

**PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD**  
**Wednesday, June 15, 2022, 2:00 p.m.**  
**Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building**  
**301 Centennial Mall South, Lincoln, Nebraska**  
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**AGENDA**

- A. Opening 2:00 p.m.**
- B. Notice of Meeting (Adopt Agenda)**
- C. Chair’s State of the Board Report**
- D. Director’s Comments**
- E. General Public Comments**
- F. Review of 2021-22 Strategic Planning Goals and Objectives ..... 1-3**
- G. Compliance**
  - 1. Review of Enforcement/Investigations ..... 1-4
  - 2. Enforcement of Real Property Appraiser Act
  - 3. Enforcement of Appraisal Management Company Registration Act
  - 4. Investigative Processes and Procedures (Title 298 – Ch. 8)
  - 5. Forms
    - a. Grievance Against Appraiser  
[https://appraiser.ne.gov/Enforcement/pdf/Appraiser\\_Grievance\\_Form.pdf](https://appraiser.ne.gov/Enforcement/pdf/Appraiser_Grievance_Form.pdf)
    - b. Grievance Against AMC  
[https://appraiser.ne.gov/Enforcement/pdf/AMC\\_Grievance\\_form.pdf](https://appraiser.ne.gov/Enforcement/pdf/AMC_Grievance_form.pdf)
  - 6. Short- and Long-Term Goals and Objectives
    - a. Continue monitoring the effectiveness and efficiency of the Compliance Program (long-term).
- H. Credentialing and Registration**
  - 1. Review of Current Credential Holders/AMC Registrations ..... 1-7
  - 2. Review of Credential Holder Renewals ..... 8
  - 3. 2019-25 Credential Holder/AMC Registration Projections ..... 9-11
  - 4. Real Property Appraiser Credentials
    - a. General Discussion
    - b. Real Property Appraiser Qualifications
    - c. Real Property Appraiser Credential Renewal
    - d. Supervisory Real Property Appraiser
    - e. Processes and Procedures
      - i. Credentialing through Education, Experience, and Examination (Title 298 – Ch. 2)
      - ii. Credentialing through Reciprocity (Title 298 – Ch. 3)
      - iii. Renewal of Active Credential (Title 298 – Ch. 4)
      - iv. Inactive Status (Title 298 – Ch. 5)

- f. Forms
  - i. Application for Nebraska Certified General Real Property Appraiser ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/EEE\\_CG\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_CG_Application.pdf))
  - ii. Application for Nebraska Certified Residential Real Property Appraiser ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/EEE\\_CR\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_CR_Application.pdf))
  - iii. Application for Nebraska Licensed Residential Real Property Appraiser ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/EEE\\_LR\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_LR_Application.pdf))
  - iv. Application for Nebraska Real Property Appraiser Credential by Reciprocity ([https://appraiser.ne.gov/reciprocity/docs/Reciprocity\\_Application.pdf](https://appraiser.ne.gov/reciprocity/docs/Reciprocity_Application.pdf))
  - v. Application for Trainee Real Property Appraiser Credential ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Trainee\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Trainee_Application.pdf))
  - vi. Application for Registration as Supervisory Real Property Appraiser ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Supervisory\\_Appraiser\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Supervisory_Appraiser_Application.pdf))
  - vii. Real Property Appraisal Practice Experience Log Cover Sheet ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Experience\\_Log\\_Cover\\_Sheet.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Experience_Log_Cover_Sheet.pdf))
  - viii. Real Property Appraisal Practice Experience Log ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/NRPAB\\_Experience\\_Log\\_Page\\_PDF\\_form.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/NRPAB_Experience_Log_Page_PDF_form.pdf))
  - ix. Application for Inactive Status of Nebraska Real Property Appraiser Credential ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Inactive\\_Status\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Inactive_Status_Application.pdf))
- g. Short- and Long-Term Goals and Objectives
  - i. Explore opportunities to increase number of Nebraska resident real property appraisers (long-term).
  - ii. Explore change to testing service provider (short-term).
- 5. Temporary Credential
  - a. Processes and Procedures (Title 298 – Ch. 2)
  - b. Forms
    - i. Application for Nebraska Real Property Appraiser Temporary Credential ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Temporary\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Application.pdf))
    - ii. Application for Renewal of Nebraska Real Property Appraiser Temporary Credential ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Temporary\\_Renewal\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Renewal_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
- 6. Appraisal Management Company Registration
  - a. Processes and Procedures (Title 298 – Ch. 2)
    - i. Initial Registration
    - ii. Renewal of Registration
  - b. Forms
    - i. Application for Nebraska Appraisal Management Company Registration ([https://appraiser.ne.gov/AMC/AMC\\_Registration\\_Application.pdf](https://appraiser.ne.gov/AMC/AMC_Registration_Application.pdf))
    - ii. Application for Renewal of Nebraska AMC Registration ([https://appraiser.ne.gov/AMC/AMC\\_Renewal\\_Application.pdf](https://appraiser.ne.gov/AMC/AMC_Renewal_Application.pdf))
    - iii. Federally Regulated AMC Nebraska Reporting Form ([https://appraiser.ne.gov/AMC/Federally\\_Regulated\\_AMC\\_Annual\\_Reporting\\_Form.pdf](https://appraiser.ne.gov/AMC/Federally_Regulated_AMC_Annual_Reporting_Form.pdf))
  - c. Short- and Long-Term Goals and Objectives

## **I. Education**

1. General
  - a. Short- and Long-Term Goals
2. Qualifying Education
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Application for Qualifying Education  
([https://appraiser.ne.gov/Education/Applications/QE\\_Activity\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/QE_Activity_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
3. Continuing Education
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Forms
    - i. Application for Continuing Education  
([https://appraiser.ne.gov/Education/Applications/CE\\_Activity\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/CE_Activity_Application.pdf))
    - ii. Application for Continuing Education Renewal  
([https://appraiser.ne.gov/Education/Applications/CE\\_Activity\\_Renewal\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/CE_Activity_Renewal_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
4. Supervisory Real Property Appraiser and Trainee Course
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Application for Supervisory Real Property Appraiser and Trainee Course  
([https://appraiser.ne.gov/Education/Applications/Supervisor\\_Trainee\\_Activity\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/Supervisor_Trainee_Activity_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
5. Instructors
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Application for Instructor Approval  
([https://appraiser.ne.gov/Education/Applications/Instructor\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/Instructor_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
6. Post-Secondary Education
  - a. Short- and Long-Term Goals and Objectives
7. Board Representation/Offerings
  - a. Short- and Long-Term Goals and Objectives

## **J. Personnel**

1. Staff Positions ..... 1-8
2. Memo to the Board - Consideration for Additional Staffing ..... 9-14
3. Policies and Procedures
  - a. Employee Handbook ..... 15-51
  - b. State of Nebraska Expense Reimbursement Policies ..... 52-57
  - c. NRPAB Personal Vehicle Use Authorization (Effective September 19, 2019) ..... 58
  - d. Board Member Orientation Packet ..... 59-112
4. Conferences/Training
  - a. Fall/Spring AARO Conference
5. Board Structure
6. Renewal Season Interns
7. Short- and Long-Term Goals and Objectives
  - a. Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes, and to address general work environment needs and/or changes (long-term).
  - b. Continue utilization of two renewal season interns to assist with processing real property appraiser renewal applications (long-term).

## **K. Public Information**

1. General
  - a. Short- and Long-Term Goals
    - i. Encourage development of Memos from the Board and Facebook posts that contain facts the appraiser community may be interested in (long-term).
    - ii. Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, and other information that affects the industry (long-term).
    - iii. Explore the development and implementation of an updated NRPAB logo (long-term).
2. NRPAB Website
  - a. Education Provider Offering Calendar
  - b. Processes and Procedures
  - c. Short- and Long-Term Goals and Objectives
    - i. Continue to monitor the effectiveness of current NRPAB website; repair bugs, make improvements, and add enhancements needed to address functionality or use (long-term).
    - ii. Include disciplinary action order/consent agreement attachments to the Appraiser Listing search (long-term).
3. Memos from the Board
  - a. Processes and Procedures
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser (long-term).
4. The Nebraska Appraiser Newsletter
  - a. Processes and Procedures
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner (long-term).
5. NRPAB Facebook Page
  - a. Processes and Procedures
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that that 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 (not already on agenda)
  - a. NRPAB Meetings
    - i. Agenda Structure
  - b. Request Forms
    - i. Confidentiality Waiver  
([https://appraiser.ne.gov/request\\_forms/docs/confidentiality\\_waiver.pdf](https://appraiser.ne.gov/request_forms/docs/confidentiality_waiver.pdf))
    - ii. Real Property Appraiser Document Request Form  
([https://appraiser.ne.gov/request\\_forms/docs/request\\_form.pdf](https://appraiser.ne.gov/request_forms/docs/request_form.pdf))
    - iii. Real Property Appraiser Information Change Form  
([https://appraiser.ne.gov/request\\_forms/docs/Appraiser\\_Information\\_Change.pdf](https://appraiser.ne.gov/request_forms/docs/Appraiser_Information_Change.pdf))
    - iv. Request for Criminal History Record Information Form  
([https://appraiser.ne.gov/request\\_forms/docs/CHRI\\_Release\\_Form.pdf](https://appraiser.ne.gov/request_forms/docs/CHRI_Release_Form.pdf))
    - v. Application for Preliminary Criminal History Review  
([https://appraiser.ne.gov/request\\_forms/docs/Preliminary\\_Criminal\\_History\\_Review\\_Application.pdf](https://appraiser.ne.gov/request_forms/docs/Preliminary_Criminal_History_Review_Application.pdf))
    - vi. AMC Document of Good Standing Request Form  
([https://appraiser.ne.gov/AMC/AMC\\_Good\\_Standing\\_Document\\_Request\\_Form.pdf](https://appraiser.ne.gov/AMC/AMC_Good_Standing_Document_Request_Form.pdf))
    - vii. AMC Information Change Form  
([https://appraiser.ne.gov/AMC/AMC\\_Information\\_Change\\_Form.pdf](https://appraiser.ne.gov/AMC/AMC_Information_Change_Form.pdf))
  - c. Short- and Long-Term Goals and Objectives
    - i. Continue to monitor the effectiveness of current processes and procedures and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs (long-term).
2. NRPAB Records Management
  - a. Retention Schedule 71 ..... 1-6
  - b. Short- and Long-Term Goals and Objectives
3. NRPAB Database
  - a. 21681: Message Center Functionality through NRAB Appraiser Login ..... 7-8
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue to monitor the effectiveness of current NRPAB database; repair bugs, make improvements, and add enhancements needed to address program or use changes (long-term).
    - ii. Explore online real property appraiser initial applications (Reciprocity; E,E,&E; Temporary), AMC initial applications, education activity applications, and other services that require payment of a fee (long-term).
    - iii. Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system (short-term).
    - iv. Complete online AMC renewal application and AMC Interface upgrade (short-term).
    - v. Complete supervisory real property appraiser list derived from Application for Renewal of Nebraska Real Property Appraiser Credential (short-term).
4. Appraisal Review Services Contractor Program
  - a. Processes and Procedures
  - b. Contractor Agreements
    - i. Applicant Appraisal Review Services Agreement ..... 9-15
    - ii. Subject Matter Expert Services Agreement ..... 16-22
    - iii. Hearing Officer Services Agreement ..... 23-26
  - c. Appraisal Services Contractor USPAP Compliance Review Report Summary Documents
    - i. NRPAB Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary ..... 27
    - ii. NRPAB Applicant Review Services Contactor USPAP Compliance Review Report Summary ..... 28

- d. USPAP Compliance Review Report Forms
  - i. 2020-2021 USPAP Review Report Form  
([https://appraiser.ne.gov/Appraisal\\_Report\\_Review\\_Forms/pdf/20-21\\_USPAP\\_Review\\_Report\\_Form.pdf](https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/20-21_USPAP_Review_Report_Form.pdf))
  - ii. 2018-2019 USPAP Review Report Form  
([https://appraiser.ne.gov/Appraisal\\_Report\\_Review\\_Forms/pdf/18-19\\_USPAP\\_Review\\_Report\\_Form.pdf](https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/18-19_USPAP_Review_Report_Form.pdf))
  - iii. 2016-2017 USPAP Review Report Form  
([https://appraiser.ne.gov/Appraisal\\_Report\\_Review\\_Forms/pdf/16-17\\_USPAP\\_Review\\_Report\\_Form.pdf](https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/16-17_USPAP_Review_Report_Form.pdf))
  - iv. 2014-2015 USPAP Review Report Form  
([https://appraiser.ne.gov/Appraisal\\_Report\\_Review\\_Forms/pdf/14-15\\_USPAP\\_Review\\_Report\\_Form.pdf](https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/14-15_USPAP_Review_Report_Form.pdf))
- e. USPAP Compliance Review Report Check Sheets
  - i. Applicant Appraisal Review Services Contractor  
USPAP Compliance Review Report Check Sheet  
([https://appraiser.ne.gov/Appraisal\\_Report\\_Review\\_Forms/pdf/Applicant\\_Review\\_Report\\_Checklist.pdf](https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/Applicant_Review_Report_Checklist.pdf))
  - ii. Subject Matter Expert (SME) Services Contractor  
USPAP Compliance Review Report Check Sheet  
([https://appraiser.ne.gov/Appraisal\\_Report\\_Review\\_Forms/pdf/SME\\_Review\\_Report\\_Checklist.pdf](https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/SME_Review_Report_Checklist.pdf))

**M. Appraisal Subcommittee**

**N. Appraisal Foundation**

**O. AARO**

**P. Laws, Rules and Guidance Documents**

- 1. Laws
  - a. Real Property Appraiser Act  
([https://appraiser.ne.gov/docs/pdf/Real\\_Property\\_Appraiser\\_Act\\_March\\_18\\_2021.pdf](https://appraiser.ne.gov/docs/pdf/Real_Property_Appraiser_Act_March_18_2021.pdf))
    - i. ASC SOA Statute Updates .....1
  - b. Appraisal Management Company Registration Act  
([https://appraiser.ne.gov/docs/pdf/Appraisal\\_Management\\_Company\\_Registration\\_Act\\_Effective\\_8\\_16\\_2020.pdf](https://appraiser.ne.gov/docs/pdf/Appraisal_Management_Company_Registration_Act_Effective_8_16_2020.pdf))
    - i. ASC SOA Statute Updates
    - ii. Criminal and Civil Immunity in AMC Registration Act .....2
  - c. Processes and Procedures
  - d. Short- and Long-Term Goals and Objectives
    - i. Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required (long-term).
    - ii. 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).

2. Rules	
a. Title 297	
( <a href="https://appraiser.ne.gov/docs/pdf/Title_297_Effective_05-20-2012.pdf">https://appraiser.ne.gov/docs/pdf/Title_297_Effective_05-20-2012.pdf</a> )	
b. Title 298	
( <a href="https://appraiser.ne.gov/docs/pdf/Title_298.pdf">https://appraiser.ne.gov/docs/pdf/Title_298.pdf</a> )	
i. Proposed Changes to Title 298 of the NAC_March 15, 2022	3-81
ii. ASC SOA Rules Updates	
iii. Real Property Appraiser Qualifications Criteria_Effective January 1, 2022	82-155
iv. CAP Policies and Procedures_Effective January 1, 2022	156-213
c. Processes and Procedures	
d. Short- and Long-Term Goals and Objectives	
i. Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed (long-term).	
ii. Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration (long-term).	
iii. Adopt changes to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession and for appraiser education, provide for better clarification and administration, and harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB707 in 2022 (short-term).	
3. Guidance Documents	
( <a href="https://appraiser.ne.gov/guidance_documents.html">https://appraiser.ne.gov/guidance_documents.html</a> )	
a. Processes and Procedures	
b. Short- and Long-Term Goals and Objectives	
i. Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant (long-term).	
4. Internal Procedural Document	214-227
a. Processes and Procedures	
b. Short- and Long-Term Goals and Objectives	
i. Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant (long-term).	

