall be subject to all requirements for issuance of a new registration.

**003 FEDERALLY REGULATED APPRAISAL MANAGEMENT COMPANIES**

A federally regulated appraisal management company must report all information required to be submitted to the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC final rule, and any policy or rule established by the Appraisal Subcommittee related to its operation in this state, including, but not limited to, the collection of information related to ownership.

**003.01** Any federally regulated appraisal management company that does not hold a registration as an appraisal management company issued by the Board must submit the information required for the AMC National Registry on a form approved by the Board, which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the federally regulated appraisal management company in connection with a covered transaction in the State of Nebraska during the twelve-month period as requested on the form approved by the Board:

- (1) First and last name,
- (2) Credential number,
- (3) Number of appraisals performed,
- (4) Earliest appraisal submission date, and
- (5) Latest appraisal submission date;

**003.02** Pay an annual AMC Registry fee in the amount of \$25.00 for each AMC Appraiser reported pursuant to Section 003.01 of this Chapter; and

**003.03** Pay a non-refundable application fee of \$350.00.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**CHAPTER 8  
INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS**

**001 GENERAL**

- 001.01** The Board will not enter into disputes that solely concern the valuation of any property.
- 001.02** Except for those filed by the Board, all grievances shall be in writing and signed, setting forth in clear and concise language the alleged violations of the Act, AMC Act, and/or the Rules and Regulations of the Board. Any documentation in support of the alleged violations shall be included with the grievance.
- 001.03** Nothing in this Chapter limits or precludes the Board in the performance of its investigatory duties under the Act or AMC Act.
- 001.04** All disciplinary hearings for any violation of the Act, AMC Act, and/or this Title will be governed by the Administrative Procedures Act and 297 NAC 4.
- 001.05** All investigations or disciplinary actions that are not formally dismissed are published on the Board's website for a period of ten years from the date of execution of a consent agreement or the date of order resulting in disciplinary action, and reported to the Appraisal Subcommittee of the Federal Financial Institutions Examination Council as required.

**002 VIOLATION OF REAL PROPERTY APPRAISER ACT**

- 002.01** Any person in the State of Nebraska is subject to the procedures established by this Chapter for any alleged violations of the Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the Act or by other law.
- 002.02** If technical assistance is required to assist with the investigation and/or hearing, the Board may contract with or use a qualified person. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she is appointed by his or her fellow board members to participate in an investigation. Any person in contract with the Board to provide technical assistance for an investigation reports his or her findings to the Board's investigator as requested.
- 002.03** Upon receipt of a grievance not filed by the Board, the following steps are generally followed:
  - 002.03A** If applicable, the aggrieved person will be notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance; and directions to follow the matter through the minutes of the Board meetings in which the grievance is discussed.
  - 002.03B** The person against whom the grievance is filed will be notified in writing of the grievance and the allegations, and may be requested to:
    - 002.03B.1** Submit true copies of report(s) and workfile(s), within an appropriate period of time as determined by the investigator; and/or

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 002.03B.2** Answer the allegations in writing, electronically, or verbally as determined by the investigator.
- 002.03C** The Board’s investigator evaluates the grievance, along with any information obtained pursuant to Section 002.03B of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.
- 002.03D** The Board reviews the evidence provided by the investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.

  - 002.03D.1** If the Board determines that the allegations(s) should be investigated, the person under investigation will be notified of the investigation and any alleged violations of the Act or this Title in writing; or
  - 002.03D.2** If the Board determines that the allegation(s) should be dismissed, the person under investigation will be notified of dismissal in writing.
- 002.04** For a grievance filed by the Board, the following steps are generally followed:

  - 002.04A** The person against whom the Board is considering filing a grievance will be notified in writing of the Board’s concerns, and may be requested to submit true copies of report(s) and workfile(s), along with other information, within an appropriate period of time as determined by the investigator.
  - 002.04B** The Board’s investigator evaluates the matter, along with any information obtained pursuant to Section 002.04A of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.
  - 002.04C** The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.

    - 002.04C.1** If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the Act or this Title in writing; or
    - 002.04C.2** If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 002.05** If the Board determines to proceed with an investigation, the following steps are generally followed:
- 002.05A** In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:
- 002.05A.1** Submit additional documentation within an appropriate period of time as determined by the investigator; and/or
  - 002.05A.2** Provide a response to the results of one or more technical reviews, and/or provide any other information concerning the investigation, in writing, electronically, or verbally as determined by the investigator.
- 002.05B** In conducting an investigation, the aggrieved person may be requested to:
- 002.05B.1** Submit documentation and other information as requested;
  - 002.05B.2** Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or,
  - 002.05B.3** Discuss the allegations with the investigator.
- 002.05C** In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.
- 002.05D** Upon the conclusion of an investigation, the Board’s investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s), or:
- 002.05D.1** In the case of a credential holder, file a formal complaint.
  - 002.05D.2** In the case of a person not holding a credential under the Act, issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.
- 002.05E** The Board may offer the person an opportunity to informally discuss the alleged violation(s) before the Board or with representative(s) of the Board, request further investigation, dismiss the allegation(s), or:
- 002.05E.1** In the case of a credential holder, file a formal complaint.
  - 002.05E.2** In the case of a person not holding a credential under the Act, issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 002.05F** If the investigation reveals that there is not good cause to believe that the person under investigation has violated the Act or this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed, and no formal complaint will be initiated by the Board, or cease and desist order issued by the Board. Upon dismissal, the Board may issue an advisory opinion, recommend a specific education activity, request to meet with the person under investigation to discuss the matter, or make any other recommendation that the Board deems beneficial to the person under investigation.
- 002.05G** If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the Act or this Title:
- 002.05G.1** A formal complaint is prepared by the Board and served upon the credential holder under investigation.
- 002.05G.2** A cease and desist order may be prepared by the Board and served upon the non-credential holder under investigation.
- 002.06** The Board may enter into a consent agreement or negotiated settlement at any time during an investigation, any time before a cease and desist order is issued in the case of a person not holding a credential under the Act, or any time after filing a formal complaint for any person credentialed under the Act. Voluntary surrender or nonrenewal of a credential or education activity to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation. In addition, voluntary surrender or nonrenewal of a credential will prohibit the credential holder from applying for subsequent reinstatement or credentialing.
- 002.07** Disciplinary action taken by the Board may include but is not limited to:
- (1) Revocation of a credential or education activity,
  - (2) Suspension of a credential or education activity,
  - (3) Denial of any application,
  - (4) Probation,
  - (5) Admonishment,
  - (6) Censure,
  - (7) Reprimand,
  - (8) Advisement,
  - (9) Education,
  - (10) Examination,
  - (11) ~~Real property a~~Appraisal ~~practice c~~Experience,
  - (12) Limit or limitations on a credential holder or applicant, and/or upon the right to engage in real property appraisal ~~practice~~activity and trainee real property appraiser supervision,
  - (13) Cease and desist order, and
  - (14) Costs associated with investigation.
- 002.08** Pursuant to NEB. REV. STAT. § 76-2248.01, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the Act or this Title.



**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**002.09 Supervisory Real Property Appraiser**

**002.09A** If any report submitted to the Board by a trainee real property appraiser for verification of experience as an applicant for credentialing is found to contain Uniform Standard of Professional Appraisal Practice deficiencies, the supervisory real property appraiser is notified of the Board's concerns, and is provided a redacted copy of any technical review of the subject report completed at the request of the Board.

**002.09B** The supervisory real property appraiser may be requested to:

**002.09B.1** Submit documentation, including but not limited to, report(s) and workfile(s);

**002.09B.2** Answer the results of a technical review in writing; and/or

**002.09B.3** Voluntarily and informally discuss the results of a technical review with one or more board members.

**002.09C** If the Board finds that there is not good cause to believe that the supervisory real property appraiser has violated the Act or the Rules and Regulations promulgated by the Board, no consideration will be given to the certified real property appraiser's future activity as a supervisory real property appraiser.

**002.09D** If the Board finds a probability that the actions of the supervisory real property appraiser constitute a violation of the Act or the Rules and Regulations, a written advisement may be issued, which may or may not include a recommendation for the supervisory real property appraiser to take additional action; or the Board may upon its own motion cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed.

**002.10 Education Provider**

**002.10A** If the actions of an education provider constitute an alleged violation of the Act or this Title, the education provider is notified of the Board's concerns in writing.

**002.10B** The education provider may be requested to answer the allegations in writing, submit documentation as requested, and/or voluntarily and informally discuss the alleged violations with the Board or its investigator.

**002.10C** If the Board finds that there is not good cause to believe that the education provider has violated the Act or this Title, the education provider will be notified in writing, which may or may not include advisement.

**002.10D** If the Board finds a probability that the actions of the education provider constitute a violation of the Act or this Title, the Board may upon its own motion, cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed. If applicable, the education provider is notified of the Board's intent to rescind approval of an activity and any actions that may mitigate the Board's concerns.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**003 VIOLATION OF THE AMC REGISTRATION ACT**

- 003.01** All registered appraisal management companies and all applicants for a registration in the State of Nebraska are subject to the complaint procedures established by this Chapter for any alleged violations of the AMC Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the AMC Act or by other law.
- 003.02** If technical assistance is required to assist with the investigation and/or hearing, the Board may contract with or use qualified individuals or companies. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she was appointed by his or her fellow board members to participate in an investigation. Any person under contract with the Board to provide technical assistance for an investigation reports his or her findings to the Board's investigator as requested.
- 003.03** Upon receipt of a grievance not filed by the Board, the following steps are generally followed:
- 003.03A** If applicable, the aggrieved person is notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance, and directions to follow the matter through the minutes of the Board meetings in which the grievance is discussed.
- 003.03B** The person against whom the grievance is filed is notified in writing of the grievance and the allegations, and may be requested to answer the allegations in writing, electronically, or verbally within an appropriate period of time as determined by the investigator.
- 003.03C** The Board's investigator evaluates the grievance, along with any information obtained pursuant to Section 003.03B of this Chapter, to determine jurisdiction and to make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.
- 003.03D** The Board reviews the evidence provided by the investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.
- 003.03D.1** If the Board determines that the allegations(s) should be investigated, the person under investigation is notified of the investigation and any alleged violations of the AMC Act or this Title in writing; or
- 003.03D.2** If the Board determines that the allegation(s) should be dismissed, the person under investigation is notified of dismissal in writing.

**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

- 003.04** For a grievance filed by the Board, the following steps are generally followed:
  - 003.04A** The person against whom the Board is considering filing a grievance ~~against~~ is notified in writing of the Board's concerns, and may be requested to submit information within an appropriate period of time as determined by the investigator.
  - 003.04B** The Board's investigator evaluates the matter, along with any information obtained pursuant to Section 003.04A of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.
  - 003.04C** The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.
    - 003.04C.1** If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the AMC Act or this Title in writing; or
    - 003.04C.2** If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.
- 003.05** If the Board determines to proceed with an investigation, the following steps are generally followed:
  - 003.05A** In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:
    - 003.05A.1** ~~Submit documentation, including but not limited to, report(s) and workfile(s), and appraisal review report(s) and workfiles,~~ AMC appraiser panel information, Uniform Standards of Professional Appraisal Practice compliance, AMC appraiser fees, ~~and record of appraisal-AMC appraiser valuation services~~ within an appropriate period of time as determined by the investigator; and/or
    - 003.05A.2** Provide any other information concerning the investigation, in writing, electronically, or verbally as determined by the investigator.
  - 003.05B** In conducting an investigation, the aggrieved person may be requested to:
    - 003.05B.1** Submit documentation as requested;
    - 003.05B.2** Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or,

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**TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD**

*Draft March 25, 2021*

**003.05B.3** Discuss the allegations with the investigator.

**003.05C** In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.

**003.05D** Upon the conclusion of an investigation, the Board's investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s) or file a formal complaint.

**003.05E** If the investigation reveals that there is not good cause to believe that the person under investigation has violated the AMC Act or this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed and no formal complaint will be initiated by the Board. Upon dismissal, the Board may issue an advisory opinion, or recommend a specific action that the Board deems beneficial to the person under investigation.

**003.05F** If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the AMC Act or this Title, a formal complaint may be prepared by the Board.

**003.06** The Board may enter into a consent agreement or negotiated settlement at any time before or after filing a formal complaint. Voluntary surrender or nonrenewal of a registration to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation and will prohibit the person under investigation from applying for subsequent reinstatement or registration.

**003.07** Disciplinary action taken by the Board may include but is not limited to:

- (1) Conditional or unconditional revocation,
- (2) Conditional or unconditional suspension,
- (3) Fine,
- (4) Censure,
- (5) Admonishment,
- (6) Civil penalty not to exceed five thousand dollars for a first offense and, not to exceed ten thousand dollars for a second or subsequent offenses,
- (7) Advisement,
- (8) Cease and desist order, and/or
- (9) Costs associated with investigation.

**003.08** Pursuant to NEB. REV. STAT. § 76-3222, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the AMC Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the AMC Act or this Title.

## Kohtz, Tyler

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**From:** Kohtz, Tyler  
**Sent:** Monday, May 3, 2021 7:46 AM  
**To:** Jenny Tidwell  
**Subject:** RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Jenny,

Thank you very much for taking the time to go through this. I will work through the recommendations below and make adjustments to the draft to better align the draft language with your recommendations before we prepare for hearing (likely in August). The AQB released their exposure draft that includes changes to the course delivery methods after I was finished with the preliminary draft. If the AQB moves it quick enough I could probably work the language in the current draft before the hearing (we would need no statutory changes for education), which I would prefer.

I hope that you have a good week!

Tyler Kohtz, Director  
Nebraska Real Property Appraiser Board



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**From:** Jenny Tidwell <jenny@asc.gov>  
**Sent:** Friday, April 30, 2021 1:33 PM  
**To:** Kohtz, Tyler <tyler.kohtz@nebraska.gov>  
**Subject:** FW: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Happy Friday Tyler,

Ada and I came up with no real comments, but suggest you consider changing 1.07A to mirror the Criteria. There seems to be some consideration going on to approve more than just IDECC in the future. Here is the wording in the Criteria:

3. Course delivery mechanism approval is obtained from one of the following sources:
  - a. AQB approved organizations providing approval of course design and delivery; or
  - b. a college or university that qualifies for content approval in paragraph 2 above that awards academic credit for the distance education course; or
  - c. a qualifying college or university for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.

Also just want to point out that the language at 004.01C (and several other places) is probably fine, but could be subject to abuse. We recommend that the files, where the board's director finds that an applicant does not meet the qualifications and goes before the Board and the Board decides the applicant does qualify, document the file in detail why the Board feels the applicant has meet the qualifications; and even better, run a case like this by your Policy Manager for another set of eyes on it.

Thanks so much for the opportunity to review and comment. Have a beautiful weekend,

*Jenny*

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Jenny Howard Tidwell  
Policy Manager  
Appraisal Subcommittee  
[jenny@asc.gov](mailto:jenny@asc.gov)  
(202) 441-1538

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**From:** Jenny Tidwell  
**Sent:** Thursday, April 15, 2021 4:02 PM  
**To:** Ada Bohorfoush <[ada@asc.gov](mailto:ada@asc.gov)>  
**Cc:** Denise Graves <[denise@asc.gov](mailto:denise@asc.gov)>  
**Subject:** FW: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Ada,  
See below and attached for review. I have asked if they have a deadline, otherwise does 10 days sound good to you?

*Jenny*

-----  
Jenny Howard Tidwell  
Policy Manager  
Appraisal Subcommittee  
[jenny@asc.gov](mailto:jenny@asc.gov)  
(202) 441-1538

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**From:** Kohtz, Tyler <[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)>  
**Sent:** Thursday, April 15, 2021 12:34 PM  
**To:** Jenny Tidwell <[jenny@asc.gov](mailto:jenny@asc.gov)>  
**Subject:** Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Jenny,

The Board has drafted changes to Title 298 (rules and regulations). The Board always feels that the feedback received from you is not only helpful from a language standpoint, but also results in a more efficient rule making process for the Board. Could you please conduct a preliminary review of the draft for Title 298, and offer any comments or recommendations that you may have prior to the Board engaging in the formal administrative rule making process. I have attached a redlined copy of the draft and a summary of changes document.

If you have any questions, please contact me.

Regards,

*Tyler N. Kohtz, Director*  
*Nebraska Real Property Appraiser Board*  
*301 Centennial Mall South, First Floor*  
*Lincoln, NE 68509-4963*  
*Phone: (402) 471-9015*  
*Email: [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)*  
*Web site: [www.appraiser.ne.gov](http://www.appraiser.ne.gov)*  
 *[Visit NRPAB on Facebook](#)*



## Kohtz, Tyler

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**From:** Nigro, Laura  
**Sent:** Tuesday, June 1, 2021 3:26 PM  
**To:** Kohtz, Tyler  
**Subject:** RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

I just reviewed your comments. Everything makes sense to me.  
Thanks,

Laura A. Nigro  
Assistant Attorney General

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**From:** Kohtz, Tyler <tyler.kohtz@nebraska.gov>  
**Sent:** Tuesday, May 25, 2021 9:03 AM  
**To:** Nigro, Laura <laura.nigro@nebraska.gov>  
**Subject:** RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Laura,

Thank you very much for completing this preliminary review. I made every change, except for a few as outlined below. Please let me know if you have any questions on my comments.

- Temporary credentials, and appraiser and AMC renewals, do not currently follow the same approval process as initial appraiser credentials, initial AMC registrations, or education activities. The temporary credentials, and appraiser and AMC renewals, do not go before the Board for review and are currently approved by the staff member that reviewed the application. The only exception is that if an application may not meet the minimum requirements, then it is placed before the Board. Per the ASC Policy Statements, a temporary application must be processed within 48 hours. If we add “approved by the Director,” there would be no other person that could complete the approval if I am out of the office, which would likely put us in violation of Title XI for timely processing of a temporary credential. Renewal applications must also be processed as fast as possible and completed no later than January 1<sup>st</sup> (for those that submitted the application in a timely manner). Staff is well trained in these approval processes. We process 600 renewal applications in a three month period. If the minimums are met, staff can renew the application; if the minimums are not met, or staff is not sure, then the application is passed along to me for a decision to approve it or send it to the Board. As such, I modified the approval sections for temporary credentials and appraiser and AMC renewals to say the following:

### Chapter 3, 002.03

If the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant by Board staff. If the Board’s director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant.

### Chapter 4, 003.01

Any renewal application post-marked before November 30 will be reviewed by the Board’s staff. If a credential holder meets all renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant’s credential may be renewed. If the Board’s director finds that the applicant may not meet one or more of the renewal requirements in the Act and this Title, or the application is post-marked

after November 30, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant's credential may be renewed.

- Chapter 6; 002.01J, 003.01H, 004.01F – You mentioned that who is approving the education activity should be included, but this language only applies to the content that should be included on the certificate developed by the education provider that is submitted to the Board by appraisers for CE credit. The education provider receives an approval number for the activity once approved, so how it is approved is not so important for the content of the certificate. Since this could end up being approved by the director or the Board, I didn't make any additional changes to keep it simple. If you would like, I could say, "approved by the director or the Board." Let me know what you think?
- Chapter 6; 003.04B, 004.05A – This language concerns reason for the education activity approval to be rescinded. Since is it approved already, the method of approval is not important. However, please let me know if I am missing something in my thought process. I didn't make any changes here.
- Chapter 6; 004.01B – Same idea as the previous comment. This language ensure that the education provider conducts the education activity as approved; the method of approval is not important. Once again, please let me know if I am missing something. I didn't make any changes here.
- Chapter 6; 004.06A – Answer is that the intent is that only the Board may rescind approval of an education activity. Please let me know if you recommend any changes with this information.

Regards,

Tyler Kohtz, Director  
Nebraska Real Property Appraiser Board



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**From:** Nigro, Laura <[laura.nigro@nebraska.gov](mailto:laura.nigro@nebraska.gov)>  
**Sent:** Wednesday, May 19, 2021 2:54 PM  
**To:** Kohtz, Tyler <[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)>  
**Subject:** RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Tyler,

The draft with my comments is attached. I did a comment text box for every change I suggested so you would easily be able to see it. Please let me know if you want to discuss anything.

Thanks,

Laura A. Nigro  
Assistant Attorney General

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**From:** Kohtz, Tyler <[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)>  
**Sent:** Thursday, April 15, 2021 1:35 PM  
**To:** Nigro, Laura <[laura.nigro@nebraska.gov](mailto:laura.nigro@nebraska.gov)>  
**Subject:** Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Laura,



The Board has drafted changes to Title 298. Could you please conduct a preliminary review of the draft for Title 298, and offer any comments or recommendations that you may have prior to the Board engaging in the formal administrative rule making process. I have attached a redlined copy of the draft and a summary of changes document.

If you have any questions, please contact me.

Regards,

***Tyler N. Kohtz, Director***  
***Nebraska Real Property Appraiser Board***  
*301 Centennial Mall South, First Floor*  
*Lincoln, NE 68509-4963*  
*Phone: (402) 471-9015*  
*Email: [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)*  
*Web site: [www.appraiser.ne.gov](http://www.appraiser.ne.gov)*  
 *[Visit NRPAB on Facebook](#)*



## Kohtz, Tyler

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**From:** Kohtz, Tyler  
**Sent:** Tuesday, June 1, 2021 7:20 AM  
**To:** Kintner, Lauren  
**Subject:** RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

This works for me...thank you Lauren.

Tyler Kohtz, Director  
Nebraska Real Property Appraiser Board



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**From:** Kintner, Lauren <Lauren.Kintner@nebraska.gov>  
**Sent:** Friday, May 28, 2021 4:53 PM  
**To:** Kohtz, Tyler <tyler.kohtz@nebraska.gov>  
**Subject:** Re: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

I suggest starting at \$50 and see how much time and resource the process, if used, costs the agency.

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**From:** Kohtz, Tyler <[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)>  
**Sent:** Friday, May 28, 2021 3:35:10 PM  
**To:** Kintner, Lauren <[Lauren.Kintner@nebraska.gov](mailto:Lauren.Kintner@nebraska.gov)>  
**Subject:** RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Thank you very much Lauren. I really appreciate your feedback. For the preliminary history record check fee, I just used the statutory limit. Would you be more comfortable with a fee of \$50.00 for this purpose? Truthfully, I don't know that it will ever be used.

Regards,

Tyler Kohtz, Director  
Nebraska Real Property Appraiser Board



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**From:** Kintner, Lauren <[Lauren.Kintner@nebraska.gov](mailto:Lauren.Kintner@nebraska.gov)>  
**Sent:** Friday, May 28, 2021 3:22 PM  
**To:** Kohtz, Tyler <[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)>  
**Subject:** RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Dear Tyler:

I have had the opportunity to review the Board's proposed regulatory changes to Title 298. I do not have specific edits but offer the following thoughts:

1. The reciprocity and educational qualifications flexibilities are really good.

2. On the proposed \$100 fee for a preliminary history record check, the fee may be a little bit high. I'm reading the explanation to state that this will not be a complete criminal history record check but, rather, it is only what documents an applicant provides to your agency. For context, an applicant will have to pay the NE State Patrol about \$15 to obtain his criminal record history of arrests and prosecutions. It costs the State Patrol approximately \$35 in staffing costs to process and review histories. I'm not sure how many your agency anticipates but the work required to review these records is, generally, not that extensive. If documents from jurisdictions outside of Nebraska are presented, then the review is a bit more complex.

Thanks for the opportunity to pre-review the proposed changes.

Take care,  
Lauren Kintner  
402-471-2533

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**From:** Kohtz, Tyler <[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)>  
**Sent:** Monday, May 10, 2021 4:11 PM  
**To:** Kintner, Lauren <[Lauren.Kintner@nebraska.gov](mailto:Lauren.Kintner@nebraska.gov)>  
**Subject:** FW: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Hi Lauren,

I just wanted to check in again to see if you received my email below. The Board intends to set the hearing date at its June meeting for August 19, 2021. It would be helpful if you could provide any preliminary comments before June 14, 2021.

Regards,

Tyler Kohtz, Director  
Nebraska Real Property Appraiser Board



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**From:** Kohtz, Tyler  
**Sent:** Friday, April 23, 2021 9:02 AM  
**To:** Kintner, Lauren <[Lauren.Kintner@nebraska.gov](mailto:Lauren.Kintner@nebraska.gov)>  
**Subject:** FW: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Hi Lauren,

I am just following up to see if you received my email below.

Regards,

Tyler Kohtz, Director  
Nebraska Real Property Appraiser Board



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**From:** Kohtz, Tyler  
**Sent:** Thursday, April 15, 2021 1:31 PM

**To:** Kintner, Lauren <[Lauren.Kintner@nebraska.gov](mailto:Lauren.Kintner@nebraska.gov)>

**Subject:** Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Lauren,

In the past, I have sent updates to Title 298 to you for a preliminary review before beginning the formal rule hearing process. The Board always feels that the feedback received from you is not only helpful from a language standpoint, but also results in a more efficient rule making process for the Board. I am once again asking that your office conduct a preliminary review of the draft for Title 298, and offer any comments or recommendations that you may have prior to the Board engaging in the formal administrative rule making process. I have attached a redlined copy of the draft and a summary of changes document.

If you have any questions, please contact me.

Regards,

*Tyler N. Kohtz, Director*  
*Nebraska Real Property Appraiser Board*  
*301 Centennial Mall South, First Floor*  
*Lincoln, NE 68509-4963*  
*Phone: (402) 471-9015*  
*Email: [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)*  
*Web site: [www.appraiser.ne.gov](http://www.appraiser.ne.gov)*  
 *[Visit NRPAB on Facebook](#)*



ONE HUNDRED SEVENTH LEGISLATURE

FIRST SESSION

**LEGISLATIVE RESOLUTION 100**

Introduced by Williams, 36.

