

PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Thursday, July 15, 2021, 9:00 a.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska

AGENDA

A. Opening 9:00 a.m.

B. Notice of Meeting (Adopt Agenda)

The Nebraska Real Property Appraiser Board will meet in executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation that is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. The Board will exit executive session at 9:45 a.m. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete review of the above-mentioned items. The Board will not take action on agenda items C, D, E, and F until executive session is completed.

C. Credentialing as a Nebraska Real Property Appraiser 1-55

1. New Applicants for Certified Residential Credential through Education, Experience, and Examination
 - a. CR21004
2. New Applicants for Certified General Credential through Education, Experience, and Examination
 - a. CG21010
3. Pending Real Property Appraiser Credentialing Applicants
 - a. L20003
 - b. CR21001
4. Real Property Appraiser Credentialing Renewal Matters
 - a. CG2017030R
 - b. CG29003

D. Registration as an Appraisal Management Company

E. Consideration of Compliance Matters 1

1. New Grievances
 - a. 21-03
2. Pending Grievances
 - a. 20-11
3. Post-Board Action Matters
 - a. 20-01

F. Consideration of Other Executive Session Items 1-4

1. 2021.05
2. Personnel Matters

G. Welcome and Chair's Remarks (*Public Agenda 9:45 am*)

H. Board Meeting Minutes

- 1. Approval of June 16, 2021 Strategic Planning Meeting Minutes 1-18
- 2. Approval of June 17, 2021 Meeting Minutes 19-34

I. Director’s Report

- 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
- 3. 2021-22 NRPAB Goals and Objectives + SWOT Analysis 10-11

J. Financial Report and Considerations

- 1. June Financial Report
 - a. Budget Status Report 1-3
 - b. MTD General Ledger Detail Report 4-9
 - c. Financial Charts 10-12
- 2. FY 2021-2022 Budget 13-19
- 3. Per Diems

K. General Public Comments

L. Consideration of Education/Instructor Requests

M. Unfinished Business

N. New Business

- 1. Real Property Appraiser Credentialing Card Language Update 1
- 2. Real Property Appraiser National Uniform Licensing and Certification Exam Testing Service Inquiry 2-3
- 3. Voluntary Supervisory Real Property Appraiser Eligibility List on NRPAB Website 4-5
- 4. Supervisory Real Property Appraiser and Trainee Course

O. Legislative Report and Business

- 1. Title 298 Update
- 2. Other Legislative Matters

P. Administrative Business

- 1. Recission of Covid-19 State of Emergency Declaration by Governor Ricketts 1-2
- 2. Guidance Documents
 - a. 18-02: Equivalency to Bachelor's Degree or Higher in Real Estate for Program Approved by the Appraiser Qualifications Board as Required Core Curriculum (Retire) 3-7
 - b. 18-03: Supervisor Appraiser and Trainee Course Instructor Completion (Retire) 8-9
 - c. 19-01: Supervisory Appraiser Application Approval (Retire) 10-11
 - d. 19-02: Clarification of Supervisory Appraiser-Trainee Course Requirement for Supervisory Appraiser Applicants (Retire) 12-13
 - e. 19-03: Acceptance of Supervisory Appraiser/Trainee Course or Continuing Education Activity Completed in Another Jurisdiction Online or by Correspondence (Retire) 14-16
 - f. 21-01: Real Property Appraiser, Education Activity, and Appraisal Management Company Application Approval 17-19
 - g. 21-02: Real Property Appraisal Practice Experience Review and Approval for Real Property Appraiser Applicant to Sit for Exam 20-21
 - h. 21-03: Real Property Appraiser and AMC Applicant CHRC Carried Out by the Board 22-25
- 3. Internal Procedural Documents
 - a. 201709: Appraisal Review Services Contractor Fees 26
- 4. Forms, Applications, and Procedures
 - a. Revised Appraiser Forms and Applications
 - i. Application for Nebraska Trainee Real Property Appraiser Credential 27-35
 - ii. Application for Registration as Nebraska Supervisory Real Property Appraiser 36-40

Q. Other Business

- 1. Board Meetings
- 2. Conferences/Education
 - a. Fall AARO Conference; October 15-18, 2021 1
- 3. Memos from the Board
- 4. Quarterly Newsletter
- 5. Appraisal Subcommittee
- 6. The Appraisal Foundation
 - a. TAF July Newsletter 2-3
 - b. The Appraisal Foundation Seeks Candidates for the Appraiser Qualifications Board and the Appraisal Standards Board 4-5
 - c. Appraiser Qualifications Board
 - i. AQB Public Meeting: August 24, 2021 – Virtual
 - d. Appraiser Standards Board
 - i. ASB Public Meeting: October 28, 2021 – Virtual
- 7. Association of Appraiser Regulatory Officials
- 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**

June 16, 2021 Strategic Planning Meeting Minutes

A. OPENING

Chairperson Christopher Mustoe called to order the June 16, 2021 Strategic Planning meeting of the Nebraska Real Property Appraiser Board at 2:04 p.m., in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

B. NOTICE OF MEETING

Chairperson 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 on June 11, 2021. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website on the agenda (https://appraiser.ne.gov/meetings/agenda/2021/210616_Agenda.pdf), and in Public Meeting Material (https://appraiser.ne.gov/board_meetings/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, 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 Luhrs moved to adopt the agenda as printed. Board Member Walkenhorst seconded the motion. With no further discussion, the motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

C. CHAIRPERSON'S STATE OF THE BOARD REPORT

Chairperson Mustoe reported that he had brief comments on the state of the Board. First, Chairperson Mustoe welcomed Board Member Gerdes to his first in-person meeting. The Chairperson then expressed his pride in how much the agency accomplished in the past year, citing the online appraiser renewal application with electronic payment and the education submission portal. Chairperson Mustoe stated that these developments raise the Board's status in the appraiser profession and among other states' appraiser agencies. Chairperson Mustoe complimented the staff on their work to get the agency where it is today. Board Member Luhrs agreed with the Chairperson. Chairperson Mustoe asked for additional comments, and with no further discussion, proceeded to the Director's comments.

D. DIRECTOR'S COMMENTS

Director Kohtz thanked the board members for coming, and for their hard work throughout this strange year. Specifically, the Director expressed gratitude for board member's cooperation during electronic meetings. The Director also thanked BLS Nespov and AS Duerig for their work keeping the agency on track despite changing office schedules and procedures. Director Kohtz indicated that this meeting is helpful for staff and for him to plan for the next fiscal year. The Director continued by saying that strategic planning is the Board's opportunity to provide a road map for the staff to follow in the short and long term. The goal is to set objectives, not to establish how the objective will be accomplished. Director Kohtz also indicated that strategic planning is an opportunity to continue building staff and board member institutional knowledge. The Director then highlighted the accomplishments from the current fiscal year:

- The Board has done a good job at staying on top of federal and industry changes, addressing issues faced by the Board, and opening the door a bit more for new appraisers through relevant law making and rule writing.
- The Board updated our rules to reflect statutory and industry changes.
- An APA audit completed on the Board's programs ended with no findings in the attestation report. Director Kohtz stated that this reflects a strength of staff in accounting and budgeting.
- The Board completed all tasks established during the last strategic planning in 2019.
- The Board implemented COVID-19 operating procedures that were mindful of staff and Board safety with no disruption in services to the public. The Director indicated that this is a positive reflection on the Board's staff, programs, and procedures.
- The online appraiser renewal application went live this year. This will be a big positive in the coming renewal season.
- Major progress was once again made in the transfer of physical files to the electronic database. BLS Nespov reported that staff is nearly halfway done with all credential files.
- Through lawmaking and rules updates, we have eased renewal requirements, particularly for reciprocal licenses.
- Procedures were developed and implemented to accept online continuing education completed in another jurisdiction.
- One full renewal cycle with the online education submission portal was completed. The Director noted that the system had bugs, but staff was able to work through them with OCIO.

Director Kohtz then turned to the future and outlined some areas and goals that he would like the Board to focus discussion on today, which include:

- Draft a legislative bill that will include PAREA and other changes to appraiser education in the Criteria.
- Continue to update Title 298.
- Continue technological growth.
- Maintain current level of effectiveness, efficiency, and public satisfaction.

The Director outlined the general structure of the 2021-22 Strategic Planning meeting agenda and informed the Board that he planned to walk through the agenda and discuss whichever items the Board would like to spend time on. The Director asked for any questions or comments. There was no discussion.

E. GENERAL PUBLIC COMMENTS

Chairperson Mustoe asked for any public comments. There were no members of the public in attendance. With no comments, the Chair proceeded to the review of the 2019-20 strategic planning goals and objectives.

F. REVIEW OF 2019-20 STRATEGIC PLANNING GOALS AND OBJECTIVES

Director Kohtz reviewed the goals and objectives set for the 2019-20 Fiscal Year. The following items were noted:

- All the legislative goals were completed. LB808, LB23, and Title 298 took effect.
- The credentialing and registration goals were all completed.
- The education goals were all completed.
- The administration goals were all completed. Director Kohtz cited the rollout of the online appraiser renewal application as a major accomplishment this year. The Director reported that the applicable processes and procedures have been updated to include the online renewal application with electronic payment. While this is a step in the right direction, the Director noted that it has been a challenge to get estimates from OCIO for any future NRPAB Database projects.

Director Kohtz turned the Board's attention to two long-term goals and objectives. First, the Director commented that there were few opportunities to promote an increase in the number of Nebraska resident appraisers due to the pandemic. The Director informed the Board that this would remain a long-term goal for the 2021-22 fiscal year. Director Kohtz moved on to the long-term public information goal to continue current practices and procedures for the website, Facebook page, memos from the board, and the quarterly newsletter. The Director reports that he is content with current practices, and all board members agreed.

G. COMPLIANCE

1. REVIEW OF ENFORCEMENT/INVESTIGATIONS

Director Kohtz presented four charts and graphs to the Board for review outlining the status of the enforcement program. The Director noted that the total number of grievances has been relatively steady, and a majority of them were dismissed, in the five-year period illustrated in the charts and graphs. He asked for any questions or comments. There was no further discussion.

2. ENFORCEMENT OF REAL PROPERTY APPRAISER ACT

Director Kohtz asked for specific questions or discussion pertaining to real property appraiser enforcement. There was no discussion.

3. ENFORCEMENT OF APPRAISAL MANAGEMENT COMPANY REGISTRATION ACT

Director Kohtz asked for specific questions or discussion pertaining to AMC enforcement. There was no discussion.

4. INVESTIGATIVE PROCESSES AND PROCEDURES (TITLE 298 – CH. 8)

Director Kohtz asked for specific questions or discussion pertaining to investigative processes and procedures. There was no discussion.

5. FORMS

Director Kohtz asked for specific questions or discussion pertaining to compliance forms. There was no discussion.

6. SHORT- AND LONG-TERM GOALS AND OBJECTIVES

- Continue monitoring the effectiveness and efficiency of the Compliance Program (long-term).

H. CREDENTIALING AND REGISTRATION

1. REVIEW OF CURRENT CREDENTIAL HOLDERS/AMC REGISTRATIONS

A review of the credentialing and AMC registration programs took place for the 2020-21 fiscal year. The Director presented twelve charts to the Board for review. The first two charts represented the number of Nebraska Real Property Appraisers credentialed through education, experience, and examination over the past five years (not including Trainees), and those credentialed through reciprocity during the past five years. The Director commented that the trend of Nebraska appraisers credentialed through education, experience, and examination continues downward, despite the Board's focus on removing restrictions to credentialing. Director Kohtz stated that the Board has done the best that it can to reach federal minimum requirements, and at this point, any meaningful change in the requirements would have to come down from the federal level. The Director brought attention to the numbers for appraisers credentialed through reciprocity and reported that the numbers have dropped due to the COVID-19 pandemic; no other discernable reason has revealed itself. Director Kohtz noted that many appraisers do work in many states these days, so he is not concerned about a further drop.

Director Kohtz moved on to the next two charts that illustrated the number of total credentialed appraisers over the past five years (not including Trainees), and the total credentialed appraisers by classification over the past five years. At 646 total credentialed appraisers, numbers are seventeen below the previous year, said the Director. Director Kohtz hypothesized that the pandemic pushed some people to retire. The Director reported that the general trend in the number of credentialed appraisers showed increasing numbers, but the trend could not overcome last year's pandemic dip. Director Kohtz indicated that the drop in numbers has not yet had a significant impact on revenue and hopes the trend will recover to the pre-pandemic increase. Changes made to the appraiser renewal requirements has contributed to an overall positive trend in the number of appraisers before the pandemic as more reciprocal real property appraisers renew their credentials.

The Director presented the chart showing the number of total credentialed appraisers over the past five years to the Board for review. Board Member Walkenhorst inquired if staff has seen a shift in the location of general or residential appraisers within in the state. Director Kohtz replied that no large shift has been noticed. In rural Nebraska, whenever one appraiser retires or moves out of state, another one seems to pop up somewhere else, but there does not appear to be logic behind this. The Director stated that there are more certified residential appraisers in the Lincoln/Omaha markets than elsewhere in the state, but that an extreme shortage of residential appraisers does not exist, of the kind that other parts of the country experience, in rural Nebraska either. Board Member Walkenhorst thanked the Director for his comments.

Director Kohtz brought attention to two charts representing the number of appraisers by credential over the past thirteen-month period, and the total number of appraisers over the past thirteen-month period. The Director noted that numbers are ten behind where they should be at this time of year compared to the previous year.

Director Kohtz presented three charts related to temporary credentials; one showing calendar year totals over five years, one showing year-to-date totals over five years, and one showing temporary credentials issued every month over the previous twelve-month period. The Director commented that the Board is back on track with temporary credentials after a pandemic-related dip.

Director Kohtz proceeded to the two charts representing the number of registered supervisory real property appraisers over the past five years. The Director reported the thirteen-month count is trending up, which is a good sign. Director Kohtz brought attention a disconnect between the number of supervisory real property appraiser and trainee real property appraiser credentials issued and the number of trainees who achieve upgraded credentials. Board Member Gerdes asked whether most trainee real property appraisers have a supervisory real property appraiser before obtaining a credential, or if the credential comes before the supervisory real property appraiser. BLS Nespor responded that it is a bit of both; there is no majority, one way or the other. Board Member Gerdes remarked that appraisers might not be motivated to become supervisory real property appraisers as they inevitably train their competition. A discussion took place on the challenges faced by supervisory real property appraisers in this regard, and the challenges faced by trainee real property appraisers in finding a supervisory real property appraiser. Director Kohtz mentioned that PAREA will help trainee real property appraisers obtain the needed appraisal experience, as it will cover all residential experience requirements; however, at the present time is not yet a reality. Chairperson Mustoe suggested that the Board add a voluntary question to renewal applications, something like, “Would you like to be added to a public list of potential supervisory appraisers?” Director Kohtz declared that this is a possibility, if the Board somehow makes sure that the real property appraiser meets the eligibility requirements as a supervisory real property appraiser. The Director proposed that this question could also be asked in a survey to all appraisers, rather than a question on the renewal application. Chairperson Mustoe opined that the application would be preferable because it guarantees that appraisers respond to the question. The appraiser must complete the renewal application, so the question must be read and a box checked. Director Kohtz considered the online renewal application, noting that the question could be coded so that only appraisers who have been certified for three or more years would be able to respond. The Director suggested that “Explore supervisory appraiser list derived from question on renewal application” be added as a short-term goal under Real Property Appraiser Credentials. All Board Members agreed. With no further discussion, the Director moved on to AMC Registration.

Director Kohtz presented two charts illustrating the number of registered AMCs over thirteen months and over five years to the Board for review. The Director reported that the number of registered AMCs in Nebraska has leveled out at a higher number than projected after the passing of the AMC Final Rule. The Director commented that the AMC industry is a lot less like the “Wild West” now. Director Kohtz asked for any questions or comments. There was no further discussion.

2. REVIEW OF CREDENTIAL HOLDER RENEWALS

Director Kohtz presented the renewal report to the Board for review, which included two charts representing the number of Nebraska real property appraisers that renewed their credentials over the past five years. The Director reported that we get close to projections every year, especially since 2018 when rules changes made the renewal process easier. BLS Nespor pointed out that trainee real property appraiser renewals are always lower than renewals of any other credential. The Director confirmed this and added that the trainee renewal rate is typically around 70%. BLS Nespor also added that the majority of trainee real property appraiser non-renewals are those that never obtained a supervisory real property appraiser. Director Kohtz asked for any questions or comments. There was no further discussion.

3. 2018-24 CREDENTIAL HOLDER/AMC REGISTRATION PROJECTIONS

The Director presented five graphs for the Board's analysis. The first four graphs outlined appraiser trends; the next graph outlined the number of registered AMCs. The Director explained that these projections are used for budgeting purposes. Director Kohtz reported that he thinks the Board will see a rebound in certified general real property appraisers, and certified residential real property appraiser numbers will level out. The Director reported that the licensed residential real property appraiser credential remains the lowest by number and reiterated changes are needed at the federal level to move the dial for the number of licensed real property appraisers. According to the Director, many states have gotten rid of the licensed residential credential entirely. Director Kohtz stated that at least one person has inquired about upgrading from LR to CR based on five years of holding the licensed residential credential in good standing. Chairperson Mustoe expressed surprise that more licensed residential real property appraisers weren't interested in this upgrade track, as the scope of work for a certified residential real property appraiser is so much bigger. BLS Nespov suggested that the busy residential housing market of the last year or so could have prevented a licensed residential real property appraiser from filling out an experience log and taking the necessary education to upgrade. Director Kohtz moved on to a chart representing the projected number of Nebraska registered AMCs from 2018 to 2024. The Director acknowledged that the projection shows a drop in registered AMCs, but in his belief, the numbers will actually be more level. There was no further discussion.

4. REAL PROPERTY APPRAISER CREDENTIALS

a. General Discussion

Director Kohtz opened general discussion for real property appraiser credentials. The Director declared that he would like to talk about the testing service utilized by the Board for the national appraiser exam. Director Kohtz reported that the Board has had a handful of issues with the current testing service recently, and asked BLS Nespov to describe them. BLS Nespov reported that one trainee real property appraiser is having issues getting the exam scheduled as the testing service recorded an expiration date at the end of the calendar year rather than one year from the date of approval by the Board. Ms. Nespov said that two calls have been made to the testing service to get this fixed, and it is still incorrect. In addition, two credential holders approved by the Board to take the certified residential exam were scheduled for the certified general exam, which should not have been possible. BLS Nespov noted that in one of these cases, the credential holder drove to the testing site only to be turned away because they did not have the correct exam materials prepared. Director Kohtz noted that reduced service and unreliable communications from the testing service during the pandemic were also reasons to reconsider which service the Board uses. Chairperson Mustoe agreed that use of a new testing service should be explored. The Director remarked that "Explore change to testing service provider" would be added as a short-term goal under Real Property Appraiser Credentials. All Board Members agreed. Director Kohtz asked for any questions or comments on this topic, or any other general discussion topics. There was no further discussion.

i. Reporting of Previous Disciplinary Action on Applications

Director Kohtz brought attention to the reporting period for previous disciplinary action on applications. The Director noted that the current applications all ask, “Have you ever been the subject of disciplinary action?” but this could be changed to a shorter period of time, for example five years. Chairperson Mustoe voiced support for shortening the reporting period for previous disciplinary action on applications. The Chairperson remarked that too much of what the Board reviews is outdated, not severe, or not more than a one-time violation; Mustoe asked if the AQB has a minimum for how long information on previous disciplinary actions needs to be collected. Director Kohtz reported that there is no minimum. BLS Nesper inquired whether this change would occur on the renewal applications only, or on initial applications as well. Director Kohtz stated that the reporting period for renewal applications could be as short as two years since the renewal period is two years. Board Member Luhrs acknowledged the Director’s comment, and said he feels comfortable with a five-year reporting period for initial applications. Chairperson Mustoe said he feels we “brand” appraisers when we require that they report old disciplinary actions every year. BLS Nesper noted that the Board only reports disciplinary actions on the public website for ten years. The Chairperson indicated that the agency wants to protect the public’s interests, but the “forever” reporting requirement protects no one. Director Kohtz remarked that the timing feels right for this, as staff has spent the past few years cleaning up old disciplinary actions that were inappropriately reported to the ASC. A brief discussion took place regarding the ASC National Registry and real property appraiser disciplinary actions. Chairperson Mustoe mentioned the application questions on criminal actions. BLS Nesper reported that the reporting period for criminal actions is five years. Chairperson Mustoe thanked BLS Nesper. Director Kohtz asked for any questions or comments on this topic, or any other items of discussion. The Director declared that “Limit the disciplinary action reporting requirement to a set number of years based on reasonableness on the applications for credentialing” would be added as a short-term goal under Real Property Appraiser Credentials. There was no further discussion.

b. Real Property Appraiser Qualifications: No discussion.

c. Real Property Appraiser Credential Renewal: No discussion.

d. Supervisory Real Property Appraiser: No discussion.

e. Processes and Procedures: No discussion.

f. Forms: No discussion.

g. Short- and Long-Term Goals and Objectives

- Explore opportunities to increase the number of Nebraska resident appraisers (long-term)
- Explore supervisory appraiser list derived from question on renewal application (short-term)
- Explore change to testing service provider (short-term)
- Limit the disciplinary action reporting requirement to a set number of years based on reasonableness on the applications for credentialing (short-term)

5. TEMPORARY CREDENTIAL

Director Kohtz asked for any general discussion related to temporary credentials. BLS Nespor declared the desire to remove the requirement that applicants provide client confirmation of the calendar completion date of an assignment on the Application for Nebraska Real Property Appraiser Temporary Credential. BLS Nespor added that she doesn't mind contacting applicants to request a full legal description or street address of the property, but asking for a calendar completion date often creates problems. Chairperson Mustoe expressed support for this, saying that the completion date is a moving target in regular business. The Chairperson assessed that the requirement makes more work for the applicant, more work for staff, and is pointless as the credentialing period is the same for every applicant anyway. Director Kohtz researched various policy requirements and the Board's rules and laws during the discussion. The Director reported that having the completion date for temporary credential applications does not appear to be a requirement of the ASC, but is present in the Nebraska Real Property Appraiser Act. Removal of this requirement will have to occur in a legislative bill. Chairperson Mustoe suggested that "Remove engagement letter completion date requirement for issuance of a temporary real property appraiser credential from the Real Property Appraiser Act" be added as a short-term goal under Laws, Rules, and Guidance Documents. All Board Members agreed. Director Kohtz asked for any other questions or comments, or any other items of discussion. There was no further discussion.

6. APPRAISAL MANAGEMENT COMPANY REGISTRATION

Director Kohtz asked for discussion pertaining to Appraisal Management Company Registration. There was no discussion.

I. EDUCATION

1. GENERAL

Director Kohtz asked for general discussion pertaining to education. There was no discussion.

2. QUALIFYING EDUCATION

Director Kohtz asked for discussion pertaining to Qualifying Education. There was no discussion.

3. CONTINUING EDUCATION

Director Kohtz asked for discussion pertaining to Continuing Education. There was no discussion.

4. SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE

Director Kohtz asked for discussion pertaining to the Supervisory Appraiser and Trainee Course. Board Member Gerdes asked if the requirement for supervisory appraisers to take the Supervisory Real Property Appraiser and Trainee Course within two years before applying for registration as a supervisory real property appraiser has been removed. Chairperson Mustoe confirmed that it was removed; now they must take it only one time since becoming certified. Board Member Gerdes inquired whether trainee real property appraisers still need to take the course. Director Kohtz said yes, before a person is approved by the Board as a trainee real property appraiser, they must complete the course within one year of application. Board Member Gerdes thanked Chairperson Mustoe and Director Kohtz for the information. There was no further discussion.

5. INSTUCTORS

Director Kohtz asked for discussion pertaining to Instructors. There was no discussion.

6. POST-SECONDARY EDUCATION

Director Kohtz asked for discussion pertaining to Post-Secondary Education. There was no discussion.

7. BOARD REPRESENTATION/OFFERINGS

Director Kohtz asked for discussion pertaining to Board Representation/Offerings. There was no discussion.

J. PERSONNEL

1. Staff Positions

a. Contract Employee Performance Recognition Program (Performance Management System Score)

Director Kohtz presented the idea of a Contract Employee Performance Recognition Program to the Board for consideration. The Director asked the Board to consider setting aside \$1,000.00 in the budget for employee awards related to the State employee performance review program. The Director briefly described the annual performance review that he conducts for contract employees, which is required by the State. Director Kohtz indicated that the review is based on a numbering system up to five, and he'd like to recognize employees who achieve a score of four or above with up to a \$500.00 award through the Employee Recognition Program. Board Member Gerdes addressed BLS Nespore and AS Duerig, asking if they were interested; both responded affirmatively. BLS Nespore commented that their raises are determined by the contract, not the Director, so this would be a way to give him the flexibility to affect their pay. Director Kohtz agreed that this is the best way for the Board to do extra for its employees. Chairperson Mustoe expressed support for the program, citing the stable budget and lower database costs. Board Member Luhrs suggested raising the budgeted gift amount to \$2,500.00. The Director remarked that this would have to be approved in the budget, and the \$1,000.00 amount came from what is reasonably available. The Director asked for any questions or comments related to the Contract Employee Performance Recognition Program. All Board Members indicated their approval. There was no further discussion.

2. **Policies and Procedures:** No discussion.

3. Conferences/Training

a. Fall/Spring AARO Conference

Director Kohtz reported that he plans to continue attending both the Fall and Spring AARO Conferences. The Director informed the Board that the Fall 2021 AARO Conference will be held in-person. There was no further discussion.

4. **Board Structure:** No discussion.

5. **Renewal Season Interns:** No discussion.

6. Short- and Long-Term Goals and Objectives

- Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes, and to address general work environment needs and/or changes (long-term).
- Continue utilization of two renewal season interns (long-term).
- Explore Contract Employee Performance Recognition Program internal procedure (short-term).

Break from 3:22 p.m. to 3:30 p.m.

K. PUBLIC INFORMATION

1. GENERAL

Director Kohtz asked for any general discussion on public information matters. Chairperson Mustoe proposed making publication of the date and time of the next board meeting in a manner more pronounced on the website. The Chairperson suggested a scrolling banner or ribbon. BLS Nespor navigated to the NRPAB website home page for visual aid. A discussion took place on where and how the information should appear. Director Kohtz remarked that the Board has limited capability to change the site from the office; anything more complicated than static text will have to be handled by the OCIO. BLS Nespor indicated that she might be able to add the scrolling banner or ribbon. The Director reported that “Explore addition of a solid or scrolling message screen at the top of the NRPAB website for use to disseminate relevant timely information, such as notices of meetings” would be added as a short-term goal under Public Information. Director Kohtz asked for any other questions or comments, or any other items of discussion. There was no further discussion.

a. Short- and Long-Term Goals

- Encourage development of Memos from the Board and Facebook posts that contain facts the appraiser community may be interested in (long-term).
- Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, and other information that affects the industry (long-term).
- Explore the development and implementation of an updated NRPAB logo (long-term)
- Explore addition of a static or scrolling message screen at the top of the NRPAB website for use to disseminate relevant timely information, such as notices of meetings (short-term).

2. NRPAB WEBSITE

Director Kohtz asked for discussion pertaining to the website. There was no discussion.

a. Processes and Procedures: No discussion.

b. Short- and Long-Term Goals and Objectives

- Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use (long-term).

3. MEMOS FROM THE BOARD

Director Kohtz asked for discussion pertaining to Board memos. There was no discussion.

a. Processes and Procedures: No discussion.

b. Short- and Long-Term Goals and Objectives

- Continue utilization of Memos from the Board to disseminate in a timely manner important information that should not be held for the next release of The Nebraska Appraiser (long-term).

4. THE NEBRASKA APPRAISER NEWSLETTER

Director Kohtz asked for discussion pertaining to newsletter. There was no discussion.

- a. **Processes and Procedures:** No discussion.
- b. **Short- and Long-Term Goals and Objectives**
 - Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner (long-term)

5. FACEBOOK PAGE

Director Kohtz asked for discussion pertaining to Facebook page. There was no discussion.

- a. **Processes and Procedures:** No discussion.
- b. **Short- and Long-Term Goals and Objectives**
 - Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that the appraiser community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information (long-term)

L. ADMINISTRATION

1. POLICIES AND PROCEDURES

a. NRPAB Meetings

i. **LB83 – Change public meeting provisions and provide for virtual conferencing under the Open Meetings Act**

Director Kohtz presented the LB83 Introducer’s Statement of Intent to the Board for review. The Director reported that this bill updated the Open Meetings Act to allow virtual conferencing as a regular option for public meetings. The Director noted that this could be useful for meetings during the winter months, or for meetings with short agendas, so board members wouldn’t have to travel. Director Kohtz said the purpose for discussion at this point is to inquire about interest in acquiring the infrastructure needed to hold virtual meetings in accordance with the Open Meetings Act, rather than add virtual meetings to the Board’s schedule. According to the Director, the general public will have to be able to participate online, and hybrid meetings are an option. Chairperson Mustoe and Board Member Gerdes shared remarks about virtual/hybrid meetings they have seen. Director Kohtz reported that “Explore the purchase and installation of video equipment and software needed to hold NRPAB meetings by virtual conferencing under the Open Meetings Act” would be added as a short-term goal under Administration. The Director asked for any other questions or comments. There was no further discussion.

ii. **Agenda Structure:** No discussion.

b. **Request Forms:** No discussion.

c. **Short- and Long-Term Goals and Objectives**

- Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board’s programs (long-term).
- Explore the purchase and installation of video equipment and software needed to hold NRPAB meetings by virtual conferencing under the Open Meetings Act (short-term).

2. NRPAB RECORDS MANAGEMENT

Director Kohtz asked for discussion pertaining to NRPAB Records Management. There was no discussion.

a. **Retention Schedule 71:** No discussion.

b. **Short- and Long-Term Goals and Objectives**

- Continue to transfer remaining paper files to electronic file format (long-term).