## **Q. Financial**

1. Review of Current Fiscal Year	1-6
2. 2022-25 Projections	7-10
3. FY 2022-23 Budget	11-15
a. Policies and Procedures	
i. AMC Fund/Appraiser Fund Split	16-21
b. Goals and Objectives	
4. 2023-2025 Biennial Budget	22-29
a. CIO and Technology Expenditures	
b. Additional Staffing	
c. AARS Contractor Services	
d. Policies and Procedures	
e. Goals and Objectives	
5. Fees	30
a. Real Property Appraiser Program Fees	
b. Appraisal Management Company Registration Program Fees	

**R. SWOT Analysis**

**S. Adjourn**

**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
<b>LAWS, RULES, AND GUIDANCE DOCUMENTS</b>	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	Completed April 12, 2022.	Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB 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	Completed April 12, 2022.	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	Completed December 16, 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.	
<b>COMPLIANCE</b>	None			Continue monitoring the effectiveness and efficiency of the Compliance Program.	Ongoing	
<b>CREDENTIALING AND REGISTRATION</b>	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	Work began on 20392-Potential Supervisory Real Property Appraiser List Derived from Application for Renewal of Nebraska Real Property Appraiser Credential Question in April 2022.	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. Second contact attempt made on August 9, 2021.			
	Limit the disciplinary action reporting requirement to a set number of years based on reasonableness on the applications for credentialing.	12/31/2021	Completed July 15, 2021.			
<b>EDUCATION</b>	None.			None.		
<b>PERSONNEL</b>	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.	

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

<b>PUBLIC INFORMATION</b>	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	BLPM Nespor began work on this project in May 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.	
				Explore the development and implementation of an updated NRPAB logo.	None.	
<b>ADMINISTRATION</b>	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	Completed December 16, 2021.	Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs.	Ongoing.	
	Explore use of Federal grant money 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). No estimate provided by CIO to date. Request for update made on November 2, 2021, January 3, 2022, April 11, 2022, and May 31, 2022.	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 AMC renewal application and upgrade to the AMC Interface in the NRPAB Database.	6/30/2022	CIO began work on 14261-AMC Renewal Online Application and Interface in April 2022.	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.	
<b>FINANCIALS</b>	None.			None.		

**2021-22 NRPAB SWOT Analysis**

**STRENGTHS:**

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

**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

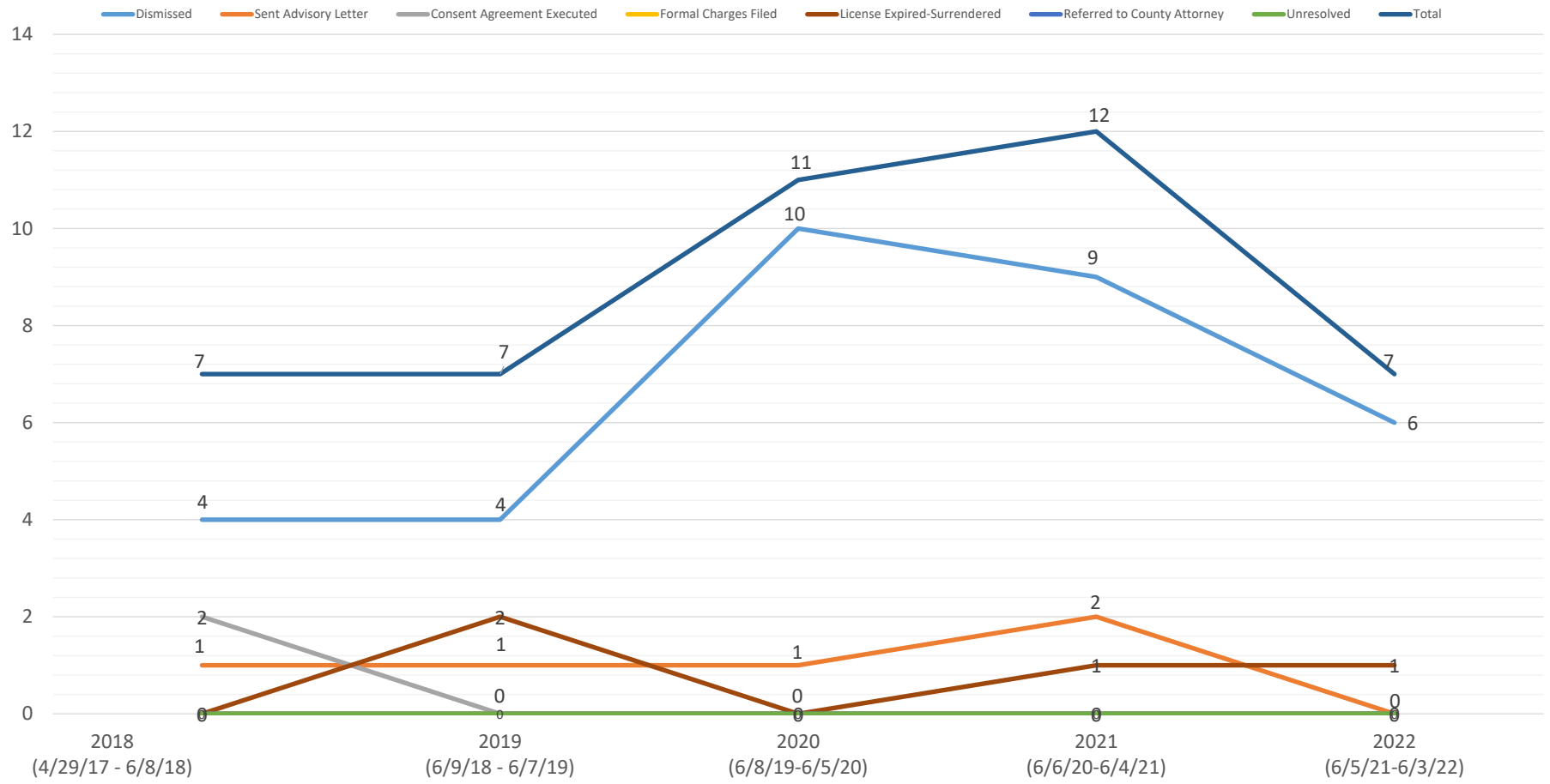


**Resolution of Grievances**

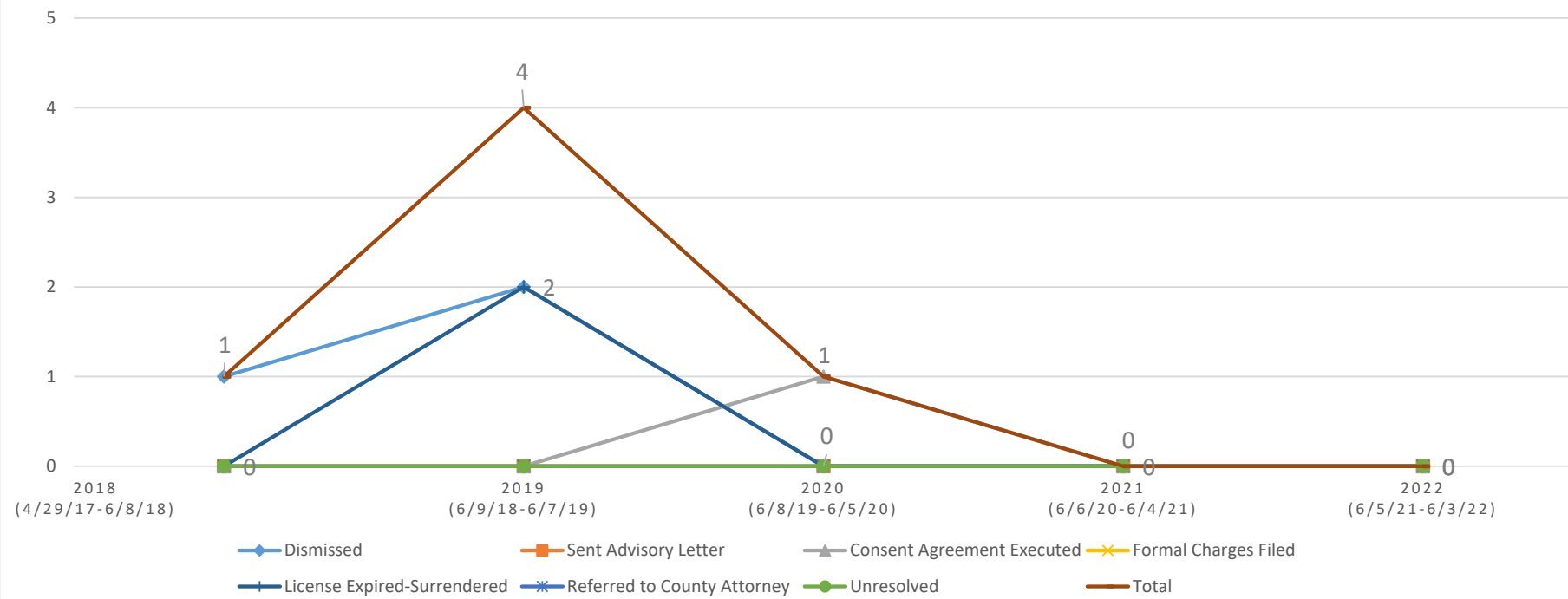
<b>June 2018</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	4	1	2					7
AMC	1							1
Uncredentialed		2						2
Total	5	3	2					10
<b>June 2019</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	4	1			2			7
AMC	2				2			4
Uncredentialed	1			1				2
Total	7	1		1	4			13
<b>June 2020</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	10	1						11
AMC			1					1
Uncredentialed								0
Total	10	1	1					12
<b>June 2021</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	9	2			1			12
AMC								
Uncredentialed								
Total	9	2			1			12
<b>June 2022</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	6				1			7
AMC								
Uncredentialed								
Total	6				1			7