PURPOSE: The purpose of this resolution is to study whether the Real Property Appraiser Act should be updated. In order to carry out the purpose of this resolution, the study committee should seek the assistance of the Real Property Appraiser Board and should consider the input of interested persons as the study committee deems necessary and appropriate.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE ONE HUNDRED SEVENTH LEGISLATURE OF NEBRASKA, FIRST SESSION:

1. That the Banking, Commerce and Insurance Committee of the Legislature shall be designated to conduct an interim study to carry out the purposes of this resolution.

2. That the committee shall upon the conclusion of its study make a report of its findings, together with its recommendations, to the Legislative Council or Legislature.

ONE HUNDRED SEVENTH LEGISLATURE

FIRST SESSION

**LEGISLATIVE RESOLUTION 191**

Introduced by McCollister, 20.

PURPOSE: The purpose of this study is to examine the effect of universal recognition of occupational licenses on populations frequently negatively impacted by occupational licensing in the state, including, low-income workers, military members and their spouses, and those with a criminal history.

Expanding pathways to well-compensated jobs is critical for economic recovery in the wake of the COVID-19 pandemic. Currently, professional licenses are required for nearly twenty-four percent of jobs in Nebraska, encompassing nearly two hundred different professions. Occupational licensing disproportionately affects those of lower socioeconomic status and restricts low-skill employment opportunities.

Military servicemembers, veterans, and spouses and other family members of servicemembers and veterans are acutely impacted by state occupational licensure due to their frequent movement between the several states. Occupational licensure programs have historically been poorly understood by the regulated public. Furthermore, expenditures under public contracts are often contingent on the occupational licensure of providers and implicate the efficiency of the entire state enterprise.

Likewise, Nebraskans with criminal records may face additional barriers to obtaining professional licenses that limit their economic opportunities and prevent employers from hiring qualified workers in high-demand fields.

Improving licensing access may help strengthen state and local economies, encourage migration into the state, promote successful reentry, and reduce incarceration costs.

At least ten states have passed universal recognition of licensing and over one-half of the states in the nation have adopted best practices that

provide fair licensing access for qualified individuals with criminal records while still maintaining public safety. Nebraska adopted some best practices in 2018 through the Occupational Board Reform Act. Subsequently, other states have adopted additional measures to improve licensing for justice-impacted individuals.

The issues addressed by this study shall include, but not be limited to:

(1) Best practices for the consideration of criminal history in occupational and professional licensing determinations;

(2) The extent to which current licensing policies governing the consideration of criminal history and other individual characteristics promote efficiency, economic development, public safety, and equitable, consistent, and transparent licensing outcomes; and

(3) Any substantial and demonstrated risks to public health and safety which could accrue as a result of potentially diminished standards in assorted occupations if universal recognition of occupational licenses across state lines is adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE ONE HUNDRED SEVENTH LEGISLATURE OF NEBRASKA, FIRST SESSION:

1. That the Government, Military and Veterans Affairs Committee of the Legislature shall be designated to conduct an interim study to carry out the purposes of this resolution.

2. That the committee shall upon the conclusion of its study make a report of its findings, together with its recommendations, to the Legislative Council or Legislature.



# INTERNAL PROCEDURE 201704

Proposed Amendment June 17, 2021

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## AMC Fund Cash Balance

In accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The agency must be properly funded to administer and enforce the act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 20~~2119-220~~, the minimum fund balance for the AMC fund shall be \$~~211,210.057,680.20~~. This balance includes the following:

1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 20~~2119-220~~: \$~~135,360.40122,420.10~~/2 = \$~~61,210.057,680.20~~). Justification for this amount includes:
  - a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisal management companies and applications for registration as appraisal management companies. There has been constant pressure at the federal level to make changes to appraiser and appraisal management company regulations; Implementation of the AMC Final Rule and deregulation may result in a drastic decrease in the number of appraisal management companies registered in this state.
  - b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs.



# INTERNAL PROCEDURE 201704

Proposed Amendment June 17, 2021

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- c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies.
  - d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.
2. An amount specified for potential litigation. Legal expenses for the most recent matter under the Real Property Appraiser Act exceeded \$50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the AMC fund balance shall include this amount for potential legal expenses.
3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed~~current~~ database project costs more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The AMC fund balance shall include \$50,000.00 for technology projects.



# INTERNAL PROCEDURE 201705

Proposed Amendment June 17, 2021

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## Real Property Appraiser Fund Cash Balance

In accordance with Neb. Rev. Stat. § 76-2226, the real property appraiser fund shall include a sufficient cash fund balance as determined by the Board. The agency must be properly funded to administer and enforce the Real Property Appraiser Act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 20~~2119-220~~, the minimum fund balance for the real property appraiser fund shall be \$~~341,532.9556,020.30~~. This balance includes the following:

1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 20~~2119-220~~: \$~~283,065.90312,040.60~~/2 = \$~~141,532.9556,020.30~~). Justification for this amount includes:
  - a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisers. According to the Appraisal Institute, the average age of an appraiser is 55 years old. Many appraisers will be retiring during the next ten years, and the number of new appraisers entering the profession does not meet market demand.
  - b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs.
  - c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies.

# INTERNAL PROCEDURE 201705

Proposed Amendment June 17, 2021

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- d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.
  - e. Due to the Board's revenue structure, the majority of revenues are received during a two to four month period (November to February). The Board must have adequate funds to administer and enforce the Act during low revenue months.
2. An amount specified for potential litigation. Legal expenses for the most recent matter exceeded \$50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the real property appraiser fund balance shall include this amount for potential legal expenses.
  3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed~~current~~ database project costs~~is~~ more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The real property fund balance shall include \$100,000.00 for technology projects.



# INTERNAL PROCEDURE 202101

Proposed June 17, 2021

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## **Appraisal Review Services Contractor Program Management**

In order to maintain an effective appraisal review services contractor program, and to build a history of contractor performance, the Board adopts use of the State of Nebraska Vendor Performance Program (VPP). The NRPA Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary (SME Report Summary), or if appropriate, the NRPA Applicant Review Services Contactor USPAP Compliance Review Report Summary (Applicant Review Contactor Report Summary), will be provided to the Board for review with any USPAP Compliance Review Report obtained by the Board. The Board shall determine whether the contractor performance was satisfactory or not. If the Board determines that a contractor performance was unsatisfactory, the Board will send a notice of such unsatisfactory performance to the contractor in accordance with the procedures of the VPP plan. A copy of the contract; the USPAP Compliance Review Report; the SME Report Summary, or if appropriate, the Applicant Review Contactor Report Summary; and any VPP notices will be maintained in a file for each contractor on the Board's W Drive. This contractor file, along with any additional information provided by the Board, shall be utilized to maintain the Board's active appraisal review services contractor list.



301 Centennial Mall South, First Floor  
 PO Box 94963  
 Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
 402-471-9015

Check Number:
ASC National Registry Checked:
Education Reviewed:
Database/ASC National Registry Updated:
Credentialing Card Issued:
<b>For Board Use Only</b>

## 202~~1~~-2~~2~~3 APPLICATION FOR RENEWAL OF NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL

### YOUR CURRENT CE PERIOD

<input type="checkbox"/> <del>2020</del> <u>19</u> - 202 <del>1</del> <u>0</u>	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.
<input type="checkbox"/> <del>2020</del> <u>1</u> - 202 <del>1</del> <u>2</u>	Eligible for 1-year renewal <b>ONLY</b> . If USPAP update due in 202 <del>1</del> <u>0</u> , 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).
<input type="checkbox"/> <del>2021</del> <u>2</u> - 202 <del>2</del> <u>3</u>	Credential issued after June 30, 202 <del>1</del> <u>0</u> . 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: \$320

- CERTIFIED GENERAL – 1 year     
  CERTIFIED RESIDENTIAL – 1 year     
  LICENSED RESIDENTIAL – 1 year

#### 2-YEAR RENEWAL    TOTAL FEE DUE: \$640

Application will not be processed if you are not eligible for 2-year renewal. Current CE period required to be ~~2020~~19-~~2021~~0 or ~~2021~~2-~~2022~~3.

- 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 ~~Em~~-Mail Address

Business Area Code + Phone Number

Secondary or Residential

Address, if different:

PO Box or Street Number

City

State

Zip Code + 4

~~E~~m-Mail 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 Course at least once during the previous two years?  
Date last USPAP Update completed (month, year) or  N/A  YES  NO  
N/A for new credential:  
If the USPAP Update Course was completed in 2021~~0~~, is the certificate of completion attached,  N/A  YES  NO  
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?

## 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 ~~in the making of a 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 ~~in the making of a 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 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 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 ever been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction? **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 before December 31, 2021~~0~~, submit a copy of the certificate of completion for the 7-Hour USPAP Update 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, Federal Registry fee, and random fingerprint program fee. *The random fingerprint program fee is required regardless of whether you have been selected to submit fingerprint cards.*
4.  I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on \_\_\_\_\_. Signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is attached. **OR**  
 I was **not** notified of selection for criminal history record check.
5.  I am submitting my application for renewal to be postmarked on or prior to November 30, 2021~~0~~. **OR**  
 I am **not** submitting my application for renewal postmarked on or before November 30, 2021~~0~~. 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, 2021~~0~~ renewal deadline.*

6.  I am submitting an application for a 1-year renewal. I have attached a certificate of completion for the 7-Hour National USPAP Update Course, or submitted the certificate through the Education Submission Portal in Appraiser Login, if I completed it in 2021 (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, 2021.

***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





## 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. *Include a copy of your USCIS documentation.*

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

***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 43-3324~~6~~), 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

## 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, Federal Registry fee, and random fingerprint program 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 of the applicant 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 Course if due in 202~~19~~ 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.
  - d. Two sets of fingerprints. *Only required if you were notified by the NRPAB to submit fingerprint cards.* 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. If fingerprints are being submitted electronically, the NRPAB ORI Number is NB920183Z, and the reason fingerprinted is AREN – 76-2233.02 Appraiser Credential Renewal.

If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/> (click 202~~21~~-202~~23~~ Renewal Applications link located in menu box on right side of page).

~~e. Completed and signed renewal checklist.~~

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 68509.
4. Questions or concerns may be directed to Board staff at 402-471-9015 or [nrpab.renewals@nebraska.gov](mailto: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, 202~~01~~.
- 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 any continuing education credit hours being submitted were completed outside of the State of Nebraska, the activity is required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed (jurisdiction of legal residency for online or correspondence activities). 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 all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed after July 1 begins with the next January 1 following the issuance of a credential.
- 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 prior to December 31 of the year in which the course is required.

- If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint-based criminal history record check, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions are required to accompany your renewal application. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/>. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check will be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board. If fingerprints were requested and not submitted the application will be considered incomplete and will not be processed. You will be responsible for the payment of any late processing fees incurred.
- If all requirements for renewal are not met by November 30, 202~~10~~<sup>19</sup>, the credential holder has until July 1, 202~~1~~<sup>4</sup> 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, 202~~10~~<sup>19</sup>. 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, 202~~10~~<sup>19</sup> fails to apply and meet the requirements for renewal by December 31, 202~~10~~<sup>19</sup>, 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, 202~~1~~<sup>4</sup>.
- Fees for 1-year renewal application: \$275 credentialing fee, \$40 Federal Registry fee, and \$5 random fingerprint program fee, total \$320.
- Fees for 2-year renewal application: \$550 credentialing fee, \$80 Federal Registry fee, and \$10 random fingerprint program fee, total \$640.
- Each successfully renewed credential holder will receive access to a free, one-time digital download of the current edition of USPAP.



301 Centennial Mall South, First Floor  
 PO Box 94963  
 Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
 402-471-9015

Check Number:
ASC National Registry Checked:
Education Reviewed:
Database Updated:
Credentialing Card Issued:
<b>For Board Use Only</b>

## 202~~21~~-23~~2~~ APPLICATION FOR TWO-YEAR RENEWAL OF NEBRASKA TRAINEE REAL PROPERTY APPRAISER TRAINEE-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, 202~~10~~.

### RANDOM CRIMINAL HISTORY RECORD CHECK PROGRAM FEE

\$10 (Fee due even if you were not randomly selected to submit fingerprints with your application.)

### 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 2020-21 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 ~~Em~~-Mail Address Business Area Code + Phone Number

Secondary or Residential Address, if different: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_  
~~Em~~-Mail 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 Update Course at least once during the previous two years?  
Date last USPAP Update completed (month, year): \_\_\_\_\_  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 **in the making of a 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 **in the making of a 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 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 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 ever been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction? **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 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.  \$10.00 random fingerprint program fee. *The random fingerprint program fee is required regardless of whether you have been selected to submit fingerprint cards.*
4.  I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on \_\_\_\_\_. Signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is attached. **OR**  
 I was **not** notified of selection for criminal history record check
5.  I am submitting my application for renewal to be postmarked on or prior to November 30, 202~~1~~**0**. **OR**  
 I am **not** submitting my application for renewal postmarked on or before November 30, 202~~1~~**0**. 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, 202~~1~~**0** 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



## 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. *Include a copy of your USCIS documentation.*

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

***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~~4~~, 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 ~~Trainee~~ 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 ~~Trainee~~ 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. Check or money order for non-refundable random fingerprint program fee (due even if you were not randomly selected to submit fingerprints with your application) and any applicable late processing fee.
  - b. All copies of certificates for education activities required of the applicant not submitted through the Education Submission Portal in Appraiser Login or previously provided to and approved by the NRPAB.
  - c. Two sets of fingerprints. *Only required if you were notified by the NRPAB to submit fingerprint cards.* 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. If fingerprints are being submitted electronically, the NRPAB ORI Number is NB920183Z, and the reason fingerprinted is AREN – 76-2233.02 Appraiser Credential Renewal.

If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/> (click ~~2021-2023~~ Renewal Applications link located in menu box on right side of page).

~~d. Completed and signed renewal checklist.~~

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 68509.

4. Questions or concerns may be directed to Board Staff at 402-471-9015 or [nrpab.renewals@nebraska.gov](mailto: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, 2021~~0~~.
- 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, successfully completed by a credential holder to fulfill the class-hour requirement to upgrade to a higher classification than his or her current classification, 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.
- If any continuing education credit hours being submitted were completed outside of the State of Nebraska, the activity is required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed (jurisdiction of legal residency for online or correspondence activities). 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 all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed after July 1 begins with the next January 1 following the issuance of a credential.
- 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, 2021~~0~~, the credential holder has until July 1, 2022~~1~~ 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, 2021~~0~~. The Board's staff will utilize postmark dates to determine late processing fees.
- If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint-based criminal history record check, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions are required to accompany your renewal application. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/>. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check will be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board. If fingerprints were requested and not submitted the application will be

considered invalid 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.



301 Centennial Mall South, First Floor  
 PO Box 94963  
 Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
 402-471-9015

Check Number:	
ASC Federal Registry Checked:	
Database/ASC Federal Registry Updated:	
Processed By:	Date:
<b>For Board Use Only</b>	

## APPLICATION FOR INACTIVE STATUS OF NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL

### INACTIVE STATUS INFORMATION

- CERTIFIED GENERAL
  CERTIFIED RESIDENTIAL
  LICENSED RESIDENTIAL

### INACTIVE/ACTIVE

- ELECTING TO BEGIN INACTIVE STATUS  
**BEGIN INACTIVE STATUS TOTAL DUE: \$400**
 ELECTING TO RETURN TO ACTIVE STATUS  
**RETURN TO ACTIVE STATUS TOTAL DUE: \$100**

### APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: \_\_\_\_\_

Date Inactive Status to Begin: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
Middle

Business Name:  
~~Residential-Principal~~  
Place of Business  
 Address: \_\_\_\_\_  
PO Box or Street Number
City
State
Zip Code + 4

~~Principal Business~~ E-mMail Address ~~Business~~ Area Code + Phone Number

~~Business Name:~~  
Business  
~~Secondary or~~  
Residential  
 Address: \_\_\_\_\_  
PO Box or Street Number
City
State
Zip Code + 4

~~Business~~ E-mMail Address ~~Business~~ Area Code + Phone Number

# APPLICATION CHECKLIST

- Completed application.
- Application fee and credentialing fee.
- I am submitting an application to place my credential on inactive status.

## OR

- I am submitting my application to return my credential to active status; I have included certificates of completion evidencing completion of my continuing education requirements and, if applicable, I have included a renewal application with the required documentation with the exception of the late processing fee.

*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. I understand that I will be responsible for any late fees that may result. I understand that, while my credential is inactive, I may not assume or use any title, designation, or abbreviation likely to create the impression that I hold an active credential issued by the board, nor may I engage in real property appraisal practice ~~or real property appraisal activity~~ or act as a credentialed real property appraiser.*

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date



I, \_\_\_\_\_, of \_\_\_\_\_, do hereby submit  
(Name) (City, State)  
an irrevocable consent 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.

\_\_\_\_\_  
Applicant's Signature Date

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed. An application not processed for any reason may be returned.
2. Along with the application, the following are also required to be included:
  - a. Check or money order for non-refundable fee(s):
    - i. If applying to place credential on inactive status, submit non-refundable application fee of \$100 and non-refundable inactive status credentialing fee of \$300.
    - ii. If applying to place credential on active status following a period of inactive status, submit non-refundable application fee of \$100.
3. Mail application and fee(s) 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 68509
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

## ADDITIONAL INFORMATION

- Inactive status may not exceed a period of two years.
- To return to active status during a period in which the credential holder has been granted inactive status, the credential holder is required submit this application indicating their intent to be granted active status, along with the appropriate fee of \$100.
- Upon returning to active status, a credential holder is required to include evidence that their continuing education requirements have been met. Credential holders in an inactive status are required to complete all required continuing education hours that would have been required if the credential holder had been in an active status for the entire period.
- Prior to reactivation, credential holders in an inactive status are required to complete all required continuing education hours that would have been required if the credential holder had been in an active status. The required hours are also required to include the most recent edition of a *7-Hour National USPAP Update Course* (or its AQB-approved equivalent), in accordance with the Appraiser Qualifications Board Real Property Appraiser Qualification Criteria effective ~~January~~ **May 1, 2021**.
- If, while on inactive status, the credential holder's credential expires, an application for renewal is required to also accompany the application to return to active status, and all renewal qualifications are required to be met with the exception of the late processing fee. A credential holder is only eligible for a two-year renewal if the end of the renewal period will coincide with the end of a CE period.
- If the credential holder allows their two-year inactive status to lapse and the expiration date of their current credential has passed, the credential holder may reapply for credentialing as a real property appraiser, and meet all requirements in effect at the time that the application is submitted.
- Fee(s) associated with inactive/active status application: \$100
- Fee(s) associated with inactive status credentialing: \$300



301 Centennial Mall South, First Floor  
 PO Box 94963  
 Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
 402-471-9015

Check Number:
Receipt Number:
ASC National Registry Checked:
NE Disciplinary Action Checked:
<b>Criminal History Reviewed:</b>
Processed By: _____ Date: _____
<b>For Board Use Only</b>

## APPLICATION FOR NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL THROUGH RECIPROCIITY

**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: \$195.25  
 TOTAL FEE DUE FOLLOWING BOARD APPROVAL: \$340.00

### 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/>. Mail communications from the Board will be sent to the Business Address given.

Business Name: \_\_\_\_\_

Principal Place of Business Address:

PO Box or Street Number
City
State
Zip Code + 4

Principal Business E-Mail Address
Bus-iness 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:	_____
Type:	_____	State:	_____
From:	_____	To:	_____

## DISCIPLINARY QUESTIONS

- 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
- Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or **in the making of an real property appraisal practice** been brought against you within the five-year period immediately preceding the date of application?
 

YES     NO
- 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
- 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 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.**

YES     NO
- Has disciplinary action ever been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction? **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
- 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 National 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 \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
- Two copies of legible, ink-rolled fingerprint cards or ~~date of digital~~ 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



## 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. *Include a copy of your USCIS documentation.*

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

***I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.***

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date



## AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
  - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
  - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

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 ninety days after the date on which an application is withdrawn or denied, and is disposed of immediately after an application is 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 NRPAB 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.<sup>1</sup> 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.<sup>2</sup>
- 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.<sup>3</sup>

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> 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 CFR 20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019 **NRPAB 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. Supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States or other authorized authorities. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.~~

~~Disclosing your Social Security Number keeps records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), disclosure of your Social Security Number is voluntary on the fingerprint card submission.~~

~~Principal Purpose: Your fingerprints and associated information/biometrics is provided to the Nebraska Real Property Appraiser Board, 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 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.~~

~~Additional Information: At your request, the Nebraska Real Property Appraiser Board shall provide any additional information pertinent to the specific circumstances of this Criminal History Record Check, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).~~

## 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 76-225~~01~~) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-332~~64~~), 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 ~~in the making of a~~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 ~~in the making of a~~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 : \_\_\_\_\_ )  
County of: \_\_\_\_\_ ) ss.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_  
Print Applicant's Name

(Notary Seal Here)

\_\_\_\_\_  
Signature of Notary Public



## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
  - a. Check or money order for \$195.25: \$150.00 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.
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 68509
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto: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 National 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 **activity 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.
- The initial credential will expire December 31 of the year in which it is issued.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the year in which the credential expires.
- To qualify for renewal of a credential, a credential holder is required to satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing a credential for a two-year period.
- The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.
- 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 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee

- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 National Registry fee are required to be submitted within thirty days of approval by the Board that the applicant may be issued a credential.



301 Centennial Mall South, First Floor  
 PO Box 94963  
 Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
 402-471-9015

Check Number:
Receipt Number:
ASC National Registry Checked:
NE Disciplinary Action Checked:
<del>Criminal History Reviewed:</del>
Processed By: _____ Date: _____
<b>For Board Use Only</b>

## APPLICATION FOR NEBRASKA CERTIFIED GENERAL REAL PROPERTY APPRAISER CREDENTIAL

### APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$195.25

TOTAL FEE DUE FOLLOWING CREDENTIALING APPROVAL: \$340.00

### APPLICATION INFORMATION

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at <https://appraiser.ne.gov/>.

County of Business: \_\_\_\_\_

Business Name: \_\_\_\_\_

Principal Place of Business Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_  
Principal Business Email Address Business Area Code + Phone Number

Secondary or Residential Address, if different: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_  
Email Address Area Code + Phone Number

### EDUCATION QUESTIONS

Highest Level of Education Completed: \_\_\_\_\_

School(s) Attended: \_\_\_\_\_

## APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. (Use separate sheet to include additional credentials.)

Jurisdiction: \_\_\_\_\_ Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_ Current Status: \_\_\_\_\_

## NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. (Use separate sheet to include additional registrations, licenses, or certificates.)

Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

YES  NO

*If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.*

N/A  YES  NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice~~in the making of an appraisal~~ 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 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.**

YES  NO

5. Has disciplinary action ever been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction? **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 National Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.*



## APPLICATION CHECKLIST

Upgrade:  YES  NO

If yes, select your current credential:  TRAINEE  LICENSED RESIDENTIAL  CERTIFIED RESIDENTIAL

If no, you are required to submit certificates of completion for all qualifying education courses:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> 30 hours of basic appraisal principles | Date completed (month, year): _____ |
| <input type="checkbox"/> 30 hours of basic appraisal procedures | Date completed (month, year): _____ |
| <input type="checkbox"/> 15-Hour National USPAP Course          | Date completed (month, year): _____ |

**Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:**

- Proof of completion of 30 hours of general appraiser market analysis and highest and best use  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 30 hours of general appraiser site valuation and cost approach  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 30 hours of general appraiser sales comparison approach  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 60 hours of general appraiser income approach  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 30 hours of general appraiser report writing and case studies  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of statistics, modeling, and finance  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 30 hours of appraisal subject matter elective(s)  
Date completed (month, year): \_\_\_\_\_

**Include the following items with your completed application if you are upgrading from a licensed residential appraiser credential:**

- Proof of completion of 15 hours of general appraiser market analysis and highest and best use  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of general appraiser site valuation and cost approach  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of general appraiser sales comparison approach  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 45 hours of general appraiser income approach  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of general appraiser report writing and case studies  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of statistics, modeling, and finance  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 30 hours of appraisal subject matter elective(s)  
Date completed (month, year): \_\_\_\_\_

Include the following items with your completed application if you are upgrading from a certified residential appraiser credential:

- Proof of completion of 15 hours of general appraiser market analysis and highest and best use

Date completed (month, year): \_\_\_\_\_

- Proof of completion of 15 hours of general appraiser site valuation and cost approach

Date completed (month, year): \_\_\_\_\_

- Proof of completion of 15 hours of general appraiser sales comparison approach

Date completed (month, year): \_\_\_\_\_

- Proof of completion of 45 hours of general appraiser income approach

Date completed (month, year): \_\_\_\_\_

- Proof of completion of 10 hours of general appraiser report writing and case studies

Date completed (month, year): \_\_\_\_\_

A ~~Bachelor's degree or higher~~ in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

- Completed application.
□ Passport type photo (copy of driver's license will meet the requirement).
□ Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
□ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.

Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): \_\_\_\_\_

- Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 3,000 hours of real property appraisal practice experience in no fewer than 18 months' time, and including at least 1,500 hours in non-residential real property appraisal practice experience appraisal work. At least two non-residential assignment results reports are required to include all three approaches to value.
—months' time, and including at least 1,500 hours in non-residential appraisal work. At least two non-residential reports are required to include all three approaches to value.
□ Official transcripts from an accredited degree-awarding college or university evidencing completion of a bachelor's degree or higher. (Unofficial transcripts will not be accepted.)