3. NRPAB DATABASE

a. **AMC Online Renewal Application and Interface**

Director Kohtz presented communications between himself, BLS Nespor, and the OCIO development team regarding the AMC Online Renewal Application and Interface. The Director reported that the best next step for NRPAB Database project is the AMC renewal application, since this application has the highest processing volume not online. Director Kohtz added that the next highest volume would be temporary credential applications. The Director noted that the biggest obstacle to starting the AMC renewal application project at this point is the OCIO, which has been unresponsive to the Board's requests for estimates. The Director asked for any questions or comments related to the AMC Online Renewal Application and Interface. Chairperson Mustoe expressed support for the development of the online AMC renewal application and the online temporary credential application. There was no further discussion.

b. **Short- and Long-Term Goals and Objectives**

- Continue to monitor the effectiveness of current NRPAB Database, repair bugs, and make improvements and add enhancements needed to address program or use changes (long-term).
- Explore online real property appraiser initial applications, AMC initial applications, education activity applications, and other services that require payment of a fee (long-term).
- Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system (short-term).

Director Kohtz reported that development of a translator system between the NRPAB Database and the ASC Federal Registry system would be particularly useful for renewal season during high volume processing periods. Currently, staff must enter appraiser contact information in the NRPAB Database and then again in the ASC Federal Registry Extranet. The Director reminded the Board that this has been discussed before, but the NRPAB Database and the ASC Federal Registry Extranet speak two different languages, so a program is needed to translate, which would increase operational efficiency significantly. Director Kohtz mentioned the potential challenges of applying for and accepting federal grant money and said this project may be best left for carryover funds between fiscal years.

- Explore online AMC renewal application and AMC Interface upgrade (short-term).

4. APPRAISAL REVIEW SERVICES CONTRACTOR PROGRAM

Director Kohtz asked for discussion pertaining to the Appraisal Review Services Contractor Program. BLS Nespor remarked that use of this program may be a means to address issues with the current testing service for the national appraiser exam. There was no further discussion.

M. APPRAISAL SUBCOMMITTEE

Director Kohtz asked for discussion pertaining to the Appraisal Subcommittee. There was no discussion.

N. APPRAISAL FOUNDATION

Director Kohtz asked for discussion pertaining to The Appraisal Foundation. There was no discussion.

O. AARO

Director Kohtz asked for discussion pertaining to AARO. There was no discussion.

P. LAWS, RULES, AND GUIDANCE DOCUMENTS

1. LAWS

a. Real Property Appraiser Act

i. Practical Applications of Real Estate Appraisal

Director Kohtz presented the Real Property Appraiser Qualification Criteria section on PAREA to the Board for review. The Director reported that he cannot yet gauge how complex the project will be to incorporate PAREA into the Real Property Appraiser Act as no programs exist yet; however, the current plan is to incorporate this into the next bill. The Director noted that about half of all states have adopted PAREA. Director Kohtz asked for any questions or comments. There was no further discussion.

ii. AQB-Approved Degree Program Curriculum Use as Continuing Education

Director Kohtz presented a memo regarding AQB-approved degree program curriculum use as continuing education. The Director asked if the Board was interested in making specific allowance for this in statute. Chairperson Mustoe inquired whether the Board could already accept such education credit, which the Director affirmed by use of an Individualized Program of Continuing Education. Chairperson Mustoe indicated there was no reason to add another approval route, and all board members agreed. There was no further discussion.

iii. Exemption for Real Property Appraisers to Represent Themselves as Homeowners Concerning Property Tax Appeal Matters

Director Kohtz presented a memo concerning the lack of exemption for real property appraisers to represent themselves as homeowners concerning property tax appeal matters. The Director brought attention to a section of the Nebraska Real Property Appraiser Act, as copied in the memo. The Director stated that the language in the section implies that an appraiser cannot represent themselves as a homeowner in property tax appeal matters, or if they do, they violate the Real Property Appraiser Act as they are not exempt from USPAP. Director Kohtz proposed removing the language from the Act completely. All board members agreed. There was no further discussion.

b. Appraisal Management Company Registration Act: No discussion.

c. Processes and Procedures: No discussion.

d. Short- and Long-Term Goals and Objectives

- Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required (long-term).
- Work with the Banking, Commerce, and Insurance Legislative Committee’s Legal Counsel to draft a bill to be introduced addressing the changes needed in the Real Property Appraiser Act (short-term).
- Remove engagement letter completion date requirement for issuance of a temporary real property appraiser credential from the Real Property Appraiser Act (short-term).

2. RULES

a. Title 297: No discussion.

b. Title 298

i. Summary of Proposed Changes to Title 298 of the NAC_May 18, 2021

Director Kohtz presented the Summary of Proposed Changes to Title 298 of the NAC_May 18, 2021 document to the Board for review, and informed the Board that more on the upcoming Title 298 changes will be discussed at the regular June meeting.

ii. Two-Year 7-Hour USPAP Update Course Requirement

Director Kohtz opened discussion on the Two-Year 7-Hour USPAP Update Course Requirement, and indicated that Chairperson Mustoe requested that this item be added to the agenda because of his concern that the two-year period for the 7-Hour USPAP Update Course does not match the continuing education period. A discussion took place on the enforcement of this requirement, and how it is possible for a real property appraiser credentialed before June 30th in one year does not have to complete the 7-Hour USPAP Update Course until the end of the year in two years, which could technically be more than two years. Director Kohtz acknowledged the existence of this problem, but it rarely, if ever occurs. Board Members agreed to leave the requirement as is. There was no further discussion.

c. Processes and Procedures

Director Kohtz summarized the process for rules updates to the Board and asked for questions or comments. There was no further discussion.

d. Short- and Long-Term Goals and Objectives

- Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed (long-term).
- Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration (long-term).
- Adopt changes to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession, provide 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 (short-term).

3. GUIDANCE DOCUMENTS

Director Kohtz asked for discussion pertaining to Guidance Documents. There was no discussion.

a. Processes and Procedures: No discussion.

b. Short- and Long-Term Goals and Objectives

- Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules (long-term).
- Retire Guidance Documents that are no longer relevant (long-term).

4. INTERNAL PROCEDURAL DOCUMENTS

Director Kohtz asked for discussion pertaining to Internal Procedural Documents. There was no discussion.

a. Processes and Procedures: No discussion.

b. Short- and Long-Term Goals and Objectives

- Continue to adopt internal procedures as needed to assist with the Board's administration of its programs (long-term).
- Retire internal procedures that are no longer relevant (long-term).

Q. FINANCIAL

1. REVIEW OF CURRENT FISCAL YEAR

The Board reviewed the expenses and revenues for the current fiscal year as of June 10, 2021. Director Kohtz informed the Board that he would not provide specific details because this information will be covered at the Board's regular June meeting, and will be covered in detail at the July meeting after the fiscal year ends. The Director indicated that expenditures are far below Budgeted, and revenues are exceeding projections, so it has been a good year financially. There was no further discussion concerning the current fiscal year.

2. 2021-24 PROJECTIONS

Director Kohtz presented four charts showing the 2021-24 financial projections. The Director informed the Board that the expenditures were based on the sixty-five percent, thirty-five percent split between the Real Property Appraiser Fund and the AMC Fund that will be presented later in the agenda. The Director noted that the AMC fund balance is projected to climb during the next few years, but this is a good thing as funds will be needed for the AMC online renewal application and interface project. There was no further discussion with regard to the 2021-24 financial projections.

3. FY 2021-22 BUDGET

Director Kohtz presented the preliminary FY 2021-22 budget to the Board for review, and highlighted the following items:

- Employee Salaries and Benefits (\$235,668.08)
- Board Member Per Diem Payments (\$9,100.00)
- NRPAB Employee Recognition Program (\$1,000.00)
- Intern/Temporary Employee (\$7,680.00)
- AARO Travel (Budget includes funding for 1 Fall and 1 Spring Conference trip)
- Staff Education (\$1,500.00)
- Legal Services (\$35,000.00)

- Other Contractual Services for CHRC and Appraisal Review Services (\$40,000.00)
- CIO – IM Services expenditures, Network Services expenditures, and software (\$29,890.00)
- Funding for equipment repair and purchase (\$1,000.00)
- Other Operating Expenses (overage coverage of \$1,197.92)
- Budget includes the following changes from the FY 2020-21 appropriations:
 - Salary and Benefits (\$4,551.06)
 - Other Operating Expenses (-\$534.00)
 - CIO Expenses (-\$3,160.00 increase included for LB17 AMC Interface database update)
 - Rent and Depreciation Surcharge (-\$2,339.70)
 - Office Supplies Expenses (-\$1000.00)
 - DAS Accounting and Auditing Services (-\$40.00)
 - DAS Purchasing Assessment (-\$84.00)
 - SOS Temporary Employee Services (\$176.64)
 - Other Contractual Services Expenses (-\$5,000.00)
 - Surety and Notary Bonds (\$5.00)
 - Travel Expenses (-\$516.00)
- Applicant Standard 3 Reviewer Fees/SME Fees are set at:

Applicant Reviews

Residential: 4 Hours x \$85.00 = \$340.00
 2-4 Family: 6 Hours x \$85.00 = \$510.00
 Agricultural: 8 Hours x \$85.00 = \$680.00
 Commercial: 10 Hours x \$85.00 = \$850.00

SME

Residential: 6 Hours x \$100.00 = \$600.00
 2-4 Family: 9 Hours x \$100.00 = \$900.00
 Agricultural: 12 Hours x \$100.00 = \$1200.00
 Commercial: 15 Hours x \$100.00 = \$1500.00

Board Member Luhrs suggested making the number of hours allowed for agricultural and commercial reviews the same, as those types of reports are similarly complex. Chairperson Mustoe remarked that he would like to see the same pay rate for all types of review reports, and it should be higher than \$100.00. The Chairperson said the number of hours could be different, but the Board should pay all reviewers the same way for their time. A discussion took place on a fair rate for reviewers. All Board Members agreed on a rate of \$125.00 per hour. Discussion turned to the maximum number of hours for review reports. The Director reminded the Board that there is flexibility in the reviewer services agreement that allows for compensation changes if needed. All board members agreed to make the following changes to the number of maximum hours for review reports:

Applicant Reviews
Residential: 4 Hours
2-4 Family: 5 Hours
Agricultural: 6 Hours
Commercial: 6 Hours

SME
Residential: 5 Hours
2-4 Family: 5 Hours
Agricultural: 10 Hours
Commercial: 10 Hours

Director Kohtz informed the Board that part of the allocation for other contractual services is based on the expectation of fifteen grievances received in a year. According to the Director, if the Board wants to raise Applicant Standard 3 Reviewer/SME Fees, it will need to change its expected number of grievances to stay under our budgeted amount. All board members agreed that the projected number of grievances received in a year could be lowered, since few grievances progress into investigations in a regular year. Director Kohtz reported that he would research the Board's options related to reviewer fees and the 2021-22 budget, make adjustments as requested to increase the hourly amount to \$125.00, but stay within the allocated amount. The change to the internal procedure that includes reviewer fees will be presented to the Board at its July meeting. The Director asked for any questions or comments. There was no further discussion.

a. Policies and Procedures

i. AMC Fund/Appraiser Fund Split

Director Kohtz presented a memo regarding the FY 2021-22 Appraiser/AMC Funds Allocation to the Board for review. Director Kohtz informed the Board that the quarterly workload review of the first full work week in July, October, January, and April for each employee indicates that 34% of time was spent AMC-related functions, and 66% of time was spent on Appraiser-related functions. During analysis of the proposed budget for FY2021-22, past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance were taken into consideration. Finally, there are no compliance, legislative, or policy matters that would affect the AMC/Appraiser Funds allocation for FY2021-22. The director reported that the AMC/Appraiser Funds allocation for FY2021-22 will be 65% Appraiser Fund and 35% AMC Fund. There was no further discussion.

b. Goals and Objectives

Director Kohtz asked for discussion pertaining to short and long-term goals and objectives. There was no discussion.

5. FEES

Director Kohtz asked for discussion pertaining to Fees. There was no discussion.

R. SWOT ANALYSIS

Director Kohtz informed the Board that it was time to review the SWOT Analysis. Director Kohtz reminded the Board that the analysis lists the strengths, weaknesses, opportunities, and threats of the agency. The Board retained the items from last year:

STRENGTHS

- Customer service
- Organization
- Staff depth
- Staff knowledge
- Adaptability
- Professional Diversity of Board

WEAKNESSES

- Inability to grow the industry
- Efficiency loss due to database
- Size of agency
- Regulatory and statutory regulations

OPPORTUNITIES

- Growth in appraiser field
- Continually evaluate how the Board and Agency operate

THREATS

- Agency turnover
- Federal agency oversight
- State economic climate
- Aging appraiser population

Chairperson Mustoe proposed adding modernization of accessibility to the list of strengths and cited the online renewal application and strong education policies as the basis. The Chairperson added that the database is moving in the right direction and is less of a weakness now, but should remain on the list. There was no further discussion.

S. ADJOURNMENT

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

At 5:49 p.m., Chairperson Mustoe adjourned the June 16, 2021 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on June 30, 2021, in compliance with Nebraska Revised Statutes §84-1413 (5).

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

June 17, 2021 Meeting Minutes

A. OPENING

Vice-chairperson Thomas Luhrs called to order the June 17, 2021 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m., in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

B. NOTICE OF MEETING

Vice-chairperson Luhrs announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at www.nebraska.gov on June 11, 2021. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material (https://appraiser.ne.gov/board_meetings/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members 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 Nespore, and Administrative Specialist Katja Duerig, who are all headquartered in Lincoln, Nebraska. Board Member Christopher Mustoe of Omaha, Nebraska, was absent and excused.

ADOPTION OF THE AGENDA

Vice-chairperson Luhrs 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 Downing moved to adopt the agenda as printed. Board Member Walkenhorst seconded the motion. With no further discussion, the motion carried with Luhrs, Walkenhorst, Downing, and Gerdes voting aye.

Board Member Walkenhorst 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 9:04 a.m. The motion carried with Luhrs, Walkenhorst, Downing, and Gerdes voting aye.

Board Member Downing moved to come out of executive session at 9:26 a.m. Board Member Walkenhorst seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, and Gerdes voting aye.

Break from 9:26 a.m. to 9:31 a.m.

Board Member Mustoe arrived at 9:30 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Mustoe welcomed all, and welcomed Board Member Gerdes to his first in-person meeting.

H. BOARD MEETING MINUTES

1. APPROVAL OF APRIL 15, 2021 MEETING MINUTES

Chairperson Mustoe asked for any additions or corrections to the April 15, 2021 meeting minutes. With no discussion, Chairperson Mustoe called for a motion. Board Member Walkenhorst moved to adopt the April 15, 2021 meeting minutes as presented. Board Member Luhrs 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 June 17, 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 May 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 June 17, 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 June 17, 2021. The Director reported that he had no comments, and asked for any questions or comments. There was no discussion.

2. EXECUTIVE AUTHORITY APPROVAL REPORT

Director Kohtz presented three Executive Authority Approval Reports for the real property appraisers and applicants, appraisal management companies, 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 April 7, 2021 and June 8, 2021. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz ended his report by thanking board members and staff for their time at the 2021 Strategic Planning meeting yesterday. The Director expressed satisfaction with how productive it was and how all matters were given reasonable consideration.

J. FINANCIAL REPORT AND CONSIDERATIONS – JUNE 2021

1. APPROVAL OF APRIL RECEIPTS AND EXPENDITURES

The receipts and expenditures for April were presented to the Board in the Budget Status Report. Director Kohtz brought attention to a \$277.00 credit under SOS Temp Serv-Personnel. The Director explained that this was a rebate for charges by the Department of Administrative Services for utilization of temporary services where the expenditures were not realized. Director Kohtz reported that expenditures for the month of April totaled \$21,039.33, which amounts to 59.04 percent of the budgeted expenditures for the fiscal year; 83.29 percent of the fiscal year has passed. Revenues reported for April were \$17,433.25, and total revenues amount to 101.55 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 April. 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 April 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 MAY RECEIPTS AND EXPENDITURES

The receipts and expenditures for May were presented to the Board in the Budget Status Report. Director Kohtz remarked that the \$515.10 Publication & Print Expense is the quarterly charge for copy services for January through March. Director Kohtz reported that expenditures for the month of May totaled \$23,160.96, which amounts to 64.44 percent of the budgeted expenditures for the fiscal year; 91.78 percent of the fiscal year has passed. Revenues reported for May were \$13,716.38, and total revenues amount to 105.15 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 May. The Director noted that several adjustments made were related to the end of the fiscal year. During the year-end procedures, accounting items that are coded incorrectly are identified and corrected; these lines are marked, "NRPAB JE CORRECT." Director Kohtz then brought attention to a \$360.00 correction made to the appraiser Federal Registry Liability Account balance. This amount has carried forward for years since the Board cleaned up the account. The \$360.00 amount was missed during the major cleanup of the account. The Director moved on to a payment to Datashield Corporation, indicating that this is the paper shredding service utilized by the State. The Director 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 May 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 \$305,191.41, the Appraiser Fund is \$391,347.27, and the overall cash balance for both funds is \$696,538.68. Director Kohtz announced that the cash balance for the Appraiser Fund is the highest it has been at this time of year since 2012, then asked for any questions related to the graphs. Board Member Gerdes inquired what the agency's cash reserves are typically used for. Director Kohtz responded that these funds have typically been directed towards technology projects, such as the online appraiser renewal application or updates to the NRPAB database. The Director noted that the unused fund allocation carried over from one fiscal year to another in a biennium is one way to fund these types of projects utilizing the cash balance, the other way is to request specific funding with no associated revenues in the Board's biennial budget. Board Member Gerdes asked if there is a limit to the amount that can be held in the cash reserve. Director Kohtz responded that the Board must have a policy in place to establish the minimum cash balance for the Appraiser Fund and the AMC Fund. The Director mentioned that these policies are actually on the agenda for discussion later in the meeting. Board Member Gerdes expressed concern that the State could sweep reserve funds. The Director remarked that it can happen, and that it has happened, but it is rare. Director Kohtz informed the Board that the last time this happened was after the recession. The Director reported that the State was good to work with; the funds were not just forcibly removed. Director Kohtz then informed the Board that he plans to revisit AMC renewal fees once the online AMC application projects are completed, as the current fee may lead to an excessive fund balance. A brief discussion took place regarding the consideration and process that goes into raising or lowering fees. The Director informed the Board that it must look at the long-term picture when considering lowering fees because of future implications, and that raising fees is a very difficult objective to take on. There was no further discussion.

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

3. PER DIEMS

a. Luhrs – April 28, 2021 Applicant Advisory Meeting

Director Kohtz requested a per diem in the amount of \$100.00 on behalf of Board Member Luhrs for representing the Board at an applicant advisory meeting on April 28, 2021. Board Member Downing moved to approve the per diem request for Board Member Luhrs. Board Member Walkenhorst seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

K. GENERAL PUBLIC COMMENTS

Chairperson Mustoe asked for any public comments. No members of the public were present.

L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS

The Board reviewed two Applications for Continuing Education for the Appraisal Institute activities that were received at the Board office on February 1, 2021. AS Duerig reported that the applications were incomplete. Board Member Luhrs moved to deny the following new continuing education activities as listed:

Appraisal Institute

Two Day Advanced Income Capitalization – A (2211406.02) / 14 Hours

Two Day Advanced Income Capitalization – B (2211407.02) / 14 Hours

Seconded by Board Member Downing. Chairperson Mustoe called for the vote. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

M. UNFINISHED BUSINESS: No discussion.

N. NEW BUSINESS: No discussion.

O. LEGISLATIVE REPORT AND BUSINESS

1. CURRENT LEGISLATION

Director Kohtz presented the final 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:

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 approved by the Governor on April 21, 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 approved by the Governor on April 26, 2021. There was no further discussion.

LB489 – Director Kohtz informed the Board that the original language in this bill requires a financial stability and service capability analysis for certain state contracts. The Director reported that the original provisions of LB489 were struck in AM1217, and replaced with language prohibiting state employees from testifying at a public hearing before the Legislature on any issue in any capacity other than neutral, unless the employee is on vacation or unpaid leave from state employment for the duration of the public hearing. Director Kohtz noted that nothing became of this during the session, but it could come up next year. Doubt was expressed that this bill would be considered constitutional or legal for the Legislature to prohibit such action. There was no further discussion.

Director Kohtz asked for any questions or comments concerning the legislative report. Chairperson Mustoe inquired about the issue of whether the county assessors in Nebraska would be changed from elected to appointed positions. The Director responded that the last update he provided for LB179 was in February, and it apparently hasn't gone anywhere since. Chairperson Mustoe then asked about the bill which would require all home inspectors in Nebraska to register with the State. Director Kohtz reported that this bill, LB423, was approved by the Governor on May 5, 2021. The Director noted that the Secretary of State's office was chosen as the agency with which home inspectors must register. Chairperson Mustoe expressed surprise that the NRPAB was not approached about home inspector registration, and the Director agreed. Director Kohtz asked for any other questions or comments. There was no further discussion.

2. TITLE 298 UPDATE

Director Kohtz presented the Title 298 Update documents and reported that very little has changed since they were presented at the last meeting. The Director informed the Board that the only changes made to the Title 298 draft were in response to comments from the Appraisal Subcommittee, AAG Nigro, and the Governor's Policy and Research Office.

a. Summary of 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, 2021 draft.

b. Title 298 Draft March 25, 2021

Director Kohtz presented the Title 298 Draft March 25, 2021 to the Board for review. The Director brought attention to the following amended sections:

- On page O.17, language in Chapter 1 § 013.01 is changed from "may" to "will" as the Board has no discretion on whether it will complete a review; it will complete a criminal history review for every applicant per AAG Nigro.
- On page O.18, the fee for the Application for Preliminary Criminal History Review was revised to \$50.00 at the request of the GPRO.
- AAG Nigro asked that language, such as "any application not considered to be incomplete will be processed" be removed, as it is unnecessary. These changes take place on Page O.34, O.37, O.38, O.39, O.43, O.51, O.56, O.64, and O.68.
- On Page O.70, "that" is stricken from Chapter 7 § 001.03 at AAG Nigro's request.

Director Kohtz asked for any questions or comments concerning the Title 298 draft. There was no further discussion.

c. ASC, AAG, and GPRO Preliminary Review of Proposed Changes to Title 298

Director Kohtz presented comments from the Appraisal Subcommittee, AAG Nigro, and the Governor's Policy and Research Office on the proposed changes to Title 298. The Director informed the Board that he would provide a summary of their comments.

First, Director Kohtz brought attention to the comments from Jenny Tidwell, the ASC Policy Manager assigned to Nebraska. Ms. Tidwell made no substantive comments, but suggested changes in the education section to mirror the AQB's Real Property Appraiser Qualification Criteria. Director Kohtz reported that he did not make this change because the Criteria will be overhauled soon, so Chapter 6 will require a lot of work. Ms. Tidwell also commented on language in the draft concerning the Board's ability to approve an applicant that the Director did not approve, citing a concern for abuse. Ms. Tidwell recommended that Title 298 also include a requirement for documenting such progression and the Board's reason for approval. The Director reported that he is comfortable with the current language and did not change it, because there is no language in Title 298 referring to how the Board will record information; documentation of the file is important, but is more of an internal procedure matter. Director Kohtz indicated that the Board does a great job documenting files.

Director Kohtz moved on to AAG Laura Nigro's comments. The Director reported that he made many of the changes suggested by AAG Nigro as laid out in the Title 298_Draft March 25, 2021 document. The Director provided an explanation to AAG Nigro for the changes not made, and AAG Nigro approved the Director's explanation.

Finally, Director Kohtz presented comments from Lauren Kintner at the Governor's Policy and Research Office. Ms. Kintner noted that the reciprocity and educational qualifications flexibilities are good, but the fee for the preliminary criminal history review is too high at \$100.00. Ms. Kintner suggested a fee reduction to \$50.00, and the Director agreed to make this change.

Director Kohtz asked for any questions or comments. With no further discussion, the Director proposed a hearing time of August 19, 2021, at 11:00 a.m. Chairperson Mustoe agreed to the proposition and called for a vote. Board Member Walkenhorst moved to accept Title 298_Draft March 25, 2021 as presented and hold a hearing on August 19, 2021 at 11:00 a.m. Board Member Luhrs seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

3. OTHER LEGISLATIVE MATTERS

a. LR100

Director Kohtz presented Legislative Resolution 100 concerning a potential study to determine if the Nebraska Real Property Appraiser Act should be updated to the Board for review. The Director reported that this is the standard resolution that gives Bill Marienau the authority to work with the Board on bill drafting. The Director asked for any questions or comments. There was no discussion.

b. LR191

Director Kohtz presented Legislative Resolution 191 to the Board for review. The Director explained that this resolution allows for a study of occupational licensing and its effect on populations frequently negatively impacted by occupational licensing in Nebraska. According to the Director, there are a few legislators who do not support occupational licensing requirements, and this could be an attempt to further water down or remove occupational licensing requirements. Director Kohtz noted that the Board's programs may or may not be affected by this study. The Director asked for any questions or comments. There was no discussion.

P. ADMINISTRATIVE BUSINESS

1. GUIDANCE DOCUMENTS: No discussion.

2. INTERNAL PROCEDURAL DOCUMENTS

a. 201704: AMC Fund Cash Balance

Director Kohtz presented the amended Internal Procedure 201704 to the Board for consideration. The Director reported that the procedure is the same, but the numbers have been updated based on the FY2021-22 budget, effective July 1, 2021. Director Kohtz stated that the minimum fund balance for the AMC fund shall be \$211,210.05. The Director asked for any questions or comments. There was no further discussion.

b. 201705: Real Property Appraiser Fund Cash Balance

Director Kohtz presented the amended Internal Procedure 201705 to the Board for consideration. The Director reported that the procedure is the same, but the numbers have been updated based on the FY2021-22 budget, effective July 1, 2021. Director Kohtz stated that the minimum fund balance for the real property appraiser fund shall be \$341,532.95. The Director asked for any questions or comments. There was no further discussion.

c. 202101: Appraisal Review Services Contractor Program Management

Director Kohtz presented the new Internal Procedure 202101 to the Board for consideration. The Director commented that Internal Procedure 202101 concerns the implementation of the State of Nebraska Vendor Performance Program for appraisal review services contractors. Director Kohtz reminded the Board that this internal procedure is the result of the Board's April discussion concerning the Board's appraisal review services contractor program. The Director asked for any questions or comments. There was no further discussion.

Board Member Downing moved to approve Internal Procedure 201704, Internal Procedure 201705, and Internal Procedure 202101 as presented. Board Member Luhrs seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

3. FORMS, APPLICATIONS, AND PROCEDURES

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

a. Revised Appraiser Forms and Applications

- i. 2022-23 Application for Renewal of Real Property Appraiser Credential**
- ii. 2022-23 Application for Two-Year Renewal of Nebraska Real Property Appraiser Trainee Credential**
- iii. Application for Inactive Status of Nebraska Real Property Appraiser Credential**
- iv. Application for Nebraska Real Property Appraiser Credential Through Reciprocity**
- v. Application for Nebraska Certified General Real Property Appraiser Credential**

- vi. Application for Nebraska Certified Residential Real Property Appraiser Credential**
- vii. Application for Nebraska Licensed Residential Real Property Appraiser Credential**
- viii. Application for Nebraska Real Property Appraiser Temporary Credential**
- ix. Application for Renewal of Nebraska Real Property Appraiser Temporary Credential**

Director Kohtz presented the following revised appraiser procedures to the Board for consideration:

b. Revised Appraiser Procedures

- i. Real Property Appraiser Credential Renewal Application Procedures**
- ii. Random CHRC for Real Property Appraiser Credential Renewal Selection Procedures Update**

Director Kohtz reported that a majority of the updates to the form and application documents are related to LB23, LB808, and Title 298 changes. The Director noted that the contact information sections were also updated to conform to the contact information in Appraiser Login. Director Kohtz mentioned that appraisers can now change their contact information in Appraiser Login at any time. Board Member Gerdes recognized this as an improvement from the Board's previous contact information system. The Director declared that most of the issues with the new Appraiser Login through Centurion have been addressed, but a few kinks remain, such as the need for appraisers who have access to other State applications through Centurion to change their password to access Appraiser Login. BLS Nespor commented that another issue is that the Centurion email is changed in a different place than where the Board contact information is changed, so if an appraiser changes their email address in one place, they will need to be made aware that they must change it in another.

The Director then turned attention to the Board's June 16, 2021 strategic planning meeting discussion concerning limiting disciplinary action reporting on applications to a specific number of years. Director Kohtz indicated that the Board, at this time, could choose to amend the applications to change the reporting requirements for previous disciplinary action. Chairperson Mustoe expressed support for making this change now. Board members discussed appropriate reporting lengths for each application. BLS Nespor recommended a two-year period as acceptable for the licensed and certified credential renewal application, as the application period is never more than two years apart. BLS Nespor added that it is possible for a trainee real property appraiser to have more than a two-year gap from initial credential to first renewal. The Board agreed that the licensed and certified credential renewal disciplinary action reporting period should be two years, and the trainee credential renewal disciplinary action reporting period should be three years. For initial appraiser applications, the Board agreed that the disciplinary action reporting period should be five years.

Director Kohtz brought attention to the Revised Appraiser Procedures documents, and reported that the Real Property Appraiser Credential Renewal Application Procedures were updated to include the online renewal application and electronic funds payment processing. BLS Nespore commented that the Real Property Appraiser Credential Renewal Application Procedures document is what is provided to the renewal season temporary employees during training on the real property appraiser renewal process. According to the Director, the changes to this document were so numerous that the redline draft was obscured, so this is the draft with all changes and no markup. Director Kohtz moved on to the Random CHRC for Real Property Appraiser Credential Renewal Selection Procedures document. The Director stated that the dates in these procedures needed to change because the new online renewal application opens automatically on July 1. Director Kohtz noted that completing the random CHRC selection earlier in the year will reduce the number of newly credentialed real property appraisers who are chosen to submit fingerprints soon after doing so for their initial credentials.