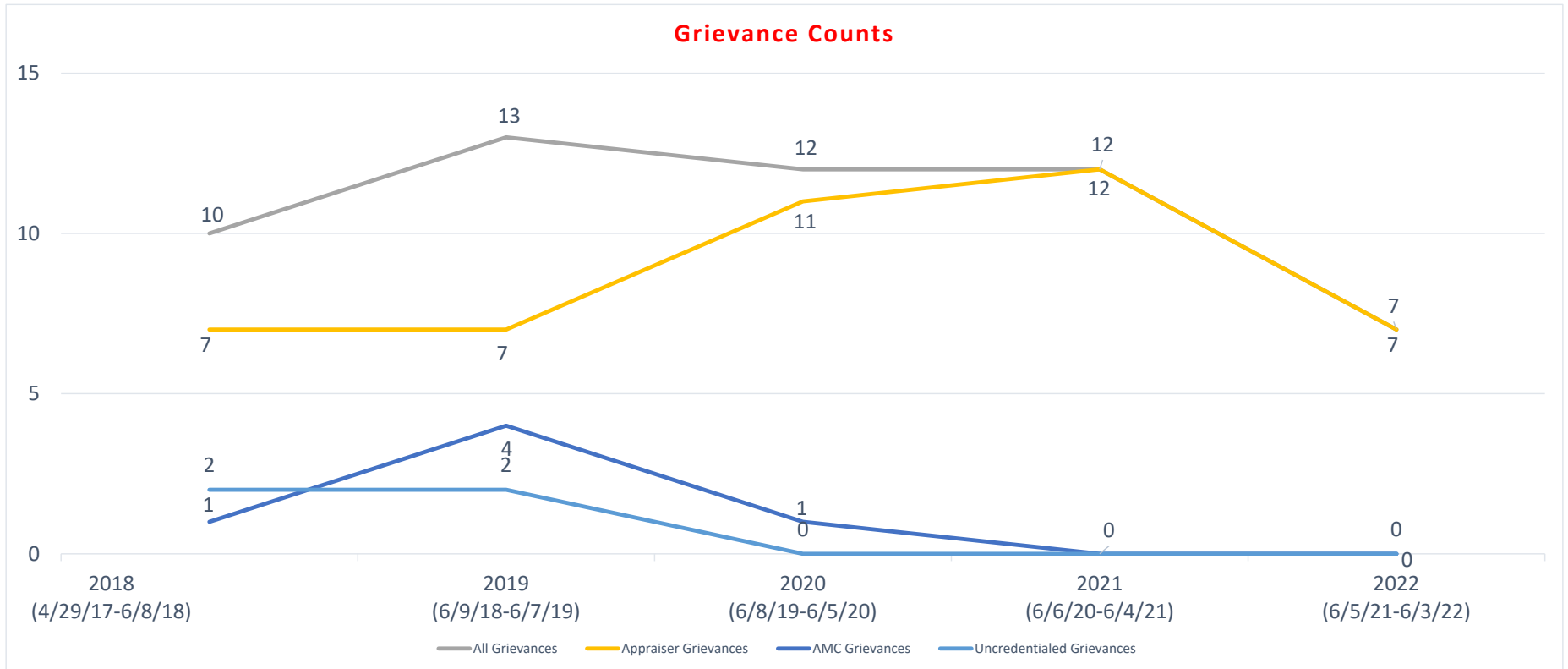


### Disposition of Grievances - Appraisers



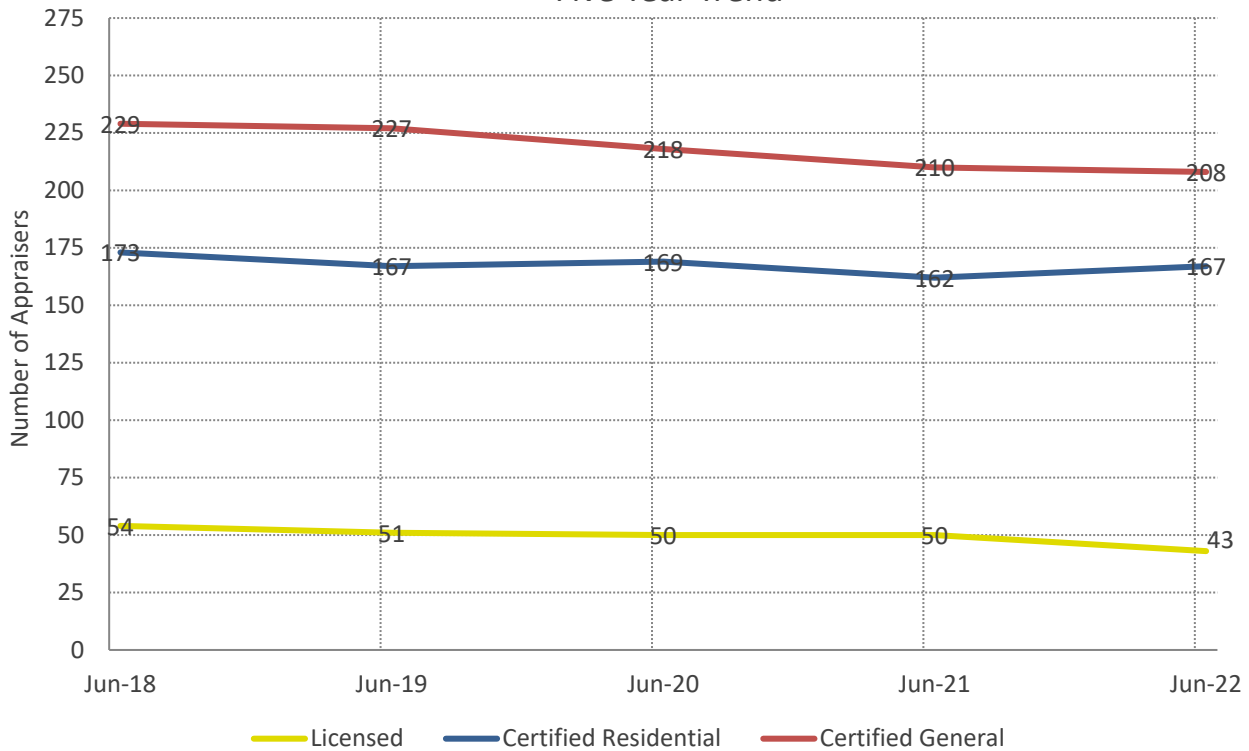
### Disposition of Grievances - AMC



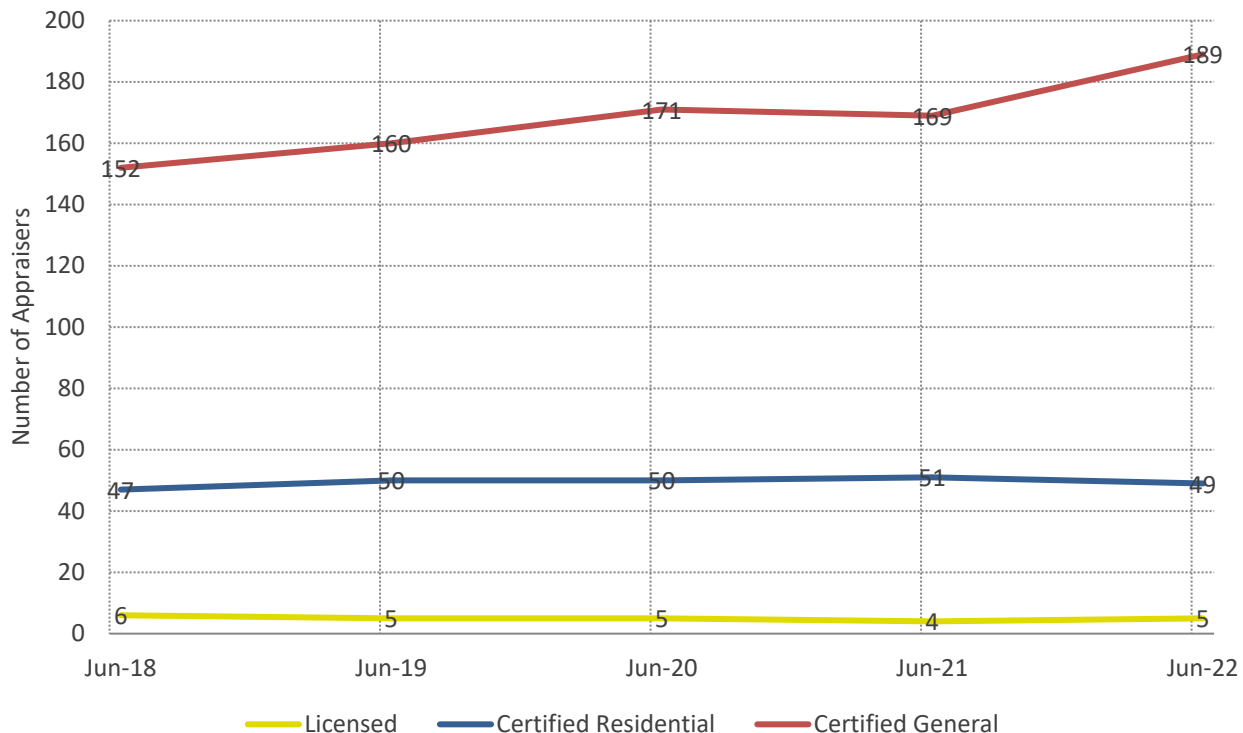


# Real Property Appraiser Report

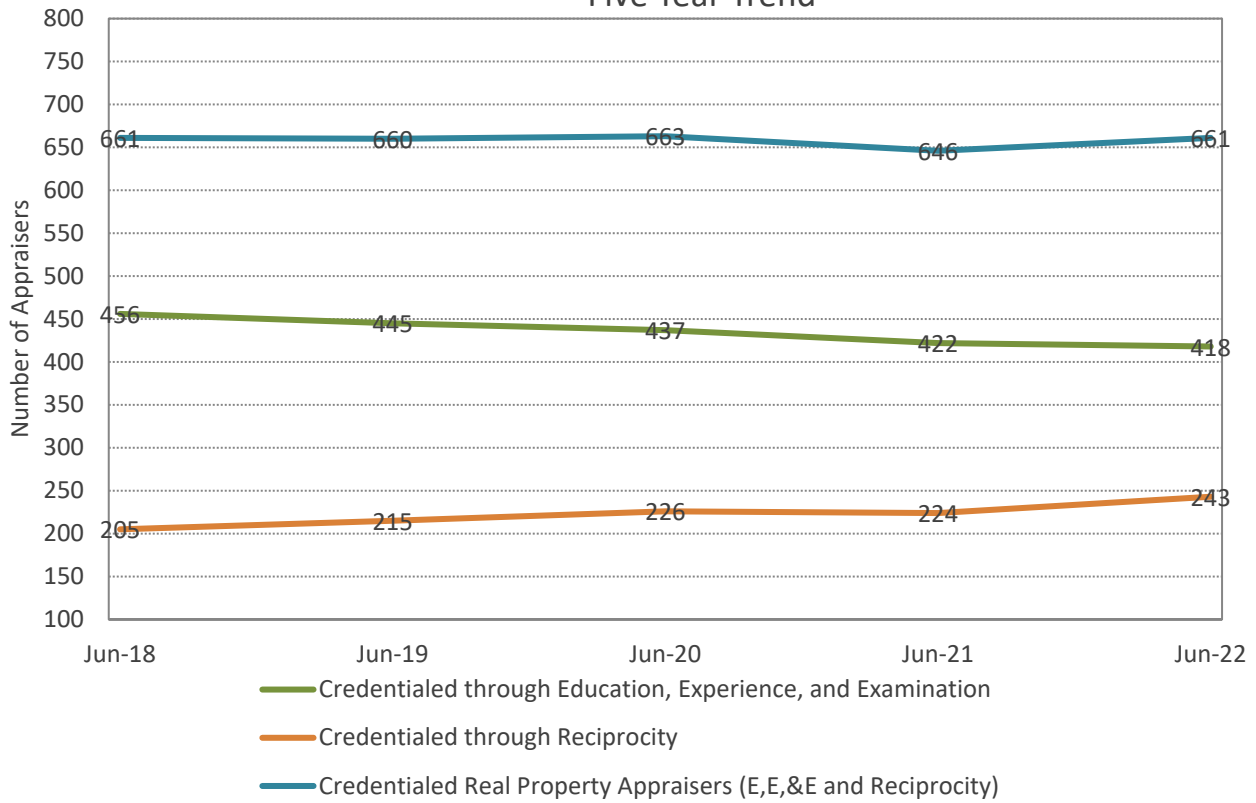
Real Property Appraisers Credentialed through Education, Experience, and Examination (not including Trainee) - Five Year Trend



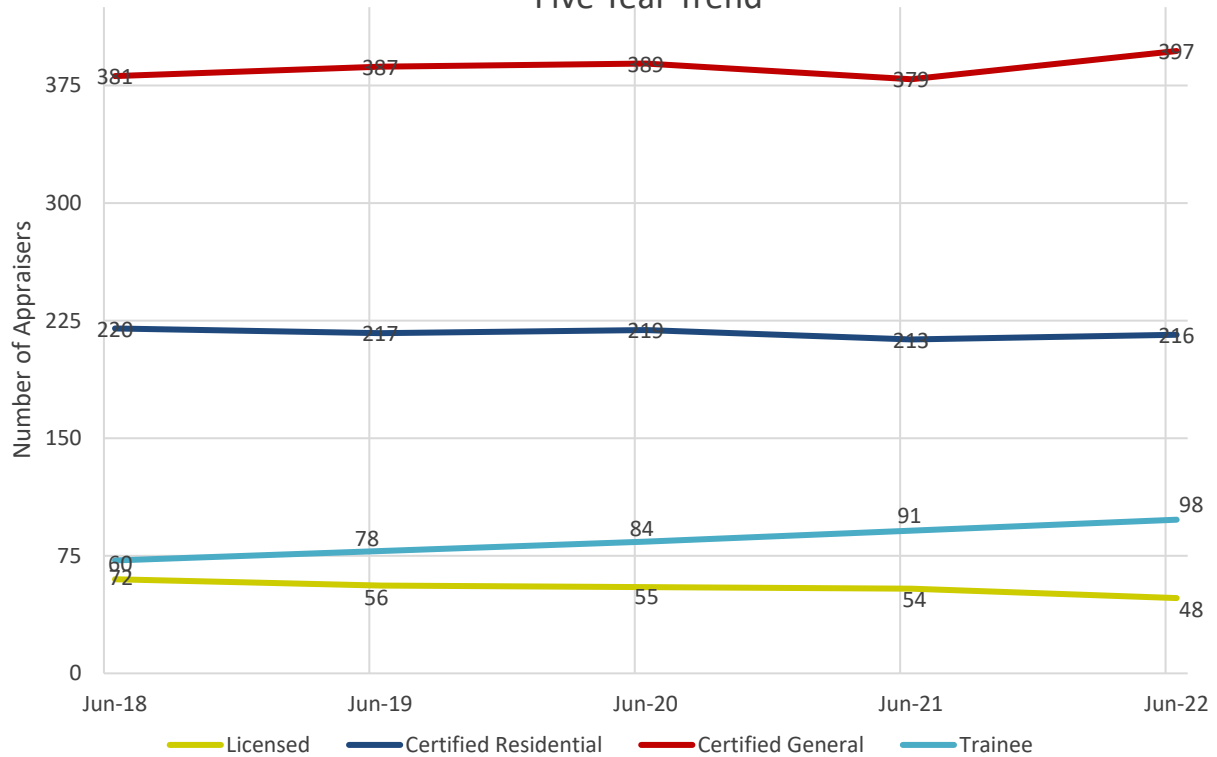
Real Property Appraisers by Classification Credentialed through Reciprocity - Five Year Trend



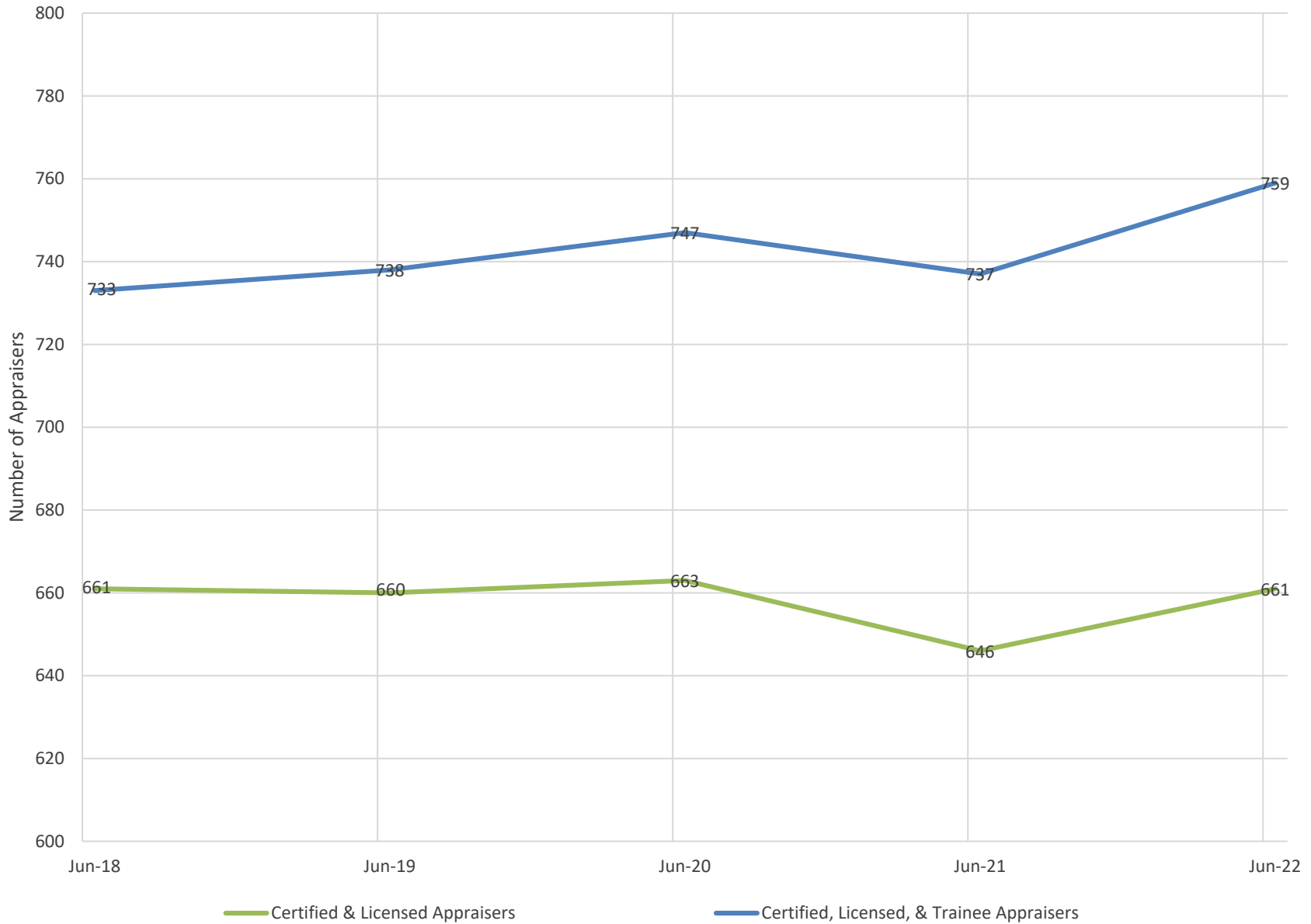
Total Real Property Appraisers (not including Trainee)  
- Five Year Trend



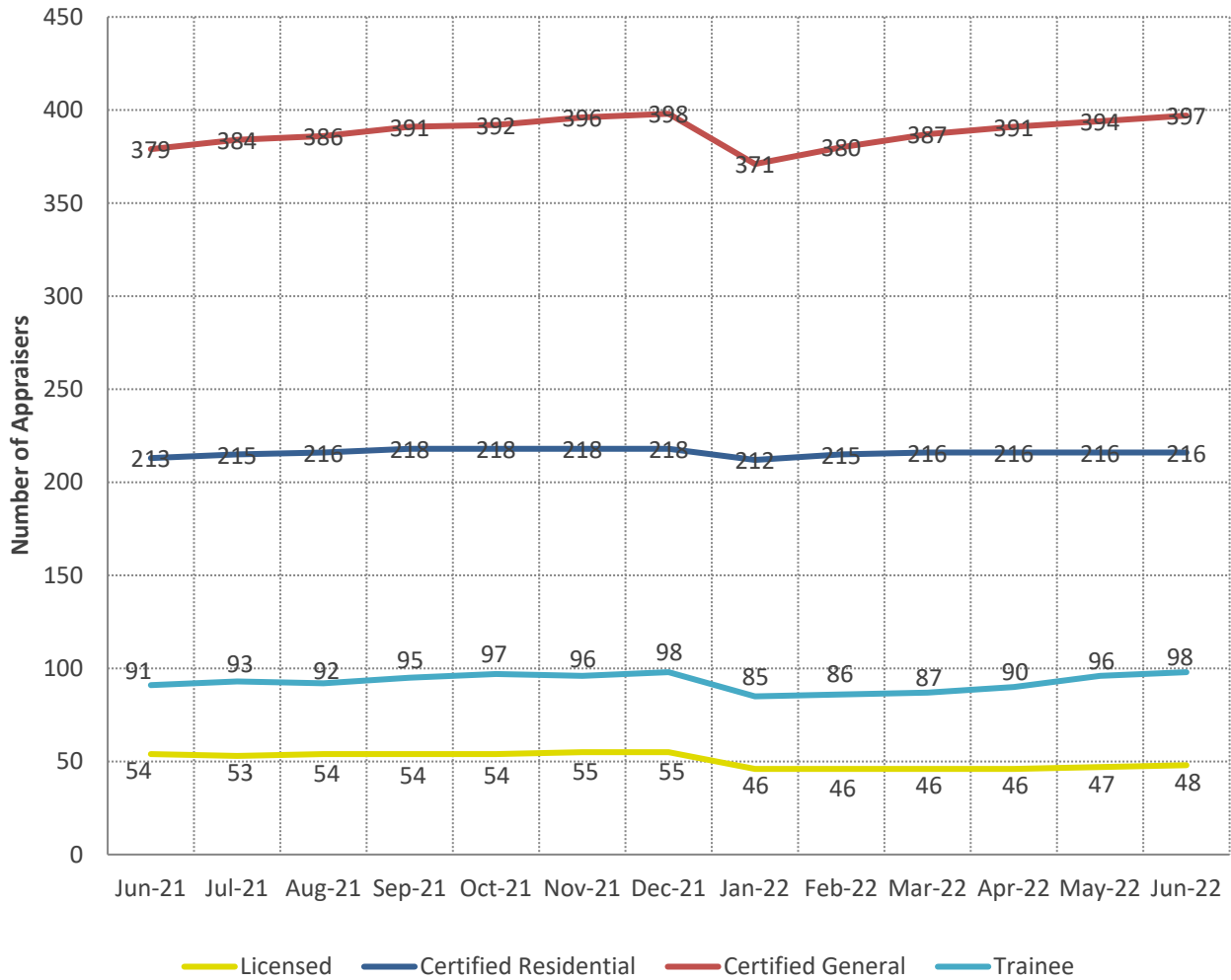
Total Real Property Appraisers by Classification -  
Five Year Trend