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and maybe returned to me.

\_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date





## 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. *Include a copy of your USCIS documentation.*

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

***I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.***

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date



## AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
  - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
  - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

---

Printed name of person whose fingerprints are being submitted

## 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.<sup>1</sup> 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.<sup>2</sup>
- 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.<sup>3</sup>

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> 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 CFR 20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019



# LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

## MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326~~4~~), 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 in the making of an appraisal~~ 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 in the making of an appraisal 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 : \_\_\_\_\_ )

County of: \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_

Print Applicant's Name

(Notary Seal Here)

\_\_\_\_\_  
Signature of Notary Public



## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
  - a. Check or money order for \$195.25: non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.
  - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
  - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
  - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old.
  - e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.*) Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
  - f. Real property appraisal practice ~~Ex~~experience logs in Board-approved format. Experience logs are required either all to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. (*Experience logs submitted on forms other than those approved by the Board will not be accepted.*) Real property appraisal practice ~~Ex~~experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser.
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 68509
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

## ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. sent for an appraisal review by a disinterested third party. One or more report(s) may be sent for ~~appraisal~~ review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the National 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 activity 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.
- The initial credential will expire December 31 of the year in which it is issued.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the year in which the credential expires.
- To qualify for renewal of a credential, a credential holder is required to satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing a credential for a two-year period.
- The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.
- At least once during every two-year continuing education period, a credential holder is required to successfully take the 7-hour National Uniform Standards of Professional Appraisal Practice Update course taught by an AQB certified USPAP instructor who is a certified appraiser.
- If all requirements for renewal are not met by November 30 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 National Registry fee (Current Licensed Residential or Certified Residential credential holders do not need to pay the \$40.00 National Registry fee). Required fees are required to be submitted within thirty days of approval by the Board that the applicant may be issued a credential.





301 Centennial Mall South, First Floor  
 PO Box 94963  
 Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
 402-471-9015

Check Number:
Receipt Number:
ASC National Registry Checked:
NE Disciplinary Action Checked:
<b>Criminal History Reviewed:</b>
Processed By: _____ Date: _____
<b>For Board Use Only</b>

## APPLICATION FOR NEBRASKA CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

### APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$195.25  
 TOTAL FEE DUE FOLLOWING CREDENTIALING APPROVAL: \$340.00

### APPLICATION INFORMATION

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at <https://appraiser.ne.gov/>.

County of Business: \_\_\_\_\_

Business Name: \_\_\_\_\_

Principal Place of Business Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_  
Principal Business Email Address Business Area Code + Phone Number

Secondary or Residential Address, if different: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_  
Email Address Area Code + Phone Number

### EDUCATION QUESTIONS

Highest Level of Education Completed: \_\_\_\_\_

School(s) Attended: \_\_\_\_\_



## APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. (Use separate sheet to include additional credentials.)

Jurisdiction: \_\_\_\_\_ Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_ Current Status: \_\_\_\_\_

## NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. (Use separate sheet to include additional registrations, licenses, or certificates.)

Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

YES  NO

If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

N/A  YES  NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or **in the making of a 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 ever been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction? **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 National Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.*

## APPLICATION CHECKLIST

Upgrade:  YES  NO

If yes, select your current credential:  TRAINEE  LICENSED RESIDENTIAL

If no, you are required to submit certificates of completion for all qualifying education courses:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> 30 hours of basic appraisal principles | Date completed (month, year): _____ |
| <input type="checkbox"/> 30 hours of basic appraisal procedures | Date completed (month, year): _____ |
| <input type="checkbox"/> 15-Hour National USPAP Course          | Date completed (month, year): _____ |

**Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:**

- Proof of completion of 15 hours of market analysis and highest and best use  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of appraiser site valuation and cost approach  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 30 hours of sales comparison and income approaches  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of report writing and case studies  
Date completed (month, year): \_\_\_\_\_

**Include the following items with your completed application if you are upgrading from a trainee or licensed residential appraiser credential:**

- Proof of completion of 15 hours of statistics, modeling, and finance  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of advanced applications and case studies  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 20 hours of appraisal subject matter elective(s)  
Date completed (month, year): \_\_\_\_\_

A ~~Bachelor's degree or higher~~ in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

- Completed application.
- Passport type photo (*copy of driver's license will meet the requirement*).
- Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
- Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.  
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): \_\_\_\_\_
- Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has \_\_\_\_\_ completed no fewer than 1,500 hours  
—of real property appraisal practice experience in no fewer than 12 months' time  
~~and. Log is required to~~ including a minimum of 1 2-4 unit residential assignment results report, 1 0-20 yr old  
—residential assignment results report,  
\_\_\_\_\_ and 1 20 yr or older residential assignment results report.

Meet one of the following:

- Licensed residential real property appraiser credential held for a minimum of five years and not subject to a nonappealable disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal activity practice within five years immediately preceding the date of application

OR official transcripts from an accredited degree-awarding community college, college, or university evidencing:

- completion of a bachelor's degree or higher in any field of study; or
- completion of an associate's degree in the study of business administration, accounting, finance, economics, or real estate; or
- 30 semester hours of college-level education that includes three semester hours in each of the following: English composition, microeconomics, macroeconomics, finance, algebra, geometry or higher mathematics, statistics, computer science, and business law or real estate law, and three semester hours each in two elective courses in any of the topics listed previously or in accounting, geography, agricultural economics, business management, or real estate; or
- 30 semester hours of CLEP that includes three semester hours in each of the following subject matter areas: College algebra, college composition, college composition modular, college mathematics, principles of macroeconomics, principles of microeconomics, introductory business law, and information systems; or
- a combination of college-level education and CLEP that ensures coverage of all topics and hours required for the 30 semester hours of college-level education. (*Unofficial transcripts will not be accepted.*)

***I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.***

Last	First	Middle
Applicant's Signature		Date



## 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. *Include a copy of your USCIS documentation.*

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

***I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.***

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date



## AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
  - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
  - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

---

Printed name of person whose fingerprints are being submitted

---



Signature of person whose fingerprints are being submitted

Date

## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>1</sup> 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.<sup>2</sup>
- 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.<sup>3</sup>

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> 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 CFR 20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019



## LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

### MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326~~4~~), 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 ~~in the making of an 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 ~~in the making of an 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 : \_\_\_\_\_ )  
County of: \_\_\_\_\_ ) ss.



The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_  
Print Applicant's Name

(Notary Seal Here)

\_\_\_\_\_  
Signature of Notary Public

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
  - a. Check or money order for \$195.25: non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.
  - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
  - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
  - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old.
  - e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.*) Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
  - f. ~~E~~Real property appraisal practice experience logs in board-approved format. Experience logs are required either all to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. (*Experience logs submitted on forms other than those approved by the Board will not be accepted.*) Real property appraisal practice eExperience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser.
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 68509
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

## ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports sent for an appraisal review by a disinterested third party. One or more report(s) may be sent for ~~appraisal~~ review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the National 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 practiceactivity 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.
- The initial credential will expire December 31 of the year in which it is issued.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the year in which the credential expires.
- To qualify for renewal of a credential, a credential holder is required to satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period is require to be satisfactorily completed prior to renewing a credential for a two-year period.
- The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.
- At least once during every two-year continuing education period, a credential holder is required to successfully take the 7-hour National Uniform Standards of Professional Appraisal Practice Update course taught by an AQB certified USPAP instructor who is a certified appraiser.
- If all requirements for renewal are not met by November 30 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 National Registry fee (Current Licensed Residential or Certified Residential credential holders do not need to pay the \$40.00 National Registry fee). Required fees are required to be submitted within thirty days of approval by the Board that the applicant may be issued a credential.



301 Centennial Mall South, First Floor  
 PO Box 94963  
 Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
 402-471-9015

Check Number:
Receipt Number:
ASC National Registry Checked:
NE Disciplinary Action Checked:
<del>Criminal History Reviewed:</del>
Processed By: _____ Date: _____
<b>For Board Use Only</b>

## APPLICATION FOR NEBRASKA LICENSED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

### APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$195.25  
 TOTAL FEE DUE FOLLOWING CREDENTIALING APPROVAL: \$340.00

### APPLICATION INFORMATION

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at <https://appraiser.ne.gov/>.

County of Business: \_\_\_\_\_

Business Name: \_\_\_\_\_

Principal Place of Business Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_  
Principal Business Email Address Business Area Code + Phone Number

Secondary or Residential Address, if different: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_  
Email Address Area Code + Phone Number

### EDUCATION QUESTIONS

Highest Level of Education Completed: \_\_\_\_\_

School(s) Attended: \_\_\_\_\_





## APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. (Use separate sheet to include additional credentials.)

Jurisdiction: \_\_\_\_\_ Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_ Current Status: \_\_\_\_\_

## NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. (Use separate sheet to include additional registrations, licenses, or certificates.)

Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

YES  NO

*If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.*

N/A  YES  NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or **in the making of a 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 ever been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction? **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 National Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.*

## APPLICATION CHECKLIST

Upgrade:  YES  NO

If no, you are required to submit certificates of completion for all qualifying education courses:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> 30 hours of basic appraisal principles | Date completed (month, year): _____ |
| <input type="checkbox"/> 30 hours of basic appraisal procedures | Date completed (month, year): _____ |
| <input type="checkbox"/> 15-Hour National USPAP Course          | Date completed (month, year): _____ |

### Include the following items with your completed application:

*Proof of successful completion (certificates) is required for the courses below if upgrading from trainee real property appraiser credential:*

- Proof of completion of 15 hours of market analysis and highest and best use  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of appraiser site valuation and cost approach  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 30 hours of sales comparison and income approaches  
Date completed (month, year): \_\_\_\_\_
- Proof of completion of 15 hours of report writing and case studies  
Date completed (month, year): \_\_\_\_\_

*A Bachelor's-degree or higher in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.*

- Completed application.
- Passport type photo (*Copy of driver's license will meet the requirement.*)
- Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
- Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.  
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): \_\_\_\_\_
- Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has \_\_\_\_\_ completed no fewer than ~~—~~1,000 hours of real property appraisal practice experience in no ~~—~~fewer than 6 months' time and. ~~Log is required to~~ \_\_\_\_\_ include a minimum of 3 residential assignment results reports.

***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



## 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. *Include a copy of your USCIS documentation.*

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

***I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.***

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date



**AUTHORIZATION TO USE FINGERPRINTS FOR  
NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE  
NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION**

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
  - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
  - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

Signature of person whose fingerprints are being submitted \_\_\_\_\_

Date \_\_\_\_\_

## **PRIVACY ACT STATEMENT**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

## **NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>1</sup> 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.<sup>2</sup>
- 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.<sup>3</sup>

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> 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 CFR 20.21(c), 2033(d) and 906.2(d).

## ~~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 ninety days after the date on which an application is withdrawn or denied, and is disposed of immediately after an application is 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 NRPAB Privacy Act Statement.~~

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

\_\_\_\_\_  
Signature of person whose fingerprints are being submitted \_\_\_\_\_ Date

## ~~NRPAB 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. Supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States or other authorized authorities. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.~~

~~Disclosing your Social Security Number keeps records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), disclosure of your Social Security Number is voluntary on the fingerprint card submission.~~

~~Principal Purpose: Your fingerprints and associated information/biometrics is provided to the Nebraska Real Property Appraiser Board, 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 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.~~

~~Additional Information: At your request, the Nebraska Real Property Appraiser Board shall provide any additional information pertinent to the specific circumstances of this Criminal History Record Check, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).~~



## LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

### MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326~~4~~), 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 ~~in the making of a~~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 ~~in the making of a~~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 : \_\_\_\_\_ )  
County of: \_\_\_\_\_ ) ss.



The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_  
Print Applicant's Name

(Notary Seal Here)

\_\_\_\_\_  
Signature of Notary Public

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
  - a. Check or money order for \$195.25: non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.
  - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
  - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
  - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old.
  - e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.*) Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
  - f. Real property appraisal eExperience logs in board-approved format. Experience logs are required either to all be in the approved format at time of application, or to be in the approved format at the time the [real property appraisal practice](#) experience was obtained. (*Experience logs submitted on forms other than those approved by the Board will not be accepted.*) [Real property appraisal practice eExperience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser.](#)
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 68509
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

## ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports sent for an appraisal review by a disinterested third party. One or more report(s) may be sent for ~~appraisal~~ review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the National 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 activity 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.
- The initial credential will expire December 31 of the year in which it is issued.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the year in which the credential expires.
- To qualify for renewal of a credential, a credential holder is required to satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period shall be satisfactorily completed prior to renewing a credential for a two-year period.
- The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.
- At least once during every two-year continuing education period, a credential holder is required to successfully take the 7-hour National Uniform Standards of Professional Appraisal Practice Update course taught by an AQB certified USPAP instructor who is a certified appraiser.
- If all requirements for renewal are not met by November 30 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 National Registry fee (Current Licensed Residential or Certified Residential credential holders do not need to pay the \$40.00 National Registry fee). Required fees are required to be submitted within thirty days of approval by the Board that the applicant may be issued a credential.



**301 Centennial Mall South, First Floor**  
**PO Box 94963**  
**Lincoln, NE 68509-4963**  
**https://appraiser.ne.gov/**  
**402-471-9015**

Check Number:	
Receipt Number:	
Credential #/File #:	
ASC National Registry Checked:	
Processed By:	Date:
<b>For Board Use Only</b>	

**APPLICATION FOR NEBRASKA REAL PROPERTY APPRAISER  
 TEMPORARY CREDENTIAL**

**TEMPORARY CREDENTIAL**    TOTAL FEE DUE: \$150

SELECT TYPE OF CREDENTIAL:     CERTIFIED GENERAL     CERTIFIED RESIDENTIAL     LICENSED RESIDENTIAL

**APPLICATION INFORMATION**

Subject Property Location (Address(es)  
or Legal Description(s)): \_\_\_\_\_

Subject Property Type(s): \_\_\_\_\_

Assignment Due Date: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Mail communications from the Board will be sent to the Business Address given.

Preferred Method of Communication: \_\_\_\_\_

Primary Jurisdiction of Practice: \_\_\_\_\_

Credential Number: \_\_\_\_\_

Initial Status Date of Credential: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

## 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~~in the making of an appraisal~~ 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~~in the making of an appraisal~~ 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 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
7. 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 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.**  
 YES  NO
8. Has disciplinary action ever been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction? **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
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. The credential status of an applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the National Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.*







# 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 Estate 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 43-33264), 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 temporary 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 temporary 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 understand that any temporary credential issued is expressly limited to a grant of authority to engage in real property appraisal **activity practice** required for an assignment in this state. Each temporary credential will expire upon the completion of the assignment or upon the expiration of a period of six months from the date of issuance, whichever occurs first. A temporary credential may be renewed for one additional six-month period.

I expressly agree to comply with all of the provisions of the Real Property Appraiser Act relating to the appropriate classification of credentialing. The board may, upon its own motion, and will, upon the written complaint of any aggrieved person, cause an investigation to be made with respect to an alleged violation of the act by a person who is engaged in, or who has engaged in, real property appraisal **activity practice** as a temporary credential holder, and that person will be deemed a real property appraiser within the meaning of the act.

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/real property appraisal practice**.



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, application will be considered incomplete and will not be processed, and may be returned.
2. Along with the application, the following is also required to be included:
  - a. Check or money order for \$150: non-refundable \$100 application fee and \$50 credentialing card fee.
  - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
  - c. Letter of engagement or contract **indicating location(s) of assignment and completion dates** (*completion date is required to be a specific calendar date, location is required to be an address or complete legal description*). If this information is not included in the letter of engagement, attach confirmation from the client, in the form of an email or other document, of the anticipated calendar completion date and the address(es) or complete legal description(s) If the location is specified by assessor's property ID number(s), the county or counties in which the real property **are** located is required to be included.
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 68509.
4. Questions or concerns may be directed to Board staff [at 402-471-9015](tel:402-471-9015) or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov).

## ADDITIONAL INFORMATION

- Each temporary credential expires upon completion of the **real property appraisal practice** assignment, or upon the expiration of the six-month period from the date of issuance, whichever date occurs first.
- If an extension is necessary, a request may be made to the Nebraska Real Property Appraiser Board on the form approved by the Board. A temporary credential may be renewed for one additional six-month period.
- Each ~~person appraiser engaging in real property appraisal practice for working on the appraisal~~ assignment is required to obtain a temporary credential, or be appropriately credentialed in Nebraska.
- When the **real property appraisal practice** assignment relates to multiple properties, if each property is listed on a separate engagement letter, separate credentials will be required.
- Application for a temporary credential is valid for one year from the date the application is submitted or upon expiration of the assignment specified within the letter of engagement, whichever occurs first.
- Upon approval of the application, the applicant will be issued a letter notifying him or her of his or her approval as a temporary credential holder, along with the terms of the temporary credential, and a credentialing card in a form approved by the Board.
- An application may be denied at any time during the process if the applicant is found to not meet the requirements of the Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.



301 Centennial Mall South, First Floor  
 PO Box 94963  
 Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
 402-471-9015

Processed By: _____	Date: _____
<b>For Board Use Only</b>	

## APPLICATION FOR RENEWAL OF NEBRASKA REAL PROPERTY APPRAISER TEMPORARY CREDENTIAL

### TEMPORARY CREDENTIAL

CREDENTIAL NUMBER: \_\_\_\_\_ BOARD FILE NUMBER: \_\_\_\_\_  
 DATE ISSUED: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

### APPLICATION INFORMATION

Date of Application: \_\_\_\_\_

Subject Property Location (Address(es) or  
 Legal Description(s)): \_\_\_\_\_

Subject Property Type: \_\_\_\_\_

Initial Assignment Due Date: \_\_\_\_\_ Extension Due Date: \_\_\_\_\_

Reason Extension is Necessary  
 (attach supporting evidence): \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Business Name: \_\_\_\_\_

Principal Place of  
Business Residential  
 Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

Principal Business E-Mail Address Business Area Code + Phone Number

~~Business Name:~~ \_\_\_\_\_

~~Business Secondary or~~  
~~Residential Address, if~~  
~~different:~~ \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

~~E-Mail~~ Address Area Code + Phone Number  
~~Fax Number~~

Preferred Method of Communication: \_\_\_\_\_

## APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application form.
- Evidence supporting explanation of need for extension.

*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

## 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.
2. Include supporting documentation.
3. Mail application and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN NE 68509-4963  
Or email to [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov). Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68509.
4. Questions or concerns may be directed to Board staff [at 402-471-9015](tel:402-471-9015) or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov).

## ADDITIONAL INFORMATION

- Each temporary real property appraiser credential expires upon completion of the real property appraisal practice assignment, or upon the expiration of the six-month period from the date of issuance, whichever date occurs first. A temporary credential may be renewed for one additional six-month period.
- Each ~~person appraiser working on~~ engaging in real property appraisal practice for the ~~appraisal~~ assignment is required to obtain a temporary credential, or be appropriately credentialed in Nebraska.
- When the appraisal assignment relates to multiple properties, if each property is listed on a separate engagement letter, separate credentials will be required.
- The ~~application request for renewal~~ will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board.



# Real Property Appraiser Credential Renewal Application Procedures

*Effective xx xx, 20xx*

1. No later than June 1 of each year, the Director will generate an Excel file through OBIEE for real property appraiser credentials expiring December 31 of that year as of May 31. Each real property appraiser randomly selected to submit fingerprints with his or her renewal application for criminal history record check will be notified in writing by certified letter of his or her selection and of the submission procedures and requirements. The certified mail letters to appraisers notifying them of their selection to submit fingerprints will be sent by June 8.
2. The PDF renewal application will be posted to the website no earlier than July 1, but no later than July 10. Renewal procedures and 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 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 31st 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.

3. All applications received, whether online or PDF, are reviewed for completeness. Applications that are incomplete due to unanswered questions; missing information, signatures, documentation, or fingerprints; incorrect payment; ineligibility for two-year renewal; fewer than 28 hours CE submitted at the end of the CE period; or no USPAP Update completion documentation submitted if required with the renewal, will be rejected. Applicants whose applications are incomplete may be offered a specific deadline by which to complete the application, in which case processing can continue. If all elements of an application are present, the application is considered complete. Upon further review, complete applications may be found to have incorrect information, CE activities submitted may be found not to meet requirements, or the ASC registry or background results may reveal undisclosed disciplinary action or criminal history. Complete applications are eventually approved or denied by staff, the Director, or the Board, or are withdrawn by the applicant.
4. The Business and Licensing Specialist (BLS) will check each day for new online renewal applications. If all questions have been answered and all necessary additional information has been provided or attached, and the Criminal History Record Check questions have been answered if the applicant was randomly selected to provide fingerprints, the BLS will mark the application "Accepted" in Initial Staff Review and "Under Review" in 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.
  - a. If the application is late, the BLS will enter the late processing fees in the appraiser's Payments tab in the 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.
  - b. If additional information or documentation is missing, the applicant was selected to provide fingerprints and answered that he or she was not selected, or the submission is a duplicate of a previously submitted application, the BLS will mark the application "Rejected" in Initial Staff Review in the Appraiser Applications and Reviews Interface and detail the reason in the text box. The BLS will change the Status to "Rejected." The BLS will send the applicant a letter with the reason for rejection and log the letter in the application Communication and Documentation log. The BLS will verify that any EFW payment is not included in the next EFW file built.

5. When paper applications are received at the Board's office, they are initially taken in by the BLS. 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 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. All receipts will be deposited in accordance with the Internal Control plan. The application will be entered in the Applicant Tracker spreadsheet. Applications will be entered in the Appraiser Applications and Reviews Interface in the NRPAB Database as soon as workflow allows. See item 7, below.
  - a. The BLS will check that all questions are answered and all required signatures are present.
  - b. The BLS will check the postmark date on the envelope to verify that all late processing fees (if applicable) have been paid. If any late processing fees are included, the BLS will write a receipt, copy it with the payment, enter the payment of the late processing fees on the Payments tab in the Database, and hold the receipt to be mailed to the applicant 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 applicant's request, the payment and application may be shredded instead of returned.
  - c. If the application is for a two-year renewal, the BLS will verify if the appraiser is eligible for a two-year renewal. If not, the payment and application will be scanned and logged in the Appraiser Applications and Reviews Interface log, then returned to the applicant with a letter explaining the requirements for a two-year renewal and why the applicant has not met those. At the applicant's request, the payment and application may be shredded instead of returned.
  - d. The application will be marked "Accepted" in Initial Staff Review and "Under Review" in Status or "Rejected" in Initial Staff Review and "Rejected" in Status in the Appraiser Applications and Reviews Interface, as appropriate.



6. If an application is received from an applicant selected for a criminal history record check, and the signed Authorization to Use Fingerprints form has been received, the fingerprints included with the application submission will be checked for compliance with NSP requirements and sent that day to the NSP. All fingerprint cards submitted for appraiser renewals should have AREN - 76-2233.02 as the reason fingerprinted and AREN - 76-2233.02 Appraiser Renewal selected in the dropdown menu on the Authorization to Process sent to NSP with the fingerprint card. If there is no reason shown, or the reason shown is incorrect, an AREN - 76-2233.02 sticker will be placed in the reason fingerprinted box on the card. If the applicant indicates that the fingerprints were electronically submitted, the BLS will confirm submission with the NSP on the same date, locate the card, and send NSP the card and authorization to process. If the applicant indicates the fingerprint cards and signed Authorization to Use Fingerprints form were mailed and the cards have not been received within 10 days of the mailing date, the BLS will contact the applicant to request a new set of cards and Authorization form. If no fingerprint cards are received within one month of completion of the online application, the applicant will be notified and the application will be reviewed by the Board at its next regular meeting. All steps will be noted in the Random Fingerprint Tracker and in the CHRC review section of the Database Appraiser Applications and Reviews Interface. The BLS or renewal processing temporary employee will continue to process the renewal, verifying completeness and updating contact information in the Database and ASC Extranet. The process will stop before issuing the new credentialing card and changing the expiration date in the National Registry. The application will be held at that point until criminal history record check results are received. See item 10, below.
7. Once payment has been accepted and deposited, each PDF 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 applicant is incorrect (e.g., responses to CE Period and USPAP 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. The entire paper application will be held to be scanned as a whole when time permits. From this point forward, processing of electronically submitted applications and PDF applications is the same, except for the final scanning and logging of the paper application at the end of the process.
8. The BLS or renewal processing temporary employee verifies that the application is complete. During that process the employee 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. Employee will determine whether the applicant 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 database. If there is a discrepancy regarding the address or personal information between the PDF application and database, the database will be updated to reflect the information included on the PDF application. If there is a change in the appraiser's name or Principal Place of Business Contact Information in Appraiser Login or on a PDF application, the ASC registry will be updated with the new information. If clarification is needed on any answers, a letter will be sent to the applicant requesting a response. The 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 it is for a one- or two-year renewal. If the applicant is not eligible for a two-year renewal and this was missed at step 4b, or an online renewal application allowed an incorrect two-year renewal and was accepted at Step 3, the application will be processed as a 1-year renewal and the applicant notified with a letter explaining the requirements for a two-year renewal and why the applicant 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 applicant will explain that the W-9 is required in order to process the refund of the overpayment.
- c. Verify the application has all required documents. A complete PDF renewal application includes:
  - i. a completed application form,
  - ii. \$320 check for a timely one-year renewal, \$640 for a timely two-year renewal, or \$10 for a timely Trainee two-year renewal (credentialing fee, federal registry fee, random fingerprint program fee),
  - iii. two sets of fingerprint cards or date fingerprints taken electronically by the Nebraska State Patrol, if applicable,
  - iv. explanations and documents for any "yes" answers to disciplinary questions, and
  - v. all continuing education certificates not previously submitted and approved (or submitted separately by electronic means and not yet approved) including 7-Hour USPAP Update if due that year and all others if it is the end of the second year in the two-year continuing education cycle;

- vi. late processing fees are required to be included for any application postmarked after November 30 of the current year.