Board Member Luhrs moved to approve the following Forms, Applications, and Procedures:

- 2022-23 Application for Renewal of Real Property Appraiser Credential as amended to limit the reporting requirement length for question 8 to two years in question designed by staff;
- 2022-23 Application for Two-Year Renewal of Nebraska Real Property Appraiser Trainee Credential as amended to limit the reporting requirement length for question 8 to three years in question designed by staff;
- Application for Inactive Status of Nebraska Real Property Appraiser Credential as presented;
- Application for Nebraska Real Property Appraiser Credential Through Reciprocity as amended to limit the reporting requirement length for question 5 to five years in question designed by staff;
- Application for Nebraska Certified General Real Property Appraiser Credential as amended to limit the reporting requirement length for question 5 to five years in question designed by staff;
- Application for Nebraska Certified Residential Real Property Appraiser Credential as amended to limit the reporting requirement length for question 5 to five years in question designed by staff;
- Application for Nebraska Licensed Residential Real Property Appraiser Credential as amended to limit the reporting requirement length for question 5 to five years in question designed by staff;
- Application for Nebraska Real Property Appraiser Temporary Credential as amended to limit the reporting requirement length for question 8 to five years in question designed by staff;
- Application for Renewal of Nebraska Real Property Appraiser Temporary Credential as presented;
- Real Property Appraiser Credential Renewal Application Procedures as presented; and
- Random CHRC for Real Property Appraiser Credential Renewal Selection Procedures Update as presented

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

BLS Nespior remarked that the online renewal application is the same for all classifications; therefore, the question for reporting disciplinary action would need to read the same for everyone online. Chairperson Mustoe clarified that question 8 of the 2022-23 Application for Renewal of Real Property Appraiser Credential and of the 2022-23 Application for Two-Year Renewal of Nebraska Real Property Appraiser Trainee Credential will be the same online, even though the decided reporting periods are different. Board Member Luhrs acknowledged this and suggested changing the reporting period for the licensed and certified credentials to three years for the sake of consistency and simplicity. All board members agreed. Chairperson Mustoe asked for a motion to amend the previous motion. Board Member Luhrs moved to amend the previous motion to change the reporting requirement length for question 8 in the 2022-23 Application for Renewal of Real Property Appraiser Credential from two years to three years. Board Member Downing seconded the motion to amend the previous motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

Q. OTHER BUSINESS

1. BOARD MEETINGS: No discussion.

2. CONFERENCES/EDUCATION: No discussion.

3. MEMOS FROM THE BOARD

a. The Nebraska Real Property Appraiser Board Proposed Changes to Title 298 of the Nebraska Administrative Code

Director Kohtz presented the Memo From the Board titled, “The Nebraska Real Property Appraiser Board Proposed Changes to Title 298 of the Nebraska Administrative Code” to the Board for consideration. The Director reported that the memo was drafted to bring public attention to the Title 298 administrative hearing date, and offer the public and stakeholders the opportunity to provide written comments to the Board for consideration at the hearing. Director Kohtz also informed the Board that the memo will not be sent through the Appraiser Listserv until the public notice for the hearing is published and indicated that this would be in a few weeks. There was no further discussion. Board Member Luhrs moved to approve the Memo From the Board titled, “The Nebraska Real Property Appraiser Board Proposed Changes to Title 298 of the Nebraska Administrative Code” as presented. Board Member Walkenhorst seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

4. QUARTERLY NEWSLETTER

a. Spring 2021 Edition of The Nebraska Appraiser

Director Kohtz presented the Spring 2021 Edition of The Nebraska Appraiser to the Board for consideration. The Director requested that the Board amend “last week” to “this week” on the first page in the Director’s comments, as he plans to release the newsletter before the end of this week. Board Member Luhrs moved to approve the Spring 2021 Edition of The Nebraska Appraiser as amended to read “this week” rather than “last week” as specified by the Director. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

5. APPRAISAL SUBCOMMITTEE

a. ASC Meeting; September 15, 2021 – Zoom

Director Kohtz reported that the next ASC meeting will be held via Zoom on September 15, 2021. The Director asked for any questions or comments. There was no discussion.

b. ASC March 10, 2021 Meeting Minutes

Director Kohtz presented the ASC March 10, 2021 Meeting Minutes to the Board for review. The Director noted that ASC staff has been meeting with a committee to discuss the shortage of appraisers in some states and how to address those issues at the state level, but he has not seen any public information about this. Director Kohtz then informed the Board that the ASC is working on the redesign of the ASC website and an electronic compliance review collection system for states. The Director added that this would be a positive for information submission related to ASC compliance reviews. Director Kohtz finished by declaring that the ASC has signed a contract with the Council on Licensure, Enforcement, and Regulation, Inc. (CLEAR) to provide technical assistance and investigator training. All of the ASC, TAF, and AARO training will be through CLEAR. The Director asked for any questions or comments. There was no further discussion.

c. ASC May 14, 2021 Meeting Minutes

Director Kohtz presented the ASC May 14, 2021 Meeting Minutes to the Board for review. The Director informed the Board that there is a bill in Congress that includes a provision to expand FHA appraiser eligibility to include licensed real property appraisers, allow the ASC to reduce annual registry fees for AMCs, include trainee real property appraisers on the Federal Registry, and clarify that non-profits and institutions of higher education can obtain an ASC grant. Director Kohtz noted this as a positive for licensed residential real property appraisers in Nebraska. Director Kohtz moved on to another bill that would establish a central portal for real estate appraisers and AMCs to apply for and renew certain licenses, certifications, and registrations. The Director expressed doubt about how such a portal would function with the various state background checks and applicable rules. Director Kohtz reported that the bill did not move during the last session, but that the ASC expects that it will be reintroduced. The Director informed the Board that he will keep an eye on this legislation.

(Continued on page 13)

(Continued from page 12)

Director Kohtz brought attention to a section in the minutes about diversity in the appraiser profession. According to the statistics, 96.5% of appraisers are white and 70% are male. The Director Kohtz expressed surprise at these statistics. Director Kohtz then informed the Board that the ASC has a contract with CLEAR for a review of USPAP and the Real Property Appraiser Qualifications Criteria to ensure that they do not encourage or systematize bias. The Director added that the ASC has the authority to track adjudication of appraisal bias complaints filed with state agencies, so the Board should be mindful if it ever receives such a grievance. Director Kohtz asked for any questions or comments. There was no further discussion.

d. ASC 2020 Annual Report (Board Member Portal Home)

Director Kohtz announced that the ASC 2020 Annual Report is available in the Board Member Portal for review. There was no discussion.

6. THE APPRAISAL FOUNDATION

a. TAF May Newsletter

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

b. TAF June Newsletter

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

c. Appraiser Qualifications Board

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

Director Kohtz presented the Second Exposure Draft of a Proposed Change to the Real Property Appraiser Qualification Criteria to the Board for review. The Director reported that not much has changed since the last exposure draft. First, he noted that the Criteria do not currently recognize a difference between synchronous and asynchronous distance education, but the AQB is looking to define these terms to allow hybrid education activities to become a permanent option. Another education related change in the Criteria is the acceptance of remote exam proctoring for qualifying education activities. Lastly, in education, the topic, "Valuation bias, fair housing, and/or equal opportunity," has been added as an acceptable topic for appraiser continuing education activities. Director Kohtz closed his summary of the exposure draft by bringing attention to the proposition to allow up to 100% of appraiser experience hours to be obtained without a traditional client. The Director asked for any questions or comments. There was no further discussion.

ii. **Q&As**

1. Required Core Curriculum Education

Director Kohtz presented a Q&A regarding qualifying education required for approval for entry into a PAREA program. According to the AQB, an aspiring appraiser completing all qualifying education required for the certified general classification satisfies the education requirements for the licensed residential and certified residential classifications. The Director asked for any questions or comments. There was no further discussion.

2. Photo ID Requirement

Director Kohtz presented a Q&A concerning an education provider who is offering synchronous distance education and the requirement to check photo identification of students. The Director reported that this Q&A does not apply to the Board's programs. The Director asked for any questions or comments. There was no further discussion.

3. QE Synchronous Exam

Director Kohtz presented a Q&A concerning exam administration for an education provider who is offering the 15-Hour USPAP Course synchronously. The Director reported that this Q&A does not apply to the Board's programs. The Director asked for any questions or comments. There was no further discussion.

4. Synchronous and Classroom Courses

Director Kohtz presented a Q&A asking if any approved classroom or synchronous course offering, either continuing or qualifying education, is allowed to be taught both in classroom and synchronously, including new offerings. The Director indicated that the ASC Temporary Waiver allows classroom education activities to be offered synchronously through December 31, 2021. The Director asked for any questions or comments. There was no further discussion.

5. Definition of College-Level Courses

Director Kohtz presented a Q&A regarding the use of non-college-level courses to meet the certified residential in-lieu-of-degree credentialing path requirements. The AQB does not allow this. The Director asked for any questions or comments. There was no further discussion.

6. Degree Requirements

Director Kohtz presented a Q&A about whether a graduate degree satisfies the "Bachelor's Degree (or higher)" requirement for the certified general college-level education requirements. The Director reported that a postgraduate degree from an accredited college or university satisfies the requirement as students need to hold a Bachelor's Degree prior to enrolling in a postgraduate program. The Director asked for any questions or comments. There was no further discussion.

d. Appraiser Standards Board

i. Discussion Draft – Potential Areas of Change for the 2023 USPAP

Director Kohtz presented the Discussion Draft – Potential Areas of Change for the 2023 USPAP to the Board for review. The Director reported that the ASB is exploring change related to the requirements for disclosing a personal inspection, the Ethics Rule – Conduct requirements related to demographic characteristics, and the definitions of “significant appraisal assistance” and “misleading.” The Director remarked that he had no more specific comments, and asked for any questions or comments. There was no further discussion.

ii. USPAP Extension and 7-Hour Course Update

Director Kohtz presented an email from Mark Lewis, AQB Chair, to the Board for review. The Director reported that the newest 7-Hour National USPAP Update Course will be effective for two years, from October 1, 2021, to December 31, 2023. The Director asked for any questions or comments. There was no further discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS

a. AARO Quarterly Update – 5.1.2021

Director Kohtz presented the AARO Quarterly Update – 5.1.2021 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 discussion.

8. IN THE NEWS: No discussion.

Break from 11:05 a.m. to 11:12 a.m.

Board Member Luhrs moved that the Board go into executive session for the purpose of employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Walkenhorst seconded the motion. The time on the meeting clock was 11:12 a.m. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

Board Member Walkenhorst moved to come out of executive session at 11:38 a.m. Board Member Downing seconded the motion. The motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicants for credentialing as a Nebraska real property appraiser. No actions were taken by the Board.

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY

The Board reviewed an applicant for registration as an appraisal management company, and an applicant for renewal of registration as an appraisal management company. Board Member Luhrs moved to take the following action for AMC applicant as listed:

NE2021002 / Approve for registration as an Appraisal Management Company.

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

E. CONSIDERATION OF COMPLIANCE MATTERS

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

21-02 / Dismiss without prejudice.

20-11 / Ongoing.

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

F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS

1. 2021.08

The Board reviewed documentation sent anonymously that implied that a business was engaged in real property appraisal practice without first obtaining a credential issued by the Board. The Board concluded that there was no credibility to the claim. No action was taken by the Board.

2. PERSONNEL MATTERS

The Board discussed personnel matters. Board Member Luhrs moved to increase the Director's salary by 2%, effective July 1, 2021. Board Member Downing seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye.

R. ADJOURNMENT

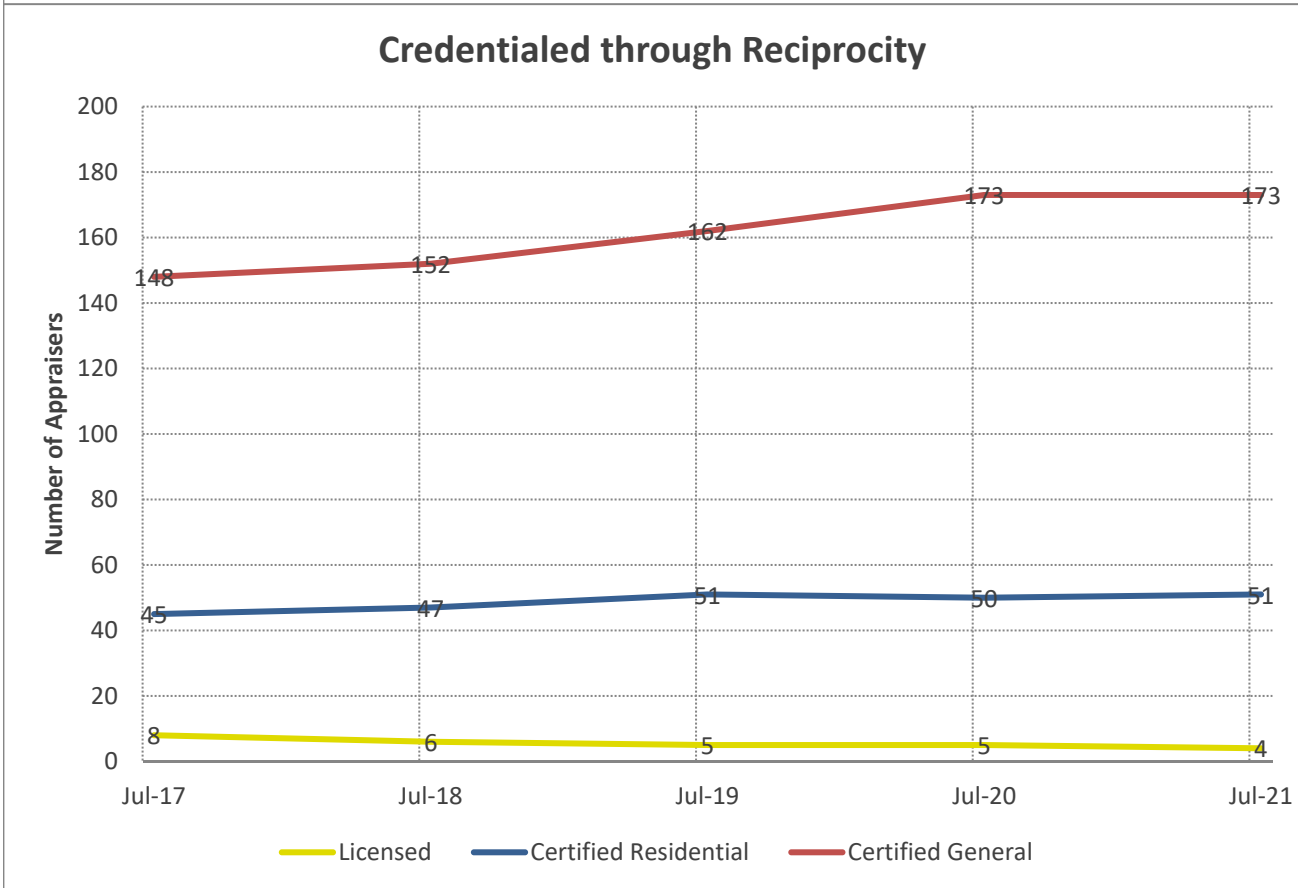
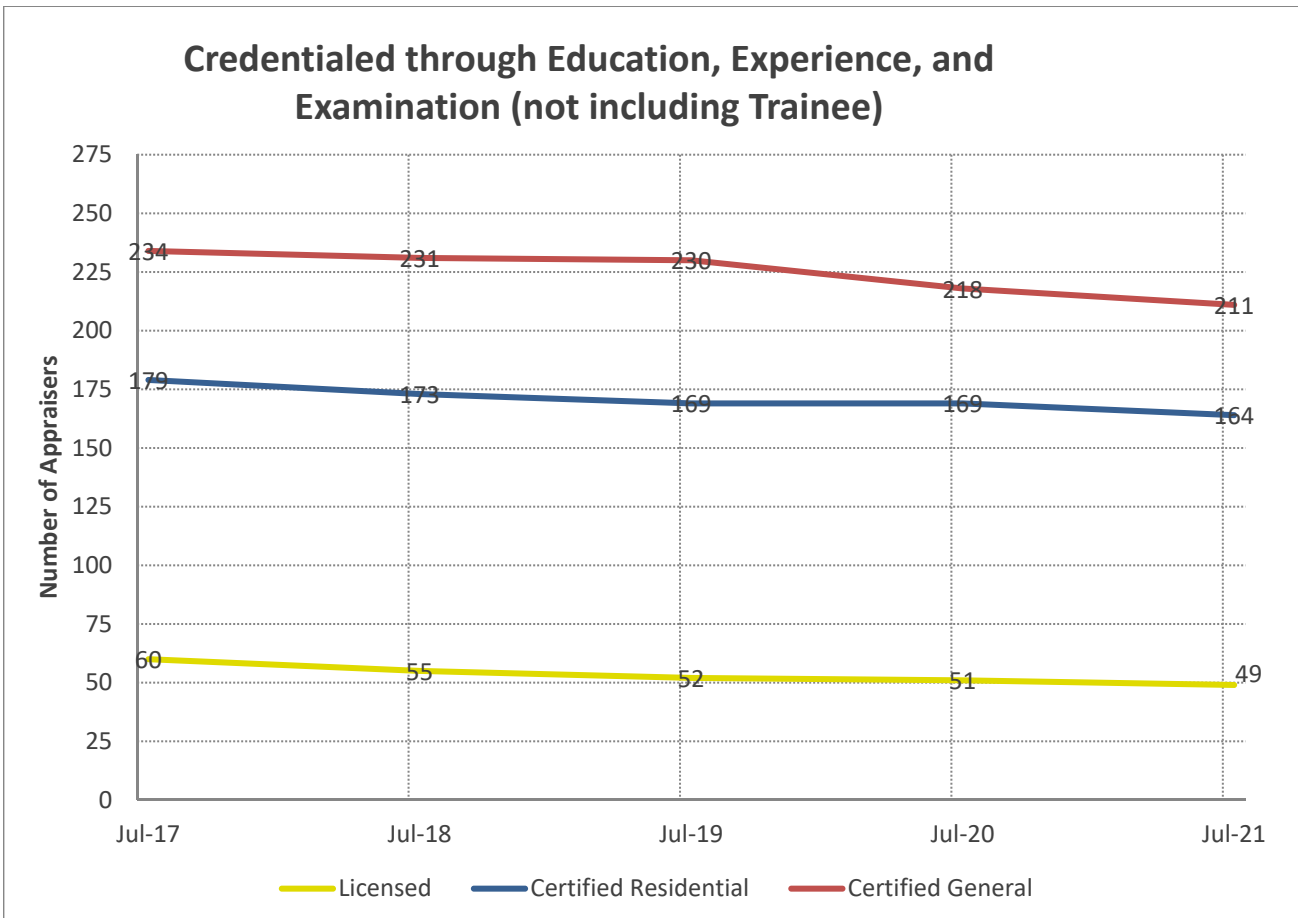
Board Member Luhrs moved to adjourn the meeting. Board Member Downing seconded the motion. Motion carried with Luhrs, Walkenhorst, Downing, Gerdes, and Mustoe voting aye. At 11:42 a.m., Chairperson Mustoe adjourned the June 17, 2021 meeting of the Real Property Appraiser Board.

Respectfully submitted,

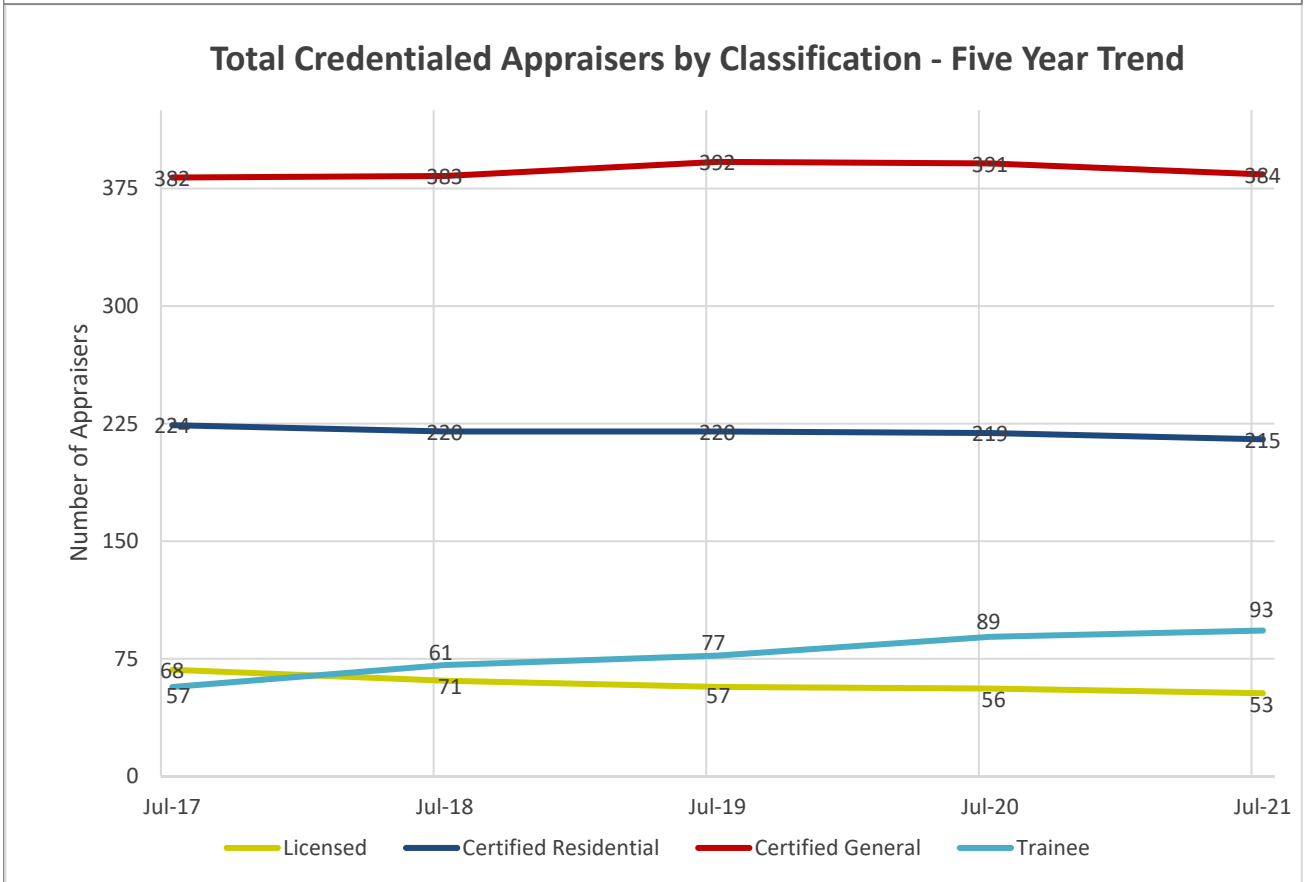
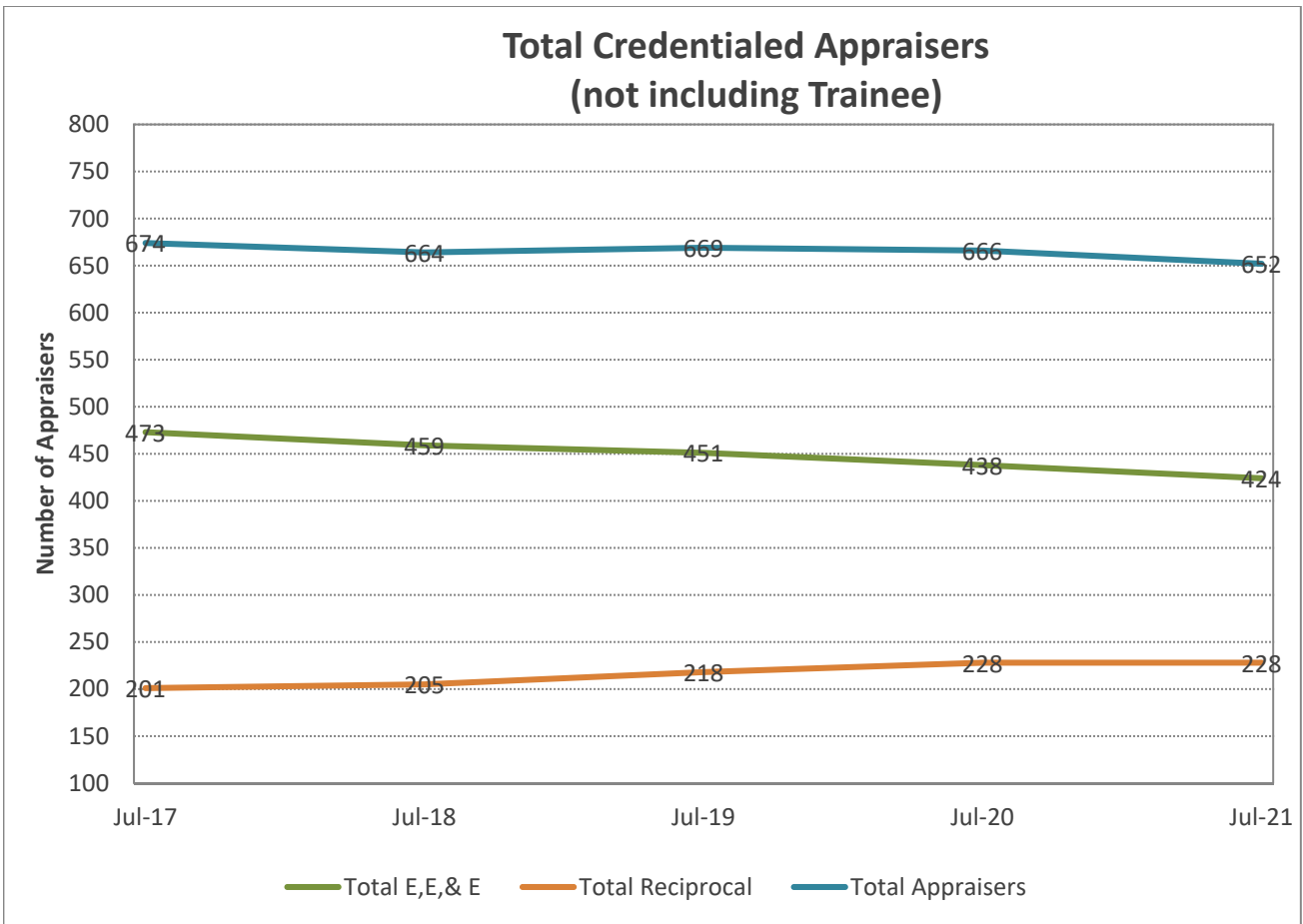
Tyler N. Kohtz
Director

These minutes were available for public inspection on June 25, 2021, in compliance with Nebraska Revised Statute § 84-1413 (5).