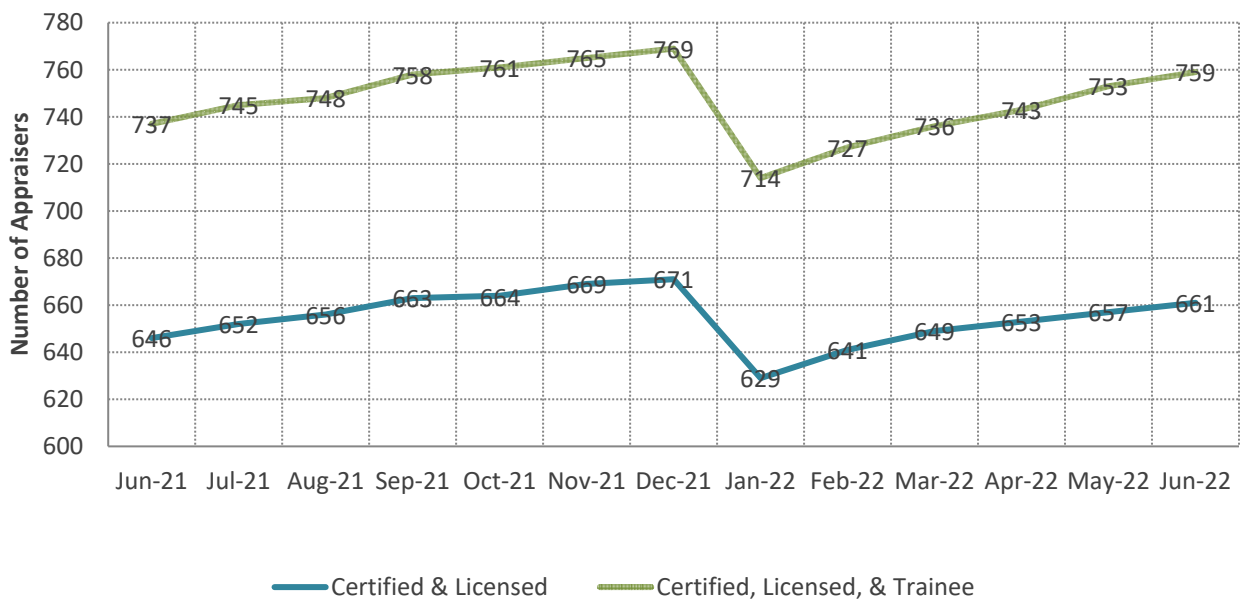
Total Real Property Appraisers - Five Year Trend



### Real Property Appraisers by Classification - Thirteen Month Trend

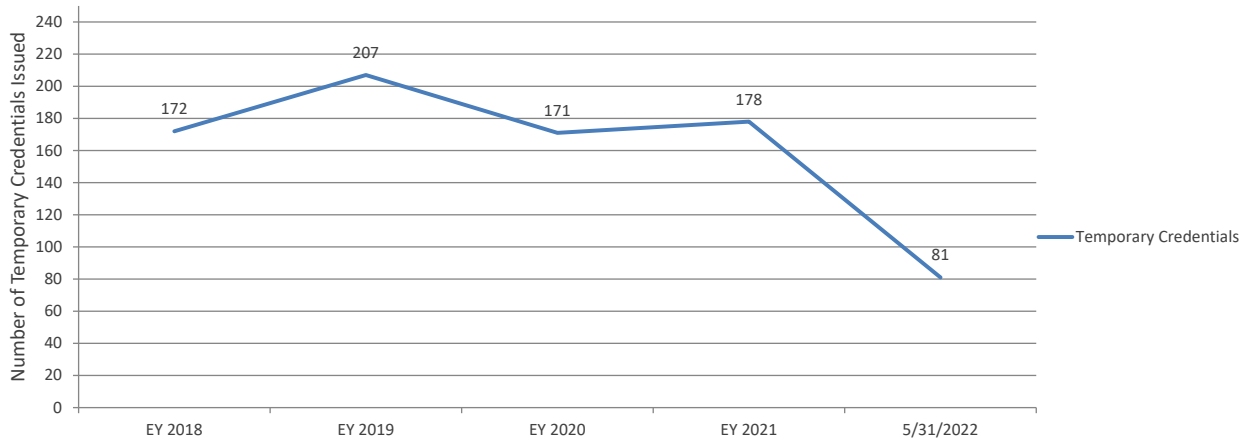


### Total Real Property Appraisers - Thirteen Month Trend

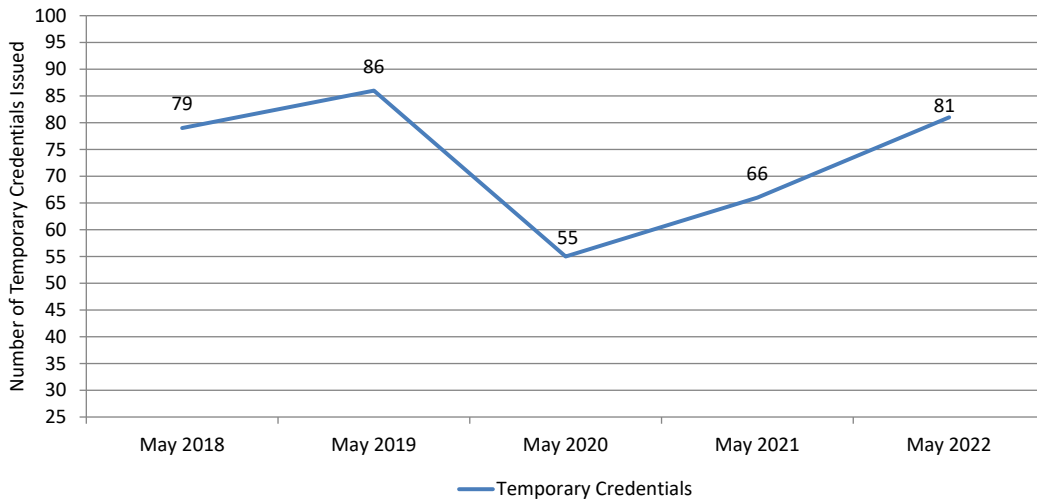


## Temporary Real Property Appraiser Report

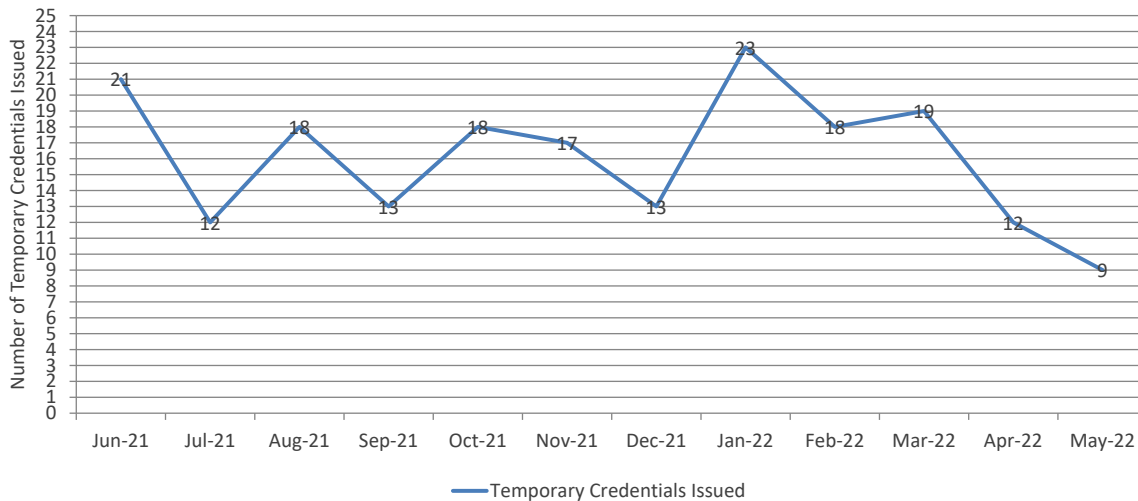
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



Year-to-date Temporary Real Property Appraiser Credentials Issued - Five Year Trend

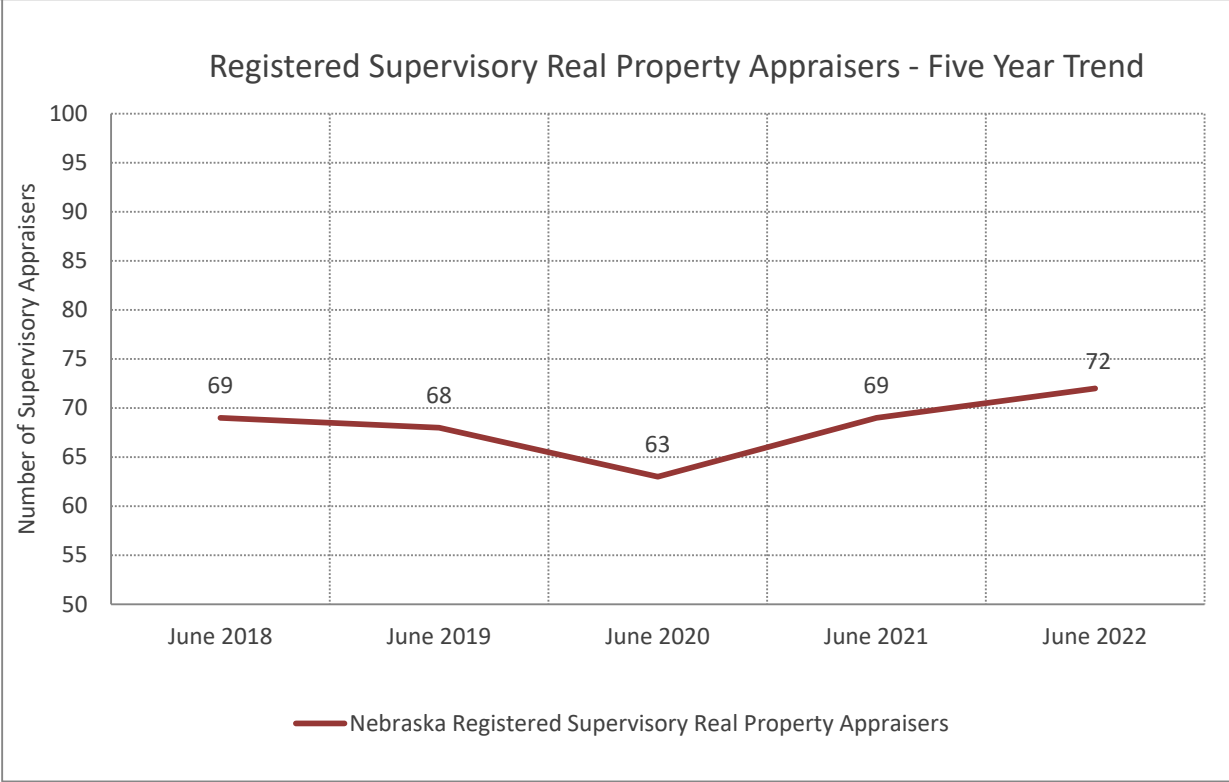
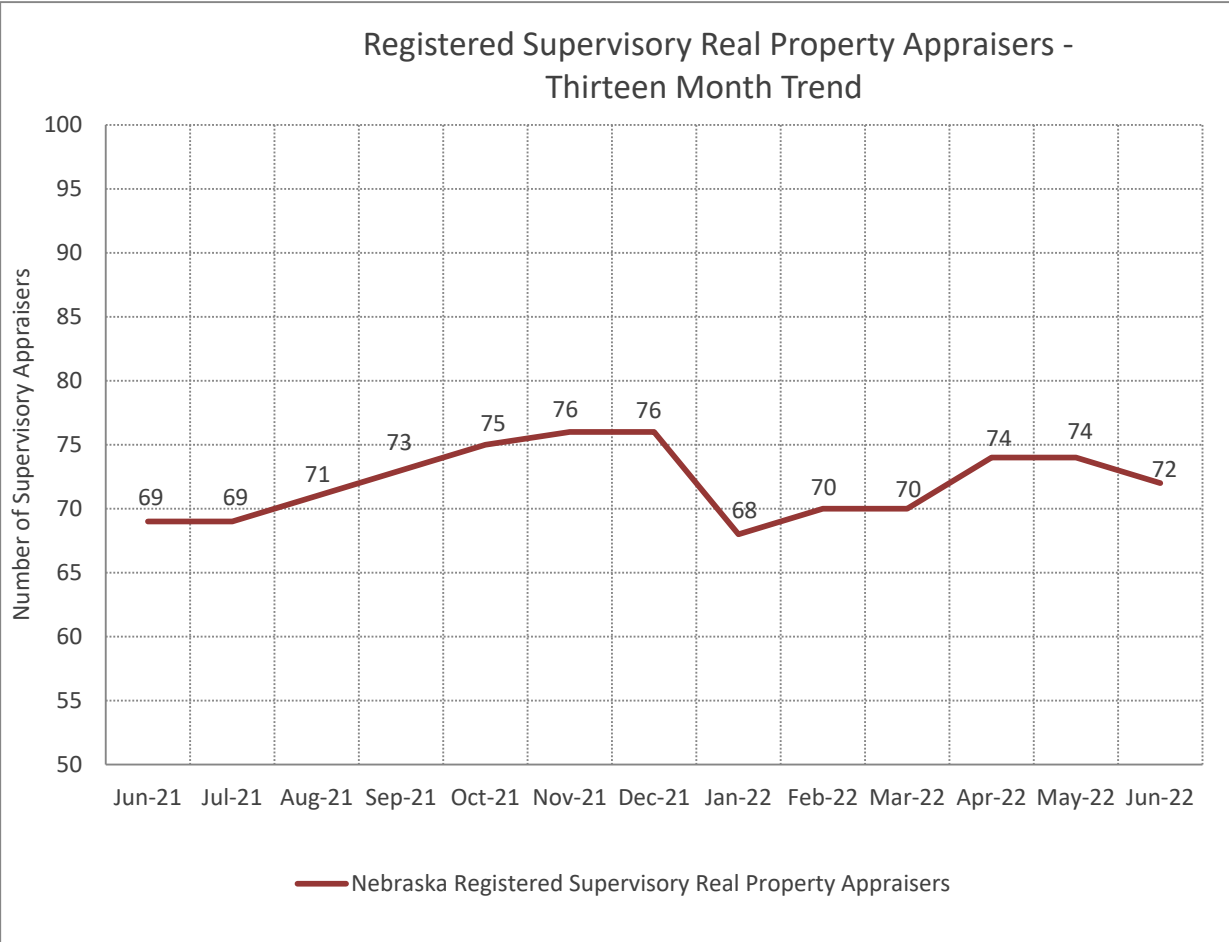