If the PDF renewal application is missing any of the required information for renewal, the application will be scanned, placed in the Appraiser Renewal Interface log in the NRPAB Database, returned to the applicant or the applicant notified, and will not be processed any further. A letter will be sent to the applicant explaining the deficiencies and will be logged in the Appraiser Renewal Interface log. The portions of the review that were completed will be marked as "Complete" in the Application Review Interface. The Status will be set to "Rejected." 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 applicant will explain that the W-9 is required in order to process the refund of the payment of fees.

A complete online renewal application includes:

- i. a completed application form,
- ii. \$320 EFW one-year renewal payment, \$640 EFW two-year renewal payment, or \$10 EFW two-year renewal payment (credentialing fee, federal registry fee, random fingerprint program fee),
- iii. two sets of fingerprint cards and signed authorization to use fingerprints form if applicable,
- iv. explanations and documents for any "yes" answers to disciplinary questions, and
- v. all continuing education certificates not previously submitted and approved (or submitted separately by electronic means and not yet approved) including 7-Hour USPAP Update if due that year and all others if it is the end of the second year in the two-year continuing education cycle;
- vi. late processing fees are calculated by the online renewal application system for any application date stamped after November 30 of the current year.

If the online renewal application is missing any of the required information for renewal, the application will not be processed any further. A letter will be sent to the applicant explaining the deficiencies and will be logged in the application log. The portions of the review that were completed will be marked as Complete in the Appraiser Applications and Reviews Interface. The Status will be set to "Rejected." 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 applicant will explain that the W-9 is required in order to process the refund of the payment of fees.

- d. Verify that the education certificates required have been received. If the number of continuing education hours are deficient, the application will not be processed any further. A letter will be sent to the applicant 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 applicant does not choose to remedy the deficiencies and complete the continuing education requirements, the Status will be set to “Rejected” if insufficient hours were submitted and “Denied” if the appropriate number of hours were submitted, but one or more of the activities does not meet requirements for approval (If denial is not clear, application is presented to the Director for decision to deny or take to the Board for decision.). A rejection or 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 applicant will explain that the W-9 is required in order to process the refund of the payment of fees.
- e. USPAP has a specific date requirement. Often, USPAP is due in the first year of an appraiser’s two-year continuing education period. If USPAP is found to not have been completed in a timely manner or not have been completed, employee will consult with the Director regarding how to proceed. The Director has authority to approve the activity in question with or without additional directives (advisory letter), or the Director may determine that the application will go before the Board at its next regular meeting. Applicant will be notified of any action by letter.
- f. For continuing education activities completed in another jurisdiction, the certificate will be submitted to the Administrative Specialist (AS) for verification of approval of the activity in the jurisdiction in which it was completed or the jurisdiction of residence for online activities not approved by Nebraska, and entering into the NRPAB Database. The AS will then assign a continuing education activity number, write the number on the certificate, and return it to the employee processing the application. If AS cannot verify acceptance as continuing education by the jurisdiction in which the activity was completed or the jurisdiction of residence for online activities not approved by Nebraska, he or she will return the certificate to the employee processing the application and request that employee send letter to appraiser: 1) requesting that appraiser provide supporting documentation evidencing that the activity is accepted as continuing education by the jurisdiction in which the activity was completed or the jurisdiction of residence for online activities not approved by Nebraska, or 2) informing appraiser that activity is not accepted for continuing education credit. 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 applicant explaining the deficiencies and will be logged in the application log. The portions of the review that were completed will be marked as “Complete” in the Appraiser Applications and Reviews Interface. If the applicant does not choose to remedy the deficiencies and complete the

continuing education requirements, the Status will be set to “Denied.” A denial letter 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 applicant will explain that the W-9 is required in order to process the refund of the payment of fees.

- g. Certificates will then be entered into the NRPAB database. The continuing education acceptance is validated by the NRPAB’s records in the database. If the appraiser has not supplied the required documentation, the employee will return the application with all the accompanying documentation or notify the applicant with a letter explaining the continuing education deficiencies. 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 applicant explaining the deficiencies and will be logged in the application log. The portions of the review that were completed will be marked “Complete” in the Appraiser Applications and Reviews Interface. If the applicant does not choose to remedy the deficiencies and complete the continuing education requirements, the Status will be set to “Denied.” A denial letter 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 applicant will explain that the W-9 is required in order to process the refund of the payment of fees. If CE was taken late, the employee will write the year due on the certificate, and enter the activity as having been taken in the CE period to which it is being applied, not the CE period during which it was actually taken. If USPAP was taken late, next USPAP due date will be two years after it was due, not two years after it was actually completed. For CE certificates uploaded by the appraiser in the education interface in Appraiser Login, CE applied to an earlier CE period than the period during which it was actually completed or USPAP applied to an earlier year than the year in which it was completed will have a note added in the Education tab when the CE is approved indicating why the CE period or the USPAP year does not match the date of completion of the activity.
- h. If continuing education is approved, the employee will update the database with the new USPAP due date (If USPAP was taken late, next USPAP due date will be two years after it was due, not two years after it was actually taken.), along with the new continuing education cycle for the appraiser (if applicable). It is imperative that this be updated to ensure that there is no confusion arising from incorrect data on the Board’s website and to ensure that the online renewal application does not allow an appraiser to submit an incorrect 2-year renewal application.

- i. The employee will mark the Education Review as “Complete” in the Appraiser Applications and Reviews Interface. This item will be marked as “Complete” even if the appraiser was not required to submit any CE with the application, to indicate that the employee reviewed and verified that no CE was required and USPAP was not required. The CE Period and year USPAP due updated will be marked as “Complete” if either of those dates were changed.
9. The employee will proceed to verify disciplinary action by utilizing the ASC National Registry. All credential holders will be verified on the ASC National Registry whether they are reciprocal or resident credential holders. This ASC 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. In the Disciplinary Review section of the Application Review Interface, the Disciplinary Review, NE Disciplinary Action Review, and ASC National Registry Review will be marked as “Complete” and Recommendation set to “Approved”. If there is disciplinary action, the employee will highlight it in the ASC report and verify that:
  - a. The Disciplinary action occurred more than 5 years ago.
  - b. The 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 Executive Director will be consulted. The Director will determine whether the employee should proceed with processing, request additional information pertaining to the disciplinary action, or whether the action will be reviewed and voted on by the Board. Disciplinary Review actions will be entered or marked as complete in the Appraiser Applications and Reviews Interface.

10. For applicants required to submit to a criminal history record check, the BLS will review results received from the Nebraska State Patrol.
  - a. If there are no results reported, the Background Results Review will be marked “Complete” and the Recommendation “Approved” selected. The results will be filed for the 2-year retention period.
  - b. If results are reported, but have been previously reviewed and approved, that will be noted in the application log. The Background Results Review will be marked “Complete” and the Recommendation “Approved” selected. The results will be filed for the 2-year retention period.

- c. If results are reported that have not been previously reviewed, Director Review will be marked “Applicable” and the results given to the Director for review. The Director may request further information from police departments, courts, or the applicant. The Director may approve, deny, or send the application to the board for review. If notification of any sort is to be made to the applicant, or the application will go before the Board, the applicant will be notified in writing. The Director’s review and recommendation and the Board Review and Board Action, if any, will be marked in the CHRC Review and appropriate log entries will be made for all actions and documents. The results will be filed for the 2-year retention period.
11. Late renewal applications requiring Board review will be placed on the agenda for the next board meeting. The Board will be informed of the applicant’s late renewal history: none, a prior late renewal, or multiple prior late renewals.
12. Upon the successful completion of the education review, the disciplinary action check, and the CHRC review and Board review, if any, the status of the application will be updated to “Ready for Credentialing” in the Appraiser Applications and Reviews Interface. The required information will be entered under the credentialing card tab in the NRPAB database (credential type, fee amount, 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 employee 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 appraiser’s name on the EFW document attached to the deposit. If any late processing fees were paid, the employee 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.
13. To save the updated information in the database, the employee will click the “update” button at the bottom of the profile or the Appraiser Applications and Reviews Interface.
14. After completing the update in the NRPAB database, the employee will update the ASC extranet with the renewal information (unless applicant is a Trainee). The employee will enter the appropriate information in the Federal Registry Tracker. The date the contact information is updated in the ASC Registry and the date the renewal is entered in the ASC registry will be entered in the final Processing section of the Appraiser Applications and Reviews Interface.
15. The employee will change the Application Status to “Approved.” This automatically generates an email to the applicant that the credential has been renewed.

16. The 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 USPAP has not already been downloaded. Appraisers will be sent a receipt and any advisory letters regarding late application or late USPAP Update in addition to the postcard if late processing fees were paid or USPAP was taken late.
  - a. If fingerprint cards were submitted with a renewal application postmarked on or before November 30 and the results have not been received by December 31, a letter notifying the appraiser that the renewal is approved contingent upon the results of the background check will be sent.
  - b. The employee will review the information shown on the rap sheet received from the NSP and determine if additional review is needed by the Director. The Director may approve the renewal application, request additional information from the applicant, and/or submit the application to the Board for review. If notification of any sort is to be made to the applicant, or the application will go before the Board, the applicant will be notified in writing. If approved, the appraiser will receive the email and postcard stating the renewal is complete.
17. For PDF applications, when the application is fully processed and all requirements have been met, the application, supporting documentation, and copies of any checks and receipts will be scanned and placed in the appraiser's log in the NRPAB Database.
18. 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 and 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, will 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.
19. All applications are considered important; however, anything received after December 31 of the designated year will be completed as the office is able. The priorities of the office will shift back to normal duties as of January 1 of the next year.



# NRPAB Random CHRC Background Check For Real Property Appraiser Credential Renewal Selection Procedures for Nebraska Real Property Appraiser Credential Renewals

	A	B	C	D	E	F	G	H	I
1	Sir Gordon Chalk	0.810087							
2	Sir Joh Bjelke-Petersen	0.188936							
3	Peter Beattie	0.700644							
4	Frank Cooper	0.030621							
5	Anna Bligh	0.246233							
6	Jack Pizzey	0.613393							
7	Russell Cooper	0.696986							
8	Rob Borbidge	0.361598							
9	Ned Hanlon	0.868152							
10	Sir Francis Nicklin	0.027859							
11	Mike Ahern	0.161017							
12	Wayne Goss	0.944119							
13	Campbell Newman	0.499478							

- On ~~June~~ August 1<sup>st</sup> of each year or shortly thereafter, the Director will generate the OBIEE Appraiser Random CHRC Selection Report ~~Federal Export excel file~~ from the NRPAB Database for the year of the next renewal, which includes contact information for all active real property appraisers from the NRPAB Database.
- The Row 1 headers ~~All information~~ will be deleted ~~(including row 1 headers), with the exception of credential number, last name, and first name.~~
- The formula =RAND() will be entered into the first row of Column SD. (This generates a random number between 0 and 1.)
- The formula will be copied and pasted to the remaining rows that contain appraiser names. This will place a different random number in each cell next to the relevant names.
- Column SD, filled with random numbers, will be selected by clicking on the initial row letter at the top to highlight the entire column.
- The ‘Sort & Filter’ button on the Home tab will be selected, and the column will be sorted by using ‘Sort Smallest To Largest’. Excel will offer to expand the selection, so the names will actually be sorted as well.
- Column SD will be highlighted and deleted. This gets rid of the random numbers, as they are no longer needed.
- 10% of the total number of appraisers shown on the Appraiser Random CHRC Selection Report ~~Federal Export excel file~~ will be identified and rounded up to the next whole number.

- Delete all appraisers shown below the whole number as determined above.
- The list will be saved as “Years Appraiser Random CHRC Selection Report”.
- Each appraiser selected will be notified in writing by certified letter that informs the real property appraiser of the selection, and of the submission procedures and requirements.



# Memo from the Board to Nebraska Real Property Appraisers

July 13, 2021

## THE NEBRASKA REAL PROPERTY APPRAISER BOARD PROPOSED CHANGES TO TITLE 298 OF THE NEBRASKA ADMINISTRATIVE CODE

By Tyler Kohtz, Director

The Nebraska Real Property Appraiser Board will hold a public hearing at 11:00 a.m. on Thursday, August 19, 2021 in the Nebraska Real Property Appraiser Board Office on the 1st Floor of the Nebraska State Office Building at 301 Centennial Mall South, Lincoln, Nebraska for proposed changes to Title 298 of the Nebraska Administrative Code.

Title 298 includes the rules and regulations for administration and enforcement of the Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 – 76-2250) and the Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 – 76-3222). Title 298 clarifies and defines the requirements and processes for real property appraiser credentialing, real property appraiser credential renewal, real property appraiser qualifying and continuing education activities, appraisal management company registration and renewal, and investigations.

The proposed changes to Title 298 reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession, include general updates for better clarification and administration, and harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB808 in 2020 and LB23 in 2021.

Draft copies of all rules and regulations to be adopted, amended, or repealed are available for examination at the Nebraska Real Property Appraiser Board office, Monday through Friday, between 8:00 a.m. and 5:00 p.m., on the Nebraska Secretary of State’s website at: [https://www.nebraska.gov/nesos/rules-and-regs/regtrack/details.cgi?proposal\\_id=2161](https://www.nebraska.gov/nesos/rules-and-regs/regtrack/details.cgi?proposal_id=2161), and on the Board’s website at: <https://appraiser.ne.gov/>. A description of the fiscal impact may also be examined at the Nebraska Real Property Appraiser Board office, Monday through Friday, between 8:00 a.m. and 5:00 p.m.

## Board Members

*Chairperson of the Board*

**Christopher M.A. Mustoe**, Omaha  
Certified General Appraiser  
2<sup>nd</sup> District Representative  
Term Expires: January 1, 2022

*Vice-Chairperson of the Board*

**Thomas M. Luhrs**, Imperial  
Certified General Appraiser  
Licensed Real Estate Broker Rep  
Term Expires: January 1, 2023

*Board Member*

**Wade Walkenhorst**, Lincoln  
Financial Institutions Rep  
Term Expires: January 1, 2024

*Board Member*

**Bonnie M. Downing**, Dunning  
Certified General Appraiser  
3<sup>rd</sup> District Representative  
Term Expires: January 1, 2025

*Board Member*

**Cody Gerdes**, Lincoln  
Certified General Appraiser  
1<sup>st</sup> District Representative  
Term Expires: January 1, 2026



**Tyler N. Kohtz, Director**

301 Centennial Mall South, First Floor  
PO Box 94963  
Lincoln, NE 68509-4963

Phone: 402-471-9015

Fax: 402-471-9017

Website: <https://appraiser.ne.gov>



Visit NRPAB on Facebook

All interested persons are invited to attend and testify orally or by written submission at the hearing. Interested persons may also submit written comments prior to hearing, which will be made part of the hearing record at the time of hearing if received by the Board on or before August 18, 2021. If auxiliary aids or reasonable accommodations are needed to participate in the hearing, or if hearing impaired, please contact the Board's office at 402-471-9015 by no later than Tuesday, August 17, 2021.

If you have questions regarding the proposed changes to Title 298 or the August 19, 2021 public hearing, please contact me by email at [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov), or by phone at 402-471-9015.



# THE NEBRASKA APPRAISER

News from the Nebraska Real Property Appraiser Board

Spring 2021

## Director's Comments



Director Tyler Kohtz

*Tyler Kohtz has been the Director for the Nebraska Real Property Appraiser Board since March of 2012. He is responsible for the development, implementation, and management of all programs for the agency, including the administration and enforcement of the Real Property Appraiser Act and the Appraisal Management Company Registration Act.*

## Spring is in the Air!

Every year the vibrant spring colors turn to green, the temperatures warm, and we rediscover our appreciation of the outdoors. This year, the spring air also brought a sense of optimism with it. Last week, the Board held its first strategic planning meeting in two years. During this meeting, the Board began work on the work on the 2021-22 budget and its priorities for the next fiscal year. The Board also welcomed Cody Gerdes, its new First Congressional District Certified Real Property Appraiser Representative, to his first in-person meeting. Finally, the Board has re-established its monthly meeting routine. You can learn more about Board Member Gerdes as he is "In the Spotlight," and much more, in this edition of The Nebraska Appraiser. As always, the Board is here for you, so feel free to call or email with any questions or comments.

## In This Issue

### NRPAB Feature:

- Changes to the Nebraska Real Property Appraiser Act approved by the Nebraska Legislature (LB23)

### NRPAB Quick Hits:

- NRPAB COVID-19 Response
- State Legislature's Banking Commerce and Insurance Committee OBRA Review of NRPAB
- Legislation of NRPAB Interest
- Guidance Documents Adopted/Retired Between January and March of 2021
- Compliance Update (January — March 2021)

### In the Spotlight:

- Cody Gerdes Appointed as First Congressional District Certified Real Property Appraiser Representative on the Board

### Coming and Going:

- Who's New? (January – March)
- Real Property Appraiser and AMC Numbers and Trends as of April 1, 2021
- Real Property Appraiser Credential Renewal Report as of April 2021

### Financial Snapshot:

- March 31, 2021 Financial Report

## Upcoming NRPAB Meetings:

- ◆ July 15, 2021 @ NRPAB Office (Conference Room)
- ◆ August 19, 2021 @ NRPAB Office (Conference Room)
- ◆ September 16, 2021 @ NRPAB Office (Conference Room)

\* These meeting dates are all tentative. Please check the Board's Facebook page for information as these dates approach. The start time for each meeting can be found on the agenda posted to the Board's website at least 48 hours prior to the start of the meeting.

# Changes to the Nebraska Real Property Appraiser Act Approved by the Nebraska State Legislature (LB23)

By Tyler N. Kohtz, Director

[LB23](#) was introduced by Senator Williams on January 7, 2021 to update the Nebraska Real Property Appraiser Act to implement the Real Property Appraiser Qualifications Criteria adopted by The Appraisal Foundation's Appraiser Qualifications Board, effective on January 1, 2020 and May 15, 2020; and to maintain compliance with Title XI and the Policy Statements of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. LB23 was passed by the Nebraska State Legislature on March 11, 2021, and signed into law by Governor Ricketts on March 17, 2021. Specifically, LB23:

- ◆ Updates "2020" to "2021" in the definition of "Financial Institutions Reform, Recovery, and Enforcement Act of 1989" and "Uniform Standards of Professional Appraisal Practice;"
- ◆ Corrects incorrect language in Neb. Rev. Stat. § 76-2221(1) to clarify that any salaried employee of the federal government, any agency of the state government or a political subdivision which appraises real estate, any insurance company authorized to do business in this state, or any regulated financial institution, who renders an estimate or opinion of value of real estate or any interest in real estate in connection with their employment is exempt from the Act;
- ◆ Updates Neb. Rev. Stat. §§ 76-2228.01, 76-2230, 76-2231.01, and 76-2232 to allow that an associate's degree or higher in real estate from an accredited awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum, or the equivalent as determined by the AQB, be used in place of class hours in real property appraiser qualifying education conducted by education providers;

- ◆ Modifies Neb. Rev. Stat. § 76-2228.02(3) to implement the 2020 Criteria change clarifying that any action taken by an appraiser regulatory agency involving that jurisdiction's isolated administrative responsibilities, that may or may not affect a real property appraiser's legal eligibility to engage in real property appraisal practice, is not considered disciplinary action for the purpose of supervisory real property appraiser eligibility; and
- ◆ Modifies Neb. Rev. Stat. § 76-2230(6) to implement the 2020 Criteria change raising the maximum transaction value for complex residential properties from \$250,000 to \$400,000 for eligibility to engage in real property appraisal practice in the scope of practice for the licensed residential real property appraiser.

Finally, LB23 also includes minor changes to clean up the language and to address the administration of the act. More details regarding the specifics of these changes can be provided upon request. If you have questions regarding LB23 or the changes to the Nebraska Real Property Appraiser Act, please contact me by email at [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov), or by phone at 402-471-9015.



*Nebraska State Capitol at night*



# NRPAB Quick Hits:

- ◆ The Board has a folder on its website for COVID-19-related documents relevant to the appraiser community, and notice of these documents, along with other important information, is posted to the Board’s Facebook page. The Board will continue use of executive authority granted to waive rules pertaining to examinations and applications as a result of Governor Ricketts's 2020 State of Emergency Proclamation made on March 13, 2020.
- ◆ The State of Nebraska Legislature’s Banking, Commerce, and Insurance Committee completed an Occupational Regulation Review of the Real Property Appraiser Board. The Committee report confirmed that the credentialing requirements for Nebraska real property appraisers in the Real Property Appraiser Act comply with, but do not exceed, the minimum national requirements, and the committee recommends no changes in the Act other than continued timely amendments to maintain compliance with the always changing national requirements. The Committee’s audit report can be found on the Legislature’s [Occupational Board Reform Act](#) webpage.
- ◆ A summary of legislative bills of NRPAB interest, along with the link to the legislative information, can be found on the main page of the Board’s website at: [appraiser.ne.gov](http://appraiser.ne.gov). Select the hyperlink titled “2021 Legislation of NRPAB Interest” in the blue box on the right-hand side of the page. If you have any comments regarding any of the bills listed in this document, please feel free to contact the Board’s office at 402-471-9015, or email Director Kohtz at [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov).

# NRPAB Staff

### DIRECTOR

Tyler N. Kohtz  
402-471-9015  
[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)

### BUSINESS AND LICENSING SPECIALIST

Allison L. Nesper  
402-471-9024  
[allison.nesper@nebraska.gov](mailto:allison.nesper@nebraska.gov)

### ADMINISTRATIVE SPECIALIST

Katja Duerig  
402-471-9015  
[katja.duerig@nebraska.gov](mailto:katja.duerig@nebraska.gov)



301 Centennial Mall South, First Floor  
PO Box 94963  
Lincoln, NE 68509-4963

Phone: 402-471-9015  
Fax: 402-471-9017  
Website: <https://appraiser.ne.gov/>



[Visit NRPAB on Facebook](#)

## Have questions? We have answers!

Questions related to appraisal management company registration and renewal: [nrpab.amc@nebraska.gov](mailto:nrpab.amc@nebraska.gov)

Questions related to real property appraiser credentialing: [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

Questions related to real property appraiser credential renewal: [nrpab.renewals@nebraska.gov](mailto:nrpab.renewals@nebraska.gov)

Questions related to real property appraiser education (QE & CE): [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov)

Questions related to investigations, or how to file a grievance: [nrpab.compliance@nebraska.gov](mailto:nrpab.compliance@nebraska.gov)

General Questions: [nrpab.questions@nebraska.gov](mailto:nrpab.questions@nebraska.gov)

## NRPAB Quick Hits:

- ◆ The Nebraska Real Property Appraiser Board retired no guidance documents, and adopted no guidance documents between January and March. All Guidance Documents are available for viewing on the Board's website at: [https://appraiser.ne.gov/guidance\\_documents.html](https://appraiser.ne.gov/guidance_documents.html).
- ◆ Compliance Update
  - \* Between the months of January and March, there was one grievance filed against one Nebraska credentialed real property appraiser, and the Board dismissed one grievance without prejudice. No disciplinary actions were taken by the Board against any appraisers during this period.
  - \* Between the months of January and March, no grievances were filed against any appraisal management companies. During this time, no disciplinary actions were taken by the Board against any appraisal management companies.



## Board Members

**Chairperson of the Board**  
**Christopher M.A. Mustoe, Omaha**  
Certified General Appraiser  
2nd District Representative  
Term Expires: January 1, 2022

**Vice Chairperson of the Board**  
**Thomas M. Luhrs, Imperial**  
Certified General Appraiser  
Licensed Real Estate Broker Rep  
Term Expires: January 1, 2023

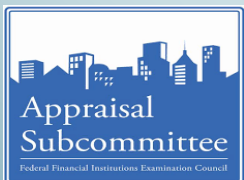
**Board Member**  
**Wade Walkenhorst, Lincoln**  
Financial Institutions Rep  
Term Expires: January 1, 2024

**Board Member**  
**Bonnie M. Downing, Dunning**  
Certified General Appraiser  
3rd District Representative  
Term Expires: January 1, 2025

**Board Member**  
**Cody Gerdes, Lincoln**  
Certified General Appraiser  
1st District Representative  
Term Expires: January 1, 2026



What's new at The Appraisal Foundation?  
[appraisalfoundation.org](http://appraisalfoundation.org)



What's new at the Appraisal Subcommittee?  
[asc.gov](http://asc.gov)



What's new at the AARO?  
[aaro.net](http://aaro.net)



# In the Spotlight:

## Cody Gerdes Appointed to the First Congressional District Certified Real Property Appraiser Position on Board

Governor Pete Ricketts appointed Nebraska Certified General Real Property Appraiser Cody Gerdes to the Nebraska Real Property Appraiser Board as the First Congressional District Certified Real Property Appraiser Representative on February 25, 2021. Newly appointed Board Member Gerdes was sworn in by Chief Deputy Secretary of State Colleen Byelick on April 9, 2021.

Gerdes, a Certified General Real Property Appraiser since 2003, is a shareholder and senior staff appraiser for Great Plains Appraisal in Lincoln, Nebraska. Gerdes focuses his practice on the appraisal of commercial, industrial, agricultural, and special-purpose properties, along with the appraisal of subdivisions, in and around Lincoln, Nebraska and throughout greater Nebraska.