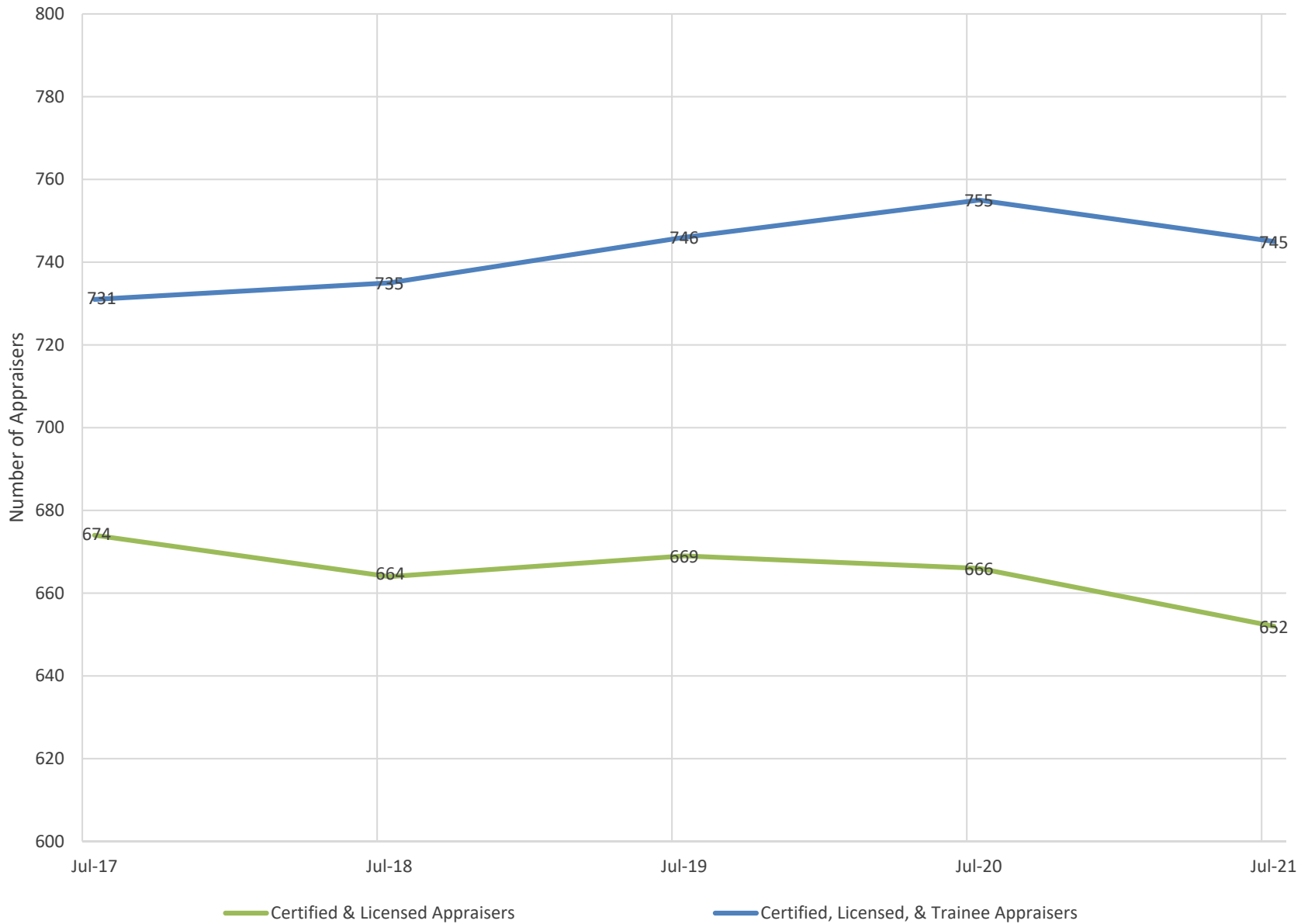
Appraiser Counts as of July 15, 2021 - 5 Year Trend



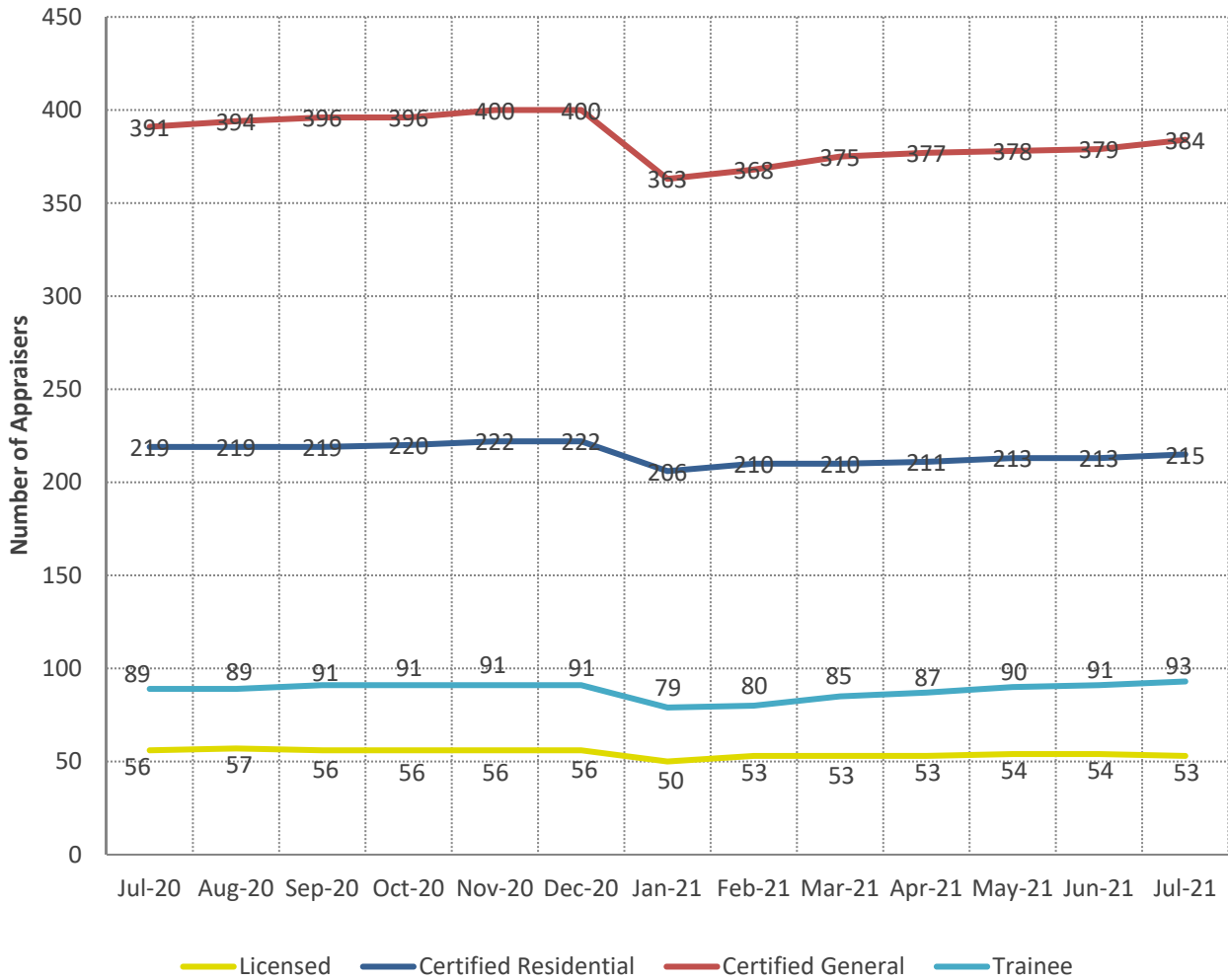
Appraiser Counts as of July 15, 2021 - 5 Year Trend



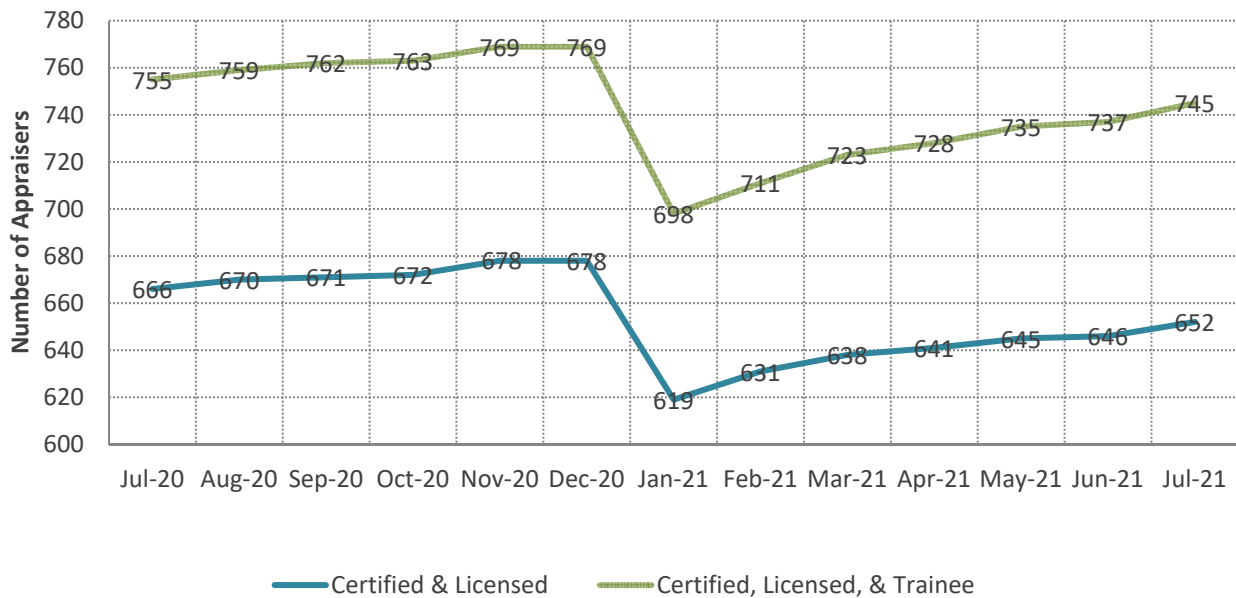
Total Credentialed Appraisers - Five Year Trend



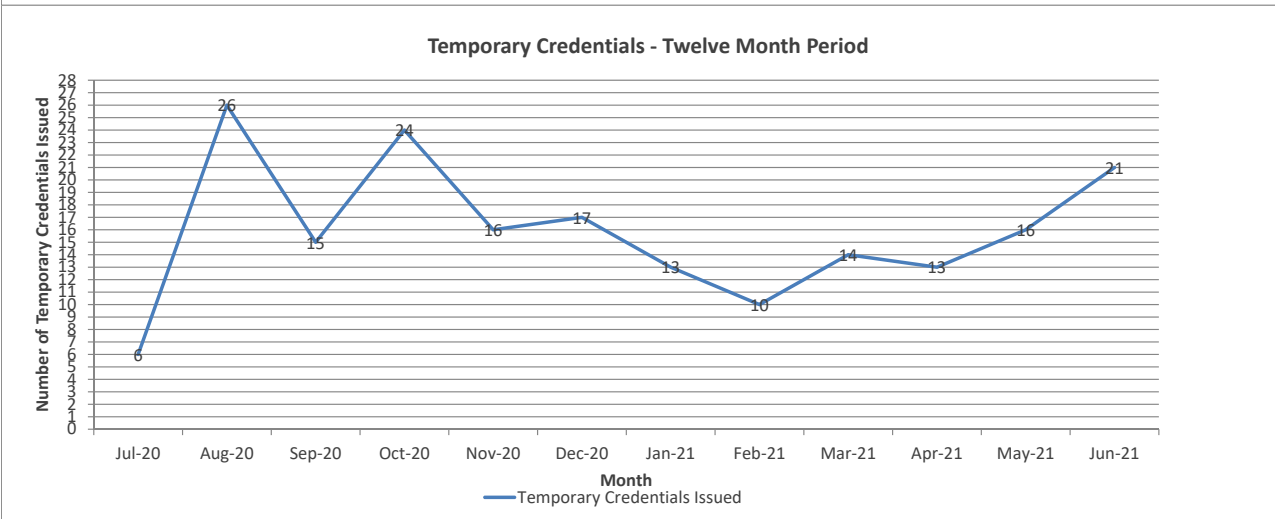
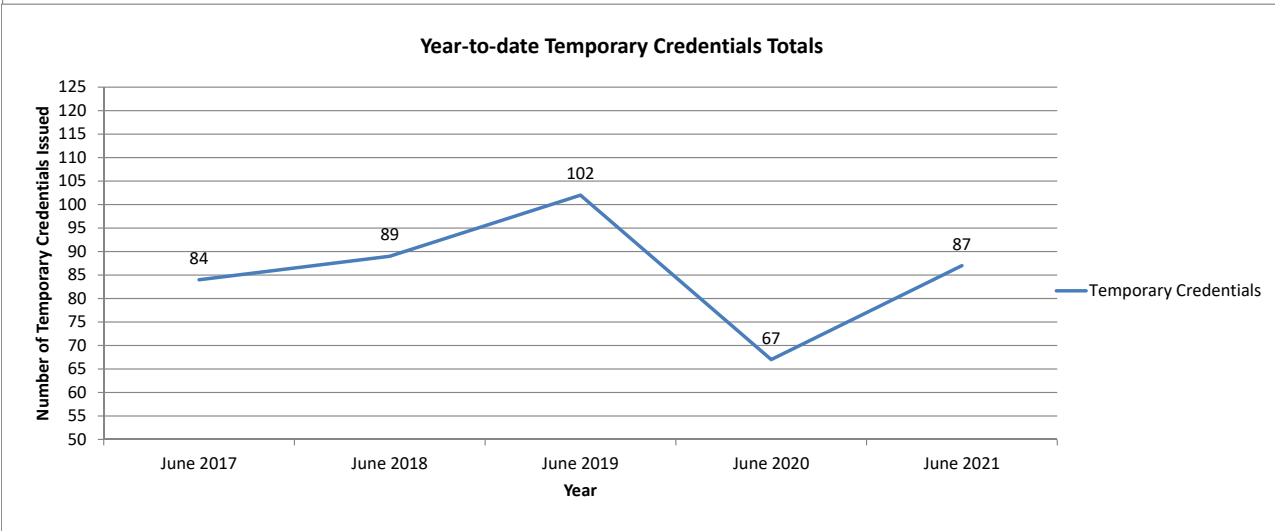
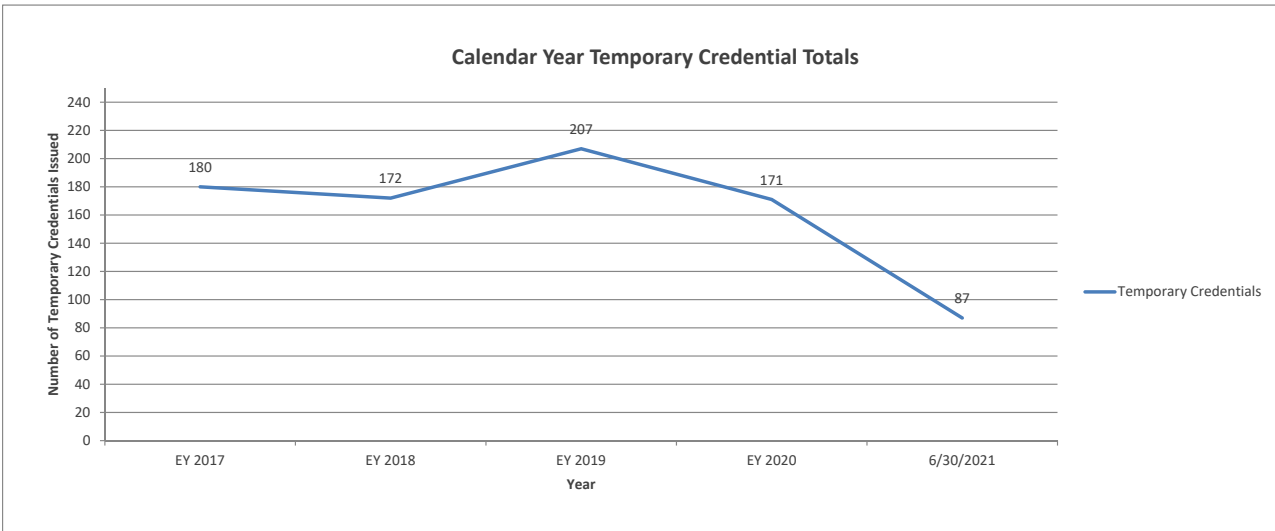
Number of Appraisers by Credential



Total Number of Appraisers

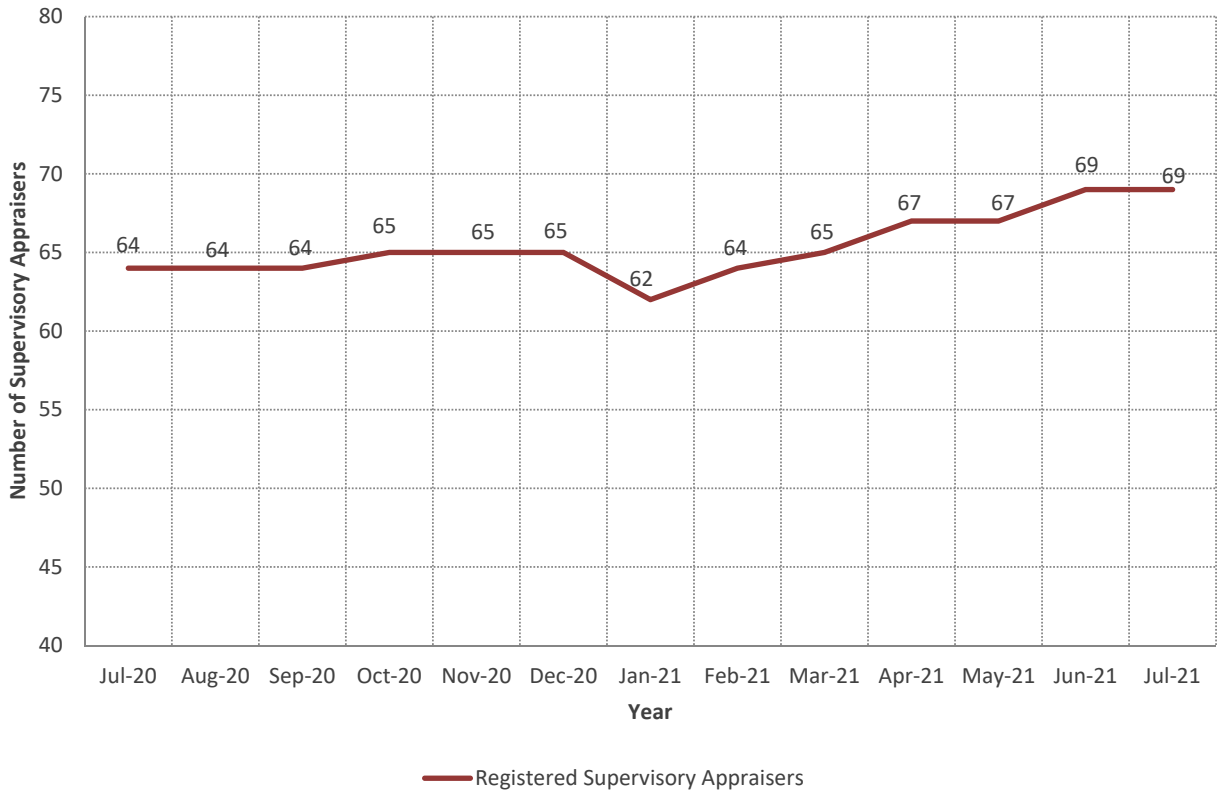


Temporary Credentials - June 30, 2021

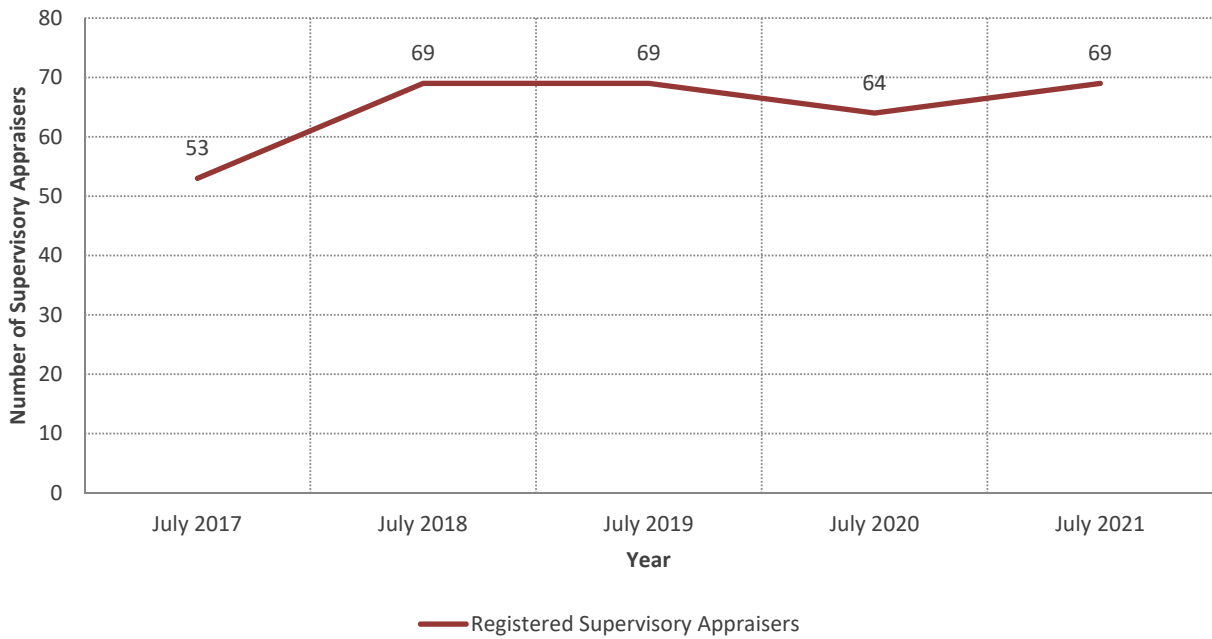


Supervisory Appraiser Registration

Number of Active Registered Supervisory Appraisers - 13 Month

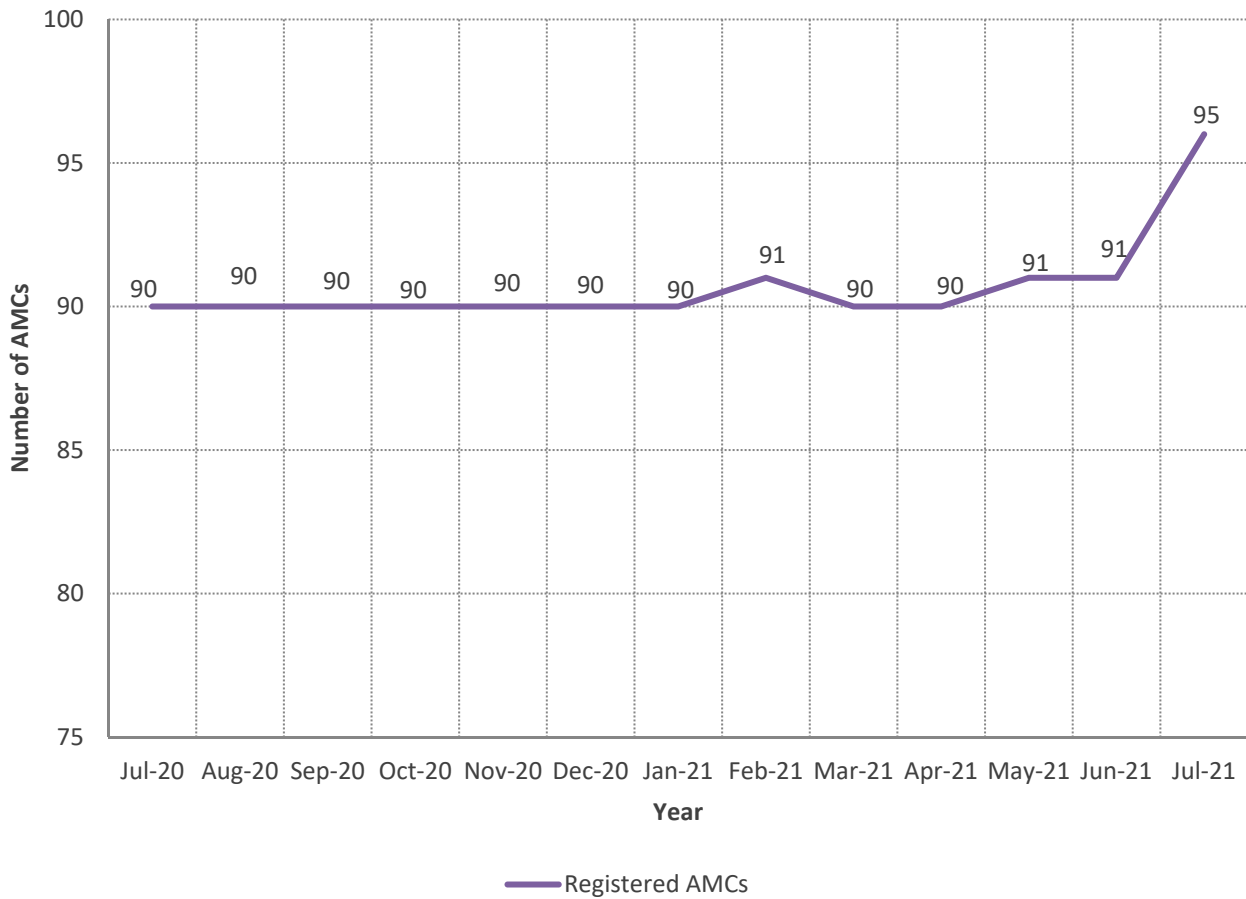


Number of Registered Supervisory Appraisers - 5 Year Trend

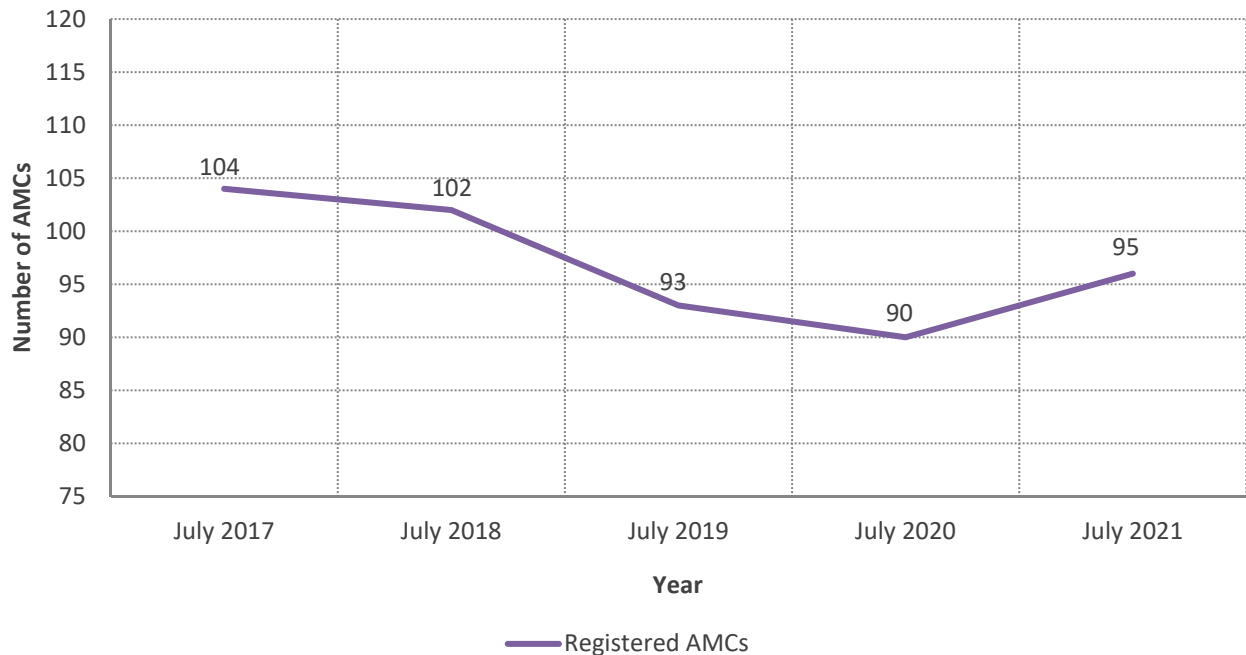


Appraisal Management Company Registration

Number of Registered AMCs - 13 Month



Number of Registered AMCs - 5 Year Trend



NEBRASKA REAL PROPERTY APPRAISER BOARD

EXECUTIVE AUTHORITY REAL PROPERTY APPRAISER APPLICANTS

June 9, 2021 – June 30, 2021

<i>New Trainee Real Property Appraisers</i>		
T2021019	Rebecca Mathine	Approved June 25, 2021
<i>New Certified Residential Real Property Appraisers through Education, Experience, and Examination</i>		
CR21005	Russell Mihely	Approved June 22, 2021 to sit for exam
<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG21007R	William Lundquist	Approved June 9, 2021
CG2021010R	Clark De Vries	Approved June 25, 2021
<i>Renewed Real Property Appraisers</i>		
CR2015005	Brock Owens	Approved June 25, 2021
CG920280	Vern Callahan	Approved June 29, 2021

NEBRASKA REAL PROPERTY APPRAISER BOARD EXECUTIVE AUTHORITY AMC REGISTRATION APPLICANTS

April 7, 2021 – June 30, 2021

<i>New AMCs</i>		
NE2021004	Nadlan Valuation Inc	Approved June 22, 2021
NE2021005	MTS Group, LLC	Approved June 24, 2021

2021-22 Nebraska Real Property Appraiser Board Goals and Objectives
June 16, 2021 Strategic Planning Meeting

	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	NOTES
LAWS, RULES, AND GUIDANCE DOCUMENTS	Work with the Banking Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill to be introduced addressing the changes needed in the Real Property Appraiser Act, which includes but is not limited to the incorporation of PAREA as an alternative to real property appraisal practice experience and removing the limitation that a real property appraiser cannot represent him or herself as a property owner for property tax purposes.	12/31/2021		Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQ8 CAP Program Guidelines, and Title XI as required.	Ongoing.	
	Remove engagement letter completion date requirement for issuance of a temporary real property appraiser credential from the Real Property Appraiser Act.	12/31/2021		Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.	Ongoing.	
	Adopt Title 298 changes to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession, provide 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.	12/31/2021	Hearing set for August 19, 2021.	Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration.	Ongoing.	
				Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.	Ongoing.	
			Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant.	Ongoing.		
COMPLIANCE	None			Continue monitoring the effectiveness and efficiency of the Compliance Program.	Ongoing.	
CREDENTIALING AND REGISTRATION	Explore development of a supervisory real property appraiser eligibility list derived from a question on the Application for Renewal of Nebraska Real Property Appraiser Credential.	6/30/2022	Estimate received from CIO on June 24, 2021 (20392-Potential Supervisory Real Property Appraiser List Derived from Application for Renewal of Nebraska Real Property Appraiser Credential Question).	Explore opportunities to increase the number of Nebraska resident real property appraisers.	Ongoing.	
	Explore change to testing service provider.	12/31/2021	Contacted Pearson Vue and Prometric. After discussion with TAF, it was discovered that Pearson Vue and PSI are the only approved testing service providers for the national appraiser exam administration. Response from Pearson Vue will be presented to the Board for review when received.			
	Limit the disciplinary action reporting requirement to a set number of years based on reasonableness on the applications for credentialing.	12/31/2021	SRPA and Trainee applications presented to the Board for consideration at July meeting. All other applications updated through the Board's June approval. Online real property appraiser renewal application updated.			
EDUCATION	None.			None.		
PERSONNEL	None.			Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes, and to address general work environment needs and/or changes.	Ongoing.	
				Continue utilization of two interns to assist with processing real property appraiser renewal applications.	Ongoing.	
PUBLIC INFORMATION	Explore addition of a solid or scrolling message screen at the top of the NRPAB website for use to disseminate relevant timely information, such as notices of meetings.	6/30/2022		Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the appraiser community.	Ongoing.	
				Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, and other information that affects the industry.	Ongoing.	
				Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser.	Ongoing.	
				Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner.	Ongoing.	
				Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner.	Ongoing.	
				Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use.	Ongoing.	
ADMINISTRATION	Explore the purchase and installation of video equipment and software needed to hold NRPAB meetings by virtual conferencing under the Open Meetings Act.	6/30/2022	Note: State Contract 15555 - B & H Photo & Electronics	Explore the development and implementation of an updated NRPAB logo.	None.	
	Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system.	6/30/2022	Additional request for estimate made to CIO on June 23, 2021 (20397 - Develop API Translator between NRPAB Database and the ASC Federal Registries for Real Property Appraisers and AMCs).	Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs.	Ongoing.	
	Explore online AMC renewal application and upgrade to the AMC Interface in the NRPAB Database.	6/30/2022	Additional request for estimate made to CIO on June 23, 2021 (14261 - AMC Renewal Online Application and Interface).	Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes.	Ongoing.	
				Explore online real property appraiser initial applications (Reciprocity; E,E,E; Temporary) AMC initial applications, education activity applications, and other services that require payment of a fee.	None.	
			Continue to transfer remaining paper files to electronic file format.	Ongoing.		
FINANCIALS	None.			None.		