Temporary Real Property Appraiser Credentials Issued by Month - Twelve Month Trend



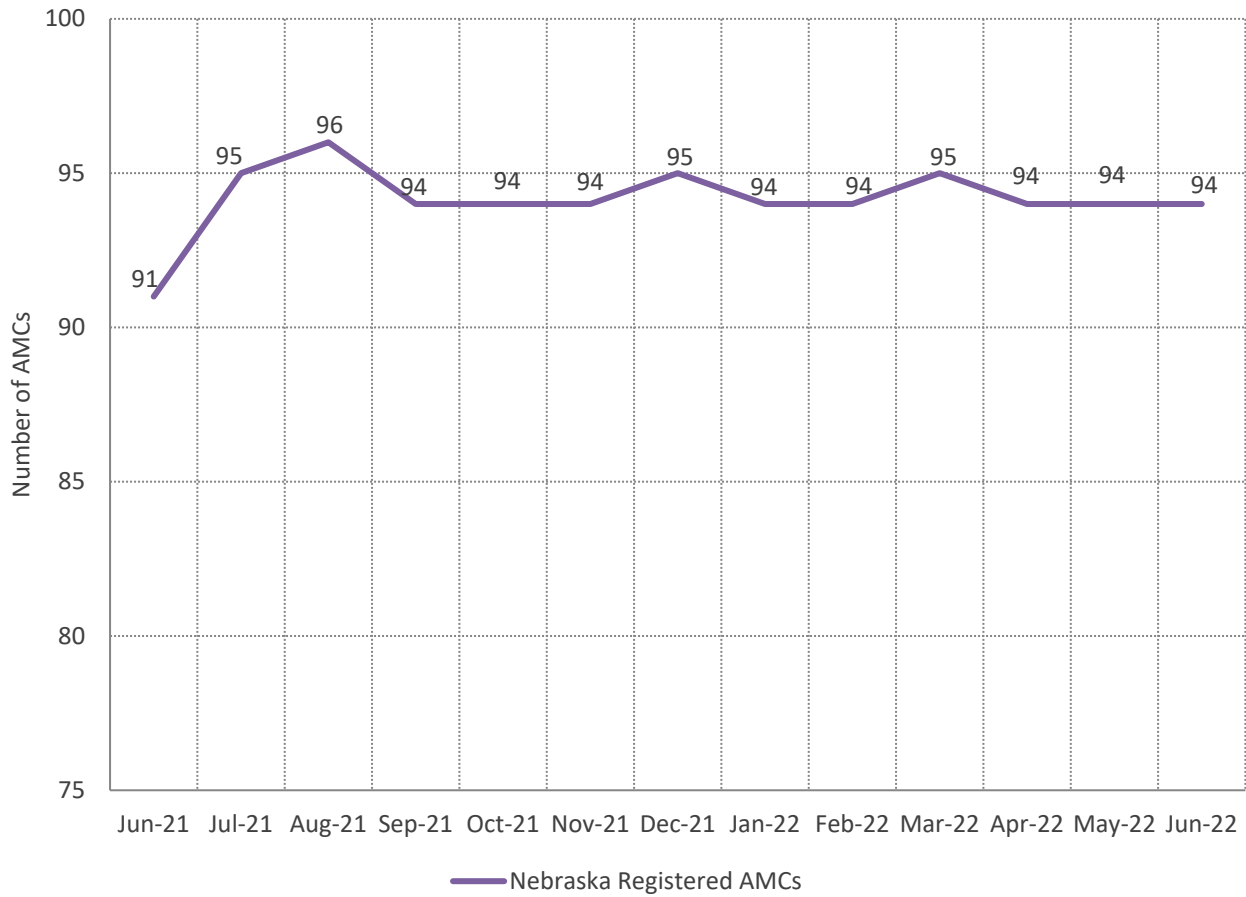


# Supervisory Real Property Appraiser Report

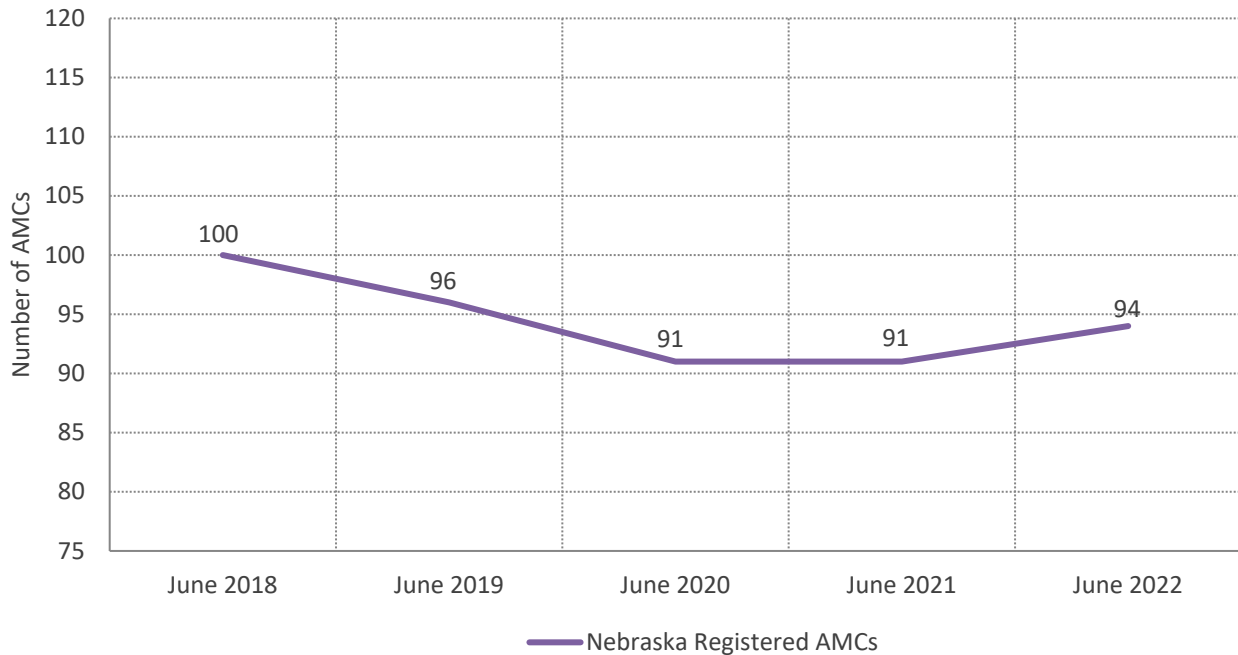


# Appraisal Management Company Report

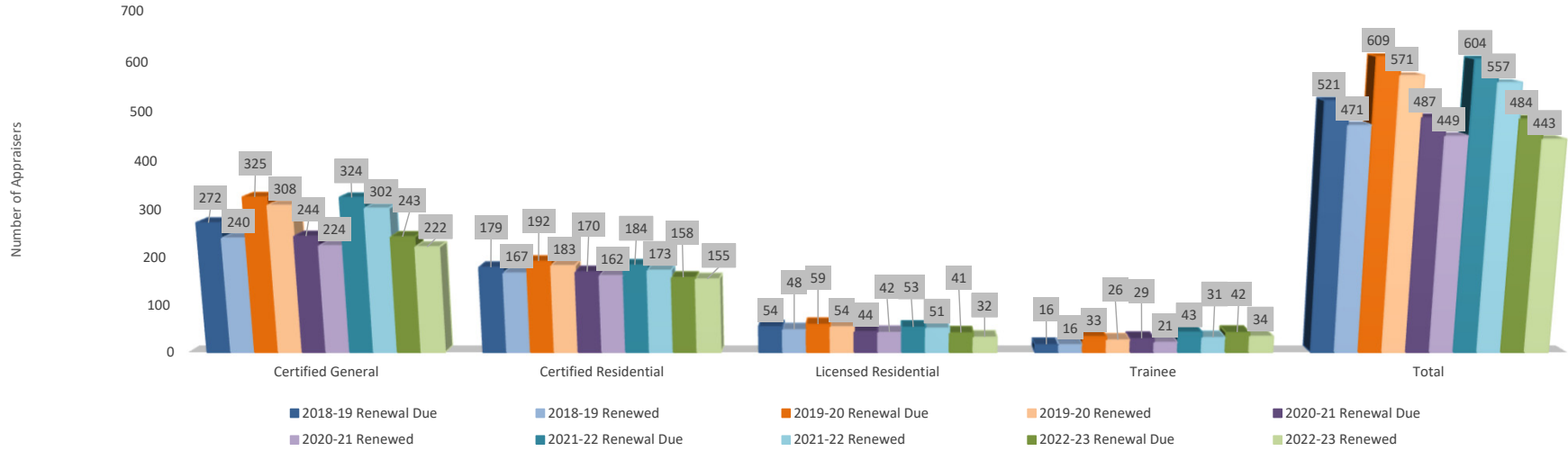
## Appraisal Management Companies - Thirteen Month Trend



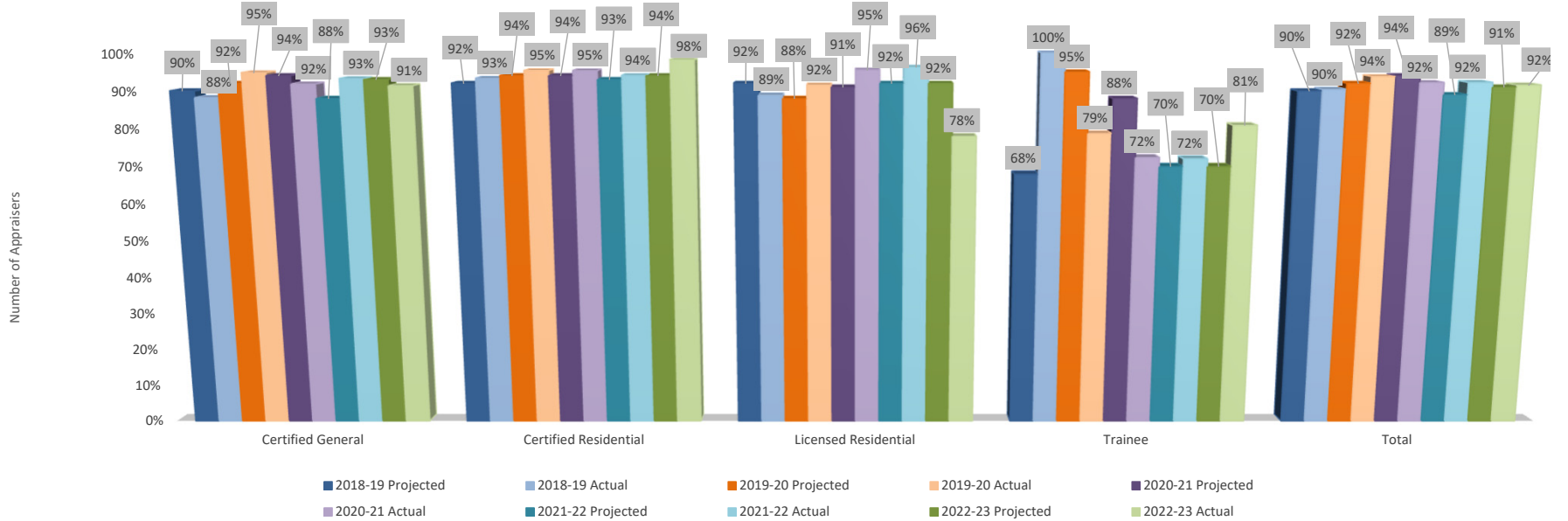
## Appraisal Management Companies - Five Year Trend