*Cody Gerdes being sworn in by Chief Deputy Secretary of State Colleen Byelick.*

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*"It is a pleasure to serve the profession that has meant so much to me over the last eighteen years. We are a small community of professionals, and it is an honor to be a part of the Nebraska Real Property Appraisal Board with other appraisers and professionals across our market. I look forward to serving the board and my fellow appraisers."*

*– Cody Gerdes*

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Gerdes, his wife Torrey, and their two children enjoy spending time outdoors.

Gerdes's term on the Board will run through December 31, 2025. If you would like to offer your congratulations to Cody Gerdes, please email Director Kohtz at [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov) with your comments.



## Who's New?

The Nebraska Real Property Appraiser Board congratulates the following individuals who received real property appraiser credentials, and the organizations newly registered as appraisal management companies, between January and March of 2021.

### *Trainee Real Property Appraisers*

**Anton Yost**, Plattsmouth NE – T2021001  
**Shane North**, Saint Libory NE - T2021002  
**Megan Ballenger**, Omaha NE – T2021003  
**Joseph Mayhew**, Lincoln NE – T2021004  
**Parker Smith**, Council Bluffs IA – T2021005  
**Philip Kreutzer**, Lincoln NE – T2021006  
**Margaret Peters**, Omaha NE – T2021007  
**Jason Orr**, Yankton SD – T2021008  
**Mallory Baber**, Omaha NE – T2021009  
**Jeana Chancellor**, Broken Bow NE – T2021010  
**Patrick Coder**, Omaha NE – T2021011  
**Chelsea Reigies**, North Platte NE – T2021012

### *Certified Residential Real Property Appraisers*

**Ashley Clum**, Arvada CO – CR2021001R  
**Christopher Andress**, Omaha NE – CR2021002  
**Ruth Brooks**, Omaha NE – CR2021003

### *Certified General Real Property Appraisers*

**John Evans**, Spokane Valley WA – CG2021001R  
**Anthony Mustoe**, Omaha NE – CG2021002  
**Brent Mertz**, Kansas City MO – CG2021003R  
**Thomas Horton**, Kansas City MO – CG2021004R  
**Justin Kaminski**, Chicago IL – CG2021005R

### *Appraisal Management Companies*

**Lender's Valuation Services, Inc.** – NE2020007  
**Bluebird Valuation LLC** – NE2020008

The Nebraska Real Property Appraiser Board regrets the passing of the following Real Property Appraisers as reported to the Board:

Robert W. Anderson, Lincoln NE  
Paul Crom, Holdrege NE

## Free Voluntary Guidance for Appraisers

Looking for guidance on recognized valuation methods and techniques? The Appraisal Foundation has issued *Valuation Advisories*, which are available for free on the Foundation's web site. The following *Valuation Advisories* are currently available:

APB Valuation Advisory #2:  
[Adjusting Comparable Sales for Seller Concessions](#)

APB Valuation Advisory #3:  
[Residential Appraising in a Declining Market](#)

APB Valuation Advisory #4:  
[Identifying Comparable Properties – Revised](#)

APB Valuation Advisory #5:  
[Identifying Comparable Properties in Automated Valuation Models for Mass Appraisal](#)

APB Valuation Advisory #6:  
[Valuation of Green and High Performance Property: Background and Core Competency](#)

APB Valuation Advisory #7:  
[Valuation of Green and High Performance Property: One- to Four-Unit Residential](#)

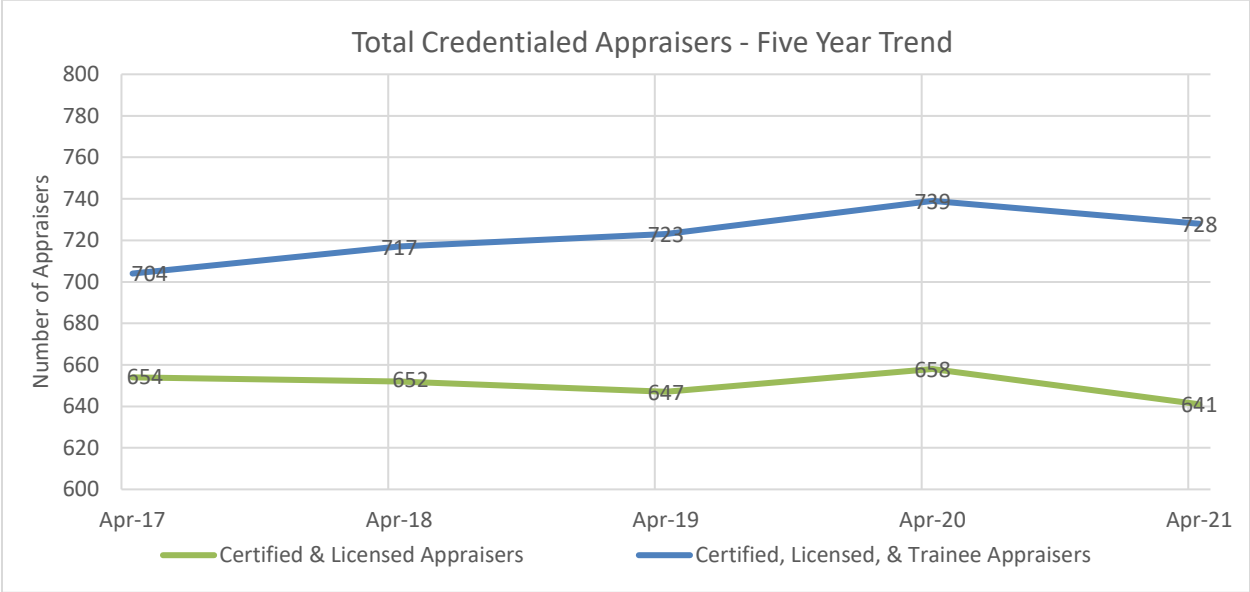
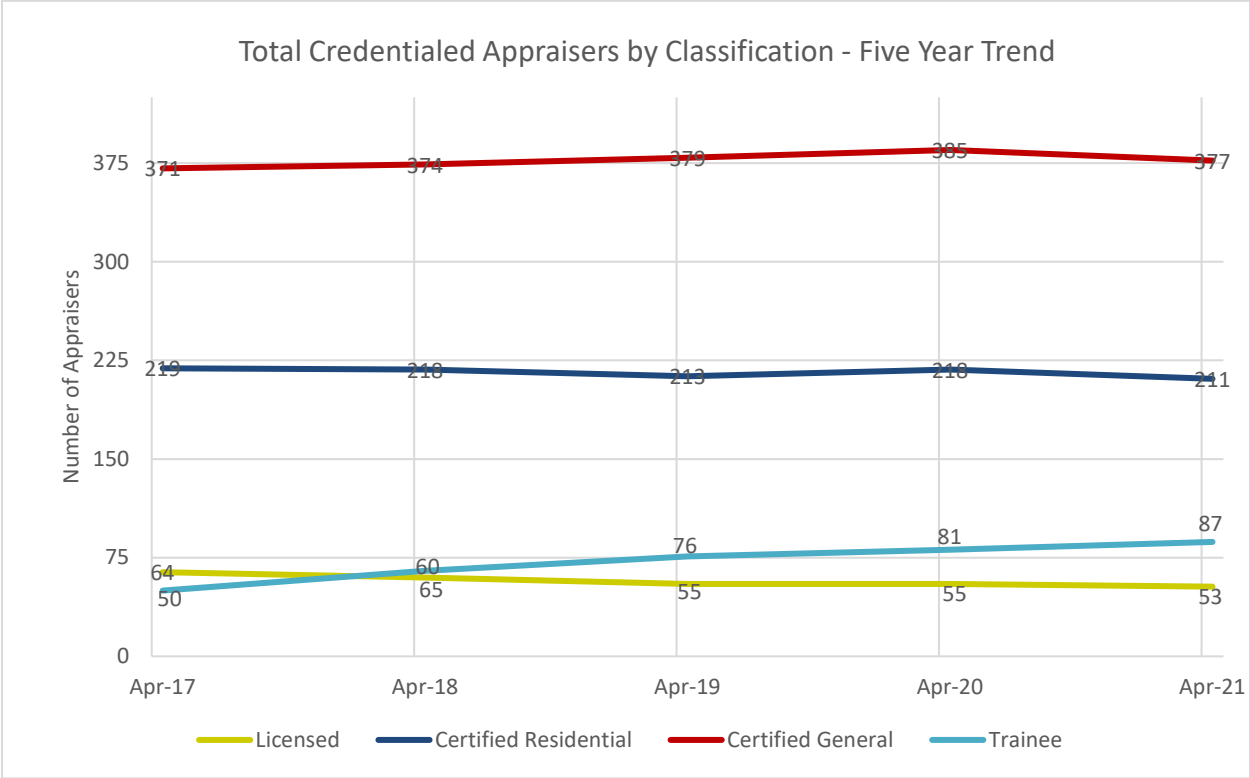
APB Valuation Advisory #8:  
[Collection and Verification of Residential Data in the Sales Comparison Approach](#)

APB Valuation Advisory #9:  
[Valuation of Green and High-Performance Property: Commercial, Multi-family, and Institutional Properties](#)

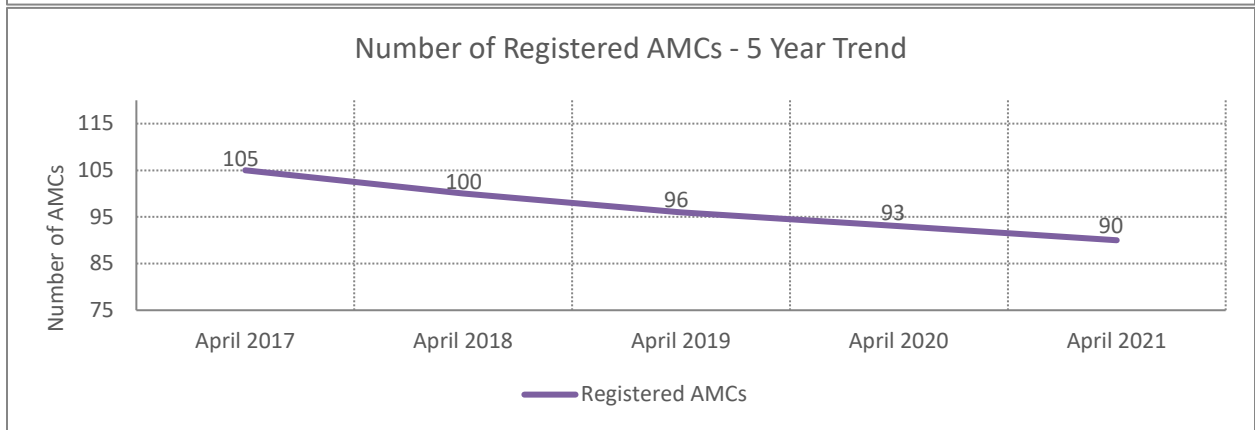
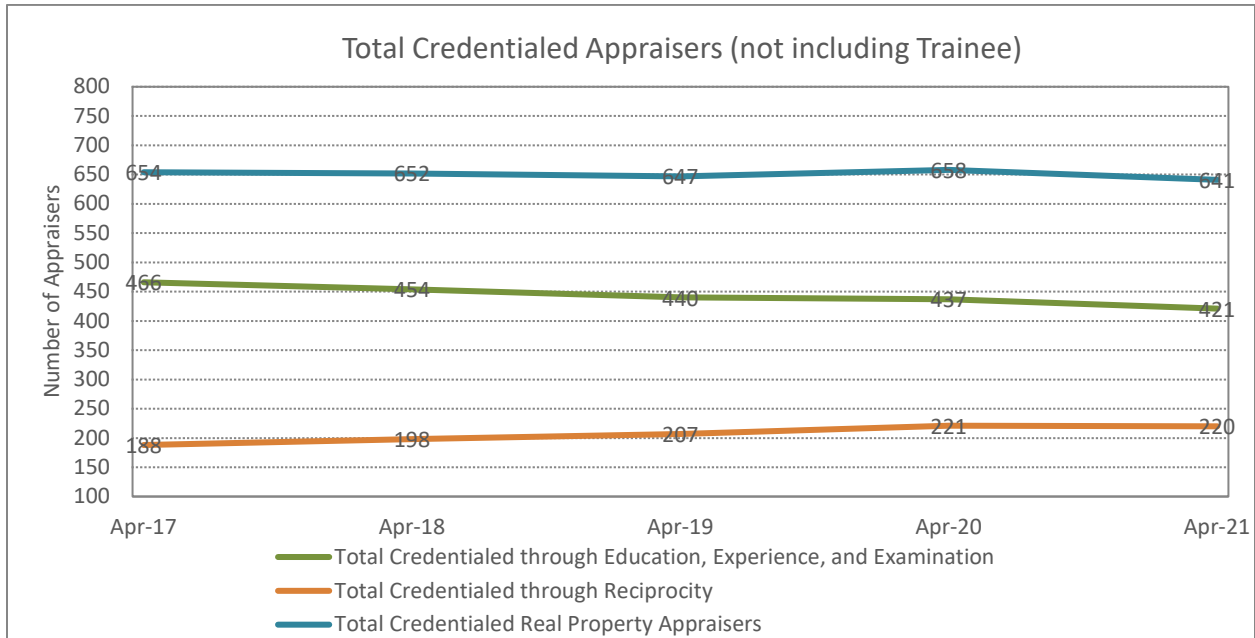
To learn more about the APB's *Valuation Advisories* and what advisories are under development, click [here](#).

# Real Property Appraiser and AMC Numbers and Trends as of April 1, 2021

The charts below outline the five-year trend for the number of Nebraska credentialed real property appraisers and Nebraska registered appraisal management companies as of April 1, 2021. There are currently 641 licensed residential, certified residential, and certified general real property appraisers in Nebraska, and 87 credentialed trainee real property appraisers. In addition, there are currently 90 appraisal management companies registered in Nebraska.



Real Property Appraiser and AMC Numbers and Trends as of April 1, 2021 (Continued)



# THE APPRAISAL FOUNDATION

*Authorized by Congress as the Source of Appraisal Standards and Appraiser Qualifications*



**New!**  
The Appraisal Foundation  
Q&A Forum



Do you have a question for the Appraiser Qualifications Board or Appraisal Standards Board that is not addressed in the existing Q&As?

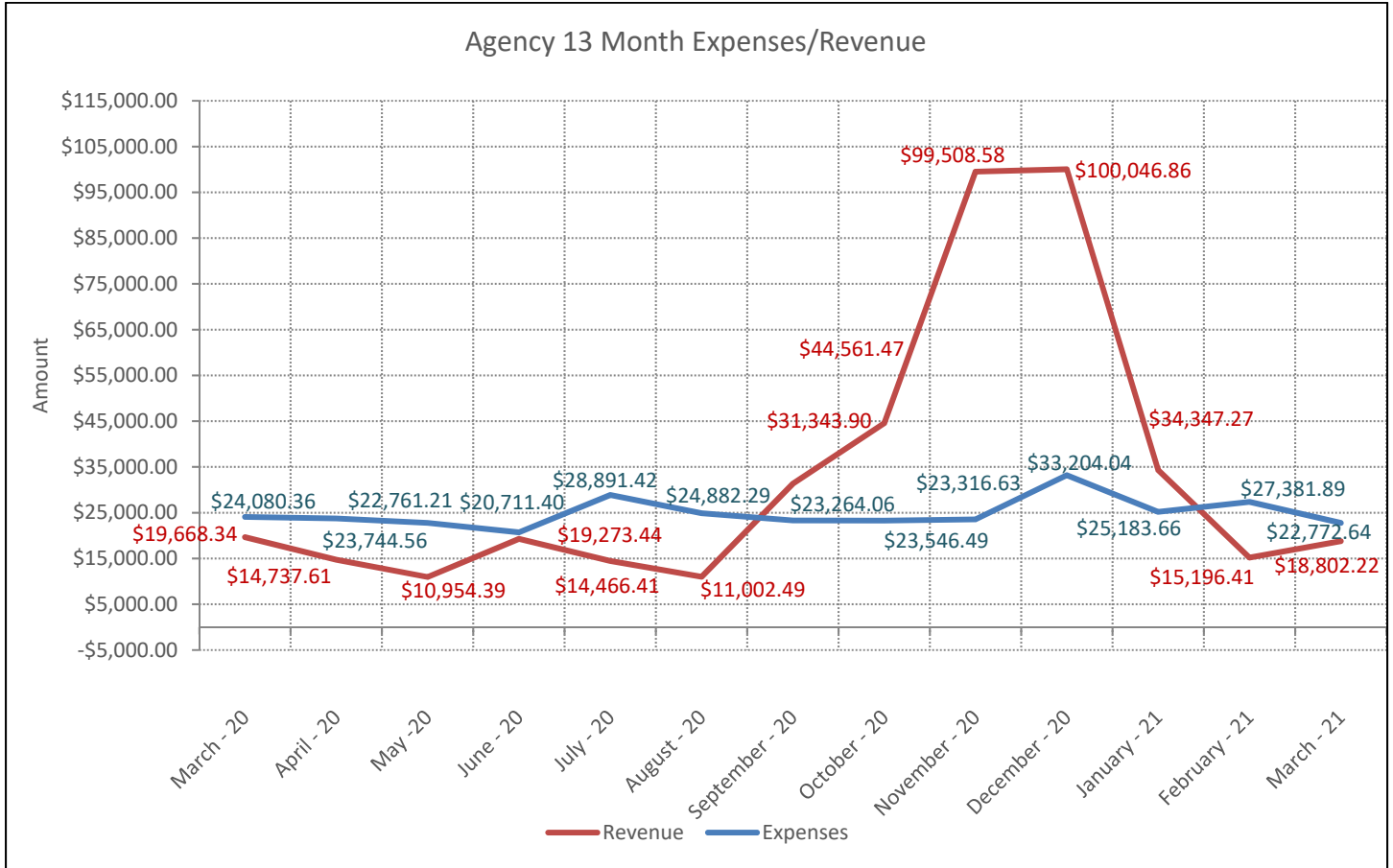
The Appraisal Foundation is pleased to announce a new Q&A Forum that is now available. You can post your questions on appraisal standards or appraiser qualifications and receive a timely answer from Foundation staff.

For more information on the Forum and how to register, please visit our Q&A webpage located at [https://www.appraisalfoundation.org/imis/TAF/Standards/Q\\_As/TAF/QAs.aspx](https://www.appraisalfoundation.org/imis/TAF/Standards/Q_As/TAF/QAs.aspx).

To access the Forum directly, visit <http://www.appraisal.answerbase.com/>.

# NRPAB Financial Snapshot as of March 31, 2021


For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$232,443.12 in expenditures and \$369,275.61 in revenues were recorded as of March 31, 2021. Actual expenses registered at 54.14 percent of the budgeted expenditures for the fiscal year; 75.07 percent of the fiscal year has passed.



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**Official Nebraska Government Website**


  
**Nebraska Real Property Appraiser Board**

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↑  
Appraiser Login

**Mission:**  
The Mission of the Nebraska Real Property Appraiser Board is to administer and enforce the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act with efficiency, equity, and integrity to ensure that the citizens of Nebraska are protected and served, and that the appraisal services community is highly qualified through education, experience, and examination.

**Vision:**  
The Nebraska Real Property Appraiser Board's vision is to provide leadership for the appraisal industry in the State of Nebraska. The Board will generate interest by promoting the appraiser profession, building positive public awareness of the industry throughout the State, and identifying and resolving issues faced by the public and appraisal services community. The Nebraska Real Property Appraiser Board will also establish and maintain standards for appraisers and appraisal management companies that lays the foundation for a highly qualified, motivated, dependable, and ethical appraisal services community in Nebraska.

**Information about the 2021-22 Renewal Period:**  
[2021-22 Real Property Appraiser Continuing Education Requirements \(pdf\)](#)  
[2021-22 Renewal Questions & Answers \(pdf\)](#)

- AMC Registration
- Appraiser\_Credentialing
- Board Meetings
- Education
- Enforcement
- Laws, Regulations, and Guidance Documents
- Public Information
- Request Forms
- USPAP Review Report Forms
- 2021-22 Renewal Applications
- COVID-19 Information
- 2021 Legislation of NRPAB Interest

Your credentialing card, the Online Renewal Application with EFW Payment, the Education Submission Portal, continuing education requirements, education history, and USPAP download are all found in the Appraiser Login on the Board's website.



# Appraisal Subcommittee

Federal Financial Institutions Examination Council

# Welcome

  
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## ASC Quarterly Meeting - September 15, 2021

Monday June 07, 2021

The next ASC Quarterly Meeting is scheduled for 10:00 a.m. ET on Wednesday, September 15, 2021 via Zoom. The Meeting Agenda and Zoom registration information will be posted here approximately two weeks before the Meeting.

Persons wishing to address the ASC members at a regular meeting may submit a request to the Chairman via [Meetings@asc.gov](mailto:Meetings@asc.gov) no less than two weeks in advance of a regular meeting detailing the nature of the request. Such participation by public attendees is entirely at the Chairman's discretion, and if granted, is subject to time limitation as specified by the Chairman.

**APPRAISAL SUBCOMMITTEE  
OPEN SESSION MEETING MINUTES  
MARCH 10, 2021**

LOCATION: Zoom Conference

**ATTENDEES**

**ASC MEMBERS:** CFPB – John Schroeder  
FDIC – John Jilovec  
FHFA – Robert Witt  
FRB – Keith Coughlin  
HUD – Bobbi Borland  
NCUA – Tim Segerson  
OCC – Enice Thomas

**ASC STAFF:** Executive Director – Jim Park  
Deputy Executive Director – Denise Graves  
General Counsel – Alice Ritter  
Grants Director – Mark Abbott  
Financial Manager – Girard Hull  
Attorney-Advisor – Ada Bohorfoush  
Management and Program Analyst – Lori Schuster  
Administrative Officer – Brian Kelly  
Regulatory Affairs Specialist – Maria Brown  
Policy Manager – Claire Brooks  
Policy Manager – Neal Fenochietti  
Policy Manager – Kristi Klamet  
Policy Manager – Vicki Metcalf  
Policy Manager – Jenny Tidwell

**OBSERVERS:** See attached list

The Meeting was called to order at 10:00 a.m. by Chair T. Segerson.

**REPORTS**

• **Chairman**

T. Segerson thanked observers for attending and said that when in-person Meetings can safely resume, the ASC may continue to allow observers to attend virtually. He added that the ASC and member agencies are looking into resolutions for inequality and bias in appraisals and residential lending practices.

- **Executive Director**

J. Park updated the ASC on recent ASC staff activity as noted below. He introduced E. Thomas as the new OCC representative to the ASC. He echoed T. Segerson's comments regarding inequality and bias in appraisals and residential lending practices. K. Coughlin noted his agreement with these comments as well.

- While on-site Compliance Reviews were halted in March 2020, the ASC staff developed a State Off-Site Assessment (SOA) for use until operations return to normal. The first SOAs started in January 2021 and are already proving to be useful for the ASC and the States.
- As. T. Segerson noted in his comments, the ASC began hosting its public meetings virtually in May 2020. This has increased public accessibility to ASC meetings and thereby its transparency. The public meetings in 2020 had roughly 65 attendees on average which was evenly divided between agency staff and public observers.
- In 2020, the ASC committed nearly \$14M in federal grant funds to be disbursed over the next three years to the States and Appraisal Foundation to support their grant eligible activities. (Further information is provided in the Grants Director report below.)
- ASC staff has been meeting with the State Liaison Committee (Conference of State Bank Supervisors) representatives to discuss appraiser shortages in some States and how to address those issues at the State level. State Appraiser Regulatory Agencies and Appraiser Qualifications Board representatives also recently joined the discussion. The objective of the meetings is to bring the authorities together that have a stake in the supply of appraisal services in a State.
- Approximately 49 States are using the Unique Identification Number for appraisers listed on the Appraiser Registry. The ASC staff is also working on the redesign of the ASC website and an electronic Compliance Review collection system for the States.

- **Grants Director**

M. Abbott updated the ASC on Grants Program activities since the ASC's September 2020 Meeting.

- In the first round of State grants, awards were made to eight States totaling just over \$800,000 for Fiscal Year (FY) 2021 and an additional \$1.6M for FYs 22-23. The eight States are Arizona, Illinois, Kentucky, Louisiana, Minnesota, South Dakota, Texas and Utah. Progress reports from the grantees are due on April 30<sup>th</sup>. Four grant applications were received from Arkansas, Hawaii, North Carolina, and Vermont for the second round. Two additional States were provided an extension and will be submitting grant applications shortly.



- The Appraisal Foundation (TAF) audit is officially underway. ASC staff conducted an entrance conference with the auditors and approved the audit plan with TAF. The auditors and TAF held an entrance conference and are working to find dates that work with both parties to begin the audit.
- **Financial Manager**

G. Hull provided a financial update since the ASC's September 2020 Meeting.

- The FY20 ASC audit is nearly complete. A draft report has been submitted for ASC staff review and a final report should be available by the end of March.
- A report on the financial status of the first quarter of FY21 was given. As of December 31, 2020, total revenue of \$2.4M was recognized. From this total, roughly \$1.1M are appraiser registry fees and \$1.3M are AMC registry fees. The total revenue recognized through December 31<sup>st</sup> represents a 70% increase over FY20 1<sup>st</sup> Quarter revenue of \$1.4M and represents 24% of the total FY21 budgeted total revenue of \$10M. Expenditures through December 31<sup>st</sup> totaled \$1.7M representing 75% of the budgeted \$2.2M for the period covering October 2020-December 2020 and 19% of the annual budgeted expenditure amount of \$8.9M. Overall expenditure activity for FY21 has been in line with budgeted amounts except for travel. The Reserve Balance amount for the ASC was \$8.9M as of December 31<sup>st</sup>.