2021-22 NRPAB SWOT Analysis

STRENGTHS:	WEAKNESSES:	OPPORTUNITIES:	THREATS:
<ul style="list-style-type: none">- Customer service- Organization- Staff depth- Staff knowledge- Adaptability- Professional Diversity of Board- Modernization of Accessibility	<ul style="list-style-type: none">- Inability to grow the industry- Efficiency loss due to database- Size of agency- Regulatory and statutory regulations	<ul style="list-style-type: none">- Growth in appraiser field- Continually evaluate how the Board and Agency operate	<ul style="list-style-type: none">- Agency turnover- Federal agency oversight- State economic climate- Aging appraiser population

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 06/30/21

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

Percent of Time Elapsed = 100.00

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES						
510000 PERSONAL SERVICES						
511100 PERMANENT SALARIES-WAGES	147,801.91	15,354.96	144,790.07	97.96		3,011.84
511300 OVERTIME PAYMENTS	1,782.75	50.42	2,327.94	130.58		545.19-
511600 PER DIEM PAYMENTS	10,000.00	1,100.00	4,000.00	40.00		6,000.00
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	1,667.44	11,416.62	102.65		295.03-
512200 SICK LEAVE EXPENSE	3,068.88	163.22	658.75	21.47		2,410.13
512300 HOLIDAY LEAVE EXPENSE	7,794.95	1,227.54	8,592.79	110.24		797.84-
Personal Services Subtotal	183,352.83	19,563.58	172,786.17	94.24	0.00	10,566.66
515100 RETIREMENT PLANS EXPENSE	13,000.27	1,382.55	12,563.80	96.64		436.47
515200 FICA EXPENSE	13,952.48	1,409.54	12,173.21	87.25		1,779.27
515500 HEALTH INSURANCE EXPENSE	31,637.76	2,636.48	31,637.76	100.00		
516300 EMPLOYEE ASSISTANCE PRO	37.08		37.08	100.00		
516500 WORKERS COMP PREMIUMS	1,352.00		1,352.00	100.00		
Major Account 510000 Total	243,332.42	24,992.15	230,550.02	94.75	0.00	12,782.40
520000 OPERATING EXPENSES						
521100 POSTAGE EXPENSE	2,599.30	65.15	2,077.07	79.91		522.23
521300 FREIGHT	200.00					200.00
521400 DATA PROCESSING EXPENSE	35,318.19	1,441.55	25,235.56	71.45		10,082.63
521500 PUBLICATION & PRINT EXPENSE	3,478.58		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	1,050.45	13,066.95	103.32		420.24-
524900 RENT EXP-DUPR SURCHARGE	4,872.30	406.03	4,872.36	100.00		.06-
527100 REP & MAINT-OFFICE EQUIP	500.00					500.00
531100 OFFICE SUPPLIES EXPENSE	3,089.54	64.00	475.71	15.40		2,613.83
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

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Percent of Time Elapsed = 100.00

<u>ACCOUNT CODE DESCRIPTION</u>		<u>BUDGETED</u>	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>	<u>PERCENT OF</u>	<u>ENCUMBERANCES</u>	<u>VARIANCE</u>
		<u>AMOUNT</u>	<u>ACTIVITY</u>	<u>ACTUALS</u>	<u>BUDGET</u>		
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	1.27		1,481.00
554900	OTHER CONTRACTUAL SERVICE	46,629.00	1,427.25	15,134.20	32.46		31,494.80
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
Major Account 520000 Total		165,806.90	4,454.43	73,681.16	44.44	0.00	92,125.74
570000 TRAVEL EXPENSES							
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
Major Account 570000 Total		20,189.00	0.00	1,858.81	9.21	0.00	18,330.19
BUDGETED EXPENDITURES TOTAL		429,328.32	29,446.58	306,089.99	71.30	0.00	123,238.33

SUMMARY BY FUND TYPE - EXPENDITURES

2	CASH FUNDS	429,328.32	29,446.58	306,089.99	71.30		123,238.33
BUDGETED EXPENDITURES TOTAL		429,328.32	29,446.58	306,089.99	71.30	0.00	123,238.33

BUDGETED FUND TYPES - REVENUES

470000 REVENUE - SALES AND CHARGES

471100	SALE OF SERVICES	375.00-	50.00-	400.00-	106.67		25.00
471120	QUALIFYING ED COURSE FEES	500.00-		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-	20.00-	90.00-	45.00		110.00-
475150	CERTIFIED GENERAL NEW FEES	5,400.00-	900.00-	5,400.00-	100.00		

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Percent of Time Elapsed = 100.00

	<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-	181.00-	2,488.75-	117.02		362.00
475153 CERTIFIED RESIDENTIAL NEW	1,500.00-		2,100.00-	140.00		600.00
475154 CERTIFIED GENERAL RENEWAL	113,575.00-	825.00-	126,140.00-	111.06		12,565.00
475155 LICENSED RENEWAL	18,150.00-		18,150.00-	100.00		
475156 FINGERPRINT AUDIT PROGRAM FEES	3,745.00-	25.00-	3,885.00-	103.74		140.00
475157 CERTIFIED RESIDENTIAL RENEWAL	61,600.00-	550.00-	63,525.00-	103.13		1,925.00
475161 TEMPORARY CERTIFIED GENERAL	4,500.00-	1,150.00-	9,500.00-	211.11		5,000.00
475163 AMC REGISTERED NEW FEES	12,000.00-	6,000.00-	18,000.00-	150.00		6,000.00
475164 AMC APPLICATION FEES	2,100.00-	700.00-	3,500.00-	166.67		1,400.00
475165 AMC REGISTERED RENEWAL	117,000.00-	10,500.00-	127,500.00-	108.97		10,500.00
475167 CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168 CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234 APPLICATION FEES	16,050.00-	2,900.00-	27,250.00-	169.78		11,200.00
Major Account 470000 Total	361,321.75-	23,801.00-	409,678.75-	113.38	0.00	48,357.00
480000 REVENUE - MISCELLANEOUS						
481100 INVESTMENT INCOME	7,250.00-	871.98-	9,951.11-	137.26		2,701.11
481101 AMC INVESTMENT INCOME	5,750.00-					5,750.00-
484500 REIMB NON-GOVT SOURCES	5,000.00-	600.00-	5,708.36-	114.17		708.36
485101 AMC FORFEITS & PENALTY	1,500.00-					1,500.00-
486500 MISCELLANEOUS ADJUSTMENT			360.00-			360.00
Major Account 480000 Total	19,500.00-	1,471.98-	16,019.47-	82.15	0.00	3,480.53-
BUDGETED REVENUE TOTAL	380,821.75-	25,272.98-	425,698.22-	111.78	0.00	44,876.47
SUMMARY BY FUND TYPE - REVENUE						
2 CASH FUNDS	380,821.75-	25,272.98-	425,698.22-	111.78		44,876.47
BUDGETED REVENUE TOTAL	380,821.75-	25,272.98-	425,698.22-	111.78	0.00	44,876.47

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.		391256	06/03/21	RC	RB	NRPAB DEPOSIT 210603	6368174		25.00-
25310	079	000	53105018.471100.		395670	06/29/21	RC	RB	NRPAB DEPOSIT 210629	6394306		25.00-
Total for Object			471100 SALE OF SERVICES									50.00-
25310	079	000	53105018.471122.		392169	06/09/21	RC	RB	NRPAB DEPOSIT 210609	6374215		20.00-
Total for Object			471122 CONTINUING ED RENEWAL FEES									20.00-
25310	079	000	53105018.475150.		391256	06/03/21	RC	RB	NRPAB DEPOSIT 210603	6368174		300.00-
25310	079	000	53105018.475150.		393204	06/15/21	RC	RB	NRPAB DEPOSIT 210615	6380282		300.00-
25310	079	000	53105018.475150.		393836	06/17/21	RC	RB	NRPAB DEPOSIT 210617	6383551		300.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									900.00-
25310	079	000	53105018.475152.		391941	06/08/21	RC	RB	NRPAB DEPOSIT 210608	6372785		90.50-
25310	079	000	53105018.475152.		393836	06/17/21	RC	RB	NRPAB DEPOSIT 210617	6383551		45.25-
25310	079	000	53105018.475152.		395670	06/29/21	RC	RB	NRPAB DEPOSIT 210629	6394306		45.25-
Total for Object			475152 FINGERPRINT FEES									181.00-
25310	079	000	53105018.475154.		395349	06/28/21	RC	RB	NRPAB RENEWALS DEPOSIT 210628	6393267		275.00-
25310	079	000	53105018.475154.		395920	06/30/21	RC	RB	NRPAB DEPOSIT 210630	6394923		550.00-
Total for Object			475154 CERTIFIED GENERAL RENEWAL									825.00-
25310	079	000	53105018.475156.		395349	06/28/21	RC	RB	NRPAB RENEWALS DEPOSIT 210628	6393267		15.00-
25310	079	000	53105018.475156.		395920	06/30/21	RC	RB	NRPAB DEPOSIT 210630	6394923		10.00-
Total for Object			475156 FINGERPRINT AUDIT PROGRAM FEES									25.00-
25310	079	000	53105018.475157.		395349	06/28/21	RC	RB	NRPAB RENEWALS DEPOSIT 210628	6393267		550.00-
Total for Object			475157 CERTIFIED RESIDENTIAL RENEWAL									550.00-
25310	079	000	53105018.475161.		390807	06/01/21	RC	RB	NRPAB DEPOSIT 210601	6365095		150.00-
25310	079	000	53105018.475161.		391256	06/03/21	RC	RB	NRPAB DEPOSIT 210603	6368174		100.00-
25310	079	000	53105018.475161.		391941	06/08/21	RC	RB	NRPAB DEPOSIT 210608	6372785		150.00-
25310	079	000	53105018.475161.		392169	06/09/21	RC	RB	NRPAB DEPOSIT 210609	6374215		100.00-
25310	079	000	53105018.475161.		392881	06/14/21	RC	RB	NRPAB DEPOSIT 210614	6378907		50.00-
25310	079	000	53105018.475161.		393836	06/17/21	RC	RB	NRPAB DEPOSIT 210617	6383551		150.00-
25310	079	000	53105018.475161.		394316	06/22/21	RC	RB	NRPAB DEPOSIT 210622	6386865		100.00-
25310	079	000	53105018.475161.		394840	06/24/21	RC	RB	NRPAB DEPOSIT 210624	6389829		50.00-
25310	079	000	53105018.475161.		395670	06/29/21	RC	RB	NRPAB DEPOSIT 210629	6394306		150.00-
25310	079	000	53105018.475161.		395920	06/30/21	RC	RB	NRPAB DEPOSIT 210630	6394923		150.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									1,150.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.475234.		390807	06/01/21	RC	RB	NRPAB DEPOSIT 210601	6365095		300.00-
25310	079	000	53105018.475234.		391256	06/03/21	RC	RB	NRPAB DEPOSIT 210603	6368174		200.00-
25310	079	000	53105018.475234.		391941	06/08/21	RC	RB	NRPAB DEPOSIT 210608	6372785		600.00-
25310	079	000	53105018.475234.		392169	06/09/21	RC	RB	NRPAB DEPOSIT 210609	6374215		200.00-
25310	079	000	53105018.475234.		392881	06/14/21	RC	RB	NRPAB DEPOSIT 210614	6378907		100.00-
25310	079	000	53105018.475234.		393836	06/17/21	RC	RB	NRPAB DEPOSIT 210617	6383551		450.00-
25310	079	000	53105018.475234.		394316	06/22/21	RC	RB	NRPAB DEPOSIT 210622	6386865		200.00-
25310	079	000	53105018.475234.		394840	06/24/21	RC	RB	NRPAB DEPOSIT 210624	6389829		100.00-
25310	079	000	53105018.475234.		395670	06/29/21	RC	RB	NRPAB DEPOSIT 210629	6394306		450.00-
25310	079	000	53105018.475234.		395920	06/30/21	RC	RB	NRPAB DEPOSIT 210630	6394923		300.00-
Total for Object			475234 APPLICATION FEES									2,900.00-
25310	079	000	53105018.481100.		16202774	06/21/21	JE	G	OIP May 2021; 1.47015%	6387269		491.71-
Total for Object			481100 INVESTMENT INCOME									491.71-
25310	079	000	53105018.484500.		395349	06/28/21	RC	RB	NRPAB RENEWALS DEPOSIT 210628	6393267		350.00-
25310	079	000	53105018.484500.		395920	06/30/21	RC	RB	NRPAB DEPOSIT 210630	6394923		175.00-
Total for Object			484500 REIMBURSEMENT FREIGHT									525.00-
25310	079	000	53105018.511100.		3157368	06/02/21	T2	7	PAYROLL LABOR DISTRIBUTION	6359867		3,444.13
25310	079	000	53105018.511100.		3157557	06/16/21	T2	7	PAYROLL LABOR DISTRIBUTION	6372572		2,519.95
25310	079	000	53105018.511100.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		3,248.87
Total for Object			511100 PERMANENT SALARIES-WAGES									9,212.95
25310	079	000	53105018.511300.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		30.25
Total for Object			511300 OVERTIME PAYMENTS									30.25
25310	079	000	53105018.511600.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		660.00
Total for Object			511600 PER DIEM PAYMENTS									660.00
25310	079	000	53105018.512100.		3157368	06/02/21	T2	7	PAYROLL LABOR DISTRIBUTION	6359867		238.49
25310	079	000	53105018.512100.		3157557	06/16/21	T2	7	PAYROLL LABOR DISTRIBUTION	6372572		761.98
Total for Object			512100 VACATION LEAVE EXPENSE									1,000.47
25310	079	000	53105018.512200.		3157557	06/16/21	T2	7	PAYROLL LABOR DISTRIBUTION	6372572		32.44
25310	079	000	53105018.512200.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		65.49
Total for Object			512200 SICK LEAVE EXPENSE									97.93

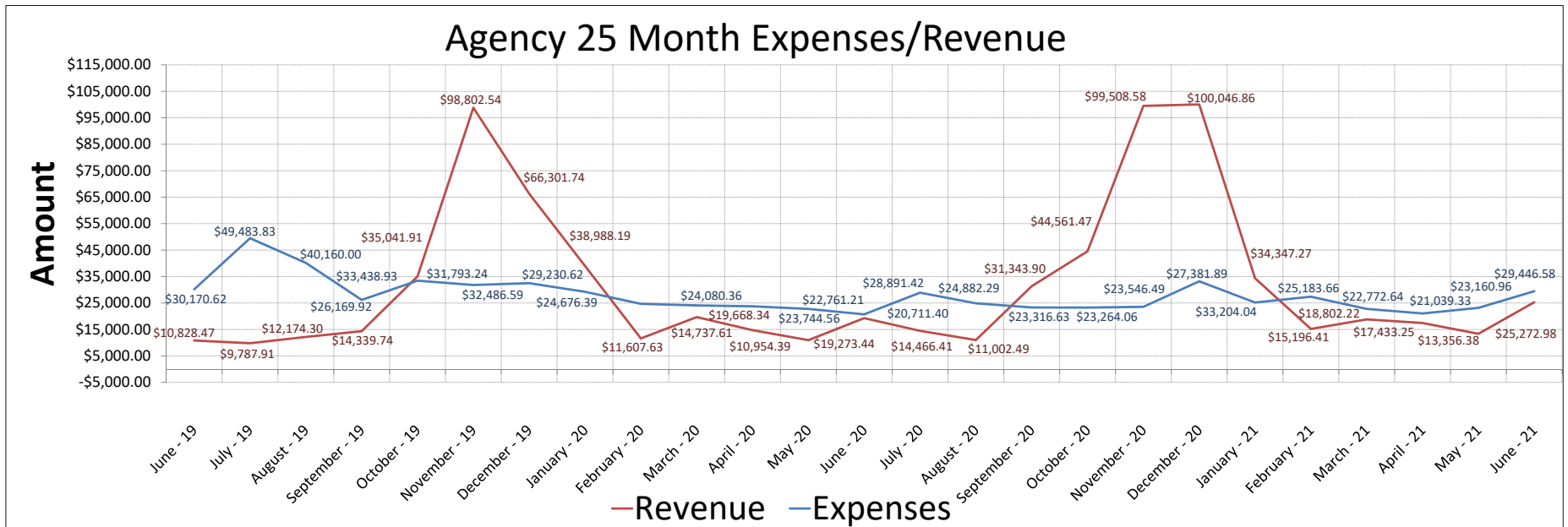
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.512300.		3157557	06/16/21	T2	7	PAYROLL LABOR DISTRIBUTION	6372572		368.26
25310	079	000	53105018.512300.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		368.26
Total for Object			512300 HOLIDAY LEAVE EXPENSE									736.52
25310	079	000	53105018.515100.		3157369	06/02/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6359867		275.74
25310	079	000	53105018.515100.		3157558	06/16/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6372572		275.75
25310	079	000	53105018.515100.		3157838	06/30/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6387394		278.01
Total for Object			515100 RETIREMENT PLANS EXPENSE									829.50
25310	079	000	53105018.515200.		3157369	06/02/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6359867		255.60
25310	079	000	53105018.515200.		3157558	06/16/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6372572		255.58
25310	079	000	53105018.515200.		3157838	06/30/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6387394		334.52
Total for Object			515200 FICA EXPENSE									845.70
25310	079	000	53105018.515500.		3157369	06/02/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6359867		790.94
25310	079	000	53105018.515500.		3157558	06/16/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6372572		790.94
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,581.88
25310	079	000	53105018.521100.		16177220	06/15/21	JE	G	POSTAGE DUE MAY 2021	6381472		64.69
25310	079	000	53105018.521100.		16178884	06/15/21	JE	G	POSTAGE 20210501 - 20210531	6382386		.46
25310	079	000	53105018.521100.		16198370	06/17/21	JE	G	NRPAB POSTAGE MAY 2021	6384601		26.06-
Total for Object			521100 POSTAGE EXPENSE									39.09
25310	079	000	53105018.521400.		47262273	06/01/21	PV	V	AS - OCIO - COMMUNICATIONS	6365195		96.48
25310	079	000	53105018.521400.		47309334	06/09/21	PV	V	AS - OCIO - IMSERVICES	6376130		765.53
Total for Object			521400 CIO CHARGES									862.01
25310	079	000	53105018.524600.		16079211	06/07/21	JE	G	RENT & LB530 JUNE 2021 - OTHER	6358582		1,050.45
25310	079	000	53105018.524600.		16159474	06/10/21	JE	G	NRPAB RENT JUN 2021	6377538		420.18-
Total for Object			524600 RENT EXPENSE-BUILDINGS									630.27
25310	079	000	53105018.524900.		16079211	06/07/21	JE	G	RENT & LB530 JUNE 2021 - OTHER	6358582		406.03
25310	079	000	53105018.524900.		16159474	06/10/21	JE	G	NRPAB RENT JUN 2021	6377538		162.41-
Total for Object			524900 RENT EXP-DEPR SURCHARGE									243.62
25310	079	000	53105018.531100.		47262468	06/01/21	PV	V	AS - MATERIEL DIVISION	6365316		38.40
Total for Object			531100 OFFICE SUPPLIES EXPENSE									38.40
25310	079	000	53105018.554900.		47262213	06/01/21	PV	V	PATROL, NEBRASKA STATE	6365130		

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.		47262292	06/01/21	PV	V	BAUERMEISTER APPRAISAL SERVICE	6365213		255.00	
25310	079	000	53105018.554900.		47262305	06/01/21	PV	V	BAUERMEISTER APPRAISAL SERVICE	6365219		255.00	
25310	079	000	53105018.554900.		47347989	06/17/21	PV	V	BAUERMEISTER APPRAISAL SERVICE	6385292		255.00	
25310	079	000	53105018.554900.		47348050	06/17/21	PV	V	BAUERMEISTER APPRAISAL SERVICE	6385342		255.00	
Total for Object			554900	OTHER CONTRACTUAL SERVICES									1,065.25
Total for Business Unit			53105018	NE REAL PROPERTY APPRAISER									10,256.13
25320	079	000	53105200.475163.		394315	06/22/21	RC	RB	NRPAB AMC DEPOSIT 210622	6386852		4,000.00-	
25320	079	000	53105200.475163.		395671	06/29/21	RC	RB	NRPAB AMC DEPOSIT 210629	6394303		2,000.00-	
Total for Object			475163	AMC REGISTERED NEW FEES									6,000.00-
25320	079	000	53105200.475164.		391257	06/03/21	RC	RB	NRPAB AMC DEPOSIT 210603	6368158		350.00-	
25320	079	000	53105200.475164.		391940	06/08/21	RC	RB	NRPAB AMC DEPOSIT 210608	6372791		350.00-	
Total for Object			475164	AMC APPLICATION FEES									700.00-
25320	079	000	53105200.475165.		390806	06/01/21	RC	RB	NRPAB AMC DEPOSIT 210601	6365100		1,500.00-	
25320	079	000	53105200.475165.		391940	06/08/21	RC	RB	NRPAB AMC DEPOSIT 210608	6372791		4,500.00-	
25320	079	000	53105200.475165.		393203	06/15/21	RC	RB	NRPAB AMC DEPOSIT 210615	6380278		1,500.00-	
25320	079	000	53105200.475165.		395348	06/28/21	RC	RB	NRPAB AMC DEPOSIT 210628	6393272		1,500.00-	
25320	079	000	53105200.475165.		395671	06/29/21	RC	RB	NRPAB AMC DEPOSIT 210629	6394303		1,500.00-	
Total for Object			475165	AMC REGISTERED RENEWAL									10,500.00-
25320	079	000	53105200.481100.		16202774	06/21/21	JE	G	OIP May 2021; 1.47015%	6387269		380.27-	
Total for Object			481100	INVESTMENT INCOME									380.27-
25320	079	000	53105200.484500.		391940	06/08/21	RC	RB	NRPAB AMC DEPOSIT 210608	6372791		75.00-	
Total for Object			484500	REIMBURSEMENT FREIGHT									75.00-
25320	079	000	53105200.511100.		3157368	06/02/21	T2	7	PAYROLL LABOR DISTRIBUTION	6359867		2,296.10	
25320	079	000	53105200.511100.		3157557	06/16/21	T2	7	PAYROLL LABOR DISTRIBUTION	6372572		1,679.99	
25320	079	000	53105200.511100.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		2,165.92	
Total for Object			511100	PERMANENT SALARIES-WAGES									6,142.01
25320	079	000	53105200.511300.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		20.17	
Total for Object			511300	OVERTIME PAYMENTS									20.17
25320	079	000	53105200.511600.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		440.00	
Total for Object			511600	PER DIEM PAYMENTS									440.00

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.512100.		3157368	06/02/21	T2	7	PAYROLL LABOR DISTRIBUTION	6359867		158.99
25320	079	000	53105200.512100.		3157557	06/16/21	T2	7	PAYROLL LABOR DISTRIBUTION	6372572		507.98
Total for Object			512100 VACATION LEAVE EXPENSE									666.97
25320	079	000	53105200.512200.		3157557	06/16/21	T2	7	PAYROLL LABOR DISTRIBUTION	6372572		21.63
25320	079	000	53105200.512200.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		43.66
Total for Object			512200 SICK LEAVE EXPENSE									65.29
25320	079	000	53105200.512300.		3157557	06/16/21	T2	7	PAYROLL LABOR DISTRIBUTION	6372572		245.51
25320	079	000	53105200.512300.		3157837	06/30/21	T2	7	PAYROLL LABOR DISTRIBUTION	6387394		245.51
Total for Object			512300 HOLIDAY LEAVE EXPENSE									491.02
25320	079	000	53105200.515100.		3157369	06/02/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6359867		183.85
25320	079	000	53105200.515100.		3157558	06/16/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6372572		183.84
25320	079	000	53105200.515100.		3157838	06/30/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6387394		185.36
Total for Object			515100 RETIREMENT PLANS EXPENSE									553.05
25320	079	000	53105200.515200.		3157369	06/02/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6359867		170.39
25320	079	000	53105200.515200.		3157558	06/16/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6372572		170.43
25320	079	000	53105200.515200.		3157838	06/30/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6387394		223.02
Total for Object			515200 FICA EXPENSE									563.84
25320	079	000	53105200.515500.		3157369	06/02/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6359867		527.30
25320	079	000	53105200.515500.		3157558	06/16/21	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6372572		527.30
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,054.60
25320	079	000	53105200.521100.		16198370	06/17/21	JE	G	NRPAB POSTAGE MAY 2021	6384601		26.06
Total for Object			521100 POSTAGE EXPENSE									26.06
25320	079	000	53105200.521400.		47262273	06/01/21	PV	V	AS - OCIO - COMMUNICATIONS	6365195		64.32
25320	079	000	53105200.521400.		47309334	06/09/21	PV	V	AS - OCIO - IMSERVICES	6376130		515.22
Total for Object			521400 CIO CHARGES									579.54
25320	079	000	53105200.524600.		16159474	06/10/21	JE	G	NRPAB RENT JUN 2021	6377538		420.18
Total for Object			524600 RENT EXPENSE-BUILDINGS									420.18
25320	079	000	53105200.524900.		16159474	06/10/21	JE	G	NRPAB RENT JUN 2021	6377538		162.41
Total for Object			524900 RENT EXP-DEPR SURCHARGE									162.41

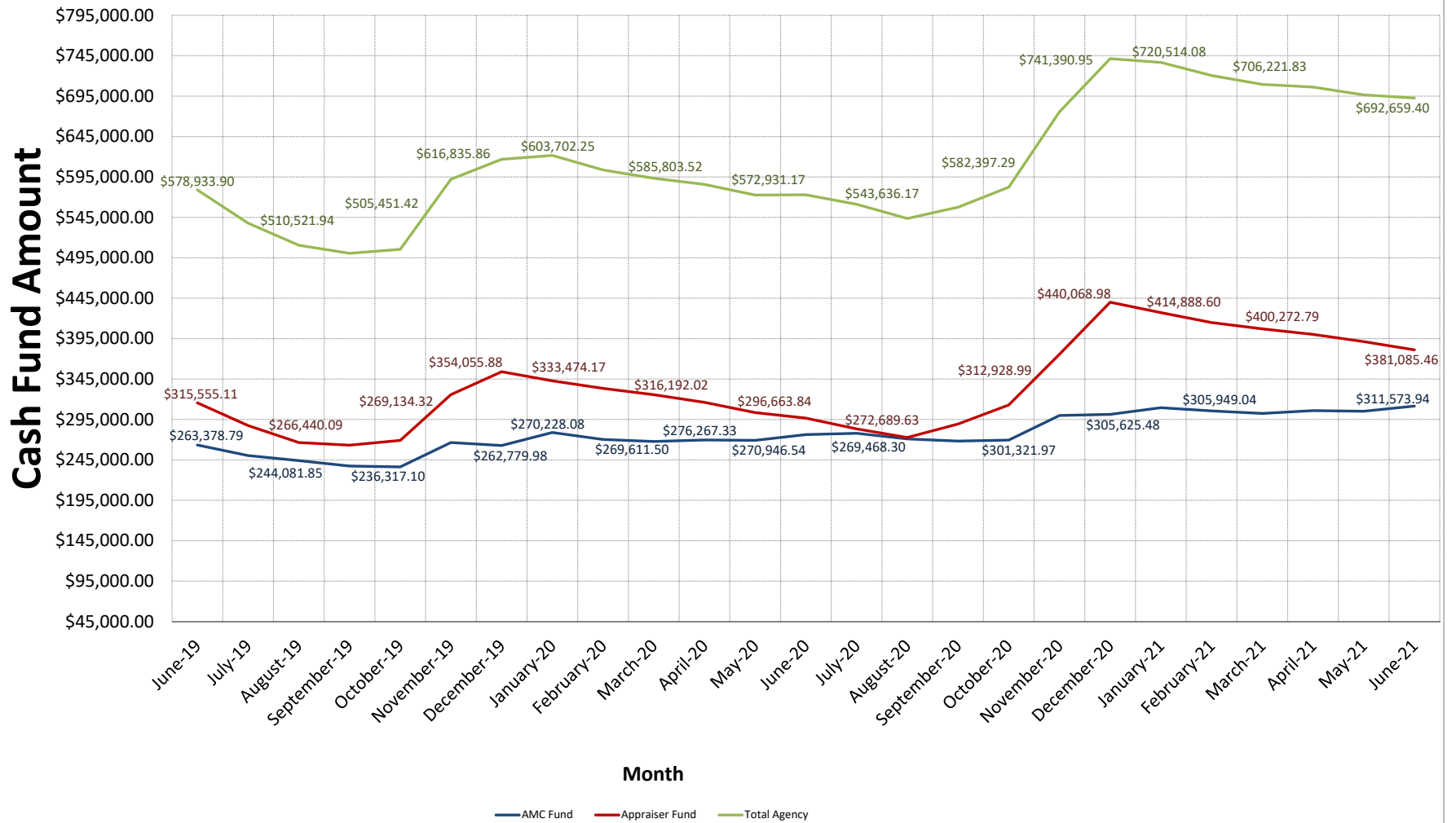
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.531100.		47262468	06/01/21	PV	V	AS - MATERIEL DIVISION	6365316		25.60
Total for Object			531100 OFFICE SUPPLIES EXPENSE									25.60
25320	079	000	53105200.554900.		47262213	06/01/21	PV	V	PATROL, NEBRASKA STATE	6365130		362.00
Total for Object			554900 OTHER CONTRACTUAL SERVICES									362.00
Total for Business Unit		53105200	AMC LICENSING									6,082.53-
Total for Division		000										4,173.60
Total for Agency		053	REAL PROPERTY APPRAISER BD									4,173.60