### 2022-23 REAL PROPERTY APPRAISER RENEWAL PROGRESS REPORT - JUNE 2022

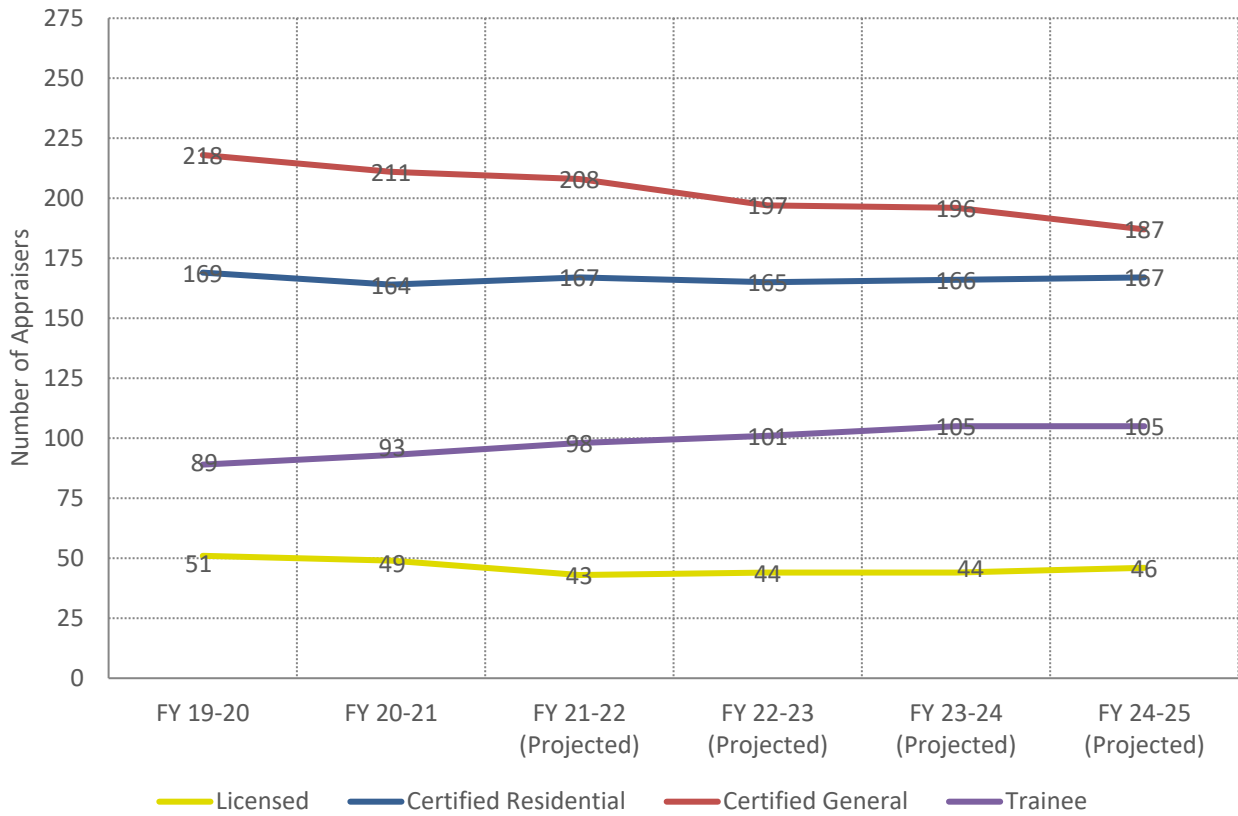


### 2022-23 PERCENTAGE PROJECTIONS/ACTUALS RENEWAL PROGRESS REPORT - 6/2/2022

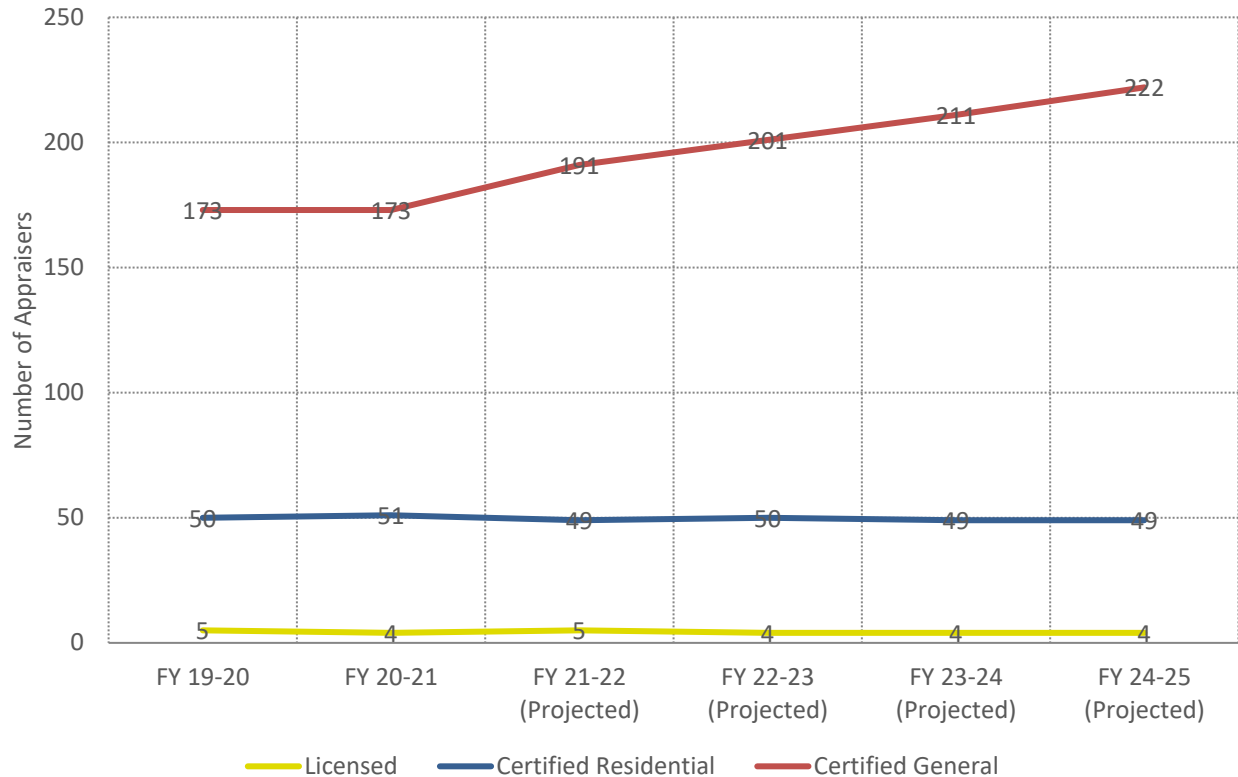


Nebraska Real Property Appraiser Credential Holder Projections  
FY 2019-20 to FY 2024-2025

Credentialed through Education, Experience, and Examination

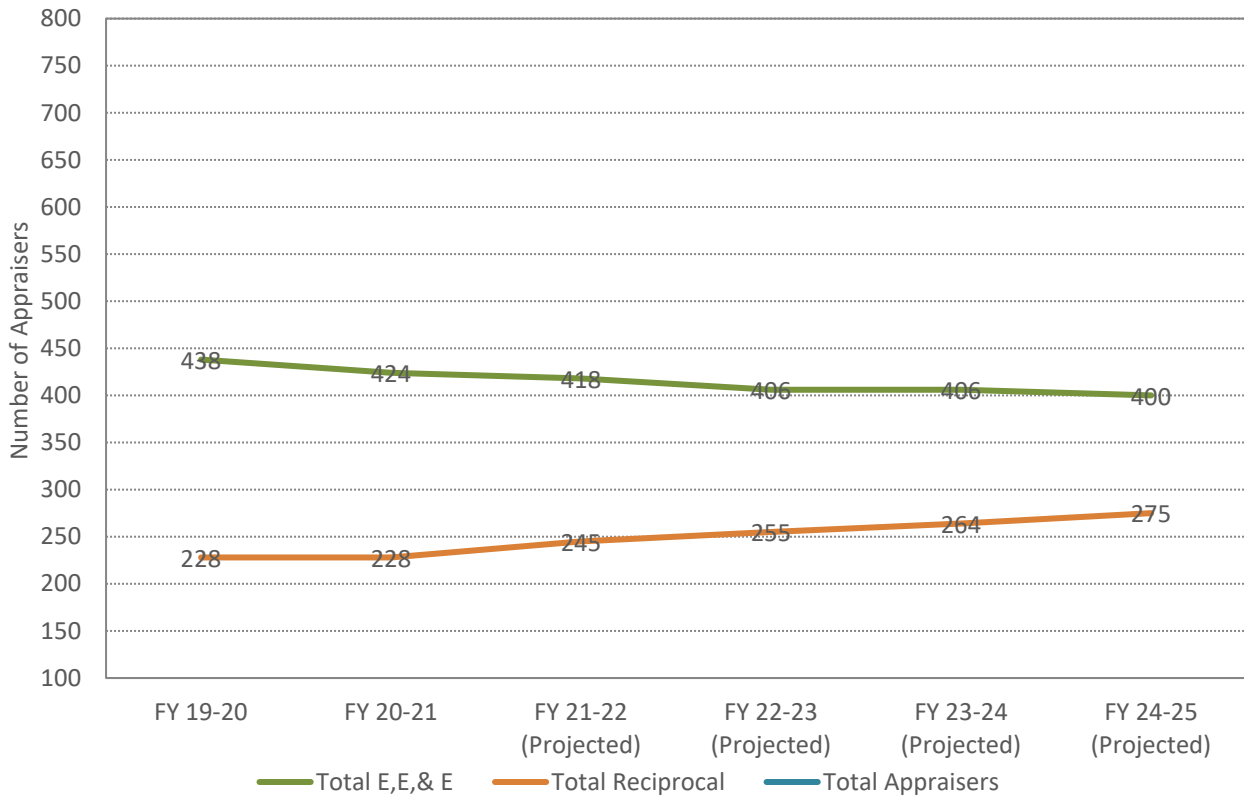


Credentialed through Reciprocity

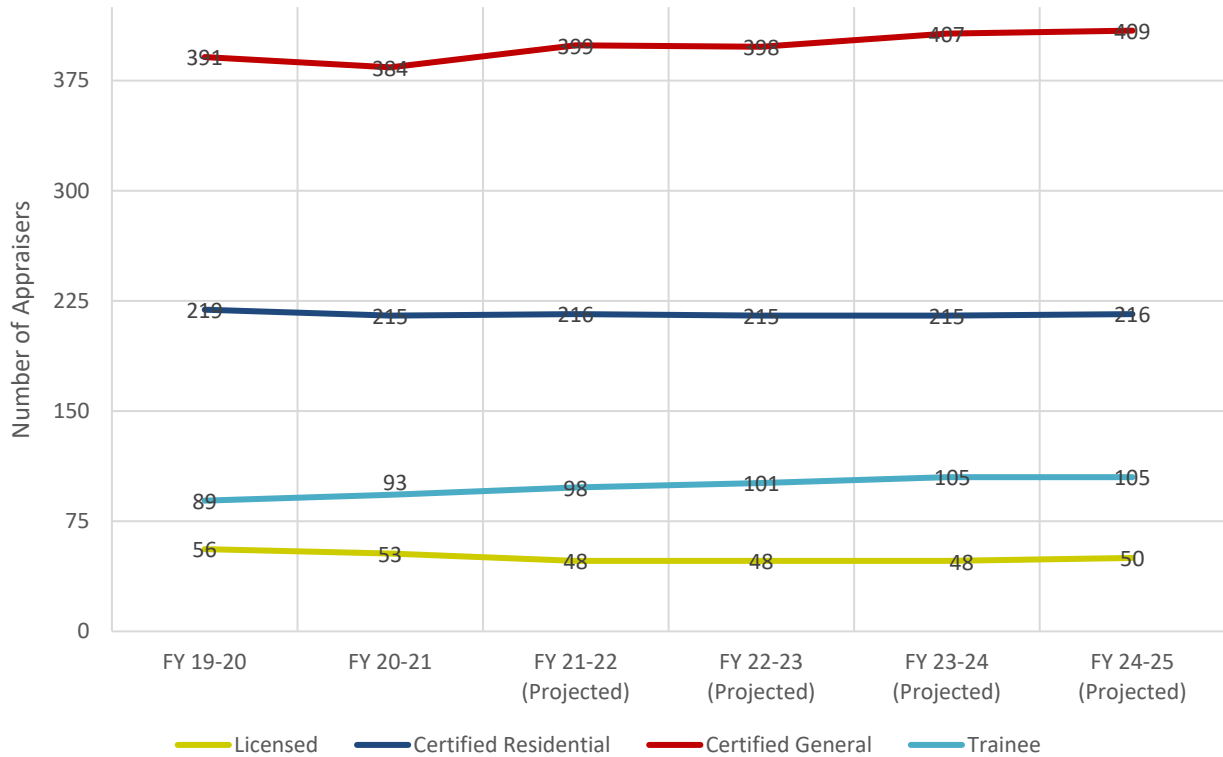


Nebraska Real Property Appraiser Credential Holder Projections  
FY 2019-20 to FY 2024-2025

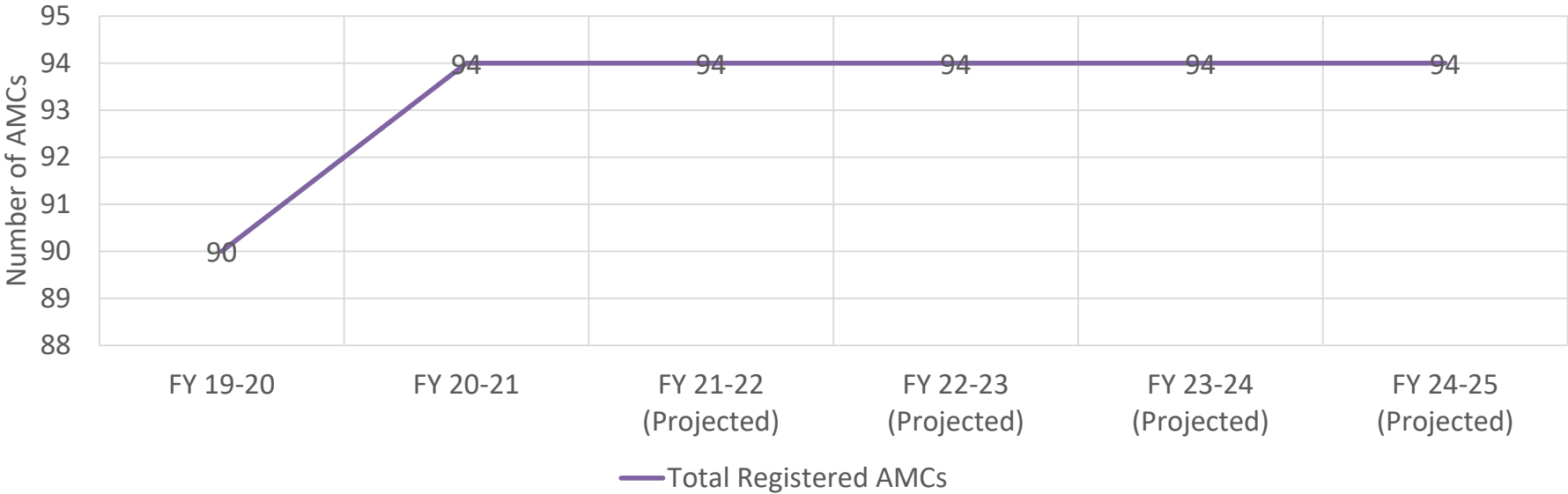
Total Credentialed Real Property Appraisers



Total Credentialed Appraisers by Classification



Projected Number of Registered AMCs FY 2019-20 to FY 2024-25



**State of Nebraska Real Property Appraiser Board  
Administrative Specialist (A01014)  
Business and Licensing Program Manager**

**Description:**

Under the limited supervision of the director, independently manage the day-to-day operations for accounting, the office, Real Property Appraiser Credentialing Program, and AMC Registration Program. Assist with the agency's public information activities, Records Management Program, board meeting preparation, and execute various directives as assigned by the director.

**Job Duties:**

Manage the day-to-day accounting functions for the agency. Process deposits, invoices, and payroll; carry out procurement functions, asset management functions, end of year accounting functions; and carry out specialized accounting functions as required by the director. Apply appropriate state rules, regulations, and standards to ensure compliance with the State's accounting, procurement, and asset management requirements; post data to ledgers, journals, and databases to establish and maintain accounting, procurement, and asset management records; balance and reconcile ledgers, journals, and databases to verify the posting is complete and accurate; collect and remit sales tax on USPAP books and mailing address lists; collect money, write receipts, code and post transactions to proper accounts, and store money for deposit with the State Treasurer to ensure safekeeping; deliver the deposit to the State Treasurer timely and safely; coordinate and process agency payroll; coordinate and process agency expense reimbursements; maintain asset listings and assign asset numbers to agency property; enter and maintain contracts for services and purchases. Establish administrative procedures, determine work processes and potential needs/assignments, and monitor quality of work. Monitor the effectiveness of program related forms, applications, and public documents, and make changes based on law, rules/regulations, procedure, or guideline changes. Utilize knowledge of an extensive body of complex and diverse rules/regulations, procedures, guidelines and sources to perform work and resolve issues. Use judgment and discretion in interpreting and adapting regulations and guidelines to specific cases and to determine the appropriate course of action.

Manage the day-to-day operations for Real Property Appraiser Credentialing Program and AMC Registration Program. Process all applications for initial credentialing, credential renewal, appraisal management company registration, and appraisal management company renewal; verify that all required documentation is received; communicate with applicant regarding any deficiencies, board or director requests, or board actions; document application status and maintain application/credential/registration file; prepare applicant documentation for review; evaluate renewal information, and determine if requirements are met for renewal; answer questions by phone and email related to appraiser qualifications, requirements, practices, and appraiser management company requirements, or ensure that inquiries are routed to the appropriate agency employee; conduct background and disciplinary history information research as needed for evaluation of application. Establish administrative procedures, determine work processes and potential needs/assignments, and monitor quality of work. Monitor the effectiveness of program related forms, applications, and public documents, and make changes based on law, rules/regulations, procedure, or guideline changes. Utilize knowledge of an extensive body of complex and diverse laws, rules/regulations, procedures, guidelines, and sources to perform work and resolve issues. Use judgment and discretion in interpreting and adapting laws, regulations, and guidelines to specific cases and to determine the appropriate course of action.

Manage the day-to-day office activities, which includes ensuring that office supplies are appropriately stocked; all equipment maintenance is up to date; meetings and functions are appropriately scheduled; venues are secured for board and staff meetings, functions and education activities; travel arrangements are made for board members and staff members; phone calls and voicemails are answered or responded to in a timely manner; and information and inquiries are routed to the appropriate agency employee.

Conduct various public information activities and tasks as specified by the director or the board. Add and remove information on the website and Facebook page as needed, and ensure that information on the website and Facebook page is accurate; draft documents for distribution to the public, credentialed appraisers, appraisal management companies, other stakeholders, or for publishing on the board's website.