## **ACTION ITEMS**

- **September 9, 2020 Open Session Minutes**

J. Jilovec made a motion to approve the September 9<sup>th</sup> open session meeting minutes as presented. K. Coughlin seconded and all members present voted to approve.

- **October 5, 2020 Special Meeting Minutes**

J. Jilovec made a motion to approve the October 5<sup>th</sup> special session meeting minutes as presented. K. Coughlin seconded and all members present voted to approve.

- **2020 ASC Annual Report**

A. Bohorfoush said that the Annual Report is not ready for approval and requested that it be tabled. K. Coughlin moved to table the Annual Report until the next ASC Meeting. E. Thomas seconded and all members present voted to approve.

- **Approval of Cooperative Agreement for training and technical assistance**

M. Abbott reported that three applications were received in response to the Notice of Funding Availability. The applications were assessed for basic compliance. The applications were then reviewed by an outside panel of paid experts in the design and

delivery of training and technical assistance and training programs, and then by an internal panel of ASC Policy Managers. ASC staff is recommending that the Council on Licensure, Enforcement and Regulation, Inc. (CLEAR) be awarded the funds. Both the external and staff review panels ranked this applicant as the top application with scores significantly above the other two applications. The CLEAR application included a robust plan for conducting the needs assessment and beginning curriculum development in the first year of the award. They presented a timeline of activities that included check-ins with ASC staff and a proven methodology for course development and evaluation. CLEAR also presented plans for both synchronous and non-synchronous training and demonstrated their capacity to design learning for professional adults through both in-person and online training. In addition, CLEAR staff has the administrative, programmatic, and organizational skills to oversee the project, including an instructional designer on staff. CLEAR also named the Association of Appraiser Regulatory Officials (AARO) as a strategic partner in its revised application. AARO will provide subject matter experts to support the development of the needs assessment and training curriculum, review draft training materials and host trainings at AARO conferences and online. The total award is \$1,050,000 and would cover FY21-23. The first-year award is \$349,969 as approved in the ASC's FY21 budget. In FY22-23, activities will be expanded and could potentially look into appraiser shortages and diversity. J. Jilovec asked how often CLEAR will provide progress reports. M. Abbott responded that CLEAR will provide updates twice a year. These progress reports will be shared with the ASC Board. M. Abbott added that Task Orders will be prepared, and the ASC staff may request additional funds from the ASC if needed. E. Thomas moved to approve the training and technical assistance cooperative agreement award to CLEAR as discussed above. K. Coughlin seconded and all members present voted to approve.

The Open Session adjourned at 10:45 a.m. The next regularly scheduled ASC Meeting will be held on June 2, 2021.

Attachment: Observer list

<b>Meeting:</b>	<b>Appraisal Subcommittee Meeting</b>	<b>Meeting Date:</b>	March 10, 2021
<b>Time:</b>	10:00 AM ET	<b>Location:</b>	Zoom Meeting

<b>Observers</b>	
<b>Name</b>	<b>Affiliation</b>
Karen Connolly	Allterra Group
Joan Trice	Allterra Group
Justin Kane	American Society of Appraisers
David Bunton	Appraisal Foundation
Kelly Davids	Appraisal Foundation
Edna Nkemngu	Appraisal Foundation
Brian Rodgers	Appraisal Institute
Shawn Telford	CoreLogic/Appraiser Qualifications Board Member
Deana Krumhansl	Consumer Financial Protection Bureau
Orlando Orellano	Consumer Financial Protection Bureau
Richard Foley	Federal Deposit Insurance Corporation
Patrick Mancoske	Federal Deposit Insurance Corporation
Mark Mellon	Federal Deposit Insurance Corporation
Sara Todd	Federal Housing Finance Agency
David Imhoff	Federal Reserve Board
Devyn Jeffreis	Federal Reserve Board
Matt McQueeney	Federal Reserve Board
Trevor Feigleson	Federal Reserve Board

Peter Gallo	Homesight Appraisal
James Rist	Minnesota Department of Commerce
Rachel Ackman	National Credit Union Administration
Gira Bose	National Credit Union Administration
Will Binkley	Office of the Comptroller of the Currency
Stacey Fluellen	Office of the Comptroller of the Currency
Kevin Lawton	Office of the Comptroller of the Currency
Joanne Phillips	Office of the Comptroller of the Currency
Jim Rives	Office of the Comptroller of the Currency
Glenn Garoon	TX Certified General Appraiser
Lola Hartshorn	

**APPRAISAL SUBCOMMITTEE  
OPEN SESSION SPECIAL MEETING MINUTES  
MAY 14, 2021**

LOCATION: Zoom Meeting

**ATTENDEES**

**ASC MEMBERS:** CFPB – John Schroeder  
FDIC – John Jilovec  
FRB – Keith Coughlin  
HUD – Brian Barnes  
NCUA – Tim Segerson  
OCC – Enice Thomas

**ASC STAFF:** Executive Director – Jim Park  
Deputy Executive Director – Denise Graves  
General Counsel – Alice Ritter  
Financial Manager – Girard Hull  
Attorney-Advisor – Ada Bohorfoush  
Management and Program Analyst – Lori Schuster  
Administrative Officer – Brian Kelly  
Regulatory Affairs Specialist – Maria Brown  
Policy Manager – Neal Fenochietti  
Policy Manager – Jenny Tidwell

**OBSERVERS:** See attached list

The Meeting was called to order at 10:00 a.m. by Chair T. Segerson.

**REPORTS**

• **Chairman**

T. Segerson welcomed observers to the Special Meeting.

• **Executive Director**

J. Park updated the ASC on recent ASC staff activity as noted below.

- There are three proposed bills in Congress that could affect the ASC; two bills are in the House and one is in the Senate. H.R. 2553, Real Estate Valuation Fairness and Improvement Act of 2021 would establish an interagency Task Force in the ASC to analyze Federal collateral underwriting standards and guidance, and for other purposes. This bill passed out of the House Financial Services Committee to the full House. H.R. 7688, Portal for Appraisal Licensing Act would establish a central portal for real estate

appraisers and real estate appraisal management companies (AMCs) to apply for and renew certain licenses, certifications, and registrations. The U.S. Department of Justice must provide access to criminal history information to State officials for required background checks. This bill was introduced in 2020 and it is anticipated that it will be reintroduced in 2021. Another bill would make changes to the ASC and the Federal Housing Administration (FHA). Among other things, it would expand FHA appraiser eligibility to include State licensed appraisers, allow the ASC to reduce annual registry fees for AMCs, include trainee appraisers on the National Registry, clarify that nonprofit organizations or institutions of higher education can obtain an ASC grant and include a member of the U.S. Department of Veterans Affairs and U.S. Department of Agriculture on the ASC Board. He will keep the ASC updated on the progress of these bills.

- The Council on Licensure, Enforcement and Regulations, Inc. (CLEAR), in partnership with the Association of Appraiser Regulatory Officials (AARO), has begun work on the State needs assessment and is developing their first course for State Regulators, which should be available for the Fall AARO conference.
- The AMC Registry is now receiving data from 41 States and the District of Columbia.

- **Grants Director**

J. Park gave the Grants update in M. Abbott's absence. Four States (Arkansas, Hawaii, North Carolina, and Vermont) are joining the eight States that have successfully applied for a grant for operating support. The ASC's goal is to have at least 20 States/Territories with active grants by the end of this fiscal year.

- **Financial Manager**

G. Hull provided the ASC's mid-year financial status for FY21. As of March 31<sup>st</sup>, the ASC has recognized revenue of \$4.4M representing 43% of the total budgeted FY21 revenue of approximately \$10M. Mid-year AMC registry fees, at \$2.6M, account for 59% of total recognized revenue. ASC expenses are in line with projections. Expenses through March 31<sup>st</sup> totaled \$4.1M representing 46% of the annual budgeted amount of \$8.9M. T. Segerson asked if AMC revenue will meet the FY21 budget estimate. G. Hull responded that it should be close to the estimate as there are numerous States with renewals in June. T. Segerson asked if the Reserve fund will meet the budget estimate. G. Hull responded that it should be close to the estimate; it will depend on the amount of grant funds awarded this fiscal year.

## ACTION ITEMS

- **March 10, 2021 Open Session Minutes**

E. Thomas made a motion to approve the March 10<sup>th</sup> open session meeting minutes as presented. K. Coughlin seconded and all members present voted to approve.

- **2020 ASC Annual Report**

A. Bohorfoush reported that she incorporated minor corrections received from ASC members and requested approval to finalize the 2020 ASC Annual Report for publication. K. Coughlin moved to approve the 2020 ASC Annual Report as presented. J. Jilovec seconded and all members present voted to approve.

- **Proposed review of the Uniform Standards of Professional Appraisal Practice/Real Property Appraiser Qualification Criteria; focus on Fairness, Equity, Objectivity and Diversity**

J. Park noted current U.S. Bureau of Labor Statistics show that 96.5% of appraisers are white and 70% male. He said that ASC approval is requested for initial budget authority up to \$250,000 to support a comprehensive and independent review of the Uniform Standards of Professional Appraisal Practice (USPAP) and Real Property Appraiser Qualification Criteria (Criteria). The review is to ensure that USPAP and the Criteria do not encourage or systematize bias, and consistently support or promote fairness, equity, objectivity and diversity in both appraisals and the training and credentialing of appraisers. The project would be managed by CLEAR. In March 2021, CLEAR was awarded a three-year cooperative agreement with the ASC to, in part, undertake research on the appraisal and AMC regulatory system. J. Jilovec asked if the ASC would coordinate this project with the Appraisal Foundation (TAF). T. Segerson responded that the intention is to coordinate with the various TAF Boards. J. Park added that CLEAR provides training for various occupations. He feels CLEAR will be a great partner to work with on this project. They will be able to find the appropriate expertise to take an independent and objective look at the Criteria and USPAP to see if there are any opportunities for improvement. K. Coughlin asked how ASC staff arrived at \$250,000 for the budget and if this amount would be increased or if this is the total budget amount. J. Park responded that the initial budget is \$250,000. If additional funds are needed, ASC staff would request approval of the additional funds from the ASC. K. Coughlin asked if CLEAR would ensure a broad-based review of the Criteria and USPAP. J. Park responded “yes”, and this could potentially lead to other aspects of training and education that can be provided to appraisers. J. Jilovec asked if there is a timeline for CLEAR to develop a proposal and find qualified persons to do the review. J. Park responded that ASC staff hopes to accomplish this by the end of the year. T. Segerson added that a detailed proposal will be prepared. The ASC Chairman granted five minutes to D. Bunton to speak on this item. D. Bunton stated that TAF welcomes an external review of the Criteria and USPAP and appreciates the invitation to assist. He added that TAF will publish the results of its Diversity Study of the appraisal profession next week. TAF plans to do another survey on this issue in approximately three years. TAF is also reviewing

language in Advisory Opinion 16 and the Ethics Rule. There have been multiple articles recently on bias and diversity in the appraisal profession. He reported that TAF held a Roundtable last week on this topic. He suggested that the ASC has the authority to track adjudication of appraisal bias complaints filed with a State agency. J. Schroeder and J. Jilovec thanked D. Bunton for his comments and willingness to work with the ASC. T. Segerson said that consumers who feel they have been discriminated against should be given assistance on where to file a complaint and have their case heard. J. Schroeder made a motion to approve the budget authorization request for the Criteria and USPAP Review in the amount of \$250,000. E. Thomas seconded and all members present voted to approve.

The Open Session adjourned at 10:30 a.m. The next regularly scheduled ASC Meeting will be held on June 2, 2021.

Attachment: Observer list



<b>Meeting:</b>	<b>Appraisal Subcommittee Meeting</b>	<b>Meeting Date:</b>	May 14, 2021
<b>Time:</b>	10:00 AM ET	<b>Location:</b>	Zoom Meeting

<b>Observers</b>	
<b>Name</b>	<b>Affiliation</b>
Justin Kane	American Society of Appraisers
JoEllen Alberts	Appraisal Foundation
David Bunton	Appraisal Foundation
Kelly Davids	Appraisal Foundation
Aida Dedajic	Appraisal Foundation
Lisa Desmarais	Appraisal Foundation
Edna Nkemngu	Appraisal Foundation
Jeff Dickstein	Appraisal Foundation Board of Trustees Member
Scott DiBiasio	Appraisal Institute
Bill Garber	Appraisal Institute
Brian Rodgers	Appraisal Institute
Mark Lewis	Appraiser Qualifications Board Chair
John Ryan	Appraiser Qualifications Board Vice Chair
Byron Miller	Appraiser Qualifications Board Member
Shawn Telford	Appraiser Qualifications Board Member
Jerry Yurek	Appraiser Qualifications Board Member
Kelly Luteijn	Arizona Department of Insurance and Financial Institutions
Diana Piechocki	Arkansas Appraiser Licensing and Certification Board

Katherine Owen	Bank of America
Jillian White	Better Mortgage
David Cherner	Clear Capital
Ken Folven	Clear Capital
Jodie Markey	CLEAR, Inc.
Deana Krumhansl	Consumer Financial Protection Bureau
Orlando Orellano	Consumer Financial Protection Bureau
Heather Sullivan	CoreLogic
Laura Febbi	Diversity Marketing and Communications
Richard Foley	Federal Deposit Insurance Corporation
Patrick Mancoske	Federal Deposit Insurance Corporation
Sara Todd	Federal Housing Finance Agency
Trevor Feigleson	Federal Reserve Board
David Imhoff	Federal Reserve Board
Devyn Jeffreis	Federal Reserve Board
Matt McQueeney	Federal Reserve Board
Matt Suntag	Federal Reserve Board
Alan Hummel	First American Mortgage Solutions
Steve Pleger	Georgia Department of Banking and Finance
Steve Sousa	Massachusetts Board of Real Estate Appraisers
James Rist	Minnesota Department of Commerce
Teresa Walker	National Association of Appraisers

Rachel Ackmann	National Credit Union Administration
Will Binkley	Office of the Comptroller of the Currency
Stacey Fluellen	Office of the Comptroller of the Currency
Mark Schiffman	Real Estate Valuation Advocacy Association
Craig Steinley	Steinley Real Estate Appraisals and Consulting
Teresa MacNutt	Terri Mac Company
Jessica Brown	Appraiser Trainee

# NEWSLETTER



Dear Tyler Kohtz,

Every time we sit down to work on a new edition of the newsletter, it seems like we say "it's a busy month." And it's true. Things have continued to be busy here at The Appraisal Foundation, and they are only picking up steam.

As more events are held either virtually or in person, we are seeing an increase in the number of speaking requests we've received. Just last week, members of the Personal Property Resource Panel and I spoke to members of the American Bar Association about the importance of using a professionally credentialed personal property appraiser.

Later this month, several board members will also be speaking at the annual meeting of the Association of Appraiser Regulatory Officials. If you have an upcoming meeting at which you'd like to have a representative of The Appraisal Foundation speak, please contact Jalin Debeuneure at [jalin@appraisalfoundation.org](mailto:jalin@appraisalfoundation.org).

We have also been staying busy with our new podcast: Appraiser Talk. We have more information below about our latest episodes, but I also wanted to give you a preview of how we will use this podcast in the future.

One of the great things about doing these short podcast episodes with Lisa Desmarais and Amy Timmerman is that we can quickly respond to the news of the day. We will be doing that soon with a short episode on today's housing market and the growing misinformation around appraisals that are below an agreed upon selling price of a property.

Finally, our first Board of Trustees meeting of the year will be held on May 21st. We hope you'll [sign up to attend](#).

Thank you as always for taking the time to stay up to date on the work of The Appraisal Foundation. We hope this newsletter and our other new resources are helpful tools to stay involved in our work.

Sincerely,

Dave Bunton  
President

**Update from the AQB**

## In This Newsletter

**From the President's Desk: A Busy Month**

**Updates from the AQB**

**Updates from the BVRP**

**Appraiser Talk**

## Upcoming Events

**May 21:** [BOT Public Meeting](#)

## Contact Us

T 202-347-7722

[info@appraisalfoundation.org](mailto:info@appraisalfoundation.org)

[www.appraisalfoundation.org](http://www.appraisalfoundation.org)

## Follow Us



## Share this Newsletter

Click [here](#) to get a shareable link of this month's newsletter to share on social media.

The AQB held its public meeting on April 30th. Click [here](#) to view the video. The video will be available until May 31st.

The AQB has already begun to receive concept proposals for the Practical Applications of Real Estate Appraisal (PAREA). Click [here](#) to learn more about PAREA.

Baruch College and the University of Mississippi were both approved as part of the AQB's Real Estate Degree Review Program. Participating colleges and universities with approved degrees help aspiring appraisers obtain qualifying education while at the same time earning a degree. Click [here](#) to view the full list of schools and learn more.

## Update from the BVRP

The Business Valuation Resource Panel (BVRP) is seeking subject matter experts to research and develop voluntary guidance on Determining the Appropriate Discount Rate on Intangible Assets. Applications are due by May 15th. Click [here](#) to apply.

## Appraiser Talk

The Appraisal Foundation's podcast Appraiser Talk is releasing its fifth episode today. You can check out a full list of published podcasts and listen to each episode [here](#). Click [here](#) to sign up to receive a notification each time a new episode is published.

You can subscribe to Appraiser Talk on Spotify, Apple Podcasts or wherever you get your podcasts. If you have a question you'd like to hear answered on the show, email it to Amy Timmerman at [amy@appraisalfoundation.org](mailto: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](http://www.appraisalfoundation.org).

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Dave Bunton  
The Appraisal Foundation  
1155 15th Street NW STE 1111  
Washington, DC 20005

# NEWSLETTER



Dear Tyler Kohtz,

Periodically in this newsletter, I have provided an update on the important work The Appraisal Foundation is doing to promote diversity in the appraisal profession.

As we continue to see press reports alleging racial discrimination in home appraisals, we are reminded of how important it is that we foster a profession that is reflective of the United States we live in today.

We took a huge first step in those efforts at our recent Board of Trustees meeting. During the meeting, board members heard from researchers who recently completed our Appraisal Profession Diversity Survey.

In many ways, the [results of this survey](#) are expected. Appraisers are typically white, male and further along in their careers. Many of us have known this anecdotally, but, for the first time, we have data to confirm this.

This type of data will help us measure our progress as we work to remove barriers to entry to the profession through programs like the [Practical Application of Real Estate Appraisal \(PAREA\)](#) and look to attract a more diverse generation of appraisers to the profession through our [Real Estate Degree Review Program](#).

We are also proud to announce the launch of our [Diversity, Equity and Inclusion webpage](#). This webpage includes resources for aspiring appraisers from diverse backgrounds as well as unique networking opportunities. We hope you will take a few moments to check the page out.

If you are interested in participating in any of our DEI initiatives, please contact Jalin Debeuneure at [jalin@appraisalfoundation.org](mailto:jalin@appraisalfoundation.org).

Sincerely,

Dave Bunton  
President

## Update from the ASB

The ASB has released a USPAP Discussion Draft. Click [here](#) to read the new draft.

### In This Newsletter

**From the President's Desk: An Update on our Diversity Efforts**

**Updates from the ASB**

**Joint TAFAC and IAC Meeting**

**Appraiser Talk**

### Upcoming Events

**June 10:** [USPAP Discussion Draft Webinar](#)

**June 17:** [Joint TAFAC and IAC Meeting](#)

### Contact Us

T 202-347-7722

[info@appraisalfoundation.org](mailto:info@appraisalfoundation.org)

[www.appraisalfoundation.org](http://www.appraisalfoundation.org)

### Follow Us



### Share this Newsletter

Click [here](#) to get a shareable link of this month's newsletter to share on social media.

The ASB will hold a webinar on the Discussion Draft on June 10th at 1:00 p.m. ET. Click [here](#) to RSVP.

### Joint TAFAC and IAC Meeting

On June 17th, The Appraisal Foundation Advisory Council (TAFAC) and Industry Advisory Council (IAC) will hold a joint meeting to hear from guest speaker Real Estate Futurist Nikki Greenberg. Nikki will be discussing what the real estate industry needs to do today to deliver on the needs of tomorrow. Click [here](#) to register.

### Appraiser Talk

The Appraisal Foundation's podcast Appraiser Talk is releasing its newest episode today. You can check out a full list of published podcasts and listen to each episode [here](#). Click [here](#) to sign up to receive a notification each time a new episode is published.

You can subscribe to Appraiser Talk on Spotify, Apple Podcasts or wherever you get your podcasts. If you have a question you'd like to hear answered on the show, email it to Amy Timmerman at [amy@appraisalfoundation.org](mailto:amy@appraisalfoundation.org).

### About The Appraisal Foundation

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Dave Bunton  
The Appraisal Foundation  
1155 15th Street NW STE 1111  
Washington, DC 20005



# Second Exposure Draft

Real Property Appraiser Qualifications Criteria

June 3, 2021



The Appraisal  
**FOUNDATION**

Authorized by Congress as the Source of Appraisal  
Standards and Appraiser Qualifications

APPRAISER QUALIFICATIONS BOARD



# Table of Contents

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<b>Introduction</b> .....	<b>2</b>
<b>Join the Conversation</b> .....	<b>3</b>
Send Your Comments by July 30, 2021 .....	3
<b>Section 1: Proposed Revision to Distance Education Requirements (III. Generic Education Criteria, Sections D., E., and F.)</b> .....	<b>4</b>
RATIONALE.....	4
Section D.....	4
Expansion of the Definitions of Distance Education.....	4
Delivery Mechanism Approval Requirements .....	4
Entities for Delivery Mechanism Approval .....	4
Hybrid Courses .....	5
Section E.7 .....	5
Section F.6.a.....	5
CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS .....	6
<b>Section 2: Proposed Addition to Criteria Specific to Continuing Education (III. Criteria Specific to Continuing Education, Section F.3)</b> .....	<b>8</b>
RATIONALE.....	8
CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS .....	9
AQB GUIDE NOTE 1 (GN-1) .....	9
<b>Section 3: Proposed Removal of 50% Limitation of Appraisal Experience Gained Without a Client in the Traditional Sense (V. Generic Experience Criteria, Section D)</b> .....	<b>11</b>
RATIONALE.....	11
CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS .....	13
AQB GUIDE NOTE 4 (GN-4) .....	13

# Introduction

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## **Proposed Changes to the *Real Property Appraiser Qualification Criteria (Criteria)***

In this exposure draft, a series of revisions to the *Real Property Appraiser Qualification Criteria (Criteria)* are being proposed for purposes of further development of specific requirements and clarity. The changes, in part, reflect the progression of certain technologies influencing our industry. The rationale for the proposed changes is enumerated in the following sections of the *Criteria*.

If you have any questions, please contact the Board at [AQB@appraisalfoundation.org](mailto:AQB@appraisalfoundation.org).

**On behalf of the AQB, thank you for taking time to review and respond to this exposure draft.**

Mark Lewis  
Chair, Appraiser Qualifications Board

## Join the Conversation

---

Appraisal Qualifications Board Chair Mark Lewis and Appraisal Foundation Vice President of Appraisal Issues Lisa Desmarais will host a webinar to discuss this Exposure Draft on July 1, 2021, at 1:00 PM ET (10:00 AM PT). Register [here](#) to attend the webinar.

The AQB will also accept verbal comments at its virtual public meeting on Tuesday, August 24, 2021. You may register to attend the virtual meeting by visiting: [https://us02web.zoom.us/webinar/register/WN\\_ylOe5Xf0SuaRPkLiM44Odw](https://us02web.zoom.us/webinar/register/WN_ylOe5Xf0SuaRPkLiM44Odw).

All interested parties are encouraged to comment in writing to the AQB before the deadline of July 30, 2021. Each member of the AQB will thoroughly read and consider all comments.

## Send Your Comments by July 30, 2021

This exposure draft begins with rationale for the proposed changes to the *Real Property Appraiser Qualification Criteria (Criteria)*. The rationale is identified as such and does not have line numbering. Where proposed changes to the *Criteria* are noted, the exposure draft contains line numbers. This difference is intended to distinguish those parts that explain the changes to the *Criteria* from the proposed changes themselves.

When commenting on various aspects of the exposure draft, it is very helpful to reference the line numbers, fully explain the reasons for concern or support, provide examples or illustrations, and suggest any alternatives or additional issues the AQB should consider.

Unless otherwise noted, where text is proposed to be deleted from the *Criteria*, that text is shown as strikethrough. For example: ~~This is strikethrough text proposed for deletion.~~ Text that is proposed to be added to the *Criteria* is underlined. For example: This is text proposed for insertion.

To submit comments, please visit: <https://www.surveymonkey.com/r/AQBComments>

While for ease of processing, we prefer you use the SurveyMonkey for your comments, if you are unable to provide your comments via SurveyMonkey, you may also email [AQB@appraisalfoundation.org](mailto:AQB@appraisalfoundation.org).

All written comments will be posted for public viewing, exactly as submitted, on the website of The Appraisal Foundation. Names may be redacted upon request. The Appraisal Foundation reserves the right not to post written comments that contain offensive or inappropriate statements.

# Section 1: Proposed Revision to Distance Education Requirements

## (III. Generic Education Criteria, Sections D., E., and F.)

---

### RATIONALE

#### Section D

##### **Expansion of the Definitions of Distance Education**

**Part D** of the Criteria does not currently recognize any differences between synchronous distance education and asynchronous distance education. However, a need to revisit this section of the Criteria arose with the onset of the 2020 pandemic.

Specifically, due to numerous lockdowns across the nation starting in early 2020, and in person course offering ceasing, appraisers were having a hard time meeting their education needs. To help alleviate the problem, the AQB issued letters to the Appraisal Subcommittee urging it to use discretion in allowing, without any further approvals, approved classroom courses to be given synchronously.