Real Property Appraiser Board Financial Report

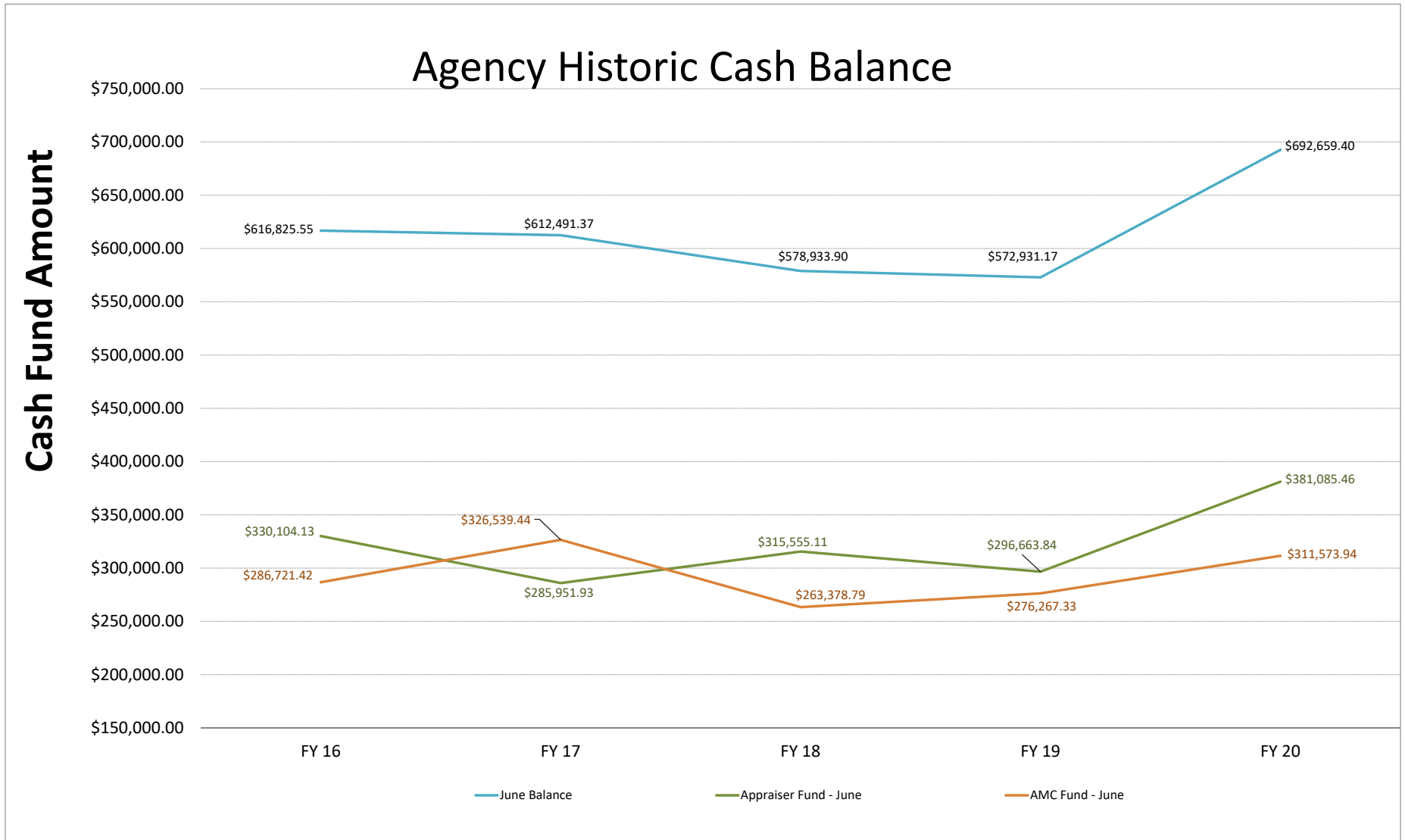


Real Property Appraiser Board Financial Report

Agency 25 Month Cash Balance



Real Property Appraiser Board Financial Report





FY 2021-22 Budget Highlights

Appropriations

	FY2021-22	FY2022-23
CASH FUND	405,486	409,735
PROGRAM TOTAL	405,486	409,735
SALARY LIMIT	176,189	178,738

Projected Expenditures and Revenues

- Appraiser and AMC Fund Expenditures: \$336,630.00
Appraiser and AMC Fund Revenues: \$353,280.00

- Appraiser Fund Expenditures: \$226,452.00
Appraiser Fund Revenues: \$206,430.00

- AMC Fund Expenditures: \$110,178.00
AMC Fund Revenues: \$146,850.00

Proposed Budget Bullet Points

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits (\$235,668.08)
- Board Member Per Diem Payments (\$9,100.00)
- NRPAB Employee Recognition Program (\$1,000.00)
- Intern/Temporary Employee (\$7,680.00)
- Travel - AARO Travel (1 Fall and 1 Spring Conference trip) and board member meeting travel (\$19,673.00)
- Staff Education (\$1,500.00)
- Legal Services (\$35,000.00)
- Other Contractual Services for CHRC and Appraisal Review Services (40,000.00)
- CIO – IM Services expenditures, Network Services expenditures, and software (29,890.00)
- Funding for equipment repair and purchase (\$1000.00)
- Other Operating Expenses (overage coverage of \$1,197.92)

- Budget includes the following changes from the FY 2020-21 appropriations:
 - Salary and Benefits (\$4,551.06)
 - Other Operating Expenses (-\$534.00)
 - CIO Expenses (-\$3,160.00 increase included for LB17 AMC Interface database update)
 - Rent and Depreciation Surcharge (-\$2,339.70)
 - Office Supplies Expenses (-\$1000.00)
 - DAS Accounting and Auditing Services (-\$40.00)
 - DAS Purchasing Assessment (-\$84.00)
 - SOS Temporary Employee Services (\$176.64)
 - Other Contractual Services Expenses (-\$5,000.00)
 - Surety and Notary Bonds (\$5.00)
 - Travel Expenses (-\$516.00)

Applicant Standard 3 Reviewer Fees/SME Fees

Applicant Reviews

Residential: 4 Hours x \$125.00 = \$500.00

2-4 Family: 5 Hours x \$125.00 = \$625.00

Agriculture: 7 Hours x \$125.00 = \$875.00

Commercial: 7 Hours X \$125.00 = \$875.00

SME

Residential: 5 Hours x \$125.00 = \$625.00

2-4 Family: 5 Hours x \$125.00 = \$625.00

Agriculture: 12 Hours x \$125.00 = \$1500.00

Commercial: 12 Hours X \$125.00 = \$1500.00

25310	571100	Lodging	\$4,649.00	1.94%	1.13%	\$0.00	\$4,649.00	\$4,579.09	\$2,674.61	\$632.85	\$4,850.00	Downing: 100.00 per night for 13 occurrences = 1300.00 + Luhrs: 100.00 per night for 13 occurrences = 1300.00 = 2,600.00 + AARO Attendance 250.00 per night x 5 fall = 1,250.00 + 250.00 per night 4 spring = 1,000.00 = 2,250.00 == 4,850.00	
25310	571600	Meals - Taxable	\$200.00	0.08%	0.05%	\$0.00	\$200.00	\$57.33	\$0.00	\$0.00	\$100.00	Based on previous expenditures.	
25310	571800	Meals - Travel Status	\$3,476.00	1.45%	0.84%	\$0.00	\$3,476.00	\$0.00	\$0.00	\$115.52	\$1,871.00	Downing: State First and Last Day Travel Per Diem 28.88 x 2 = 57.76 x 12 = 693.12 + Luhrs: State First and Last Day Travel Per Diem 28.88 x 2 = 57.76 x 12 = 693.12 + AARO Conference Attendance: State Per Diem Rate (Washington, D.C.) x 6 days = 292.60; State Per Diem Rate (San Antonio, TX) x 5 days = 192.16 = 484.76 == 1,871.00	
25310	572100	Commercial Transportation	\$1,450.00	0.60%	0.35%	\$0.00	\$1,450.00	\$320.96	\$716.73	\$0.00	\$1,950.00	AARO Conference attendance: 750.00 per airline ticket x 2 = 1500.00 + Cab Fare 50.00 each way x 4 = 200.00 + 250.00 miscellaneous expenditures = 1,950.00	
25310	573100	State-Owned Transportation	\$200.00	0.08%	0.05%	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	Standard allocation.	
25310	574500	Personal Vehicle Mileage	\$9,280.00	3.87%	2.25%	\$0.00	\$9,280.00	\$8,153.12	\$5,360.12	\$1,738.96	\$9,736.00	Downing: 490 miles x .56 = 274.40 per round trip x 13 = 3,567.20; Luhrs: 586 miles x .56 = 328.16 per round trip x 13 = 4,266.08; Mustoe: 112 miles x .56 = 62.72 per round trip x 13 = 815.36; Walkenhorst: 12 miles x .56 = 6.72 per round trip x 13 = 87.36 == 8736 + \$1000 miscellaneous expenditures == 9,736.00	
25310	574600	Contractual Serv - Travel Exp	\$0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.	
25310	575100	Misc Travel Expenses	\$934.00	0.39%	0.23%	\$0.00	\$934.00	\$405.80	\$337.75	\$60.00	\$966.00	Board meeting parking: 8 x 5 = 32 x 13 occurrences = 416.00; Airport Parking 15 per day x 10 = 150.00; misc charges 200 per trip x 2 = 400.00 == 966.00	
Travel Expenses Subtotals			\$20,189.00	8.42%	4.90%	\$0.00	\$20,189.00	\$13,516.30	\$9,089.21	\$2,547.33	\$19,673.00		
Capital Outlay			Budgeted Amount	% of O.E.	% of Budget		Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount		
25310	583000	Furniture & Office Equipment	\$0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	583300	Computer Equip & Software	\$0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Capital Outlay Subtotals			\$0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Operating Expenditures Subtotals			\$239,780.31	100.00%	\$8.14%	\$6,195.18	\$3,208.05	\$2,987.13	\$245,975.49	\$217,468.63	\$198,520.14	\$133,957.07	\$229,297.00
Expenditures Subtotals			\$412,427.00	100.00%	\$16,901.32	\$9,931.73	\$7,469.59	\$429,328.32	\$370,576.48	\$358,737.05	\$308,413.15	\$405,486.00	
Budget Funds Revenues			Projected Amount	% of B.F.R.	% of Revenue		Projected Amount	Revenues	Revenues	Revenues	Projected Amount		
25310	471100	Sale of Services	\$375.00	0.10%	0.10%			\$375.00	\$350.00	\$375.00	\$350.00		
25310	472200	Reproduction & Publications	\$0.00	0.00%	0.00%			\$0.00	\$0.00	\$0.00	\$0.00		
25310	471120	Qualifying Ed Course Fees	\$500.00	0.14%	0.13%			\$1,700.00	\$1,750.00	\$600.00	\$750.00	Estimated 15 education activities x 50.00 = 750.00	
25310	471121	Continuing Ed New Fees	\$1,000.00	0.14%	0.13%			\$1,030.00	\$1,500.00	\$1,150.00	\$1,250.00	Estimated 50 education activities x 25.00 = 1,250.00	
25310	471122	Continuing Ed Renewal Fees	\$200.00	0.14%	0.13%			\$180.00	\$150.00	\$90.00	\$100.00	Estimated 10 education activities x 10.00 = 100.00	
25310	475150	Certified General New Fees	\$5,400.00	1.49%	1.42%			\$7,500.00	\$8,400.00	\$5,400.00	\$7,500.00	19 new Reciprocal; 6 new E,E,&E x 300.00	
25310	475151	Licensed New Fees	\$900.00	0.25%	0.24%			\$300.00	\$300.00	\$0.00	\$300.00	0 new Reciprocal; 1 new E,E,&E x 300	
25310	475152	Fingerprint Fees	\$2,126.75	0.59%	0.56%			\$1,696.25	\$2,850.75	\$2,669.75	\$2,580.00	57 CHRC Fees for new appraiser applications x 45.25	
25310	475153	Certified Residential New	\$1,500.00	0.42%	0.39%			\$3,300.00	\$2,400.00	\$2,100.00	\$2,400.00	5 new Reciprocal; 3 new E,E,&E x 300	
25310	475154	Certified General Renewal	\$113,575.00	31.43%	29.82%			\$125,675.00	\$82,775.00	\$125,315.00	\$80,025.00	137 One Year CG renewals x 275.00; 77 Two Year CG Renewals x 550.00	
25310	475155	Licensed Renewal	\$18,150.00	5.02%	4.77%			\$18,425.00	\$12,650.00	\$18,150.00	\$11,000.00	34 One Year LR renewals x 275.00; 3 Two Year LR Renewals x 550.00	
25310	475156	Fingerprint Audit Program Fees	\$3,745.00	1.04%	0.98%			\$4,055.00	\$2,945.00	\$3,860.00	\$2,900.00	282 CHRC Program fees for 1 yr renewal x 5.00 = 1,410.00 + 149 CHRC Program fees for 2 yr renewal x 10.00 = 1,490.00 == 2,900.00	
25310	475157	Certified Residential Renewal	\$61,600.00	17.05%	16.18%			\$64,625.00	\$53,900.00	\$62,975.00	\$50,875.00	111 One Year CR renewals x 275.00; 37 Two Year CR Renewals x 550.00	
25310	475159	Temporary Licensed Fees	\$0.00	0.00%	0.00%			\$0.00	\$0.00	\$0.00	\$0.00		
25310	475160	Temporary Cert Residential	\$0.00	0.00%	0.00%			\$0.00	\$0.00	\$0.00	\$0.00		
25310	475161	Temporary Certified General	\$4,500.00	1.25%	1.18%			\$9,200.00	\$8,550.00	\$9,250.00	\$9,000.00	180 new temporary credentials x 50.00 = 9,000.00	
25310	475162	Appraiser Trainee	\$0.00	0.00%	0.00%			\$0.00	\$0.00	\$0.00	\$0.00		
25310	475234	Application Fees	\$16,050.00	4.44%	4.21%			\$27,700.00	\$26,850.00	\$26,400.00	\$26,550.00	180 Temporary credential applications x 100.00 = 18,000.00; 57 Appraiser credential applications x 150.00 = 8,550.00 == 26,550.00	
25310	475166	Licensed inactive	\$0.00	0.00%	0.00%			\$0.00	\$0.00	\$0.00	\$0.00		
25310	475167	Certified Residential Inactive	\$300.00	0.08%	0.08%			\$0.00	\$0.00	\$0.00	\$300.00	1 new inactive application x 300.00.	
25310	475168	Certified General Inactive	\$300.00	0.08%	0.08%			\$0.00	\$600.00	\$0.00	\$300.00	1 new inactive application x 300.00.	
25320	475163	AMC Registered New Fees	\$12,000.00	3.32%	3.15%			\$14,000.00	\$14,000.00	\$16,000.00	\$12,000.00	6 new AMC registrations x 2,000.00.	
25320	475164	AMC Application Fees	\$2,100.00	0.58%	0.55%			\$1,750.00	\$3,500.00	\$3,500.00	\$2,100.00	6 new AMC applications x 350.00.	
25320	475165	AMC Registered Renewal Fees	\$117,000.00	32.38%	30.72%			\$33,000.00	\$111,000.00	\$124,500.00	\$126,000.00	84/91 AMC renewals x 1,500.00	
Budget Fund Revenues Subtotals			\$361,321.75	99.94%	94.88%		\$0.00	\$314,511.25	\$334,470.75	\$402,334.75	\$336,280.00		
Miscellaneous Revenues			Projected Amount	% of Misc	% of Revenue		Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount		
25310	481100	Appraiser Investment Income	\$7,250.00	37.18%	1.90%			\$7,614.53	\$7,479.04	\$5,509.32	\$6,250.00	Appraiser Fund Investment Income.	
25320	481101	AMC Investment Income	\$5,750.00	29.49%	1.51%			\$7,521.53	\$0.00	\$4,469.85	\$5,750.00	AMC Fund Investment Income.	
25310	485100	Appraiser Fines Forfeits & Penalties	\$0.00	0.00%	0.00%			\$0.00	\$5,313.60	\$0.00	\$0.00		
25320	485101	AMC Fines Forfeits & Penalties	\$1,500.00	7.69%	0.39%			\$0.00	\$0.00	\$0.00	\$0.00		
25310	484500	App Reimbursement Non-Govt So	\$3,700.00	18.97%	0.97%			\$5,752.55	\$0.00	\$3,933.00	\$4,000.00	Renewal Late Processing Fees; Reimbursement for investigative costs.	
25320	484500	AMC Reimbursement Non-Govt So	\$1,300.00	6.67%	0.34%			\$225.00	\$4,601.27	\$1,325.00	\$1,000.00	Renewal Late Processing Fees; Reimbursement for investigative costs.	
25310	486500	Miscellaneous Adjustments	\$0.00	0.00%	0.00%			\$1,543.38	\$-186.92	\$360.00	\$0.00		
Miscellaneous Revenues Subtotals			\$19,500.00	100.00%	5.12%		\$0.00	\$22,656.99	\$17,206.99	\$15,597.17	\$17,000.00		
Other Financial Sources			Projected Amount	% of OFS	% of Revenue		Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount		
25310	491300	Sale of Surplus Property	\$0.00	#DIV/0!	0.00%			\$93.46	\$0.00	\$0.00	\$0.00		
25310	493200	Operating Transfers Out	\$0.00	#DIV/0!	0.00%			\$0.00	\$0.00	\$0.00	\$0.00		
Other Financial Sources Subtotals			\$0.00	#DIV/0!	0.00%		\$0.00	\$93.46	\$0.00	\$0.00	\$0.00		
Revenue Subtotals			\$380,821.75	#DIV/0!	100.00%		\$0.00	\$337,261.70	\$351,677.74	\$417,931.92	\$353,280.00		
Operation Line Report			-\$31,605.25	Op %	92.34%		-\$429,328.32	-\$33,314.78	-\$7,059.31	\$109,518.77	-\$52,206.00		
											\$405,486.00		
											\$0.00		

Account	Object Code	Budgeted Fund Types	Budgeted Amount	65.00%	35.00%		*Split based on time staff allocates to each act for combined expenses. All expenses specific to one fund or another will be applied only to that fund.
<i>Personal Service Expenditures</i>			<i>FY 21-22 Budgeted Amount</i>	Appraiser	AMC	Verification	Notes
25310	511100	Permanent Salaries - Wages	\$140,527.00	\$91,342.55	\$49,184.45	\$140,527.00	
25310	511200	Temporary Salaries - Wages	\$0.00	\$0.00	\$0.00	\$0.00	
25310	511300	Overtime Payments	\$1,503.00	\$976.95	\$526.05	\$1,503.00	
25310	511600	Per Diem Payments	\$9,100.00	\$5,915.00	\$3,185.00	\$9,100.00	
25310	511700	Employee Bonuses	\$1,000.00	\$650.00	\$350.00	\$1,000.00	
25310	511800	Comp Time Payments	\$1,502.00	\$976.30	\$525.70	\$1,502.00	
25310	512100	Vacation Leave Expenses	\$11,267.00	\$7,323.55	\$3,943.45	\$11,267.00	
25310	512200	Sick Leave Expenses	\$3,136.00	\$2,038.40	\$1,097.60	\$3,136.00	
25310	512300	Holiday Leave Expenses	\$8,154.00	\$5,300.10	\$2,853.90	\$8,154.00	
25310	512500	Funeral Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Personal Service Subtotals			\$176,189.00	\$114,522.85	\$61,666.15	\$176,189.00	
Employee Benefit Expenditures							
25310	515100	Retirement Plan Expenses	\$12,532.00	\$8,145.80	\$4,386.20	\$12,532.00	
25310	515200	FICA Expenses	\$13,479.00	\$8,761.35	\$4,717.65	\$13,479.00	
25310	515400	Life & Accident Ins Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25310	515500	Health Insurance Expenses	\$32,903.00	\$21,386.95	\$11,516.05	\$32,903.00	
25310	516300	Employee Assistance Pro	\$37.08	\$24.10	\$12.98	\$37.08	
25310	516400	Unemployment Comp Ins Exp	\$0.00	\$0.00	\$0.00	\$0.00	
25310	516500	Workers Comp Premiums	\$1,528.00	\$993.20	\$534.80	\$1,528.00	
Employee Benefit Subtotals			\$60,479.08	\$39,311.40	\$21,167.68	\$60,479.08	
Operating Expenses							
25310	521100	Postage Expenses	\$2,500.00	\$1,625.00	\$875.00	\$2,500.00	
25310	521200	Comm Exp-Voice/Data	\$0.00	\$0.00	\$0.00	\$0.00	
25310	521300	Freight	\$200.00	\$130.00	\$70.00	\$200.00	
25320	521400	CIO Charges	\$29,890.00	\$19,428.50	\$10,461.50	\$29,890.00	
25310	521500	Publication & Print Expense	\$3,000.00	\$1,950.00	\$1,050.00	\$3,000.00	
25310	521900	Awards Expense	\$150.00	\$97.50	\$52.50	\$150.00	
25310	522100	Dues & Subscription Expense	\$350.00	\$227.50	\$122.50	\$350.00	
25310	522200	Conference Registration	\$1,080.00	\$702.00	\$378.00	\$1,080.00	
25310	539500	Purchasing Card Suspense	\$0.00	\$0.00	\$0.00	\$0.00	
25320	524600	Rent Expense - Buildings	\$11,279.00	\$7,331.35	\$3,947.65	\$11,279.00	
25310	532200	Personal Computing Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25320	524900	Rent Exp - Dupr Surcharge	\$3,859.00	\$2,508.35	\$1,350.65	\$3,859.00	
25310	527900	Personal Comput Equip R & M	\$0.00	\$0.00	\$0.00	\$0.00	
25320	527100	Rep & Maint - Office Equip	\$500.00	\$325.00	\$175.00	\$500.00	
25310	532260	Voice Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25310	531100	Office Supplies Expense	\$2,000.00	\$1,300.00	\$700.00	\$2,000.00	
25310	532100	Non-Capitalized Equip PU	\$500.00	\$325.00	\$175.00	\$500.00	
25310	533100	Household & Instit Expense	\$235.00	\$152.75	\$82.25	\$235.00	
25310	534900	Misc Supplies Expense	\$50.00	\$32.50	\$17.50	\$50.00	
25310	527960	Voice Equip Repair & Maint	\$0.00	\$0.00	\$0.00	\$0.00	
25310	541100	Acctg & Auditing Services	\$1,037.00	\$674.05	\$362.95	\$1,037.00	
	541200	Purchasing Assessment	\$90.00	\$58.50	\$31.50	\$90.00	
25310	541400	HRMS Assessment	\$0.00	\$0.00	\$0.00	\$0.00	
25310	541500	Legal Services Expense	\$35,000.00	\$31,500.00	\$3,500.00	\$35,000.00	90/10 split
25310	541700	Legal Related Expense	\$7,000.00	\$6,300.00	\$700.00	\$7,000.00	90/10 split
25310	541900	Settlements	\$0.00	\$0.00	\$0.00	\$0.00	
25310	542100	SOS Temp Serv - Personnel	\$7,680.00	\$4,992.00	\$2,688.00	\$7,680.00	
25310	547100	Educational Services	\$1,500.00	\$975.00	\$525.00	\$1,500.00	

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25310	554900	Other Contractual Service	\$40,000.00	\$35,000.00	\$5,000.00	\$40,000.00
25310	555200	Non-Capitalized Software	\$0.00	\$0.00	\$0.00	\$0.00
25310	556100	Insurance Expense	\$21.00	\$13.65	\$7.35	\$21.00
25310	556300	Surety & Notary Bonds	\$26.00	\$16.90	\$9.10	\$26.00
25310	559100	Other Operating Expenses	\$1,197.92	\$778.65	\$419.27	\$1,197.92
Operating Expenses Subtotals			\$149,144.92	\$116,444.20	\$32,700.72	\$149,144.92
Travel Expenses						
25310	571100	Lodging	\$4,850.00	\$3,152.50	\$1,697.50	\$4,850.00
25310	571600	Meals - Taxable	\$100.00	\$65.00	\$35.00	\$100.00
25310	571800	Meals - Travel Status	\$1,871.00	\$1,216.15	\$654.85	\$1,871.00
25310	572100	Commercial Transportation	\$1,950.00	\$1,267.50	\$682.50	\$1,950.00
25310	573100	State-Owned Transportation	\$200.00	\$130.00	\$70.00	\$200.00
25310	574500	Personal Vehicle Mileage	\$9,736.00	\$6,328.40	\$3,407.60	\$9,736.00
25310	574600	Contractual Serv - Travel Exp	\$0.00	\$0.00	\$0.00	\$0.00
25310	575100	Misc Travel Expenses	\$966.00	\$627.90	\$338.10	\$966.00
Travel Expenses Subtotals			\$19,673.00	\$12,787.45	\$6,885.55	\$19,673.00
Capital Outlay						
25310	583000	Furniture & Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00
25310	583300	Computer Equip & Software	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay Subtotals			\$0.00	\$0.00	\$0.00	\$0.00
Operating Expenditures Subtotals			\$229,297.00			
Expenditures Subtotals			\$405,486.00	\$283,065.90	\$122,420.10	\$405,486.00
Budget Funds Revenues						
25310	471100	Sale of Services	\$350.00	\$350.00		
25310	472200	Reproduction & Publications	\$0.00	\$0.00		
25310	471120	Qualifying Ed Course Fees	\$750.00	\$750.00		
25310	471121	Continuing Ed New Fees	\$1,250.00	\$1,250.00		
25310	471122	Continuing Ed Renewal Fees	\$100.00	\$100.00		
25310	475150	Certified General New Fees	\$7,500.00	\$7,500.00		
25310	475151	Licensed New Fees	\$300.00	\$300.00		
25310	475152	Fingerprint Fees	\$2,580.00	\$2,580.00		
25310	475153	Certified Residential New	\$2,400.00	\$2,400.00		
25310	475154	Certified General Renewal	\$80,025.00	\$80,025.00		
25310	475155	Licensed Renewal	\$11,000.00	\$11,000.00		
25310	475156	Fingerprint Audit Program Fees	\$2,900.00	\$2,900.00		
25310	475157	Certified Residential Renewal	\$50,875.00	\$50,875.00		
25310	475159	Temporary Licensed Fees	\$0.00	\$0.00		
25310	475160	Temporary Cert Residential	\$0.00	\$0.00		
25310	475161	Temporary Certified General	\$9,000.00	\$9,000.00		
25310	475162	Appraiser Trainee	\$0.00	\$0.00		
25310	475234	Application Fees	\$26,550.00	\$26,550.00		
25310	475166	Licensed Inactive	\$0.00	\$0.00		
25310	475167	Certified Residential Inactive	\$300.00	\$300.00		
25310	475168	Certified General Inactive	\$300.00	\$300.00		
25320	475163	AMC Registered New Fees	\$12,000.00		\$12,000.00	
25320	475164	AMC Application Fees	\$2,100.00		\$2,100.00	
25320	475165	AMC Registered Renewal Fees	\$126,000.00		\$126,000.00	
Budget Fund Revenues Subtotals			\$336,280.00			
Miscellaneous Revenues						

Appraiser Renewal Fingerprint (10 % of projected 475) 48 x 45.25 = 2,172.00; New Appraiser Fingerprint (total number of projected applications - 57 x 45.25) = 2,579.25; AMC Fingerprint new (6 submission @ 2 per application x 45.25) = \$543.00; AMC Fingerprint renew (1 per application = 84) = 3,801.00 = 9,095.25 ----- 17,125.00 for applicant reviews --- 13 Grievances (3 Commercial; 4 Ag; 5 Residential) for SME = \$13,625.00 == 39,845.25

25310	481100	Investment Income	\$6,250.00	\$6,250.00		
25320	481101	AMC Investment Income	\$5,750.00	\$0.00	\$5,750.00	
25310	485100	Fines Forfeits & Penalties	\$0.00	\$0.00	\$0.00	
25320	485101	AMC Fines Forfeits & Penalties	\$0.00	\$0.00	\$0.00	
25310	484500	App Reimbursement Non-Govt Sources	\$4,000.00	\$4,000.00	\$0.00	
25320	484500	AMC Reimbursement Non-Govt Sources	\$1,000.00	\$0.00	\$1,000.00	
25310	486500	Miscellaneous Adjustments	\$0.00	\$0.00	\$0.00	
Miscellaneous Revenues Subtotals			\$17,000.00			
Other Financial Sources						
25310	493200	Operating Transfers Out	\$0.00			
Other Financial Sources Subtotals			\$0.00			
Revenue Subtotals			\$353,280.00	\$206,430.00	\$146,850.00	\$353,280.00
Operation Line Report			\$0.00	-\$76,635.90	\$24,429.90	-\$121,145.00
App FY Expenditures/Revenue w/ Expenditures at 80% of Budgeted (\$226,452.00):				-\$20,022.00		
AMC FY Expenditures/Revenue w/ Expenditures at 90% of Budgeted (\$110,178.00):					\$36,672.00	
Total FY Expenditures/Revenue w/ Expenditures (base expenditures only (\$336,630.00):						\$16,650.00

State of Nebraska Real Property Appraiser Board



Hereby certifies that: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Is credentialed in the State of Nebraska as a:

Certified General Real Property Appraiser

Holding credential number: [REDACTED]

Effective Date: Jan 01, 2020

Expiration Date: Dec 31, 2021

Nebraska Real Property Appraiser Board Director:

A handwritten signature in black ink, reading "Tyler N. Kohz", is written over a horizontal line.

All address changes, business or residence, must be reported to the Real Property Appraiser Board immediately.

This Credentialing Card is proof that such person is credentialed under the Real Property Appraiser Act unless credential has been canceled, surrendered, suspended, or revoked.