Monitor and maintain the agency's retention schedule, which includes monitoring the effectiveness of the schedule, making changes to the schedule based on agency needs, reviewing documents and files, and coordinating the proper termination of documents and files. Ensure that documents and files relevant to responsibilities are maintained according to agency's retention schedule.

Assist the director with board meeting preparation each month, which includes preparation of documentation pertaining to the Real Property Appraiser Credentialing Program, AMC Registration Program, Records Management Program, accounting, specific requests made by the director, and agenda development. Ensure that the time and place of the board meeting is secured, the proper meeting notices are published in accordance with state law, and that the board meeting room is properly prepared prior to the start of the meeting; record all actions taken by the Board during the meeting; ensure that all meeting requirements are met on the day of the meeting.

Lead or supervise a unit of technical/administrative support on a regular and recurring basis for assistance with real property appraiser credential and AMC registration renewals.

Carry out specific tasks requested by the director, such as conducting research and reporting the findings to the director.

Minimal travel required as needed.

Carry out job duties of the Business and Education Program Manager as assigned by the director.

**Functions:**

Plans, organizes, and implements work assignments in various administrative service areas, or in program operational and interagency/intergovernmental liaison areas, of the NRPAB or an assigned function to meet goals and objectives.

Advises director and other employing agency employees and external persons on matters pertaining to substantive program-administrative functions and processes to provide interpretations of the agency's or assigned function policies and procedures and to intercept and/or mitigate adverse reactions, concerns, or pressures.



Designs work procedures and operations to be used by program-administrative staff to ensure the proper use of staffing, equipment, information, and material resources.

Coordinates workflow and schedules office operations/support staff activities to facilitate the management of assigned program technical operation.

Determines applicability of and explains policies, procedures, and processes pertinent to program and/or administrative functions to agency employees, state and local officials and employees, and the public to answer their inquiries and to facilitate proper application of these directives and processes; evaluates policies, procedures, and processes and applies them to situations to make determinations.

Conducts surveys and literature searches and examines existing files/records to gather data for analysis; consolidates and evaluates data, summarizes results, and prepares non-standard written reports that include findings, conclusions, and recommendations.

Investigates operational problems and recommends corrective actions such as policy, process, or procedural changes, forms revision, shifts in work distribution, and changes in organizational structure to increase the efficiency and effectiveness of work activities.

Drafts policies/procedures and makes revisions if laws/regulations change; monitors program compliance with rules/procedures and goals/objectives established by the director or the board; assumes hands-on program responsibility/accountability.

Develops and implements monitoring/evaluation procedures to oversee the effectiveness of the program administrative processes and to identify any associated problems.

Represents director at task force, management team, inter-agency, commission, council, and board meetings to relay the director's position on given issues.

Prepares documentation pertinent to grant administration activities such as grant requirements, grant awards, grant requests, or application reviews for adherence to grant requirements; compile reports and analyses relative to grant usage and compliance.

Coordinates public information activities to promote positive public awareness of an administrative or program operation, function, or activity of the agency.

Maintain confidentiality related to applicants for credentialing, applicants for appraisal management company registration, and other sensitive information.

Plan, organize, and implement work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical, or administrative activities.

**Knowledge, Skills, and Abilities Required:**

Knowledge of: federal and State laws, regulations, and policies governing work assigned; office management and record keeping methods and practices; administrative report preparation practices; research and administrative survey techniques; work planning and organizing; business computer and communication systems.

Ability to: interact with director, employees, board members, and the public to gain their cooperation and to establish work relationships; formulate and recommend modifications to operational directives to attain agency goals; apply management practices, techniques, and methodologies to assigned activities; collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems; identify and interpret program-administrative requirements, policies, and regulations to provide guidance and advice; organize and present facts and opinions to managers and groups; learn the structure, functions, goals, and policies of the Nebraska Real Property Appraiser Board.

**Minimum Qualifications:**

At least one year of post high school coursework or experience in: administration, office management, accounting, finance, planning, policy analysis and implementation, administrative/management analysis, operations research, program evaluation, research, business, legal studies, marketing, project management, real estate, graphic design, or similar fields or in a field related to the programs or functions of the agency.

**State of Nebraska Real Property Appraiser Board**  
**Administrative Specialist (A01014)**  
**Business and Education Program Manager**

**Description:**

Under the limited supervision of the director, independently manage the day-to-day operations for the Education Program, and carry out day to day operations for the accounting, the office, Real Property Appraiser Credentialing Program, and AMC Registration Program as assigned by the director. Assist with the agency's Compliance Program, public information activities, Records Management Program, board meeting preparation, and execute various directives as assigned by the director.

**Job Duties:**

Manage the day-to-day operation of the Education Program. Process all applications for qualifying education and continuing education, along with all applications for instructors of such courses and activities; verify that all required documentation is received; communicate with applicant regarding any deficiencies, board requests, or board actions; document application status and maintain application/educational provider/Instructor files; prepare applicant documentation for review; evaluate education activity renewal information to determine if requirements are met for renewal; answer questions by phone and email related to appraiser qualifying and continuing education, appraiser credentialing requirements, or ensure that the question is forwarded to the appropriate agency employee. Review qualifying and continuing education certificates submitted by real property appraiser initial and renewal applicants to determine if the activity is approved, and what credit may be awarded to the applicant; verify that all required documentation is received; communicate with applicant regarding any deficiencies, board requests, or board actions; document real property appraiser initial or renewal education activity submission status and maintain files; prepare applicant documentation for review; evaluate education activity renewal information to determine if requirements are met for renewal. Ensure that documents and files relevant to the board's Education Program are maintained according to agency's retention schedule. Utilize knowledge of an extensive body of complex and diverse rules/regulations, procedures, guidelines and sources to perform work and resolve issues. Use judgment and discretion in interpreting and adapting regulations and guidelines to specific cases and to determine the appropriate course of action.

Carry out day-to-day accounting functions for the agency as assigned by the director. Process deposits, invoices, and payroll; carry out procurement functions, asset management functions, end of year accounting functions; and carry out specialized accounting functions as required by the director. Apply appropriate state rules, regulations and standards to ensure compliance with the State's accounting, procurement, and asset management requirements; post data to ledgers, journals, and databases to establish and maintain accounting, procurement, and asset management records; balance and reconcile ledgers, journals, and databases to verify the posting is complete and accurate; collect and remit sales tax on USPAP books and mailing address lists; collect money, write receipts, code and post transactions to proper accounts, and store money for deposit with the State Treasurer to ensure safekeeping; deliver the deposit to the State Treasurer timely and safely; coordinate and process agency payroll; coordinate and process agency expense reimbursements; maintain asset listings and assign asset numbers to agency property; enter and maintain contracts for services and purchases. Determine work processes and potential needs/assignments, and monitor quality of work. Monitor the effectiveness of program related forms, applications, and public documents, and recommend changes based on law, rules/regulations, procedure, or guideline changes. Utilize knowledge of an extensive body of complex and diverse rules/regulations, procedures, guidelines and sources to perform work and resolve issues. Use judgment and discretion in interpreting and adapting regulations and guidelines to specific cases and to determine the appropriate course of action.

Carry out day-to-day operations for Real Property Appraiser Credentialing Program and AMC Registration Program as assigned by the director. Process applications for initial credentialing, credential renewal, appraisal management company registration, and appraisal management company renewal; verify that all required documentation is received; communicate with applicant regarding any deficiencies, board or director requests, or board actions; document application status and maintain application/credential/registration file; prepare applicant documentation for review; evaluate renewal information, and determine if requirements are met for renewal; answer questions by phone and email related to appraiser qualifications, requirements, practices, and appraisal management company requirements, or ensure that inquiries are routed to the appropriate agency employee; conduct background and disciplinary history information research as needed for evaluation of application. Determine work processes and potential needs/assignments, and monitor quality of work. Monitor the effectiveness of program related forms, applications, and public documents, and recommend changes based on law, rules/regulations, procedure, or guideline changes. Utilize knowledge of an extensive body of complex and diverse laws, rules/regulations, procedures, guidelines and sources to perform work and resolve issues. Use judgment and discretion in interpreting and adapting laws, regulations, and guidelines to specific cases and to determine the appropriate course of action.

Carry out the day-to-day office activities, which includes ensuring that office supplies are appropriately stocked; all equipment maintenance is up to date; meetings and functions are appropriately scheduled; venues are secured for board and staff meetings, functions and education activities; travel arrangements are made for board members and staff members; phone calls and voicemails are answered or responded to in a timely manner; and information and inquiries are routed to the appropriate agency employee.

Conduct various public information activities and tasks as specified by the director or the board. Add and remove information on the website and Facebook page as needed and ensure that information on the website and Facebook page is accurate; draft documents for distribution to the public, education providers credentialed appraisers, appraisal management companies, other stakeholders, or for publishing on the board's website. Take part in the presentation of curriculum for board sponsored education activities; assist director with presentations to the public, professional organizations, and schools for the purpose for the purpose of building awareness of the appraiser profession, real property appraiser act, and appraisal management company registration act.

Assist with grievance processing; assist with investigative file maintenance; research, analyze, and document information pertinent to investigations as requested by the director; communicate with complainant, respondent, and subject matter expert as requested by the director; document investigative interviews conducted by the director as needed; assist with monitoring disciplinary action taken by the board. Prepare reports as requested by the director. Ensure that documents and files relevant to the board's Compliance Program are maintained according to agency's retention schedule.

Assist with the maintenance of the agency's retention schedule, which includes monitoring the effectiveness of the schedule; recommending changes to the schedule based on agency needs; reviewing documents and files; and coordinating the proper termination of documents and files. Ensure that documents and files relevant to responsibilities are maintained according to agency's retention schedule.

Assist the director with board meeting preparation each month, which includes preparation of documentation pertaining to the Compliance Program, Education Program, Real Property Appraiser Credentialing Program, AMC Registration Program, Records Management Program, accounting, specific requests made by the director, and agenda development. May also include such tasks as ensuring that the time and place of the board meeting is secured, the proper meeting notices are published in accordance with state law, and that the board meeting room is properly prepared prior to the start of the meeting; all actions taken by the board are recorded during the meeting; and all meeting requirements are met on the day of the meeting. This position is responsible for compiling notes during the meeting.

Lead or supervise a unit of technical/administrative support on a regular and recurring basis for assistance with real property appraiser credential and AMC registration renewals.

Carry out specific tasks requested by the director, such as conducting research and reporting the findings to the director.

Minimal travel required as needed.

### **Functions:**

Plans, organizes, and implements work assignments in various administrative service areas, or in program operational and interagency/intergovernmental liaison areas, of the NRPAB or an assigned function to meet goals and objectives.

Advises director and other employing agency employees and external persons on matters pertaining to substantive program-administrative functions and processes to provide interpretations of the agency's or assigned function policies and procedures and to intercept and/or mitigate adverse reactions, concerns, or pressures.

Designs work procedures and operations to be used by program-administrative staff to ensure the proper use of staffing, equipment, information, and material resources.

Coordinates workflow and schedules office operations/support staff activities to facilitate the management of assigned program technical operation.

Determines applicability of and explains policies, procedures, and processes pertinent to program and/or administrative functions to agency employees, state and local officials and employees, and the public to answer their inquiries and to facilitate proper application of these directives and processes; evaluates policies, procedures, and processes and applies them to situations to make determinations.

Conducts surveys and literature searches and examines existing files/records to gather data for analysis; consolidates and evaluates data, summarizes results, and prepares non-standard written reports that include findings, conclusions, and recommendations.

Investigates operational problems and recommends corrective actions such as policy, process, or procedural changes, forms revision, shifts in work distribution, and changes in organizational structure to increase the efficiency and effectiveness of work activities.

Drafts policies/procedures and makes revisions if laws/regulations change; monitors program compliance with rules/procedures and goals/objectives established by the director or the board; assumes hands-on program responsibility/accountability.

Develops and implements monitoring/evaluation procedures to oversee the effectiveness of the program administrative processes and to identify any associated problems.

Represents director at task force, management team, inter-agency, commission, council, and board meetings to relay the director's position on given issues.

Prepares documentation pertinent to grant administration activities such as grant requirements, grant awards, grant requests, or application reviews for adherence to grant requirements; compile reports and analyses relative to grant usage and compliance.

Coordinates public information activities to promote positive public awareness of an administrative or program operation, function, or activity of the agency.

Maintain confidentiality related to applicants for credentialing, applicants for appraisal management company registration, and other sensitive information.

Plan, organize, and implement work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical, or administrative activities.

#### **Knowledge, Skills, and Abilities Required:**

Knowledge of: federal and State laws, regulations, and policies governing work assigned; office management and record keeping methods and practices; administrative report preparation practices; research and administrative survey techniques; work planning and organizing; business computer and communication systems.

Ability to: interact with director, employees, board members, and the public to gain their cooperation and to establish work relationships; formulate and recommend modifications to operational directives to attain agency goals; apply management practices, techniques, and methodologies to assigned activities; collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems; identify and interpret program-administrative requirements, policies, and regulations to provide guidance and advice; organize and present facts and opinions to managers and groups; learn the structure, functions, goals, and policies of the Nebraska Real Property Appraiser Board.

#### **Minimum Qualifications:**

At least one year of post high school coursework or experience in: administration, office management, accounting, finance, planning, policy analysis and implementation, administrative/management analysis, operations research, program evaluation, research, business, legal studies, marketing, project management, real estate, graphic design, or similar fields or in a field related to the programs or functions of the agency.



# Memo

**To:** Nebraska Real Property Appraiser Board

**From:** Director Kohtz

**CC:**

**Date:** 6/9/2022

**Re:** Consideration for Additional NRPAB Staffing

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With a small staff, it is essential that the Board's staff operates with the highest efficiency and effectiveness. For this reason, every few years staff productivity, effectiveness, and efficiency are evaluated. The intent of such evaluation is to establish variables that have changed since the last such review, determine how those variables affect the agency's performance, and formulate solutions to issues found in the review. The last such reviews took place in 2017 and, before that, in 2014. Soon after the State's reclassification project was completed in 2021, the Board requested that the newly classified Office Specialist position be reclassified to the Office Technician classification as the distinguishing characteristics and example of work for the Office Specialist classification did not properly fit the responsibilities and work performed in this position. After review of the duties and workload assigned to this position, State Personnel reclassified this position to the higher Administrative Specialist classification. This reclassification has increased staff efficiency as more flexibility is allowed between the two staff positions. The Board and staff have also implemented operational changes meant to increase efficiency (e.g., database upgrades, eliminating the instructor application for education activities). However, since 2017 there has been significant task creep that has begun to impede the staff's effectiveness and efficiency. The following bullet points establish the task creep experienced by staff and offer rationale in support for one additional Administrative Specialist classification position. A fulltime equivalent employee is considered 2080 hours per year. The bullet points include hours in red that represent an increase in the number of hours of work within a time period or the number of hours applied to an additional staff member. These hours added up exceed 2080, or one fulltime equivalent employee.

- AMC renewal applications are utilizing significant staff resources each year to due changes made to the program through the AMC Rule. When LB17 was approved to adopt changes to the AMC Registration Act required by the AMC Rule, the number of AMCs that would meet

registration requirements were projected to drop from low 100s to the 60s. This has not occurred, as the number of AMCs has held steady in the 90s. In addition, the AMC registration renewal period was reduced from two years to one year to meet federal AMC registry reporting requirements. Instead of processing fifty AMC renewals a year, staff now processes more than 90 a year, with far more complex analysis of each application (AMC appraiser panel federal registry fee and applicable date calculations).