As a result of both educators and students taking advantage of this allowed discretion, the AQB received overwhelming feedback that the conversion of approved classroom courses to synchronous settings (without further approval) had great demand and the courses were a success. Because of this experience, the AQB concluded earlier this year that synchronous education offerings were equivalent to traditional in-person classroom offerings. And, as a result, the AQB saw a need to propose separating synchronous courses from asynchronous courses.

This recognition led the AQB, in a first exposure draft, to propose changing the definition of “distance education” to distinguish between synchronous, asynchronous, and hybrid course offerings.

##### **Delivery Mechanism Approval Requirements**

As noted above, the AQB now has concluded that synchronous courses are equivalent to in-classroom courses and, thus, is proposing changes to how synchronous courses can be approved. Under the proposal, only asynchronous courses would remain subject to the existing increased requirements for approval of its platform delivery system.; those requirements no longer would apply to synchronous courses.

##### **Entities for Delivery Mechanism Approval**

The Criteria currently require the review and approval of all distance education delivery methods to ascertain proper delivery of course content. Most reviews are completed by an AQB-approved organization. Many of these organizations have asked the AQB to consider expanding the number of platform delivery reviewers to decrease the cost of

the approval process and the sometimes-excessive approval time frames. Additionally, commenters have raised concerns about how the existing course approval process constrains course provider innovation and technological advancement. In this section, alternative sources for approval entities are increased. In this second exposure draft, the AQB is continuing to propose an approval source in III.D.3.a of the *Criteria*. Moreover, III.D.3.b would be expanded to include The Appraisal Foundation (which could be delegated to its staff).

## Hybrid Courses

In addition, the AQB is proposing that hybrid courses meet the requirements for each specific course delivery method (e.g., a course that is hybrid synchronous/asynchronous must meet the synchronous requirements for the synchronous portion of the course and the asynchronous requirements for the asynchronous portion of the course).

## Section E.7

**The Part E, Section 7 of the Criteria** allows for proctoring of examinations used in qualifying education. During the past year, there have been questions regarding allowable forms of electronic proctoring. The proposed revision to this part of the *Criteria* section further clarifies that remote examination proctoring is a viable option. Examinations are sometimes completed in a separate location from the actual class. At the present time, this is a frequent occurrence due to the pandemic and the increase in virtual education.

Remote proctoring includes bio-metric proctoring, which is an acceptable and effective form of automated proctoring technology. During the bio-metric proctoring process, student identity is continually verified through processes, such as facial recognition, consistency in keystroke cadence, and the observation of activity in the testing location. Aberrant behavior or activity can be readily observed. These features can eliminate the risks due to geographic barriers between instructor and student.

The inclusion of remote proctoring in this section of the *Criteria* further expands on the concept of examinations administered “electronically on a computer workstation” already in our *Criteria*.

The edits in this section remain unchanged from the first exposure draft.

## Section F.6.a

**The Part F, Section 6.a** repeats that remote proctoring is acceptable for continuing education as is the case for qualifying education as discussed above.

The edits in this section remain unchanged from the first exposure draft.

# CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS

## III. Generic Education Criteria

D. Distance education is defined as any education process based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid. In synchronous educational offerings, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting. In asynchronous educational offerings, the instructor and student interaction is non-simultaneous; the students progress at their own pace and follow a structured course content and quiz/exam schedule. Hybrid courses, also known as blended courses, are learning environments that allow for both in-person and online (synchronous, or asynchronous) interaction.

Synchronous courses provide for instruction and interaction substantially the same as on-site classroom courses. Synchronous courses meet class hour requirements if they comply with requirements III.A and III.B.

An asynchronous distance education course is acceptable to meet class hour requirements if:

1. The course provides interaction. Interaction is a reciprocal environment where the student has verbal or written communication with the instructor; and
2. Content approval is obtained from the AQB, a state appraiser regulatory jurisdiction, or 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 US Secretary of Education. Non-academic credit college courses provided by a college shall be approved by the AQB or the state appraiser regulatory jurisdiction; and
3. Course delivery mechanism approval is obtained from one of the following sources:
  - a. The AQB; or
  - b. AQB approved organizations providing approval of course design and delivery (such as The Appraisal Foundation or other independent approved entity); or
  - c. a college or university that qualifies for content approval in paragraph 2 above that awards academic credit for the distance education course; or
  - d. a qualifying college or university for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.

- 36 4. Hybrid courses meet class hour requirements if each of its sessions meet the  
 37 requirement for the delivery method employed:  
 38 a. in-person course sessions must meet III.A. and III.B.  
 39 b. synchronous course sessions must meet III.A., III.B.  
 40 c. asynchronous courses sessions must meet III.A., III.B. and III.D.1-3

41 E. *Criteria* Specific to Qualifying Education

- 42 7. In addition to the generic requirements described in III.D., distance education  
 43 courses intended for use as qualifying education must include a written,  
 44 closed-book final examination. The examination must be proctored in person  
 45 or remotely by (proctored by an official approved by the college or university,  
 46 or by the sponsoring organization). Bio-metric proctoring is acceptable.<sup>1</sup> The  
 47 term, “written,” as used herein, refers to an exam that might be written on  
 48 paper or administered electronically on a computer workstation or other  
 49 device. Oral exams are not acceptable. The testing must be in compliance  
 50 comply with the examination requirements of this section.

51 F. *Criteria* Specific to Continuing Education

- 52 6. In addition to the generic requirements described in III.D., asynchronous  
 53 distance education courses intended for use as continuing education must  
 54 include at least one of the following:  
 55 a. A written examination proctored by an official approved by the college or  
 56 university or by the sponsoring organization. Remote proctoring, including  
 57 bio-metric procedures as noted in III E. 7. above, is acceptable. The term,  
 58 “written,” as used herein, refers to an exam that might be written on paper  
 59 or administered electronically on a computer workstation or other device.  
 60 Oral exams are not acceptable; or  
 61 b. Successful completion of prescribed course mechanisms required to  
 62 demonstrate knowledge of the subject matter.

---

<sup>1</sup> Bio-metric proctoring process provides that student identity is continually verified through processes, such as facial recognition, consistency in keystroke cadence, and the observation of activity in the testing location. Aberrant behavior or activity can be readily observed.

## Section 2: Proposed Addition to Criteria Specific to Continuing Education (III. Criteria Specific to Continuing Education, Section F.3)

---

NOTE: *There were no changes made to this section between the first exposure draft and the second exposure draft.*

### **RATIONALE**

**Part F of Generic Education Criteria** is titled, Criteria Specific to Continuing Education. Section 7 of this part, denotes allowable topics for continuing education offerings that cover real property related appraisal topics. The topic, “Valuation bias, fair housing, and/or equal opportunity,” has been added as new topic f. Subsequent existing topics occur at an advanced alphabetical position. Fair housing and equal opportunity concerns in relation to appraisal practice have become more recently pronounced. This revision will highlight this topic as a necessary form of continuing education.

**AQB GUIDE NOTE 1 (GN-1):** AQB Guidance for Required Core Curriculum Content This guide note displays the modules required in the Required Core Curriculum of the *Criteria* for all licensing levels. The first module listed is Basic Appraisal Principals. As discussed above, the topic of valuation bias, fair housing and equal opportunity requires emphasis in appraisal practice and is key to qualifying education. Accordingly, within this module, this topic is being proposed as new topic H.



## CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS

- 63 F. *Criteria* Specific to Continuing Education
- 64 3. Credit may be granted for education offerings that are consistent with the
- 65 purpose of continuing education and cover real property related appraisal
- 66 topics, including, but not limited to:
- 67 a. Ad valorem taxation;
- 68 b. Arbitration, dispute resolution;
- 69 c. Courses related to the practice of real estate appraisal or consulting;
- 70 d. Development cost estimating;
- 71 e. Ethics and standards of professional practice, USPAP;
- 72 f. Valuation bias, fair housing, and/or equal opportunity;
- 73 g. Land use planning, zoning;
- 74 h. Management, leasing, timesharing;
- 75 i. Property development, partial interests;
- 76 j. Real estate law, easements, and legal interests;
- 77 k. Real estate litigation, damages, condemnation;
- 78 l. Real estate financing and investment;
- 79 m. Real estate appraisal-related computer applications;
- 80 n. Real estate securities and syndication;
- 81 o. Developing opinions of real property value in appraisals that also include
- 82 personal property and/or business value;
- 83 p. Seller concessions and impact on value; and/or
- 84 q. Energy-efficient items and “green building” appraisals.

## AQB GUIDE NOTE 1 (GN-1)

- 85 **I. BASIC APPRAISAL PRINCIPLES (required for the Trainee Appraiser, Licensed**
- 86 **Residential, Certified Residential, and Certified General classifications)**
- 87 **30 HOURS**
- 88 A. Real Property Concepts and Characteristics
- 89 1. Basic Real Property Concepts
- 90 2. Real Property Characteristics
- 91 3. Legal Description
- 92 B. Legal Considerations
- 93 1. Forms of Ownership
- 94 2. Public and Private Controls

95	3. Real Estate Contracts
96	4. Leases
97	C. Influences on Real Estate Values
98	1. Governmental
99	2. Economic
100	3. Social
101	4. Environmental, Geographic, and Physical
102	D. Types of Value
103	1. Market Value
104	2. Other Value Types
105	E. Economic Principles
106	1. Classic Economic Principles
107	2. Application and Illustrations of the Economic Principles
108	F. Overview of Real Estate Markets and Analysis
109	1. Market Fundamentals, Characteristics, and Definitions
110	2. Supply Analysis
111	3. Demand Analysis
112	4. Use of Market Analysis
113	
114	G. Ethics and How They Apply in Appraisal Theory and Practice
115	<u>H. Valuation Bias, Fair Housing, and/or Equal Opportunity</u>

# Section 3: Proposed Removal of 50% Limitation of Appraisal Experience Gained Without a Client in the Traditional Sense

## (V. Generic Experience Criteria, Section D)

---

### RATIONALE

**Section D** of the Generic Experience Criteria allows up to 50% of all experience to be granted for experience gained for work completed without a traditional client. In the first exposure draft, the AQB proposed removing this limitation and allowing up to 100% of all experience to be obtained without a traditional client.

Feedback indicated numerous parties misinterpreted what this proposed change was allowing. The misinterpretation was that this change somehow equated to “no more field experience,” “no more inspecting properties,” or even “no more supervisors” for experience credits. For that reason, this Rationale is being added to explain the change in greater detail.

First, this proposed change does nothing to impact the existing trainee/supervisor model. If a state requires a supervisory signature on appraisal reports, that requirement will remain unaffected if this proposed change were adopted.

Second, with the addition of the Practical Applications of Real Estate Appraisal (PAREA) as an alternative method to gain experience (which has no traditional client and can occur 100% in a virtual setting), adoption of this change would make the requirement consistent with PAREA requirements.<sup>2</sup> In other words, this revision would establish consistency in *all experience gained through either traditional experience models or PAREA* and illustrates that appraisal experience performed in compliance with USPAP is the key in establishing acceptable experience.

It should be noted that this revision also will increase the opportunities for individuals to obtain qualifying experience, should a state allow for it. For example, such an individual could knock on the doors of several of their neighbors and ask, “Could I appraise your home?” The neighbor would have no business or personal use for the appraisal, but the

---

<sup>2</sup> Effective January 1, 2021, PAREA has become an alternative to the traditional experience model (which included experience obtained through a Practicum). PAREA allows for up to 100% experience credit.

individual still would be gaining experience. Of course, that experience also would have to comply with any additional state requirements, such as obtaining a supervisory signature, should such requirements exist.

Additionally, we believe that these revisions should not result in any confusion, given that this section has been in the *Criteria* for a long time. Indeed, states have been using its provisions to require applicants to obtain missing necessary experience. And, these revisions do nothing to affect the individual's continuing obligation to follow the steps in the appraisal process, such as visiting the property.

In sum, this change would not eliminate property inspections, field work, the need for supervision or any other existing state requirements.

#### **AQB GUIDE NOTE 4 (GN-4):** AQB Guidance for Criteria Implementation

This guide note presents the requirements for appraisal experience gained through Practicum methodology. Revisions are proposed here to effectuate the elimination of the 50% limitation on non-traditional client experience discussed above and to eliminate unnecessary guidance.

When this section was first added to the *Criteria* many years ago, it was written at a time when a program, such as PAREA, was not fully imaginable. Given how greatly technology has changed, what is now possible in a virtual environment allows for a new way of envisioning how appraisers gain their required experience.

The section proposed for deletion had the viewpoint that experience received in a classroom may not result in competency. The AQB has concluded that this viewpoint no longer is supportable. Competency for an appraisal (or appraisal review assignment) can be, per USPAP, gained during an in class assignment. The goal of any experience requirements, whether obtained in or out of the classroom, is for the individual to become minimally qualified as an appraiser, not to have gained full competency in all types of appraisal assignments or in all geographic areas.

These proposed revisions will bring this Guide Note in line with the main thrust of these proposals, which is to remove the limitations on how much experience can be gained without a traditional client.

## CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS

### 116 V. Generic Experience Criteria

117 D. There need not be a client in a traditional sense (e.g., a client hiring an appraiser  
118 for a business purpose) in order for an appraisal to qualify for experience, ~~but~~  
119 eExperience gained for work without a traditional client ~~cannot exceed 50%~~ can  
120 meet any portion of the total experience requirement.

121 E. Practicum courses that are approved by the AQB Course Approval Program or  
122 state appraiser regulatory agencies can satisfy the non-traditional client  
123 experience requirement. A practicum course must include the generally  
124 applicable methods of appraisal practice for the credential category. Content  
125 includes, but is not limited to: requiring the student to produce credible appraisals  
126 that utilize an actual subject property; performing market research containing  
127 sales analysis; and applying and reporting the applicable appraisal approaches in  
128 conformity with USPAP. Assignments must require problem solving skills for a  
129 variety of property types for the credential category.

130 Experience credit shall be granted for the actual classroom hours of instruction  
131 and hours of documented research and analysis as awarded from the practicum  
132 course approval process.

### 133 AQB GUIDE NOTE 4 (GN-4)

134 Under “Criteria Applicable to All Appraiser Classifications” in the *Real Property*  
135 *Appraiser Qualification Criteria*, Section V Generic Experience Criteria, Paragraphs D  
136 and E, reads as follows:

137 *D. There need not be a client in a traditional sense (i.e., a client hiring an appraiser*  
138 *for a business purpose) in order for an appraisal to qualify for experience, ~~but~~*  
139 *eExperience gained for work without a traditional client ~~cannot exceed 50%~~ can*  
140 *meet any portion of the total experience requirement.*

141  
142 *E. Practicum courses that are approved by the AQB Course Approval Program*  
143 *or state appraiser regulatory agencies can satisfy the non-client experience*  
144 *requirement. **A practicum course must include the generally applicable***  
145 ***methods of appraisal practice for the credential category. Content includes,***  
146 ***but is not limited to: requiring the student to produce credible appraisals***  
147 ***that utilize an actual subject property; performing market research***  
148 ***containing sales analysis; and applying and reporting the applicable***  
149 ***appraisal approaches in conformity with USPAP. Assignments must***

150 **require problem solving skills for a variety of property types for the**  
 151 **credential category.** *Experience credit shall be granted for the actual classroom*  
 152 *hours of instruction, and hours of documented research and analysis as awarded*  
 153 *from the practicum course approval process. (Bold added for emphasis)*

154 The bolded language above sets forth the broad requirements for practicum courses.  
 155 However, more detailed guidance is needed for developers of such courses, as well as  
 156 state appraiser regulatory agencies seeking to approve such courses. The following is  
 157 designed to offer this guidance:

- 158 1. General Practicum Course Guidelines
  - 159 a. The time period for any non-residential practicum course should be consistent
  - 160 with the type and complexity of the assignment.
  - 161 b. The time period for a residential practicum course should be consistent with
  - 162 the type and complexity of the assignment.
  - 163 c. Practicum courses that cover multiple property types should allocate
  - 164 appropriate times for each assignment and subject properties should be
  - 165 significantly different from one another to provide appropriate training.
  - 166 d. The maximum number of students per course should be consistent with best
  - 167 practices for proper student/ instructor ratios.
  - 168 e. In order for this type of experience to be compliant with USPAP, the
  - 169 student/appraiser must list the course provider for the practicum course as
  - 170 the client and the intended user.
  - 171 f. The intended use of the report should be indicated as, "For experience
  - 172 credit."
  
- 173 2. Appraisal Assignment Guidelines
  - 174 a. The appraisal should employ all of the approaches to value applicable to the
  - 175 assignment.
  - 176 b. Property types and complexity should be those typically encountered by an
  - 177 appraiser seeking experience within the specified credential category.
  - 178 c. The appraisal should indicate the intended user and intended use and should
  - 179 solve typical appraisal problems – e.g., mortgage assignments, tax appeals,
  - 180 estates, etc.
  - 181 d. There should be an identifiable subject property and the student should
  - 182 inspect it.
  - 183 e. The actual subject property may change from time to time, but the property
  - 184 type should remain the same.
  - 185 f. All comparable data researched, analyzed, and used in the assignment
  - 186 should be actual and identifiable market data.
  - 187 g. All comparables utilized should be verified with at least one market participant
  - 188 of the sale/rent – e.g., buyer, seller, or broker – and the student should also
  - 189 inspect the exterior of each comparable utilized.

- 190 h. The final assignment should be communicated in compliance with the  
 191 Appraisal Report option of STANDARD 2 of USPAP.  
 192 i. The final reports should be maintained by the student according to the Record  
 193 Keeping section of the ETHICS RULE of USPAP.  
 194 j. The practicum course should result in an appraisal and appraisal report  
 195 completed in accordance with the current version of USPAP.

196 3. Instructor Guidelines

- 197 a. An instructor conducting a residential experience practicum course should  
 198 hold either a Certified Residential or Certified General credential in good  
 199 standing.  
 200 b. An instructor conducting a general experience practicum course should hold a  
 201 Certified General credential in good standing.  
 202 c. The instructor should demonstrate compliance with the COMPETENCY  
 203 RULE of USPAP for the type of assignment.  
 204 d. The instructor should grade and correct all assignments and should ensure  
 205 USPAP compliance.  
 206 e. The instructor should meet with the students a minimum of 50% of the course  
 207 hours during the course.

208 ~~There is an underlying assumption that experience is valuable because clients and~~  
 209 ~~instructors tend to demand competency. Because experience in a classroom setting~~  
 210 ~~calls this assumption into question, credentialing authorities should carefully assess the~~  
 211 ~~quality and adequacy of appraisals made under such circumstances. They should also~~  
 212 ~~give consideration to restricting the percentage of this type of experience.~~

213 ~~Therefore, while practicum course appraisals are eligible to qualify for experience credit,~~  
 214 ~~the credentialing authority should audit a significant sample of appraisals made in such~~  
 215 ~~instances for quality and conformance with USPAP.~~



# The Appraisal FOUNDATION

Authorized by Congress as the Source of Appraisal  
Standards and Appraiser Qualifications

APPRAISER QUALIFICATIONS BOARD

## Question

I am currently in the process of taking the required Qualifying Education (QE) coursework before entering a PAREA program. I would like to eventually become a Certified General (CG) appraiser, but I will be taking PAREA for the Certified Residential (CR) credential. Do I need to take the QE for the CR credential, complete PAREA, then take the rest of the QE for the CG credential?

## Answer

No. An aspiring appraiser completing all QE education taken for the CG credential satisfies QE education requirements for LR and CR.





## Question

I am an education provider who is offering synchronous distance education courses following the AQB's COVID-19 guidance. Do I need to check the photo identification of students?

## Answer

Yes, the photo identification of the students must occur for courses taught via synchronous distance education for the duration of the AQB issued COVID-19 guidance.

According to the March 18, 2020 Appraiser Qualifications Board (AQB) letter to the Appraisal Subcommittee (ASC):

*The AQB urges the ASC to allow continuing education offerings that were originally designed to be presented in a traditional classroom setting to be offered remotely via distance education, without the delivery mechanism approval set forth in Section III.D.3 "Generic Education Criteria" of the Real Property Appraiser Qualification Criteria (Criteria), subject to the following:*

- 1. The educational offering under consideration is currently approved for traditional classroom presentation;*
- 2. The platform utilized for distance education is live and interactive;*
- 3. The instructor verifies photo identification of the students; and*
- 4. The instructor maintains an attendance roster, which includes verifying 100% classroom attendance by, for example, taking attendance at various established times during the course.*

In subsequent letters dated June 19, 2020 and September 21, 2020, this guidance was extended through 2021 and to encompass qualifying education (QE) offerings. The ID requirements remain.



## Question

I am an education provider who is offering the 15-Hour USPAP course synchronously for the first time thanks to the AQB's guidance to the ASC. How do I administer the examination?

## Answer

In section III. E. 7. of the Criteria, states:

*In addition to the generic requirements described in III.D., distance education courses intended for use as qualifying education must include a written, closed-book final examination (proctored by an official approved by the college or university, or by the sponsoring organization). The term "written" as used herein refers to an exam that might be written on paper, or administered electronically on a computer workstation or other device. The testing must be in compliance with the examination requirements of this section.*

USPAP courses must be approved by AQB's Course Approval Program (CAP) which provides the following additional guidance in the CAP Policies:

**Proctoring** – *The observation of the test taker by an outside party(ies) to ensure the test taker is not using any unauthorized outside materials or aids while taking the examination. The observation may take many forms including but not limited to the physical presence of a proctor, video observation or electronic monitoring.*

Section 3.D.6. of the CAP Policies states:

*Final Examination(s). Courses must have appropriate testing of each module(s) covered in the course. The course examination(s) must comply with the following criteria:*

- a. The examination(s) must contain a sufficient number of questions to adequately test the subject matter covered in the course;*
- b. The amount of time devoted to examinations must be appropriate for the course;*



APPRAISER QUALIFICATIONS BOARD

- c. Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated course learning objectives;*
- d. Successful completion of the examination(s) requires the student to answer a minimum of 70% of the examination questions correctly.*
- e. Examination questions must be written in a clear and unambiguous manner;*
- f. The examination must be proctored; and*
- g. No open book exams are permitted.*

Specific to USPAP courses, Section 7.D. of the CAP Policies state:

*The Appraisal Foundation USPAP final examinations must be utilized for all USPAP courses that require a closed-book, proctored final examination. For more information on obtaining The Appraisal Foundation USPAP final examination and examination retake policies, please refer to the “Procedures for Offering the National USPAP Courses.”*

Security of the examination is extremely important and students must not be given copies of the exam. The Procedures for Offering the 2020-21 USPAP Courses states:

**NOTE:** *Course providers and USPAP Instructors shall not disclose and shall hold in the strictest confidence the examinations, answer keys, and completed course evaluation forms USPAP Course Procedures furnished to them by the Foundation as part of the course materials. Course providers and instructors shall not disclose the contents of this material in any manner whatsoever to any person or entity, other than his/her/its representative(s) with a bona fide need to know and only to the extent necessary for such representative(s) to carry out their responsibilities after being informed of the confidential nature of the material.*



# The Appraisal FOUNDATION

Authorized by Congress as the Source of Appraisal  
Standards and Appraiser Qualifications

APPRAISER QUALIFICATIONS BOARD

## Question

Regarding the recommendations the AQB has made to the ASC during the COVID-19 pandemic for classroom offerings, can any approved classroom or synchronous course offering, either continuing or qualifying education, be allowed to be taught both in classroom and synchronously, including new offerings?

## Answer

Yes, they can, subject to the following and ending on December 31, 2021:

- a. The course offerings must follow all guidance issued in the letters from the AQB to the ASC;
- b. The synchronous portions of the offering must be interactive with the live in-person classroom;
  - i. Questions and comments provided via either setting must be heard by or relayed to the other setting (i.e., questions asked via synchronous platform be heard by or relayed to in-person classroom participants and vice versa).

The examination required for qualifying education under III. Generic Education Criteria, E.7. remains in place as written.



## Question

May an applicant for the Certified Residential credential use courses classified by the college or university as non-college-level, such as developmental or remedial courses, to meet the *in-lieu-of degree* requirement?

## Answer

No. College-level courses do *not* include courses such as those identified as developmental or remedial courses or those courses which do not count toward a degree requirement. You can check your college and their college catalog to determine whether a course is classifiable as a college-level course.

Section III. B. 3. of the Certified Residential Real Property Appraiser section of the *Criteria*, states:

*3. Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours:*

- a. English Composition (3 semester hours);*
- b. Microeconomics (3 semester hours);*
- c. Macroeconomics (3 semester hours);*
- d. Finance (3 semester hours);*
- e. Algebra, Geometry, or higher mathematics (3 semester hours);*
- f. Statistics (3 semester hours);*
- g. Computer Science (3 semester hours);*
- h. Business or Real Estate Law (3 semester hours); and*
- i. Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (3 semester hours each).*



## **Degree Requirements**

### **Question:**

In May 2018, changes to the *Real Property Appraiser Qualification Criteria* became effective which allowed candidates for the Certified Residential classification to satisfy the college-level education requirements using various options. One option remains possessing a Bachelor's Degree from an accredited college or university. Because the language does not specifically state, "A Bachelor's Degree **(or higher)** ..." as stated under the Certified General classification, is it accurate to conclude a graduate degree (e.g., Masters, PhD) does not satisfy the requirement?

### **Response:**

No. The requirements in the *Criteria* are minimums; an individual possessing a postgraduate degree (e.g., Masters, PhD) from an accredited college or university satisfies the requirement for a Bachelor's Degree because prior to enrolling in a postgraduate degree program, students need to hold a Bachelor's Degree.