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

Phone: 402-471-9015 Fax: 402-471-9017 <https://appraiser.ne.gov/>

Administrative Identification Number: 8214-2020

Registration Fee Paid: \$550.00

Random Fingerprint Audit Program Fee Paid: \$10.00

Federal Registry Fee Paid: \$80.00

Kohtz, Tyler

From: Aida Dedajic <aida@appraisalfoundation.org>
Sent: Monday, June 21, 2021 9:44 AM
To: Kohtz, Tyler
Subject: FW: Real Property Appraiser National Uniform Licensing and Certification Examinations Administrators

Hi Tyler,

Good to hear from you! Lisa forwarded me your email since I work a bit more closely with exam providers.

Note that we have only two AQB approved exam administrators: PSI and Pearson Vue. We don't have an agreement with Prometric.

We do not have any 'feedback' on them from states, besides our own experiences with both and emails from test takers. We have not had complaints on them besides some minor ones (e.g. exam results delayed, miscommunication at the exam location, etc.). All issues seem to be resolved fairly quickly. We have had a great working relationship with them.

Hope this is helpful!

Thanks,
Aida

Aida Dedajic, CAE
Director of Engagement
The Appraisal Foundation
1155 15th Street, NW, Suite 1111
Washington, DC
aida@appraisalfoundation.org
office phone 202.624.3058
My Zoom: <https://zoom.us/j/2026243058>
www.appraisalfoundation.org



Connect with Us!



This message and attachments, if any, are intended for use by the named addressee(s) only and contain information that is confidential or private according to state or federal laws. Publication, in any form, is strictly forbidden. If you have received this electronic message in error, please notify Aida Dedajic at 202.624.3058 and/or via email, delete it completely from your computer, and maintain confidentiality of the message. Any unauthorized disclosure, distribution, or use of the contents of this message is prohibited and subject to penalty of law.

From: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Sent: Monday, June 21, 2021 8:18 AM
To: Lisa Desmarais <LisaD@appraisalfoundation.org>
Subject: Real Property Appraiser National Uniform Licensing and Certification Examinations Administrators

Lisa,

The Board is considering changing its provider for administration of the Real Property Appraiser National Uniform Licensing and Certification exam throughout Nebraska. The Board is currently in contract with PSI, and I have reached out to Pearson VUE and Prometric. Have you received any feedback regarding these two testing service providers from other states in terms of customer satisfaction? Also, are there any other testing service providers that you know of that have a positive public reaction from test takers?

Thanks,

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
Web site: appraiser.ne.gov
 *[Visit NRPAB on Facebook](#)*



User Story 20392 - Potential Supervisory Real Property Appraiser List Derived from Application for Renewal of Nebraska Real Property Appraiser Credential Question

Assigned To: Tyler Kohtz

State: CAT

Created Date: 06/23/2021 9:23 AM

Description:

Development of a potential supervisory real property appraiser list derived from questions on the Application for Renewal of Nebraska Real Property Appraiser Credential. The questions are [answers]:

By answering "yes" to all three questions below, you agree to be included on a list of potential supervisory real property appraisers located on the Real Property Appraiser Board's website (appraiser.ne.gov) that includes your name and primary contact information. This list is not an endorsement by the Board, nor is it an approval to engage in real property appraisal practice as a supervisory real property appraiser.

1. I am interested in being a supervisory real property appraiser for the direct supervision of one or more trainee real property appraisers? [Yes/No]
2. I am a certified residential real property appraiser or certified general real property appraiser in good standing, and have held a certified real property appraiser credential in this state, or the equivalent in any other jurisdiction, for three or more years? [Yes/No]
3. I understand that the potential supervisory real property appraiser list is not an endorsement as a supervisory real property appraiser by the Nebraska Real Property Appraiser Board, nor an approval by the Nebraska Real Property Appraiser Board to engage in real property appraisal practice as a supervisory real property appraiser. I also understand that if I were to agree to be a supervisory real property appraiser for a trainee real property appraiser, that I would have to submit an Application for Registration as a Supervisory Appraiser to the Nebraska Real Property Appraiser Board for each trainee real property appraiser and meet all requirements for approval in place at the time of application. [Yes, No]

The answer of "yes" to all three questions would automatically add the appraiser to a list of potential supervisory real property appraisers located on the Board's website. Staff would have an option to remove the individual by request or by Board or director direction through a function added in the NRPAB Database under "Appraiser" or "Credentials." The contact information would reflect the primary contact information found in the database for each potential supervisory real property appraiser (similar or equal to the Appraiser Listing found on the website).

History

06/23/2021 9:23 AM Tyler Kohtz:

@Jurgens, Juli @Laxmi Yanamadala @Scott Gates @Allison Nespor Juli, please provide an estimate for the above mentioned project as soon as possible.

06/23/2021 2:21 PM Jurgens, Juli:

@Tyler Kohtz Reviewing today.

06/24/2021 12:01 PM Jurgens, Juli:

@Tyler Kohtz

automatically add the appraiser to a list of potential supervisory real property appraisers located on the Board's website

You would want the list populated here? appraiser.ne.gov

Do you know how often you think it would change?

06/24/2021 12:09 PM Tyler Kohtz:

@Jurgens, Juli @Allison Nespor

Jurgens, Juli commented 2m ago

@Tyler Kohtz

automatically add the appraiser to a list of potential supervisory real property appraisers located on the Board's website

You would want the list populated here? appraiser.ne.gov - **This is correct.**

Do you know how often you think it would change? - **I would like for it to change in real time. If one successfully completes the renewal**

application questions, then he or she would be added to the list and remain there until their appraiser status is changed to inactive or deceased, or they are removed by the Board's staff, or they select no to the questions on the renewal application during the next renewal.

06/24/2021 2:26 PM Laxmi Yanamadala:

@Tyler Kohtz @Jurgens, Juli

Tyler, please review the below estimate and let us know if any concerns.

		(Average Rate \$105.00/Hr)			
Database table (PotentialSupervisoryAppraiser)				40	\$4,200.00
Adding Renewal Questions and Logic				16	\$1,680.00
Adding delete logic in Appraiser Admin				8	\$840.00
Adding Public Page (Potentail Supervisory Appraiser List)				16	\$1,680.00
Grand Total				80	\$8,400.00

06/24/2021 2:52 PM Tyler Kohtz:

@Laxmi Yanamadala @Jurgens, Juli Thank you Laxmi. I'll bring this to the Board at its July 15, 2021 meeting and get back with you shortly after.



STATE *of* NEBRASKA
OFFICE OF THE GOVERNOR
LINCOLN

EXECUTIVE ORDER No. 21-09
CORONAVIRUS – RESCISSION OF PANDEMIC
EMERGENCY EXECUTIVE ORDERS

WHEREAS, a state of emergency was declared on March 13, 2020, in order to take all measures necessary to address the COVID-19 coronavirus pandemic, which measures included use of the Nebraska National Guard, quickly deploying federal resources, and issuing Executive Orders to address specific needs as they arose;

WHEREAS, throughout the course of the coronavirus emergency, Nebraskans greatly sacrificed to reduce the spread of COVID-19;

WHEREAS, hospitalizations related to COVID-19 have declined to below 100 since May 15, 2021, and to below 40 since June 16th;

WHEREAS, for most Nebraskans, normalcy has returned in full force;

WHEREAS, conditions warrant ending of the COVID-19 state of emergency; and

WHEREAS, all of the remaining active Executive Orders are no longer necessary with the exception of three orders which relate to coordination with legislation that was enacted by the Legislature during the 2021 session but is not yet operative (LB 400, LB 487) or that remains pending in the Legislature for resolution in the upcoming legislative session (LB 567);

NOW, THEREFORE, I, Pete Ricketts, Governor of the State of Nebraska, by virtue of the authority vested in me by the Constitution and laws of Nebraska, hereby order that the COVID-19 coronavirus pandemic state of emergency shall end at 11:59 p.m. on June 30, 2021.

With regard to existing Executive Orders related to the pandemic, I further order as follows:

1. Executive Order No. 20-29 shall expire at 11:59 p.m. on June 30, 2021.
2. Executive Orders No. 20-08, No. 20-10, No. 20-15, No. 20-18, No. 20-37, and No. 21-01 shall expire at 11:59 p.m. on July 30, 2021.
3. Executive Order No. 20-12 shall expire at 11:59 p.m. on August 27, 2021 in order to coordinate with the August 28, 2021 operative dates of LB 400 and LB 487 (Neb. Laws 2021).
4. Executive Orders No. 20-26 and No. 21-03 shall expire at the later of April 30, 2022 or the operative date of LB 567.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nebraska to be affixed on this 28th day of June, 2021.



Pete Ricketts, Governor
State of Nebraska

Attest:

Colleen Byelick, Acting Secretary of State
State of Nebraska



Guidance Document 18-02

Adopted March 15, 2018

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board (“Board”) until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Equivalency to Bachelor's Degree or Higher in Real Estate for Program Approved by the Appraiser Qualifications Board as Required Core Curriculum

LEGAL REFERENCE: Neb. Rev. Stat. §76-2228.01 (1) (c) (ii) (Laws 2015, LB139, § 47); Neb. Rev. Stat. §76-2230 (1) (d) (ii) (Laws 2015, LB139, § 49); Neb. Rev. Stat. §76-2231.01 (1) (d) (ii) (Laws 2015, LB139, § 50); Neb. Rev. Stat. §76-2232 (1) (d) (ii) (Laws 2015, LB139, § 51);

SUMMARY OF ACTION

Approved by the Board at its March 15, 2018 meeting.

BACKGROUND

The University of Nebraska at Omaha (“UNO”) received approval of its Bachelor's Degree in Business Administration with a concentration in Real Estate and Land Economics (“Bachelor’s Degree in Real Estate”) by the Appraiser Qualifications Board (“AQB”) of The Appraisal Foundation as meeting up to 90% of the real property appraiser qualifying education requirements on August 25, 2016 (Exhibit 1).

In accordance with the approval, those that meet all the AQB approved qualifying education through the College of Business Administration Real Estate Program (Real Estate Program”), and earn a Bachelor’s Degree in Real Estate, would only need to complete the Fifteen-Hour National USPAP Course for the licensed residential and certified residential real property appraiser credentials, and the Fifteen-Hour National USPAP Course with ten hours of general appraiser income approach for the certified general real property appraiser credential, to finish the qualifying education required to become a real property appraiser.

UNO made an inquiry to the AQB concerning a prospective student who has obtained a Bachelor's Degree prior to enrolling in the Real Estate Program at UNO. The inquiry requested that the AQB offer an interpretation regarding credit towards the requirements in the Real Property Appraiser Qualifications Criteria ("Criteria") for a person who obtained a Bachelor's Degree in Business from another college or university and would like to take courses approved by the AQB as part of the UNO's Bachelor's Degree in Real Estate.

In its October 23, 2017 letter to UNO (Exhibit 2), the AQB determined that if this individual obtained a Bachelor's Degree from an accredited college/university and took the University of Nebraska courses as outlined in the August 25, 2016 approval letter from the AQB, the student could receive credit toward the requirements in the Real Property Appraiser Qualification Criteria.

The Nebraska Real Property Appraiser Board ("Board") discussed the October 23, 2017 AQB letter with UNO in mid-January of 2017. Upon the conclusion of this conversation, the Board contacted the AQB to request further clarification concerning the implications of the AQB's interpretation on the application of the Criteria. Specifically, the language in the Real Property Appraiser Criteria clearly states that the qualifier for being awarded credit for qualifying education is completion of a degree in Real Estate. Section III, Subsection E, 2 under "Criteria Applicable to All Appraiser Classifications" found on Page 6 in The Real Property Appraiser Qualifications Criteria Effective January 1, 2015, states:

"Credit toward qualifying education requirements may also be obtained via the completion of a degree in Real Estate from an accredited degree-granting college or university approved by the Association to Advance Collegiate Schools of Business, or a regional or national accreditation agency recognized by the U.S. Secretary of Education, provided that the college or university has had its curriculum reviewed and approved by the AQB.

The AQB may maintain a list of approved college or university degree programs, including the Required Core Curriculum and Appraisal Subject Matter Elective hours satisfied by the award of the degree. Candidates for the Trainee Appraiser, Licensed Residential, Certified Residential or Certified General credential who are awarded degrees from approved institutions are required to complete all additional education required for the credential, in which the approved degree is judged to be deficient by the AQB."

The AQB provided a responses to the Board's inquiry in a letter dated February 8, 2018 (Exhibit 3), in which it declares, "As suggested by the letter in question, the AQB determined that an individual who obtained a Bachelor's Degree from a duly accredited college or university, and successfully completed all of the UNO courses as identified in the AQB's approval letter dated August 25, 2016, completed an educational program equivalent to that which was approved for the UNO program. This determination was made because an individual successfully completing all eight (8) courses approved under UNO's program would have a substantially significant educational experience that would be deemed equivalent to an individual completing the same coursework as part of the approved Bachelor's Degree program at UNO."

ANALYSIS

The Appraisal Foundation is authorized by the U.S. Congress to develop the Real Property Appraiser Qualification Criteria through its Appraiser Qualifications Board. 12 U.S.C. § 3345 specifies the certification and licensing requirements for real property appraisers as follows:

(a) In general. For purposes of this title, the term “State certified real estate appraiser” means any individual who has satisfied the requirements for State certification in a State or territory whose criteria for certification as a real estate appraiser currently meets the minimum criteria for certification issued by the Appraiser Qualification Board of the Appraisal Foundation.

(b) Restriction. No individual shall be a State certified real estate appraiser under this section unless such individual has achieved a passing grade upon a suitable examination administered by a State or territory that is consistent with and equivalent to the Uniform State Certification Examination issued or endorsed by the Appraiser Qualification Board of the Appraisal Foundation.

(c) “State licensed appraiser” defined. As used in this section, the term “State licensed appraiser” means an individual who has satisfied the requirements for State licensing in a State or territory whose criteria for the licensing of a real estate appraiser currently meet or exceed the minimum criteria issued by the Appraisal Qualifications Board of The Appraisal Foundation for the licensing of real estate appraisers.

(d) Additional qualification criteria. Nothing in this title shall be construed to prevent any Federal agency or instrumentality under this title from establishing such additional qualification criteria as may be necessary or appropriate to carry out the statutory responsibilities of such department, agency, or instrumentality.

(e) Minimum Qualification Requirements. Any requirements established for individuals in the position of ‘Trainee Appraiser’ and ‘Supervisory Appraiser’ shall meet or exceed the minimum qualification requirements of the Appraiser Qualifications Board of The Appraisal Foundation. The Appraisal Subcommittee shall have the authority to enforce these requirements.

LB139, passed by the Nebraska State Legislature on April 7, 2015, and approved by Governor Ricketts on April 13, 2015, included changes to the Real Property Appraiser Act to meet the Criteria effective January 1, 2015. LB139 included the requirement that 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 AQB as required core curriculum satisfies the required qualifying education for credentialing.

Specifically, Neb. Rev. Stat. §76-2228.01 (1) (c) (ii) [Trainee Real Property Appraiser], Neb. Rev. Stat. §76-2230 (1) (d) (ii) [Licensed Real Property Appraiser], Neb. Rev. Stat. §76-2231.01 (1) (d) (ii) [Certified Residential Real Property Appraiser], and Neb. Rev. Stat. §76-2232 (1) (d) (ii) [Certified General Real Property Appraiser] sets forth that an applicant who holds 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 AQB as required core curriculum meets the qualifying education requirements for issuance of a credential. If the degree in real estate as approved by the AQB does not satisfy all required qualifying education for credentialing, the remaining class hours shall be completed in Real Property Appraiser Board-approved qualifying education.

Once again, Section III, Subsection E, 2 under "Criteria Applicable to All Appraiser Classifications" found on Page 6 in The Real Property Appraiser Qualifications Criteria Effective January 1, 2015, states:

"Credit toward qualifying education requirements may also be obtained via the completion of a degree in Real Estate from an accredited degree-granting college or university approved by the Association to Advance Collegiate Schools of Business, or a regional or national accreditation agency recognized by the U.S. Secretary of Education, provided that the college or university has had its curriculum reviewed and approved by the AQB.

The AQB may maintain a list of approved college or university degree programs, including the Required Core Curriculum and Appraisal Subject Matter Elective hours satisfied by the award of the degree. Candidates for the Trainee Appraiser, Licensed Residential, Certified Residential or Certified General credential who are awarded degrees from approved institutions are required to complete all additional education required for the credential, in which the approved degree is judged to be deficient by the AQB."

It is clear that the AQB did not change the Criteria, but issued its interpretation as to what qualifies as a degree in Real Estate from an accredited degree-granting college or university for the purpose of qualifying education. AQB determined that an individual who obtained a Bachelor's Degree from a duly accredited college or university, and successfully completed all of the courses as identified in the AQB's approval, completed an educational program equivalent to that which was approved for the degree granting program. The AQB indicated that this determination was made because an individual successfully completing all courses approved for the program would have a substantially significant educational experience that would be deemed equivalent to an individual completing the same coursework as part of the approved Bachelor's Degree program.

The Board also discussed the AQB's interpretation with The Appraisal Subcommittee of the Federal Financial Institutions Examination Council ("ASC"), which monitors the requirements established by the states, territories, and the District of Columbia and their appraiser regulatory agencies for the certification and licensing of appraisers, and reviews each state's compliance with the requirements of Title XI. The ASC is authorized by Title XI to take action against a non-complying state appraiser regulatory program if the policies, practices and procedures in place are inconsistent with the requirements of Title XI. In an email to the Board's Director Tyler Kohtz (Exhibit 4), Deputy Executive Director Denise Graves declared, "We have reviewed the February 8, 2018 letter from the AQB clarifying their letter dated October 23, 2017, to Professor David Beberwyk from the University of Nebraska-Omaha (UNO). The AQB determined that an individual who obtained a Bachelor's Degree from a duly accredited college or university, and successfully completed all of the UNO courses as identified in the AQB's approval letter dated August 25, 2016, completed an educational program equivalent to the approved UNO degree program. As discussed, the ASC would accept this as an equivalent to the approved UNO degree program based on the AQB's letter. However, the State may be more restrictive if they choose."

GUIDANCE

Since no changes to the Criteria have been adopted by the AQB, and the ASC accepts the AQB's interpretation that an individual who obtained a Bachelor's Degree from a duly accredited college or university, and successfully completed all of the courses as identified in the AQB's approval, completed an educational program equivalent to that which was approved for the degree granting program meets the Criteria language "completion of a degree in Real Estate from an accredited degree-granting college or university approved by the Association to Advance Collegiate Schools of Business, or a regional or national accreditation agency recognized by the U.S. Secretary of Education, provided that the college or university has had its curriculum reviewed and approved by the AQB," the Board recognizes this interpretation as well and hereby declares that pursuant to Neb. Rev. Stat. §76-2228.01 (1) (c) (ii), Neb. Rev. Stat. §76-2230 (1) (d) (ii), Neb. Rev. Stat. §76-2231.01 (1) (d) (ii), and Neb. Rev. Stat. §76-2232 (1) (d) (ii), any applicant who holds a bachelor's degree or higher from an accredited degree-awarding college or university, and has completed a program that has had all or part of its curriculum approved by the AQB as required core curriculum, meets the intent of 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 AQB as required core curriculum."



Guidance Document 18-03

Adopted October 17, 2018

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board (“Board”) until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Supervisor Appraiser and Trainee Course Instructor Completion

LEGAL REFERENCE: Neb. Rev. Stat. §76-2228.02 (1) (d) (Laws 2014, LB717, § 16);
298 NAC Chapter 2, § 001.01B (2017)

SUMMARY OF ACTION

Adopted by the Board at its October 17, 2018 meeting.

BACKGROUND

The Nebraska Real Property Appraiser Board (“Board”) received an Application for Registration as Supervisory Appraiser from a Nebraska certified general real property appraiser that included a certificate for the supervisory appraiser and trainee course showing the applicant as the instructor for this activity. The certificate was submitted as evidence for meeting the requirement found in Neb. Rev. Stat. §76-2228.02 (1) (d) and 298 NAC Chapter 2, § 001.01B.

ANALYSIS

The Appraisal Foundation is authorized by the U.S. Congress to develop the Real Property Appraiser Qualification Criteria through its Appraiser Qualifications Board. Section I, Subsection F, under “Supervisory Appraiser Requirements” found on Page 13 in The Real Property Appraiser Qualifications Criteria effective May 1, 2018 declares (“Criteria”), “Supervisory Appraisers shall be required to complete a course that, at a minimum, complies with the specifications for course content established by the AQB, which is specifically oriented to the requirements and responsibilities of Supervisory Appraisers and Trainee Appraisers. The course is to be completed by the Supervisory Appraiser prior to supervising a Trainee Appraiser. Please refer to the Supervisory Appraiser Trainee Appraiser Course Objectives and Outline in this booklet for more information.” The Criteria only requires that a supervisory appraiser complete a course that complies with the specifications for course content established by the AQB.

When referring to the qualifications as a supervisory appraiser, Neb. Rev. Stat. §76-2228.02 (1) (d) states, “As prescribed by rules and regulations of the board, have successfully completed a board-approved seven-hour supervisory appraiser and trainee course within two years immediately preceding the date the written request for approval as supervisory appraiser is submitted by the applicant or trainee real property appraiser on a form approved by the board.” Furthermore, per 298 NAC Chapter 2, § 001.01B, “An applicant for the trainee real property appraiser credential, along with any supervisory appraiser applicant, must provide a completion document evidencing that the required seven-hour supervisory appraiser and trainee course has been successfully completed within one year for a trainee real property appraiser applicant, and within two years for a supervisory appraiser applicant, immediately preceding the date of application.” As with the Criteria, the Nebraska Real Property Appraiser Act and Title 298 only require that a supervisory appraiser complete a supervisory appraiser and trainee course.

GUIDANCE

An instructor responsible for ensuring that the content for a board-approved supervisory appraiser and trainee course is communicated to the activity's audience as presented to the board for approval, and that signs the completion document as the instructor evidencing that the required supervisory appraiser and trainee course has been completed, meets the requirements found in Neb. Rev. Stat. §76-2228.02 (1) (d) and 298 NAC Chapter 2, § 001.01B.



Guidance Document 19-01

Adopted January 17, 2019

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board (“Board”) until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Supervisory Appraiser Application Approval

LEGAL REFERENCE: Neb. Rev. Stat. §76-2228.02 (1) (Laws 2014, LB717, § 16);
298 NAC Chapter 2, § 004.01L (2017)

SUMMARY OF ACTION

Adopted by the Board at its January 17, 2019 meeting.

BACKGROUND

The Nebraska Real Property Appraiser Board (“Board”) discussed an inquiry from a Nebraska credentialed real property appraiser regarding approval as a supervisory appraiser at its December 20, 2018 meeting. During discussion at the meeting, the Nebraska credentialed real property appraiser expressed concern with the approval process for supervisory appraisers. The Board agreed that consideration should be given for those supervisory appraiser applicants that meet the minimum requirements and have no issues that must be reviewed by the Board.

ANALYSIS

Neb. Rev. Stat. § 76-2228.02 defines the requirements for qualification as a supervisory appraiser; however, this statute provides no direction regarding the approval of an application as a supervisory appraiser. Per 298 NAC Chapter 2, § 004.01L, “Any application for approval as a supervisory appraiser not considered to be incomplete will be processed and reviewed by the Board. 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 Board may approve the applicant as a supervisory appraiser.” Authority for approval of a supervisory appraiser applicant is dependent on the interpretation “Board” in 298 NAC Chapter 2, § 004.01L. For the purpose of 298 NAC Chapter 2, § 004.01L, Board is defined as the Board or its staff as designated by the Board.

GUIDANCE

Except for an application in which the supervisory appraiser applicant makes a false or misleading statement, fails to demonstrate character and general fitness such as to command the confidence and trust of the public, has had disciplinary action taken against his or her credential or is being investigated by the Board or any other appraiser licensing authority, or fails to meet the qualifications as defined in the Real Property Appraiser Act or Title 298 of the Nebraska Administrative Code, any application for approval as a supervisory appraiser will be approved by the director if the applicant meets all qualifications specified in Neb. Rev. Stat. § 76-2228.02 (1). Any application not approved by the director shall be presented to the Board for consideration.



Guidance Document 19-02

Adopted August 15, 2019

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board (“Board”) until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Clarification of Supervisory Appraiser-Trainee Course Requirement for Supervisory Appraiser Applicants

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2228.02 (1)(d) (Laws 2019, LB77, § 5);

SUMMARY OF ACTION

Adopted by the Board at its August 15, 2019 meeting.

BACKGROUND

At its regular meeting on December 20, 2018, Public Member Jack Rose requested that the Board consider removing the requirement that supervisory appraiser and trainee course be completed by a certified appraiser within two years of submitting a supervisory appraiser application for each trainee real property appraiser. On the same date, the Board moved to strike “within two years immediately” from Neb. Rev. Stat. § 76-2228.02 (1)(d) in REQ0188 before it was drafted as a legislative bill.

ANALYSIS

Concerning the requirements for approval as a supervisory appraiser, Neb. Rev. Stat. § 76-2228.02 (1) (d) was amended by LB77 to state, “As prescribed by rules and regulations of the board, have successfully completed a board-approved supervisory appraiser and trainee course preceding the date the written request for approval as supervisory appraiser is submitted by the applicant or trainee real property appraiser on a form approved by the board.” It is not the Board’s intent that a supervisory appraiser/trainee course completed to become a trainee real property appraiser satisfies the requirement that the supervisory appraiser/trainee course must be completed preceding the date the written request for approval as a supervisory appraiser is submitted by the applicant or trainee real property appraiser. The Board’s intent is for the supervisory appraiser/trainee course to be completed by a supervisory appraiser applicant as a certified real property appraiser prior to the date of submission.

GUIDANCE

Pursuant to Neb. Rev. Stat. § 76-2228.02 (1) (d), an applicant for approval as a supervisory appraiser must provide a completion document evidencing that a board-approved supervisory appraiser and trainee course has been successfully completed as a certified residential real property appraiser or certified general real property appraiser.



Guidance Document 19-03

Adopted August 15, 2019

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board (“Board”) until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Acceptance of Supervisory Appraiser/Trainee Course or Continuing Education Activity Completed in Another Jurisdiction Online or by Correspondence.

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2228.01 (1)(d) (Laws 2019, LB 77, § 4); Neb. Rev. Stat. § 76-2228.02 (1)(d) (Laws 2019, LB 77, § 5); Neb. Rev. Stat. § 76-2236 (1) (Laws 2015, LB 139, § 56); Neb. Rev. Stat. § 76-2236 (3) (Laws 2015, LB 139, § 56); Neb. Rev. Stat. § 76-2236 (8) (Laws 2014, LB 717, § 22); 298 NAC Chapter 2, § 001.01C (2019); 298 NAC Chapter 4, § 001.01 (2019)

SUMMARY OF ACTION

Adopted by the Board at its August 15, 2019 meeting.

BACKGROUND

The requirement that fourteen hours of continuing education must be completed in a classroom was removed from the Real Property Appraiser Act by LB741 in 2018. While processing real property appraiser renewal applications for the January 1, 2019 renewal period, it was discovered that some real property appraisers that reside outside of Nebraska have completed continuing education activities online that were not approved by the Board. After a discussion with AAG Hart regarding online continuing education completed in another jurisdiction, it was concluded that the Real Property Appraiser Act and Title 298 are not entirely clear regarding the need for the Board to approve all online courses to be accepted as continuing education. At its strategic planning meeting on June 20, 2019, the Board expressed its intent to clarify the acceptance of a supervisory appraiser/trainee course or continuing education activity completed in another jurisdiction.

ANALYSIS

Neb. Rev. Stat. § 76-2228.01 (1)(d) requires that an applicant for the trainee real property appraiser credential successfully complete a board-approved supervisory appraiser and trainee course within one year immediately preceding the date of application, and Neb. Rev. Stat. § 76-2228.02 (1)(d) requires that an applicant for approval as a supervisory appraiser successfully completed a board-approved supervisory appraiser and trainee course preceding the date the written request for approval as supervisory appraiser is submitted by the applicant or trainee real property appraiser.

Neb. Rev. Stat. § 76-2236 (1) requires that every credential holder, except for a person holding a temporary credential, 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. Evidence of successful completion of such continuing education activities for the two-year continuing education period, including passing examination if applicable, shall be submitted to the board in the manner prescribed by the board.

Per Neb. Rev. Stat. § 76-2236 (3), “A continuing education activity conducted in another jurisdiction in which the activity is approved to meet the continuing education requirements for renewal of a credential in such other jurisdiction shall be accepted by the board if that jurisdiction has adopted and enforces standards for such continuing education activity that meet or exceed the standards established by the Real Property Appraiser Act and the rules and regulations of the board.”

In addition, Neb. Rev. Stat. § 76-2236 (8) states, “A board-approved seven-hour supervisory appraiser and trainee course successfully completed by a certified real property appraiser for approval as a supervisory appraiser shall be approved by the board as continuing education no more than once during each two-year continuing education period.”

In accordance with 298 NAC Chapter 2, § 001.01C and Chapter 4, § 001.01, the Board may accept an education activity completed in another jurisdiction if the activity was approved by the jurisdiction in which it was completed at the time the activity was completed; and the activity meets or exceeds the requirements for approval as outlined in Chapter 6 of Title 298.

During discussion regarding this topic between Director Kohtz and Assistant Attorney General Natalee Hart in December of 2018, AAG Hart indicated that the Real Property Appraiser Act and Title 298 are not entirely clear that each online or correspondence activity must be approved by the Board before it is eligible for continuing education credit in Nebraska. According to AAG Hart, a reasonable interpretation for someone who is credentialed and located in Minnesota, is that if the Minnesota appraiser credentialing authority has approved the course, then it is acceptable for credit for purposes of their Nebraska credential.

GUIDANCE

Pursuant to Neb. Rev. Stat. § 76-2236 (3), and 298 NAC Chapter 2, § 001.01C and Chapter 4, § 001.01, the Board may accept an online or correspondence education activity completed in another jurisdiction if the activity was approved as a supervisory appraiser/trainee course or as continuing education by the jurisdiction in which the credential holder is a legal resident at the time the activity was completed; and the continuing education activity meets or exceeds the requirements for approval as a supervisory appraiser/trainee course or continuing education activity outlined in Chapter 6 of Title 298.