# Discussion Draft

2023 USPAP

May 27, 2021



Authorized by Congress as the Source of Appraisal  
Standards and Appraiser Qualifications

APPRAISAL STANDARDS BOARD

# Table of Contents

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Introduction..... 2

Join the Conversation..... 3

    Send Your Comments – Comment Deadline: July 23, 2021 ..... 3

Section 1: Review of Requirements about Disclosing a Personal Inspection ..... 4

Section 2: Significant Appraisal Assistance ..... 6

Section 3: Misleading..... 8

Section 4: ETHICS RULE - CONDUCT Requirements Related to Demographic Characteristics..... 9



# Introduction

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## Potential Areas of Change for 2023 Edition of the *Uniform Standards of Professional Appraisal Practice* (USPAP)

The goal of the *Uniform Standards of Professional Appraisal Practice* (USPAP) is to promote and maintain a high level of public trust in appraisal practice by establishing requirements for appraisers. With this goal in mind, the Appraisal Standards Board (ASB) regularly solicits and receives comments and suggestions for improving USPAP. Proposed changes are intended to improve USPAP understanding and enforcement, and thereby achieve the goal of promoting and maintaining public trust in appraisal practice.

Based on feedback, prior exposure drafts, and other sources, the ASB is currently examining potential areas of change for the 2023 edition of USPAP. The ASB recognizes that changes to USPAP can have far-reaching impacts on appraisers, users of appraisal services, and others. To better enable us to consider the potential impact of changes on all stakeholders, we are asking for your help. The ASB believes it is fulfilling its work plan and addressing the needs of appraisers and users of appraisal services by exploring the following:

- Review of Requirements about Disclosing a Personal Inspection
- SIGNIFICANT APPRAISAL ASSISTANCE
- MISLEADING
- ETHICS RULE – CONDUCT Requirements Related to Demographic Characteristics

Please note, the ASB is studying other issues as well, which may be included in future Exposure Drafts.

Of paramount importance to the Board when considering any potential revisions to USPAP is the issue of public trust. The umbrella of public trust, therefore, remains the primary consideration of the ASB in putting forth the concepts contained in this document.

If you have any questions, please contact the Board at [ASB@appraisalfoundation.org](mailto:ASB@appraisalfoundation.org).

**On behalf of the ASB, thank you for taking time to review and respond to this discussion draft.**

Wayne R. Miller  
Chair, Appraisal Standards Board

## Join the Conversation

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Appraisal Standard Board Chair Wayne Miller and Appraisal Foundation Vice President of Appraisal Issues Lisa Desmarais will host a webinar to discuss this Discussion Draft on June 10, 2021 at 1:00 PM ET (10:00 AM PT). Register [here](#) to attend the webinar.

All interested parties are encouraged to comment in writing to the ASB before the deadline of July 23, 2021. Each member of the ASB will thoroughly read and consider all comments.

### Send Your Comments – Comment Deadline: July 23, 2021

Each section of this document identifies the area(s) of USPAP being considered for potential changes. When commenting on various aspects of the discussion paper, it is very helpful to fully explain the reasons for concern or support, provide examples or illustrations, and suggest any alternatives or additional issues that the ASB should consider.

To submit comments, please visit: <https://www.surveymonkey.com/r/ASBComments>

For ease of processing, we prefer you use the SurveyMonkey for your comments. If you are unable to provide your comments via SurveyMonkey, you may also email them to [ASB@appraisalfoundation.org](mailto:ASB@appraisalfoundation.org).

All written comments will be posted for public viewing, exactly as submitted, on the website of The Appraisal Foundation. Names may be redacted upon request. The Appraisal Foundation reserves the right not to post written comments that contain offensive or inappropriate statements.

# Section 1: Review of Requirements about Disclosing a Personal Inspection

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Does the certification statement “I have/have not made a personal inspection of the property” still serve a necessary purpose?

USPAP does not require that a property be “personally inspected” by the appraiser. In some cases, it cannot be inspected because it does not exist yet (or does not exist any longer). In other cases, the assignment conditions may be such that no inspection is possible. Thus, the key USPAP requirement is not that a property inspection be made, but that the appraiser identify a property’s relevant characteristics, and gather information about those characteristics, in order to develop credible assignment results. While an appraiser’s personal inspection has traditionally been a key method of gathering such information, the methods for how a property inspection can be completed have greatly expanded in recent past.

The certification statement (“I have/have not made a personal inspection of the property”) pre-dates USPAP and has been common in appraisal reports for over one hundred years. In 1987, when USPAP was adopted, the certification statement was included, and has remained there ever since.

However, the technological tools available for understanding a property’s features were rudimentary back then compared to now. Today, the appraiser has an abundance of resources and tools from which to gather information about a subject property, including online sources, data and images provided by third parties, and other technology that allows an appraiser to remain in their office while remotely directing and observing a property. These viewing technologies can meta-tag images, give location verification, capture measurements, record video, and allow for interaction with on-site individuals.

For example, consider the following:

A real property appraiser is working at their office and viewing a video that includes digital, meta-tagged images of a one-unit dwelling with computerized calculations of GLA and the ability for enhanced imagery of all areas of the interior and exterior of the unit and its surrounding location.

Is this inspection superior, equivalent, or inferior to the appraiser being physically onsite? Should this type of virtual inspection equate to a “personal inspection”?

With such advances, questions posed to the ASB as of late include: can the utilization of technology to view the subject remotely be sometimes considered the equivalent of, or even superior to, a personal inspection? In the interest of public trust, is it necessary for an appraiser to be at, on, or in a property in order to “inspect” it, particularly when the client is aware of the scope of work employed by the appraiser? Given that a personal inspection could be anything from an appraiser only observing a part of a property (for

example, viewing the front of a home from a driveway while sitting in a car) to a thorough and detailed cataloging of every square inch of a subject property, where is the line between an appraiser having made a “personal inspection” or not having made one?

USPAP defines “Personal Inspection” as the following:

*a physical observation performed to assist in identifying relevant property characteristics in a valuation service.*

*Comment: An appraiser’s inspection is typically limited to those things readily observable without the use of special testing or equipment. Appraisals of some types of property, such as gems and jewelry, may require the use of specialized equipment. An inspection by an appraiser is not the equivalent of an inspection by an inspection professional (e.g., a structural engineer, home inspector, or art conservator).*

The ASB has received some feedback observing that an appraiser’s personal inspection is the only aspect of the scope of work that is required to be addressed in the certification. Does the “I have/have not” wording need to be retained in the certification in the interest of public trust?

The ASB is seeking your feedback on this topic, and questions such as:

1. Should the certification statement (“I have/have not made a personal inspection”) be removed? Does the Disclosure Obligations Section of the SCOPE OF WORK RULE, which requires the report to “contain sufficient information to allow the client and other intended users to understand the scope of work performed”, already adequately cover the need for the appraiser to disclose details about the inspection?
2. Should the Disclosure Obligations Section of the SCOPE OF WORK RULE be expanded to require that the appraiser include details about the inspection (such as: dates, times, interior, exterior, from the street, etc.)? What are the benefits and possible drawbacks associated with a more thorough disclosure requirement?
3. If the definition of personal inspection is retained, then can utilizing virtual technology be the “personal” in “personal inspection” given the types of technological advancements that currently exist?
4. If the current definition of “personal inspection” remains, should it be changed to “physical observation” in order to provide clarity to the intended users as to what actually occurred, and to differentiate the appraiser’s work from that of an inspection professional?

## Section 2: Significant Appraisal Assistance

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Is “significant [discipline-specific] appraisal assistance” understood by appraisers and users of appraisal services?

Significant appraisal assistance may be provided in each of the appraisal disciplines, and disclosure of the identity of an appraiser providing such assistance is required in a report certification, and the extent of such assistance must be stated or summarized within the report.

The disclosure of significant appraisal assistance serves several purposes. First, it provides information to the client and intended users that other appraisers, who did not sign a certification, contributed to portions of the assignment in a meaningful way. Second, when an appraiser is noted as having provided significant appraisal assistance, and the nature of that assistance is disclosed within the report, this may assist that appraiser in demonstrating experience toward a state credential or professional designation.

The ASB receives many questions about significant appraisal assistance. The term significant appraisal assistance is not formally defined in USPAP, but the issue is addressed in Advisory Opinion 31, *Assignments Involving More than One Appraiser* as well as in FAQ 278.

One reason significant appraisal assistance has been generating more questions lately is because of the practice where a client separately hires two real property appraisers. The first appraiser inspects the house, and the resulting inspection report is given to the second appraiser, who has been hired to complete an appraisal assignment. The second appraiser considers the data contained in the inspection report while developing the appraisal on the property. Many have mistakenly concluded that the first appraiser is providing significant real property appraisal assistance to the second appraiser.

At present, USPAP has some parameters around what should or should not be considered significant appraisal assistance. However, it is up to the signing appraiser to determine whether the contributions of another appraiser rise to the level of significant [discipline-specific] appraisal assistance. Is that sufficient, or should USPAP more formally define the nature of significant [discipline-specific] appraisal assistance?

Therefore, the ASB is seeking your feedback on questions such as:

1. Would it be helpful to formally define this term in the DEFINITIONS section of USPAP? If yes, what elements should be included in the definition?
2. Is the guidance in AO-31, *Appraisals Involving More than One Appraiser*, sufficient?
  - If not, what areas of practice require additional guidance/illustrations?

3. Should significant appraisal assistance only be something that the signing appraiser controls, or could it also be something out of their control (such as a property inspection provided by the client that was completed by another appraiser)?
4. Related to the above, is it even appropriate for a signing appraiser to list another appraiser as having provided significant appraisal assistance without the “assisting” appraiser’s permission? Why or why not?
5. Should there be additional advice by ASB on what constitutes “significant” appraisal assistance?

## Section 3: Misleading

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Should the definition of Misleading remain as it appears in USPAP; should it be removed, or should it be edited?

The USPAP definition of MISLEADING is as follows:

*Intentionally or unintentionally misrepresenting, misstating, or concealing relevant facts or conclusions.*

The term was added to USPAP in the 2020-21 edition after public exposure. However, some stakeholders have noted that the inclusion of the term “unintentionally” could cause a simple, relatively immaterial, typographical error to technically result in a misleading appraisal.

And there may still be some concern over this issue, even though the ASB has issued guidance in the 2020-08 Q & A which stated, in part, the following:

*A minor unintentional mistake such as a typographical error does not make a report misleading*

The ASB considered deleting the definition in the next edition of USPAP; however, the term “misleading”, and more specifically the *responsibility* to not be misleading, is fundamental to public trust.

If the goal of the ASB is to make USPAP more readable, understandable and enforceable, and if this word is so fundamental to USPAP, shouldn't it be defined? Conversely, if the term is not defined in USPAP, then other entities will use their own definition, which may result in inconsistent application and enforcement.

Therefore, the ASB is seeking your feedback on the following questions:

1. Should misleading remain a defined term, if we can sort out how to exclude immaterial typos from being considered misleading?
2. Should misleading remain a defined term ONLY if the word “unintentional” were to be removed?
3. Is additional guidance necessary (AO, FAQ) on this topic?
  - If so, what aspects of the topic need guidance (i.e., examples of unintentional acts/items that could result in a misleading report)?
4. Since the definition already exists in USPAP, can you provide any specific examples where the definition has caused a negative issue that either adversely impacts public trust or has resulted in an unintended consequence?

## Section 4: ETHICS RULE - CONDUCT

### Requirements Related to Demographic Characteristics

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Is the requirement for an appraiser to avoid relying upon “unsupported conclusions” relating to demographic characteristics understood by appraisers and users of appraisal services?

There has been intense media focus lately on issues relating to Fair Housing. This is a complex issue involving layers of social, economic, and urban planning matters that go well beyond USPAP. However, since appraisal is one facet of the greater mortgage lending process, the appraisal, the appraisal body of knowledge, and the appraisal process have become part of the discussion.

The ASB does not own or control the general appraisal body of knowledge, and therefore cannot establish or amend practices related to the appropriate selection of comparable properties in any valuation assignment. However, the Conduct Section of the ETHICS RULE clearly indicates the following:

*An appraiser must not perform an assignment with bias.*

Further, the Conduct Section of the ETHICS RULE goes on to state the following:

*An appraiser must not use or rely on unsupported conclusions relating to characteristics such as race, color, religion, national origin, gender, marital status, familial status, age, receipt of public assistance income, handicap, or an unsupported conclusion that homogeneity of such characteristics is necessary to maximize value.*

These demographic characteristics are those protected under Fair Housing Laws and the Equal Credit Opportunity Act (also known as ECOA) and this section of the ETHICS RULE was adopted specifically to match the protections that homeowners, buyers, sellers, and renters are afforded under these federal laws to prevent bias and illegal discrimination in housing, and fair access to credit.

Earlier this year, the ASB issued an Exposure Draft of potential changes to Advisory Opinion 16, which provides guidance on appraising properties that are subject to Fair Housing Laws, and related laws and regulations that prohibit illegal discrimination. As the ASB has examined the Comments received on AO-16, two topics have come up that relate to the wording of the ETHICS RULE.

The first issue is fairly straight forward. An observation has been made that the term *disability* has replaced *handicap* in many laws and regulations. Therefore, it makes sense for USPAP to be updated to parallel this change.



The second issue is more nuanced and involves concern over the use of the term “unsupported” in the ETHICS RULE. The gist of the concern is that somehow USPAP would allow an appraiser to use supported conclusions regarding these demographic characteristics, and thereby develop biased appraisals that illegally discriminate.

Appraisers who value real property that is subject to Fair Housing Laws, ECOA, and other federal, state, and local fair housing laws and regulations are required under the COMPETENCY RULE of USPAP to comply with laws and regulations that apply to the appraiser or to the assignment. Real property appraisers who perform these types of appraisal assignments must know these laws and regulations, and take great care to ensure that they DO NOT engage in prohibited actions by developing biased appraisals that illegally discriminate.

However, a logical question is if appraisers are not permitted to rely on either supported *or* unsupported conclusions when performing housing appraisals, **why doesn't the ASB amend the ETHICS RULE to remove the word “unsupported”?**

If USPAP only dealt with real property residential/housing appraisals for mortgage financing, then this might be a workable solution. However, USPAP covers all aspects of the appraisal profession. Non-housing property types include commercial real estate, personal property, and businesses. Furthermore, beyond mortgage financing, appraisals are completed for many reasons: establishment of a sale price, estates, income taxation, property taxation, charitable donations, eminent domain, litigation, and a host of other reasons. And, in some circumstances, it may be necessary for an appraiser valuing property in one of these other facets of the industry to consider *supported* conclusions in some of the demographic categories protected under the Fair Housing Laws.

For example, a commercial real estate appraiser valuing a shopping center where the anchor tenant is an ethnic grocery store that only has 9 months left on the lease could very well consider the demographic profile of the trade area and the concentration of members of that ethnic group when trying to estimate the probability of the tenant renewing their lease, which may be a major component driving the value of the property. Or, an appraiser who is valuing a proposed house of worship would justifiably examine the population of the surrounding area to understand how many residents would utilize the building for such a purpose, which would support development of the property. Or, consider a business appraiser who is valuing a company that specializes in products that cater to a specific racial or ethnic population. It makes sense that the appraiser would investigate population trends associated with the relevant demographic characteristic, and draw conclusions that would be germane to the appraisal of the business.

Of course, the underpinnings of the Ethics Rule still apply, the appraiser must not be biased in their work or provide reports that illegally discriminate. However, with careful adherence to USPAP, attention to detail, and professionalism, appraisers can provide

unbiased, credible, and understandable results to clients of these many varied assignment types.

As we continue to examine this issue, the ASB is seeking your feedback on this topic, and answers to questions such as:

1. Are an appraiser's obligations under the ETHICS RULE clear to appraisers and other stakeholders?
2. If not, what should the ASB do to clarify this issue?
  - Would a footnote be appropriate reminding appraisers that in the case of Fair Housing-related assignments, even *supported* conclusions regarding these demographic characteristics are inappropriate?
3. What other suggestions do you have for revisions to the ETHICS RULE?

## Kohtz, Tyler

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**From:** Aida Dedajic <aida@appraisalfoundation.org>  
**Sent:** Thursday, April 15, 2021 12:06 PM  
**To:** Kohtz, Tyler  
**Subject:** USPAP Extension and 7-Hour Course Update

Dear Tyler,

Following the Appraisal Standards Board's February 19, 2021, decision to extend the effective date of the *2020-21 Uniform Standards of Professional Appraisal Practice (USPAP)* for one year, the Appraiser Qualifications Board (AQB) has received questions and feedback about the impact on continuing education requirements, including how long the new *7-Hour National USPAP Update Course* will be effective.

After consulting stakeholders and considering their input, the AQB has decided the newest *7-Hour National USPAP Update Course* will be effective for **two** years, keeping it the same as it has been since the AQB introduced this requirement in 2003. The next version of the 7-hour course will be released October 1, 2021 and be available for offering through December 31, 2023. Therefore, anyone that has taken the *7-Hour National USPAP Update Course* between *January 2020 and December 2021* will need to take newest *7-Hour National Update Course* prior to December 31, 2023.

Continuing education is a critical part of any professional license no matter your career. From doctors and dentists to lawyers and accountants, staying up to date with the latest in your profession is critical. After speaking with sponsors, education providers and other critical stakeholders, we feel it is important to maintain consistent continuing education standards, so that all appraisers can have the latest resources in their toolkit for their day-to-day appraisal practice.

More information is available on our [website](#). If you have any questions, please email Aida Dedajic at [aida@appraisalfoundation.org](mailto:aida@appraisalfoundation.org). Thank you for your work as a state regulator. We appreciate your efforts on behalf of the appraisal profession.

Sincerely,



Mark Lewis, Chair  
Appraiser Qualifications Board

*Sent on behalf of Mark Lewis, Chair of Appraiser Qualifications Board*

Thanks,  
Aida

**Aida Dedajic, CAE**  
**Director of Engagement**  
**The Appraisal Foundation**  
**1155 15<sup>th</sup> Street, NW, Suite 1111**  
**Washington, DC**  
[aida@appraisalfoundation.org](mailto:aida@appraisalfoundation.org)  
office phone 202.624.3058  
My Zoom: <https://zoom.us/j/2026243058>  
[www.appraisalfoundation.org](http://www.appraisalfoundation.org)



## Quarterly Update

### February 2021

- February 1, 2021: The Appraisal Foundation [announced](#) the death of two prominent people in the industry.
- February 1, 2021: The Appraisal Foundation Board of Trustees is currently accepting applications to fill four at-large trustee positions. [Submit your application](#) no later than March 8. The Veterans Special Committee and Diversity and Inclusion Special Committee are looking for folks interested in offering advice and sharing their experience with aspiring appraisers. If you are interested in serving in this role, please click [here](#) to fill out a brief survey.
- February 1, 2021: The AQB is currently working with potential PAREA providers on developing PAREA programs. If you would like to be notified when a program becomes available, please click [here](#) to fill out the survey.
- February 3, 2021: President Biden issued a [Memorandum](#) on “Redressing Our Nation’s and the Federal Government’s History of Discriminatory Housing Practices and Policies” noting that the government had a role in the undervaluation of property.
- February 11, 2021: The [Environmental lawsuit](#) over Minneapolis 2040 may continue.
- February 19, 2021: The ASB announced that they will not release a new version of USPAP this year. The 2020-2021 version is effective through December 31, 2022. For FAQs about this announcement, click [here](#).
- February 23, 2021: Greg Stephens, AARO member, [shares](#) what is new on the horizon, as well as what the new administration may bring to the profession.
- February 23, 2021: CoreLogic [releases](#) its Home Price Index (HPI) for December 2020.
- February 24, 2021: Fannie Mae [states](#) that the US economy is expected to grow 6.7% this year.
- February 25, 2021: The AQB released the [First Exposure Draft](#) of the Proposed Changes to Real Property Appraiser Qualification Criteria.

### March 2021

- March 1, 2021: The Appraisal Standards Board released an Exposure Draft on Advisory Opinion 16 involving Fair Housing Laws: Avoiding Bias in Real Property Appraisal and Appraisal Review Development. Read the draft [here](#).
- March 3, 2021: [What it Will Take to Close the Race Gap in Home Appraisals](#).
- March 8, 2021: Consumers are less confident about the housing market, with a growing number saying now is a bad time to buy or sell a home, Fannie Mae [reported](#) in its Home Purchase Sentiment Index. However, despite the lower confidence in housing, 82% of consumers said they are unconcerned about losing their job within the next 12 months.



March 10, 2021: The ASC awarded CLEAR, in partnership with AARO, a competitive grant to provide education for members.

In 2016, AARO's leadership adopted a strategic plan to develop and implement a comprehensive roadmap to fulfill the organization's far-reaching and attainable future vision. This award is a giant step towards realization of AARO's vision. As part of the strategic plan, the Education Committee designed and delivered the Regulator Training Course – Basic Level and the 2019 Case Studies for Investigators Course. Additionally, they developed the Intermediate Level Regulator Training Course and the 2021 Case Studies for Investigators Course for delivery in 2021. All of this was planned to demonstrate AARO's unique ability to develop and deliver regulator education to advance the competency and professionalism of all state appraiser and AMC regulatory agencies. The Education Committee laid the foundation for AARO's success. Thank you to all of the individuals named above that also serve on the Education Committee and the other Committee members: Craig Coffee, Joe Ibach, Tom Lewis, Amelia Lovorn, and Steve McCaleb.

March 11, 2021: The Federal Housing Finance Agency [announced](#) March 11 that Fannie Mae and Freddie Mac will extend until April 30 flexibilities for alternative appraisals on purchase and rate term refinance loans. Other flexibilities that are being extended include alternative methods for income and employment verification, and expanded use of power of attorney.

March 22, 2021: The AEI Housing Center [released](#) its General Findings on the Prevalence of GSE Appraisal Waivers.

#### April 2021

April 1, 2021: The Appraisal Foundation held a public meeting to discuss the changes involving distance learning, biometric processing, and the removal of 50% requirement for traditional experience requirement to the First Exposure Draft of proposed changes to the Real Property Appraiser Qualification Criteria.

April 5, 2021: The Appraisal Foundation launches "Appraiser Talk," which is a weekly podcast hosted by Lisa Desmarais and Amy Timmerman to answer listener's questions about the appraisal profession. Episodes can be accessed [here](#).

April 6, 2021: Minnesotans [renounce](#) racial covenants.

April 7, 2021: The CFPB [rescinds](#) Temporary Appraisal Flexibilities.

April 7, 2021: An [Interview](#) with David Bunton to discuss the outlook for appraisals in 2021.

April 12, 2021: The CFPB is [warning](#) mortgage servicers that they should be prepared for a surge of borrowers who will need help staying in their homes.

April 20, 2021: Valuation Review [discusses](#) bias, diversity, and the declining numbers of appraisers in the appraisal profession.

April 21, 2021: After May 31, 2021, with the exception of the HomeStyle® Renovation seasoning policy, the appraisal flexibilities will end and standard Selling Guide appraisal policies will apply.



You can access the Lender Letter, FAQs, and other resources, including the [Top 6 Tips for Appraisers on Using COVID-19 Flexibilities](#) video, [here](#).

- April 23, 2021: AARO officially moved its business records today. Don Rodgers, from North Carolina, met with Brandy March, from Iowa, in Lexington, Kentucky. The two transferred all the business records and supplies, but not before seeing some dear AARO friends who reside in Kentucky. Dennis Badger, Larry Disney, and Tom Veit were very gracious hosts.
- April 29, 2021: U.S. House Financial Services Committee approved [HR 2553](#), the Real Estate Valuation Fairness and Improvement Act, that would establish an interagency taskforce to analyze federal collateral underwriting standards and guidance and provide resources for promoting diversity within the valuation profession.
- April 30, 2021: The Appraiser Qualifications Board held a public meeting on April 30, 2021 to discuss updates from the ASB, AQB, and the Appraisal Foundation. The Board also announced that there will be a second exposure draft to address comments received.

Here are links to helpful items that were discussed during the meeting:

Download [the agenda](#).

Sign up for the [Appraisal Foundation news](#).

Find out more about the [podcast](#). [Sign up](#) for to be notified when new podcast episodes are released.

Check out the Veteran's resource [page](#).

Take the [national demographic survey](#).

All up-to-date information on PAREA can be found on this [website](#).

Learn more about the [USPAP extension](#).

The Discussion Draft will be posted on our Exposure Draft [page](#).

[View](#) the First AO-16 Exposure Draft and Comments:

Read the [ASC News](#).

[Find](#) coronavirus guidance.

[Read](#) new AQB Q&As

More information on the National Uniform Licensing and Certifications Examinations can be found [here](#).

[View](#) current AQB approved courses.



Find out how to become a USPAP Instructor [here](#).

To [read](#) more information on the Real Estate Degree Review Program and to see a list of approved colleges, go [here](#).

If you have a school to join the real estate degree review program, please let Jalin Debeuneure ([Jalin@appraisalfoundation.org](mailto:Jalin@appraisalfoundation.org)) know!

You can view the Exposure Draft and Comments [here](#).

[View](#) the Webinar on the 1st Exposure Draft of Criteria.

To submit a story, update, or announcement for the next quarterly newsletter, please send it to Brandy March at [brandy.march@aaro.net](mailto:brandy.march@aaro.net). The next quarterly update will be sent around August 1, 2021.

*Communications Committee: Jacqueline Olson, Chair, Stacey Williams, Co-Chair, Jodie Campbell, Kevin Cyrus, Allison McDonald, Craig Morley, Greg Stephens, Tamora Papas*