Guidance Document 21-01

Proposed July 15, 2021

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board (“Board”) until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Real Property Appraiser, Education Activity, and Appraisal Management Company Application Approval

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2223(1)(m),(n) (Laws 2020, LB808, § 71); Neb. Rev. Stat. § 76-2224 (Laws 2006, LB 778, § 44); Neb. Rev. Stat. § 76-2228.01 (Laws 2021, LB23, § 4); Neb. Rev. Stat. § 76-2233 (Laws 2020, LB808, § 78); Neb. Rev. Stat. § 76-3203 (Laws 2019, LB77, § 12); 298 NAC Chapter 2, § 004.01C (2020); 298 NAC Chapter 3, § 001.04 (2020); 298 NAC Chapter 6, § 002.02C (2020); 298 NAC Chapter 6, § 003.02C (2020); 298 NAC Chapter 6, § 004.04C (2020); 298 NAC Chapter 6, § 005.02C (2020); 298 NAC Chapter 7, § 001.03 (2020)

SUMMARY OF ACTION

BACKGROUND

During the Covid-19 pandemic the Nebraska Real Property Appraiser Board (“Board”) implemented application review and approval procedures that included the delegation of approval authority to the director for new trainee real property appraisers, new licensed and certified real property appraisers through reciprocity, new education activities and instructors, and appraisal management company registrations, when the minimum requirements are met and no extenuating circumstances exist requiring Board expertise. It is the Board’s priority to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession. The Board’s Covid-19 review and approval procedures successfully accomplished the Board’s objectives and align with its mission and vision. It is the Board’s intent to make the Covid-19 application review and approval procedures permanent.

ANALYSIS

Neb. Rev. Stat. § 76-2223(1)(m) (Education Activities and Instructors), N.R.S. § 76-2228.01 (Trainee Real Property Appraisers), N.R.S. § 76-2233 (Reciprocal Licensed and Certified Real Property Appraisers), and N.R.S. § 76-3203 (Appraisal Management Company Registrations) establish the qualifications for approval as a trainee real property appraiser, a licensed or certified real property appraiser through reciprocity, an education activity and instructor(s), and an appraisal management company registration; however, these statutes provide no direction regarding the procedure for approval of each application. Title 298 of the Nebraska Administrative Code includes the following approval procedures:

- 298 NAC Chapter 2, § 004.01C (Trainee Real Property Appraisers) - If an application is processed, and 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.
- 298 NAC Chapter 3, § 001.04 (Licensed and Certified Real Property Appraisers through Reciprocity) - If an application is processed, and the Board finds that the applicant meets the requirements in the Act and this Title, and the requirements of the applicant's jurisdiction of practice meet or exceed the minimum requirements of the Real Property Appraiser Qualification Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, and the regulatory program of the applicant's jurisdiction of practice specified in an application for credentialing is determined to be effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council, 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, Recover, and Enforcement Act of 1989.
- 298 NAC Chapter 6, § 002.02C (Qualifying Education Activities) - Any application not considered to be incomplete will be processed and reviewed by the Board. If the Board finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the Board may approve the qualifying education activity. 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.
- 298 NAC Chapter 6, § 003.02C (Continuing Education Activities) - Any application not considered to be incomplete will be processed and reviewed by the Board. If the Board finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the Board may approve the continuing education activity. 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.

- 298 NAC Chapter 6, § 004.04C (Supervisory Real Property Appraiser and Trainee Courses) - Any application not considered to be incomplete will be processed and reviewed by the Board. If the Board finds that the education provider and submitted course meet the requirements in the Act and this Title, the application will be considered a completed application and the Board may approve the supervisory appraiser and trainee course. The education provider will receive a written notification of approval, which outlines the details of approval.
- 298 NAC Chapter 6, § 005.02C (Instructors) - Any application not considered to be incomplete will be processed and reviewed by the Board. 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 Board may approve the instructor applicant for a specific activity. The education provider will receive a written notification of approval, which outlines the details of approval.
- 298 NAC Chapter 7, § 001.03 (Appraisal Management Company Registrations) - Any application not considered to be incomplete will be processed and reviewed by the Board. 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 Board may approve issuance of a registration to the applicant.

Authority for approval is dependent on the Board’s ability to delegate administrative authority to its staff, and the interpretation of “Board” in 298 NAC Chapter 2, § 004.01C, 298 NAC Chapter 3, § 001.04, 298 NAC Chapter 6, § 002.02C, 298 NAC Chapter 6, § 003.02C, 298 NAC Chapter 6, § 004.04C, 298 NAC Chapter 6, § 005.02C, and 298 NAC Chapter 7, § 001.03.

In accordance with N.R.S. § 76-2223(1)(n), the Board shall administer and enforce the Real Property Appraiser Act, and do all other things necessary to carry out the Real Property Appraiser Act. N.R.S. § 76-2224 states, “In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act.”

For the purpose of 298 NAC Chapter 2, § 004.01C, 298 NAC Chapter 3, § 001.04, 298 NAC Chapter 6, § 002.02C, 298 NAC Chapter 6, § 003.02C, 298 NAC Chapter 6, § 004.04C, 298 NAC Chapter 6, § 005.02C, and 298 NAC Chapter 7, § 001.03, Board is defined as the Board or its staff as designated by the Board.

GUIDANCE

Effective as of July 1, 2021, if minimum requirements are met and no extenuating circumstances exist requiring Board expertise, any application for approval as a trainee real property appraiser, a licensed or certified real property appraiser through reciprocity, an education activity and instructor(s), and for registration as an appraisal management company will be approved by the director. Any application not approved by the director shall be presented to the Board for consideration.



Guidance Document 21-02

Proposed July 15, 2021

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board (“Board”) until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Real Property Appraisal Practice Experience Review and Approval for Real Property Appraiser Applicant to Sit for Exam

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2223(1)(n) (Laws 2020, LB808, § 71); Neb. Rev. Stat. § 76-2224 (Laws 2006, LB 778, § 44); Neb. Rev. Stat. § 76-2230 (Laws 2021, LB23, § 6); Neb. Rev. Stat. § 76-2231.01 (Laws 2021, LB23, § 7); Neb. Rev. Stat. § 76-2232 (Laws 2021, LB23, § 8); 298 NAC Chapter 2, § 002 (2020); 298 NAC Chapter 2, § 004.02C

SUMMARY OF ACTION

BACKGROUND

During the Covid-19 pandemic the Nebraska Real Property Appraiser Board (“Board”) implemented real property appraisal practice experience review and approval procedures for real property appraiser applicants that included delegation of authority to the Board’s director to approve licensed and certified real property appraiser applicants to sit for examination when minimum requirements were met and no extenuating circumstances existed requiring Board expertise. It is the Nebraska Real Property Appraiser Board’s priority to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession. The Board’s Covid-19 review and approval procedures successfully accomplished the Board’s objectives and align with its mission and vision. It is the Board’s intent to make the Covid-19 real property appraisal practice experience review and approval procedures permanent.

ANALYSIS

Neb. Rev. Stat. § 76-2230 (Licensed Residential Real Property Appraisers), N.R.S. § 76-2231.01 (Certified Residential Real Property Appraisers), and N.R.S. § 76-2232 (Certified General Real Property Appraisers), establish the qualifications for approval as a licensed residential real property appraiser, certified residential real property appraiser, and certified general real property appraiser by education, experience, and examination; however, other than the requirement that experience shall be acceptable to the Board and subject to review and determination as to conformity with USPAP, these statutes provide little direction regarding the real property appraisal practice experience review and approval procedures for real property appraiser applicants to sit for exam. For the Licensed Residential, Certified Residential, and Certified General Real Property Appraiser classifications, 298 NAC Chapter 2, § 004.02C states, “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.” 298 Chapter 2, § 002 defines the specifics for acceptance of real property appraisal practice experience.

Authority for approval to sit for exam is dependent on the Board’s ability to delegate administrative authority to its staff, and the interpretation of “Board” in 298 NAC Chapter 2, § 004.02C and 298 NAC Chapter 2, § 002.

In accordance with N.R.S. § 76-2223(1)(n), the Board shall administer and enforce the Real Property Appraiser Act, and do all other things necessary to carry out the Real Property Appraiser Act. N.R.S. § 76-2224 states, “In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act.”

For the purpose of 298 NAC Chapter 2, § 004.02C and 298 NAC Chapter 2, § 002, Board is defined as the Board or its staff as designated by the Board.

GUIDANCE

Effective as of July 1, 2021, if the general, education, and preliminary real property appraisal practice experience requirements are met, and no extenuating circumstances exist requiring Board expertise, and any USPAP Compliance Review Report findings appear to be null or insignificant, an applicant’s real property appraisal practice experience will be reviewed by two board members selected by the director for determination as to whether the applicant’s real property appraisal practice experience is acceptable in accordance with 298 NAC Chapter 2, § 002. This examination will include review of any real property appraisal practice experience logs, assignment results reports, USPAP Compliance Review Reports, Applicant Appraisal Review Services Contractor USPAP Compliance Review Report Summaries, and any other documentation obtained during the application process. If the selected board members both determine that the real property appraisal practice experience is acceptable, the applicant may be approved by the director to sit for exam. Any application for which the applicant is not approved to sit for exam shall be presented to the Board for consideration.



Guidance Document 21-03

Proposed July 15, 2021

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board (“Board”) until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Real Property Appraiser and AMC Applicant CHRC Carried Out by the Board

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2223(1)(n) (Laws 2020, LB808, § 71); Neb. Rev. Stat. § 76-2224 (Laws 2006, LB 778, § 44); Neb. Rev. Stat. § 76-2227(4) (Laws 2020, LB808, § 72); Neb. Rev. Stat. § 76-2228.01(1)(e), (3)(a) (Laws 2021, LB23, § 4); Neb. Rev. Stat. § 76-2230(1)(e), (2)(a) (Laws 2021, LB23, § 6); Neb. Rev. Stat. § 76-2231.01(1)(f), (2)(a) (Laws 2021, LB23, § 7); Neb. Rev. Stat. § 76-2232(1)(f) (Laws 2021, LB23, § 8); Neb. Rev. Stat. § 76-2233(4)(a) (Laws 2020, LB808, § 78); Neb. Rev. Stat. § 76-2233.02(2) (Laws 2020, LB808, § 78); Neb. Rev. Stat. § 76-3207(1)(b), (2) (Laws 2020, LB808, § 91)

SUMMARY OF ACTION

BACKGROUND

During a discussion between Director Kohtz and AAG Nigro regarding delegation of authority, Director Kohtz brought attention to the Board's procedure for real property appraiser applicant and AMC registration applicant criminal history record check ("CHRC") review. Director Kohtz informed AAG Nigro that the Board intends to provide more authority to the director to approve certain applications, and that the Board may not have any direct involvement in the CHRC review. Director Kohtz inquired about the potential for unlawful delegation of authority since the relevant statutes specifically state that such record check is to be carried out by the Real Property Appraiser Board. AAG Nigro indicated that Neb. Rev. Stat. § 76-2223(1)(n) says, the Board shall administer and enforce the Real Property Appraiser Act, and do all other things necessary to carry out the Real Property Appraiser Act. In addition, Neb. Rev. Stat. § 76-2224 states, "In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act." AAG Nigro recommended that the Board adopt a guidance document outlining the procedure used for CHRC reviews.

ANALYSIS

Regarding the qualifications for issuance, or upgrade, of a real property appraiser credential, Neb. Rev. Stat. § 76-2228.01(1)(e), (3)(a) (Trainee Real Property Appraisers); N.R.S. § 76-2230(1)(e), (2)(a) (Licensed Residential Real Property Appraisers); N.R.S. § 76-2231.01(1)(f), (2)(a) (Certified Residential Real Property Appraisers); N.R.S. § 76-2232(1)(f) (Certified General Real Property Appraisers); and N.R.S. § 76-2233(4)(a) (Real Property Appraisers through Reciprocity) state, "Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery 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 shall 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."

Regarding the qualifications for renewal of a real property appraiser credential, N.R.S. § 76-2233.02(2) states, "The board shall establish a number of credential holders to be selected at random to submit, along with the application for renewal, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery 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 shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board."

In accordance with N.R.S. § 76-2227(4), to qualify for an initial credential, an upgrade of a credential, a credential through reciprocity, a temporary credential, or a renewal of a credential, an applicant shall not have been convicted of, including a conviction based upon a plea of guilty or nolo contendere of any felony (if so convicted, has had his or her civil rights 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 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. An applicant must also demonstrate character and general fitness such as to command the confidence and trust of the public, and not possess a background that would call into question public trust or a credential holder's fitness for credentialing.

When referring to the appraisal management company ownership qualifications, N.R.S. § 76-3207(1)(b) declares that a person applying for issuance of a registration or renewal of a registration shall not, "Be more than ten percent owned by a person who is not of good moral character, which for purposes of this section shall require that such person has not been convicted of, or entered a plea of nolo contendere to, a felony relating to the real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude or failed to submit to a criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation."

In addition, N.R.S. § 76-3207(2) states, "For purposes of subdivision (1)(b) of this section, each individual owner of more than ten percent of an appraisal management company shall, at the time an application for issuance of a registration is made, submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. The board shall pay the Nebraska State Patrol the costs associated with conducting a fingerprint-based national criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board."

Authority for carrying out such record check as required in N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2) is dependent on the Board's ability to delegate administrative authority to its staff, and the interpretation of "Board" in N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2).

In accordance with N.R.S. § 76-2223(1)(n), the Board shall administer and enforce the Real Property Appraiser Act, and do all other things necessary to carry out the Real Property Appraiser Act. N.R.S. § 76-2224 states, "In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act."

For the purpose of N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2), Board means the Board or its staff as designated by the Board.

GUIDANCE

For the purpose of N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2), the CHRC review will be carried out by the Board's staff. If staff finds that the applicant may be in violation of N.R.S. § 76-2227(4) or N.R.S. § 76-3207(1)(b), the application shall be presented to the Board for consideration.



INTERNAL PROCEDURE 201709

Proposed Amendment July 15, 2021

Appraisal Review Services Contractor Fees

NRPAB Subject Matter Expert (“SME”) Services Contractors and NRPAB Applicant Appraisal Review Services (“AARS”) Contractors shall be compensated according to the following schedule (compensation may be prorated on a quarter-hour basis):

AARS

Residential: 4 Hours x \$125.00 = \$500.00

2-4 Family: 5 Hours x \$125.00 = \$625.00

Agricultural: 7 Hours x \$125.00 = \$875.00

Commercial: 7 Hours X \$125.00 = \$875.00

SME

Residential: 5 Hours x \$125.00 = \$625.00

2-4 Family: 5 Hours x \$125.00 = \$625.00

Agricultural: 12 Hours x \$125.00 = \$1500.00

Commercial: 12 Hours X \$125.00 = \$1500.00

In the case of extenuating circumstances, an unusually complex appraisal review assignment, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the compensation rate and/or maximum amount, prior to the execution of, or agreed to in, the SME Services Agreement or the Credentialing Applicant Appraisal Review Services Agreement. If an SME contractor or AARS contractor determines that the compensation rate and/or maximum amount in the contract should be amended, such request, along for the reasons for making such request, must be made to the Board in writing. The Board will review the request and circumstances at its next regular meeting and make a determination to amend the contract or deny the request.

Compensation will only be paid if terms of contractual agreement are successfully completed in full. If the contractor’s performance is found to not be satisfactory in accordance with the Appraisal Review Services Contractor Program, the Board reserves the right to reduce the compensation, or not make payment due to breach of contract.



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:
Processed By: _____ Date: _____
For Board Use Only

APPLICATION FOR NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

TOTAL FEE DUE: \$195.25: Non-refundable Application Fee \$150.00 and non-refundable Criminal History Record Check Fee: \$45.25

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

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

Applicant is required to hold a high school diploma or certificate of high school equivalency, or have education acceptable to the Board. Provide name and location of high school from which you graduated, or provide name and location of institution that issued Certificate of Equivalency.

High School Diploma Certificate of Equivalency

School Attended: _____

Location: _____

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 within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

YES NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

YES NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the 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 form.

- Proof of completion of 30 hours of basic appraisal principles *(completed within five years of application)*
Date completed (month, year): _____

- Proof of completion of 30 hours of basic appraisal procedures *(completed within five years of application)*
Date completed (month, year): _____

- Proof of completion of 15-Hour National USPAP course or its equivalent *(completed within two years of application)*
Date completed (month, year): _____

- Proof of completion of a board-approved supervisory real property appraiser and trainee course *(completed within one year of application)*
Date completed (month, year): _____

A degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as 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 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.

- 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): _____

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



N R P A B
Nebraska Real Property Appraiser Board
UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States of America

OR

I am a qualified alien under the federal Immigration and Nationality Act. *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.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 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 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326, the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:
 - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;
 - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;
 - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
 - Any felony if civil rights have not been restored;
 - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or ~~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 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 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 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 a certified real property appraiser is required to be approved by the Nebraska Real Property Appraiser Board as a supervisory real property appraiser prior to engaging in real property appraisal practice under that certified real property appraiser's direct supervision. I am aware that my scope of practice includes only those properties that my supervisory real property appraiser is qualified and competent to appraise. I acknowledge that I am required to maintain a log of completed appraisal reports jointly with each supervisory real property appraiser.

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

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of: _____)
_____) ss.

County of: _____)

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

by _____
Print Applicant's Name

(Notary Seal Here)

Signature of Notary Public



DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
 - a. Check or money order for \$195.25 (non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.)
 - b. Recent passport type photo (Copy of driver's license 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.
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

ADDITIONAL INFORMATION

- Prior to engaging in real property appraisal practice, a trainee real property appraiser is required to submit a written request for supervisory real property appraiser on a board-approved form. The request for supervisory real property appraiser approval may be made at the time of application, or any time after approval as a trainee real property appraiser.
- The trainee real property appraiser credential will remain in effect until December 31 of the second year of the two-year continuing education period unless surrendered, revoked, suspended, or canceled prior to such date.
- 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.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the second year of the two-year continuing education period.
- 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.
- 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.
- 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 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. If approval cannot be verified, the renewal application will be considered incomplete and will not be processed.
- 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.



301 Centennial Mall South, First Floor
 PO Box 94963
 Lincoln, NE 68509-4963
<https://appraiser.ne.gov/>
 402-471-9015

ASC Federal Registry Checked:	
NE Disciplinary Action Checked:	
Processed By:	Date:
For Board Use Only	

APPLICATION FOR REGISTRATION AS NEBRASKA SUPERVISORY REAL PROPERTY APPRAISER

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

Date of Application: _____

Name: _____
Last First Middle

Business Name: _____

Principal Place of Business Address: _____
PO Box or Street Number City State Zip Code + 4

_____ 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

CURRENT TRAINEES (Trainee real property appraisers for whom you have already been approved as supervisory real property appraiser) Include any trainee real property appraisers for whom you are approved as supervisory real property appraiser in any other jurisdiction.

Name: _____

Credential Number: _____ Credentialing State: _____

Name: _____

Credential Number: _____ Credentialing State: _____

Name: _____

Credential Number: _____ Credentialing State: _____

TRAINEE REAL PROPERTY APPRAISER INFORMATION

Nebraska Real Property Appraiser Credential Number (if trainee real property appraiser is already credentialed): _____

Date Trainee Real Property Appraiser Credential Issued (if already credentialed): _____

Name: _____
Last First Middle

Business Name: _____

Principal Place of Business Address: _____
PO Box or Street Number City State Zip Code + 4

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

DISCIPLINARY QUESTIONS

1. 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 three-year period immediately preceding the date of application?
 YES NO
2. 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 three-year period immediately preceding the date of application?
 YES NO
3. 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 within the five-year period immediately preceding the date of application?
 YES NO
4. 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
5. Have you successfully completed disciplinary action by the Board or any other jurisdiction, which action limited your legal eligibility to engage in real property appraisal activity-practice within three years immediately preceding the date the written request for approval as supervisory real property appraiser is submitted by the applicant or trainee real property appraiser?
 N/A YES NO

If you answered yes to any of the above questions, provide a brief statement that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction on a separate sheet. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. 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.

APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application form.

- Proof of completion of a board-approved supervisory real property appraiser and trainee course as a certified residential or certified general real property appraiser prior to date of this application.

Date completed (month, year): _____

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Print Name: _____
Last First Middle

Applicant's Signature Date

AFFIDAVIT OF SUPERVISORY REAL PROPERTY APPRAISER

The foregoing statements are made for the purpose of procuring Supervisory Real Property Appraiser registration. 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 Supervisory Real Property Appraiser registration may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and 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 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 hereby state that I have fully read and understand the questions presented on this form and have answered all questions truthfully and completely. I acknowledge that my failure to make a full and accurate disclosure of any information called for herein may result in the denial or withdrawal of my right to supervise trainee real property appraisers. I recognize that by signing the appraisal reports of the above-mentioned trainee real property appraiser, I accept full responsibility for the assignment results and their compliance with the Uniform Standards of Professional Appraisal Practice. I acknowledge that I will be required to personally inspect all properties until I have determined that the trainee real property appraiser is competent in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice. I acknowledge that I am required to maintain a log of completed appraisal reports jointly with the trainee real property appraiser. I am aware that I may not supervise more than three trainee real property appraisers simultaneously. I understand that I am required to comply with the Real Property Appraiser Act while fulfilling my obligations as a supervisory 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.

Signature of Trainee
Real Property
Appraiser/Applicant

_____ Date: _____

Signature of Supervisory
Real Property Appraiser
Applicant:

_____ Date: _____

State of: _____)
County of: _____) ss.

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

by _____
Print Supervisory Real Property Appraiser 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 may be returned to you.
Note: Supervisory Real Property Appraiser Applicant and Trainee Real Property Appraiser/Applicant are both required to sign the application. Only the Supervisory Real Property Appraiser Applicant's signature is required to be notarized.
2. Along with the application, the following documentation is also required to be included:
 - a. Proof of the most recently completed board-approved supervisory real property appraiser and trainee course completed as a certified residential or certified general real property appraiser.
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. 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.

ADDITIONAL INFORMATION

- If a trainee real property appraiser credential application has not been submitted prior to the submission of the supervisory real property appraiser application, it is required to be submitted along with the application for supervisory real property appraiser.
- A board-approved supervisory real property appraiser and trainee course is required to be completed as a certified residential or certified general real property appraiser prior to the date of application to be a supervisory real property appraiser.
- A supervisory real property appraiser may not supervise more than three trainee real property appraisers simultaneously. This includes trainee real property appraisers in jurisdictions other than Nebraska.
- A supervisory real property appraiser is required to:
 - Hold a Certified Residential or Certified General real property appraiser credential for a minimum of three years immediately preceding the date of application.
 - Be in good standing at the time of application.
- A 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 appraiser or designation "S.A." in conjunction with his or her name.



ASSOCIATION OF
APPRAISER
REGULATORY
OFFICIALS

**Celebrating
30 Years**

AARO FALL 2021 CONFERENCE REGISTRATION FORM
October 15-18, 2021
The Westin Washington, D.C. City Center, Washington, D.C.

Please complete one registration form per attendee.

Name _____

Preferred Name for Badge _____

State Agency / Organization Affiliation _____

Position / Title _____

Mailing Address (Street Address, City, State, Zip) _____

Email Address _____ Phone # _____

1st Conference? Yes No

Attendance Certificate Requested? Yes No

Please list any food allergies or special accommodations needed.

Registration Fees

Paid On or Before 9/15/2021

Member \$515

Non-Member \$540

Paid After 9/15/2021

Member \$615

Non-Member \$640

Daily

Friday \$275

Saturday, Sunday, or Monday \$350

Payment Method:

Enclosed Check EFT Mailing Payment Separately On-Site *Credit Card

* Name on Card: _____ *Card Billing Zip Code _____

* Card Number _____ *Expiration Date _____ *CVV _____

Cancellation Policy: When requested in writing, a refund of the registration fee will be made up to Friday, September 17, 2021. Refunds requested after this date will only be approved in strict accordance with the AARO Cancellation/Refund policy.

Room Reservations: Reservations may be by calling the Westin Washington DC City Center at 202.429.1700. Rate is \$290 per night, plus **14.5%** tax. (Blocked rooms available until 9/24/2021).

www.aaro.net

Association of Appraiser Regulatory Officials (AARO)
1815 SW White Birch Circle, Unit 12 in Ankeny, IA 50023

brandy.march@aaro.net

515.494.1710

AARO Federal Identification Number: 91-1545335

NEWSLETTER



Dear Tyler Kohtz,

I am pleased to announce that our 2020 Annual Report is [now available](#).

This year's report is titled "Adapting to a Rapidly Changing World" and focuses, as most of the world did, on how the Foundation responded through the coronavirus pandemic.

In the pages of the annual report, you can read more about how we were able to expand the reach of our public meetings by going virtual, the approval of the Practical Applications of Real Estate Appraisal (PAREA) and much more. As always, you can find our financial reports in the final pages.

2020 was no doubt a difficult year for the entire world, but I am proud of the work our organization was able to do to provide resources for appraiser amid the uncertainty of a global pandemic.

I'd like to invite you to [read and share our annual report](#) and [watch this short video](#) highlighting our work in the last year.

We are so thankful to all of the sponsors and organizations who make our work possible, and we look forward to continuing to build trust in the appraisal profession in the years to come.

Sincerely,

Dave Bunton
President

Updates from the ASB

Due to an increased professional workload, Wayne Miller has decided to step down as chair of the Appraisal Standards Board. The Appraisal Foundation Board of Trustees and staff are thankful for his many years of service to the Foundation's boards. Wayne remains an asset to the appraisal profession. ASB Vice Chair Michelle Bradley will be fulfilling the duties of ASB Chair.

The ASB has released a USPAP Discussion Draft. Click [here](#) to read the new draft. The comment deadline on this discussion draft is July 23, 2021. Click [here](#) to submit a written comment to the ASB.

Updates from the AQB

In This Newsletter

**From the President's Desk:
Our 2020 Annual Report**

Updates from the ASB

Updates from the AQB

**Resource Panels Call for
Applicants**

Appraiser Talk

Privacy Policy

Upcoming Events

July 1: [Conversation on the Second Exposure Draft of the Criteria](#)

August 24: [AQB Public Meeting](#)

Contact Us

T 202-347-7722

info@appraisalfoundation.org

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 has released a Second Exposure Draft of proposed changes to the Real Property Appraiser Qualification Criteria. Click [here](#) to read the draft. The AQB is now taking public comments on the draft through July 30, 2021. Click [here](#) to submit a written comment, and click [here](#) to join a webinar TODAY at 1:00 p.m. ET.

The AQB has announced their next public meeting will be held on August 24, 2021 at 1:00 p.m. ET. Click [here](#) to register.

Penn State University had two new programs approved by the Real Estate Degree Review Program. These are their Master of Science in Real Estate Analysis and Development and Master of Real Estate in Real Estate Analysis and Development. To see the full list of approved schools, click [here](#).

Resource Panels Call for Applicants

Both the Personal Property Resource Panel and the Business Valuation Resource Panel are currently accepting applications to join their resource panels. These panels are responsible for providing expertise to the Foundation's boards, giving input on exposure drafts, and writing guidance for their discipline.

Click [here](#) to apply for the Personal Property Resource Panel, and click [here](#) to apply for the Business Valuation Resource Panel.

Appraiser Talk

The Appraisal Foundation's podcast Appraiser Talk is releasing its newest episode today. This week's episode answers the question "what are the different types of appraisal?". We hope you'll tune in!

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.

Privacy Policy

The Appraisal Foundation website has an updated privacy policy. Click [here](#) to read more.

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

ANNOUNCEMENT



Call for Applicants

The Appraisal Foundation Seeks Candidates for
the Appraiser Qualifications Board and the Appraisal Standards Board

Application Deadline is August 23, 2021

The Appraisal Foundation has begun its annual search for qualified candidates to serve on the Appraiser Qualifications Board (AQB) and the Appraisal Standards Board (ASB).

Background and Qualifications:

The Appraiser Qualifications Board (AQB) is responsible for establishing the minimum education, experience, and examination qualification criteria for real estate appraisers to obtain a license or certification. Also, the AQB sets the minimum requirements for real estate appraisers to maintain their state credential. The AQB also establishes minimum requirements for personal property appraisers, and adherence to the personal property criteria is mandatory for Foundation Sponsors who confer personal property appraiser designations. Proficient understanding of appraiser qualifications and of the minimum knowledge, skills, and abilities needed by those entering the profession is a prerequisite of service on the AQB, and a minimum of ten years of appraisal experience is required.

The Appraisal Standards Board (ASB) is charged with developing, interpreting, and amending the *Uniform Standards of Professional Appraisal Practice* (USPAP). Demonstrated proficiency in USPAP is a prerequisite of service on the ASB and a minimum of ten years of appraisal experience is required.

The AQB and ASB each hold in-person two-day work sessions twice a year, with additional work sessions held virtually as needs arise. The meetings are typically held in Washington, DC but at times are held in other locations in conjunction with meetings of Foundation stakeholders. The Boards also hold half-day virtual public meetings two to three times per year and monthly two-to-three-hour conference calls.

Individuals serving on the Boards are compensated for their time and are

reimbursed for travel expenses. Those individuals selected for a position on the AQB or ASB will serve initial terms of one to three years commencing January 1, 2022.

The Boards Nominating Committee of the Board of Trustees seeks proven leaders of the appraisal profession from a variety of disciplines and background to fill positions on these Boards.

How to Apply:

Click [here](#) to complete the online application or visit www.appraisalfoundation.org. Go to the [About Us](#) tab > [Get Involved](#) section to complete an online application.

Questions or More Information?

If you have questions, please feel free to contact Arika Cole at: arika@appraisalfoundation.org or via phone at 202-624-3072.



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.

Unsubscribe

This message was sent to tyler.kohtz@nebraska.gov from news@appraisalfoundation.org

Dave Bunton
The Appraisal Foundation
1155 15th Street NW STE 1111
Washington, DC 20005