- 2017 (Year prior to implementation of AMC Rule) compared to 2022:
  - AMC renewals – 23 (low year of every other year AMC registration renewals) vs 93 (every year due to one year AMC registration renewals) – 304% increase.
  - Average time allocation per AMC Renewal Application – The renewal process takes an additional 90 minutes per application to complete due to the ASC AMC Registry reporting (entering or updating information in the ASC Extranet) and search requirements. AMC Appraisers reported on an AMC's AMC Panel must be verified. Average application now takes 6-8 hours to process (558-hour increase for year).
- The State's temporary SOS staffing program has become unreliable for the Board's purposes. It has become difficult to find qualified staffing for short-term employment to assist with real property appraiser renewals and other needed Board functions. In addition, training and monitoring temporary staffing takes regular staff away from traditional duties (450 hours completed by temporary staff each year between September and February).
- The number of real property appraiser applicants is increasing, and the number of credentialed real property appraisers has begun trending upwards. This requires additional staff time needed to process applications, prepare files for review, and complete the credentialing processes. It is anticipated that the rate of upward trend will increase as PAREA programs become available to real property appraiser applicants to complete in place of traditional experience.
  - 2017 (Year prior to implementation of AMC Rule) compared to 2022:
    - Credential Applications – 68 total, 6 EE&E vs 77 total, 15 EE&E – 13% increase in total applications, 150% increase in EE&E applications (education, experience, and examination). Trainee and reciprocity applications take approximately 4-6 hours to process. EEE applications take 12-16 hours to process. The AARS Contract management process takes at least 5 hours, 2.5-hour increase compared to 2017 due to additional form completion requirements and purchase order processing (167-hour increase for year).
- Between 2017 and 2022 the number of deposits has increased from 211 vs 323 (including 72 EFW deposits) due to the increase in the number of AMC registration renewal applications and additional real property appraiser credentialing applications – 53% increase. Time spent on a deposit varies enormously, depending on the size of the deposit. Between writing receipts, copying checks and receipts, entering the deposit, taking it to treasury management, scanning and saving it, and the Director's review, deposits can range from 1.5 hours to 3 hours depending on the number of receipts (178 additional deposits x 2 hours = 356-hour increase)



- On March 31, 2020, the ASC issued a waiver to education providers during the COVID-19 pandemic to allow continuing education (CE) offerings that were originally designed to be presented in a traditional classroom setting to be offered remotely via distance education, without the delivery mechanism approval as required in the Real Property Appraiser Qualifications Criteria. This waiver was effective through December 31, 2020, but extended to December 31, 2021. The Real Property Appraiser Qualifications Criteria was amended as of January 1, 2022, which restructured real property appraiser education, making synchronous education activities more readily available (similar to the March 31, 2020 ASC Waiver). Due to the changes to the Real Property Appraiser Qualifications Criteria effective on January 1, 2022, and the AQB CAP Program Policies and Procedures effective on January 1, 2022, the time spent processing education activity applications has increased significantly. On average, a complete education activity application takes 2 hours to process, and each instructor application is an additional 1.5 hours. These estimates do not include time returning incomplete education applications to providers or communicating with providers to get a complete application.
- The five-year data reflect the change in education policies and procedures at the Federal level:
  - **2018: 65 activities approved/average 1.4 instructor applicants/activity = 267 hours.** This was a non-eventful year and accurately reflects typical volume for education activities.
  - **2019: 106 activities approved/average 1.5 instructor applicants/activity = 451 hours.** In 2019, LB77 included updates to the Real Property Appraiser Act to allow for all appraiser applicant qualifying education to be completed online to reduce barriers to entry as a real property appraiser. This resulted in a significant influx of new qualifying education activities being submitted. This year is an outlier in terms of workload as the influx was short-term. Without the influx, the number of hours would likely have been in the 200's.
  - **2020: 57 activities approved/average 1.5 instructor applicants/activity = 242 hours.** The initial ASC Temporary Waiver went into effect on March 31, 2020, but had a delayed effect in Nebraska. The Board was not sure how long how long the Covid-19 pandemic would last and was hesitant to adopt the waiver, which would be difficult to reverse once the ASC Temporary Waiver expired (originally expired December 31, 2020). The Nebraska appraiser community already had many only CE options available, so not adopting the ASC Temporary Waiver did not appear to have a major impact on Nebraska appraisers. On September 25, 2020, the ASC extended the temporary waiver through December 31, 2021, and at its meeting on October 15, 2020, the Board voted to allow continuing and qualifying education activities approved as in-class activities to be presented remotely via distance education under the September 25, 2020 Appraisal Subcommittee temporary waiver as more evidence was appearing that this would be a significant benefit to Nebraska credentialed appraisers. Since the Board adopted the ASC Temporary waiver so late in 2020, and

the Covid-19 pandemic impeded business functions, there were a low number of education applications submitted during 2020.

- **2021: 64 activities approved/average 5.5 instructor applicants/activity = 656 Hours.** The hours in this year reflect the effects of the ASC Temporary Waiver on the number of education applications submitted by education providers. This primary increase is due to the number of instructors submitted with each application as the education provider is not sure which instructor will teach a given livestream education activity.
- **2022 (through May 23, 2022): 48 activities approved/average 4.6 instructor applicants/activity = 427 Hours (projected to be over 600 hours).** The ASC Temporary Waiver expires and is replaced with the changes to the Real Property Appraiser Qualifications Criteria effective on January 1, 2022, and the AQB CAP Program Policies and Procedures effective on January 1, 2022, which makes the shift in the number of hours applied to processing education applications permanent. The Board adopted Board Policy 22-01 at its May 19, 2022 meeting, which moves the instructor information to the education activity application and streamlines the review process for instructors. Although no data yet exists related to this change, it is anticipated that it will reduce the number of hours spent processing the education activity applications by approximately 200 hours.
- **There is an estimated workload increase for education application processing of 350 hours.**

- Staff is operating at peak efficiency, and effectiveness is still very good; however, any disruption in the staff flow would have significant consequences to productivity, which would negatively affect the appraiser industry, the mortgage loan industry, and the general public. The continuous overburdensome workload is beginning to affect employee morale. In addition, the Board's current allocation for overtime has been depleted by staff, which requires additional hours above 40 to complete the functions as described. Finally, it has become difficult for staff to utilize vacation leave without efficiency loss.
  - 2017 (Year prior to implementation of AMC Rule) compared to 2022:
    - Overtime used by staff increased from 37.09 hours in 2017 to 169.25 in 2021. The majority of the 2017 overtime was due to travel by staff for federal appraisal regulatory training. The 2021 hours were all workload engagement.
    - Director's hours reported over 40 hours per work week increased from 11.09 hours in 2017 to 77.25 in 2021.
    - **Total number of hours over the standard work week accumulated by staff in 2021 is 246.5**
    - **Director lost 17.98 hours of earned vacation leave due to the inability to utilize the leave prior to January 1, 2022.**

- Technology-driven solutions reduce burdens and increase efficiencies for applicants, real property appraisers, and AMCs, but technology also requires additional focus on database development, maintenance, and testing, which utilizes significant staff time as these functions must be without error prior to being released for public consumption. **It is estimated that staff time dedicated to testing of technology has increased by 150 hours per year between 2017 and 2022.**
- Additional resources may be required to carry out the additional responsibilities placed on state agencies as outlined in the PAVE Action Plan to Advance Property Appraisal and Valuation Equity commissioned by President Biden’s administration and thirteen federal agencies and offices, and in the Independent analysis of the Uniform Standards of Professional Appraisal Practice (USPAP) and the Real Property Appraiser Qualification Criteria (AQB Criteria), funded by the ASC pertaining to diversity and discrimination in the appraiser industry. The Appraisal Subcommittee, GSE’s, and The Appraisal Foundation have already been discussing the collection of appraiser-related data from states to develop a more thorough understanding of appraiser and appraisal patterns.
- Additional time has also been allocated to additional state and federal reporting requirements between 2017 and 2022. For example, in 2021 an additional 40 hours of work was required to gather and report information for the Banking, Commerce, and Insurance Committee’s Occupational Board Reform Act Study of the Nebraska Real Property Appraiser Board and the AMC Registry was established requiring that significant AMC renewal information be reported through the ASC Extranet.

Nebraska is one of the top performing appraiser regulatory programs compared to peer programs in other states. Customer satisfaction is very high, and the state has one of the fastest real property appraiser credentialing and temporary credential turnaround times in the country. In addition, various state audits reflect the efficiency and effectiveness of the Board’s programs. Below are recent results of audits of the Board’s programs:

- The Board is required to comply with federal requirements set forth by the Appraisal Subcommittee, Title XI of FIRREA, and the Dodd-Frank Wall Street Reform and Consumer Protection Act. The Board was last audited by the Appraisal Subcommittee on March 19-22 of 2019, and received a rating of “Excellent” for both the Appraiser Program and the AMC Program. The Appraisal Subcommittee found no weaknesses in the state’s regulatory programs.
- It is important to the Board that it is a good steward of public money. A strong measure of the Board’s accounting practices and procedures, and use of the Appraiser Fund and Appraisal Management Company Registration Fund is provided by the Nebraska State Auditor of Public Accounts. The APA completed an audit of the Board’s finances in March and April of 2020, for the period July 1, 2018, through December 31, 2019. The Board receives direct feedback from the APA regarding the performance of the Board’s accounting practices and procedures. The APA listed no material issues or deficiencies in the April 15, 2020 Attestation Report. The lack of material issues or deficiencies found by the APA is an indicator of the quality of the Board’s accounting practices and procedures,

and the proper use of the Appraiser Fund and AMC Registration Fund. In addition, the lack of material issues or deficiencies indicates that the Board is administering its programs in a responsible manner.

Although many steps have been taken during the past two years to increase efficiency (e.g., database enhancements to better automate processes; staff duty evaluation and reassignment; streamlined processes and procedures), the pace at which staff must operate to complete tasks to keep up with the current workload is exceeding its capabilities. Any negative change in staffing would have a detrimental effect on Board functions. As a result, credential holders, the mortgage loan industry, and the public would be negatively impacted. Adequate staffing is required to carry out the Board's mission, maintain a high-level operation, remain compliant with Title XI, and to keep public satisfaction. Increased revenue resulting from the upward trend in real property appraiser applications and the high number of AMCs registered with the state would allow for additional staffing with no increased fees to real property appraisers, AMCs, or the general public.



# Employee Handbook

**Effective May 3, 2021**

## **TO EMPLOYEES:**

Attached is our Employee Handbook. It is designed to acquaint you with our work environment policies. This is not intended to create any contractual or legal obligations. You should read, understand and comply with provisions of this handbook.

Please review the handbook and sign the acknowledgement statement below. After signing, return this page to the Director.

## **ACKNOWLEDGMENT:**

I have read the employee handbook and have familiarized myself with the contents, including but not limited to, the Drug Free Policy.

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Name

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Date

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## **CLASSIFICATION OF NRPAB AGENCY EMPLOYEES**

### **Non-classified position (Exempt Employee):**

- Executive Director, (not subject to the State Personnel System as per [Neb. Rev. Stat. § 81-1316](#). The Nebraska Real Property Appraiser Board has total discretion in hiring and setting the pay rate. Benefits such as sick leave, vacation leave, military leave, civil leave, family medical leave, bereavement leave, life and health insurance, and retirement are as prescribed by State statute.)

### **Classified positions under Rules (Rules Employee):**

- None

For employment covered under the current [Classified System Personnel Rules and Regulations](#), NAC, Title 273, go to [Nebraska DAS Personnel](#).

### **Classified positions under the NAPE/ AFSCME Contract (Contract Employee):**

- Business and Licensing Specialist, S01842
- Administrative Specialist, S01841

For employment covered under the current [Nebraska Association of Public Employees Local 61 of the American Federation of State, County and Municipal Employees \(NAPE/AFSCME\) Labor Contract](#), go to [Nebraska DAS Employee Relations](#).

### **Temporary part-time position (SOS Employee):**

- (2) SOS Secretary I, R01411 (seasonal)

## **CONFIDENTIALITY AND DISCLOSURE**

All employees have a responsibility to comply with all laws and regulations governing the Nebraska Real Property Appraiser Board. Confidentiality shall be maintained for Board records, employee records, applicant records and materials, background checks, and compliance materials that are not public information as per [Neb. Rev. Stat. § 84-712.05](#). Records shall only be accessed when necessary within position responsibilities. Confidential information shall not be shared with anyone other than those who have the right to know the information within State government or the legal counsel of the Board. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

## CODE OF CONDUCT

The success of the Nebraska Real Property Appraiser Board is dependent on the trust and confidence of its employees, customers, and constituents. Credibility is gained by adhering to the Board's commitments, displaying honesty and integrity, displaying professionalism and respect to all, and reaching the Board's goals through honorable conduct. Individual responsibility and accountability matter. It is easy to say what must be done, but the proof is in the *actions*. Employees are expected to conduct themselves in a professional manner and take responsibility for their behavior and actions. Thus, the following standards are expected through the course of work related activities:

- Treat everyone with dignity and respect;
- Ensure that personal relationships do not influence business decisions, and avoid even the appearance of impropriety, bias, or conflict of interest (immediately report to the Director any situation where a conflict of interest could be perceived, or if appropriate, to the Board's Chairperson);
- Maintain appropriate relationships with co-workers, customers, the Director, and board members;
- Do not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice;
- Ensure both internal and external communication whether oral or written, is constructive and professional. Provide honest and accurate information in all organization documentation and communications;
- Ensure proficiency, quality, and accuracy while completing assigned duties;
- Report expenses accurately and honestly;
- Abide by state and federal laws, rules and regulations, and policies that cover your employment and the work you do;
- Ensure that personal appearance (including hygiene), work areas, and stations portray professional standards;
- Immediately report violations of the code of conduct and ethics to the Director, or if appropriate, to the Board's Chairperson.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

### **Nepotism**

Except as authorized by state law, employees shall not hire, promote, supervise, advance, or recommend the hiring, promotion, or advancement of a family member in State government. For purposes of this policy, family member means the employee's spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage, or adoption. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

## **Non-Fraternization**

The Nebraska Real Property Appraiser Board encourages a collegial and supportive atmosphere for its employees. Additionally, the agency seeks to avoid misunderstandings, actual or perceived conflicts of interest, potential sexual harassment claims, and actual or perceived favoritism in the workplace<sup>(1)</sup> or while conducting State business, that could potentially result from romantic or close personal relationships between employees.

Except for with board members, employees may fraternize with, date, become romantically involved, and develop friendships, both inside and outside of the workplace, as long as the relationships do not negatively affect work. Any relationship that interferes with the agency's culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. Adverse work environment behavior or behavior that affects the work environment that arises because of personal relationships will not be tolerated.

The Director shall not fraternize with, date, or become romantically involved with employees, others within their span of control, or board members. The Director shall not engage in any other form of relationship with subordinate employees that may create the appearance of favoritism or special treatment to any subordinate employee within his or her span of control.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

## **Conflict of Interest**

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Board may conflict with the employee's own personal interests. State property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Hiring, supervising, or recommending for hire, a family member or closely related persons;
- Serving as a board member for an outside commercial company or organization;
- Owning or having a substantial interest in a supplier or contractor;
- Accepting gifts, discounts, favors or services from a customer/potential customer, or supplier, unless equally available to all employees;
- Using or attempting to use position to secure privileges or exemptions for oneself, family members, or others;
- Taking official action or making an official decision that could result in a financial benefit or detriment to the employee, a member of his or her immediate family, or a business or other organization with which he or she is associated.

Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employee must seek review from the Director, or in the case of the Director, from the Accountability and Disclosure Commission.

<sup>(1)</sup> For the purpose of the NRPAB Employee Handbook, workplace means all property including, but not limited to, offices, facilities, and surrounding areas such as parking lots, storage areas, owned or leased vehicles, and equipment wherever located, and whether or not they are in the control of the State.

If an employee believes a conflict of interest exists, financial or otherwise, direct or indirect, or he or she is engaged in any business, transaction, professional activity, or incurs any obligation of any nature, that is in conflict with the proper discharge of his or her duties in the public interest, he or she shall notify the Director in writing, or in the case of the Director, notify the Board's Chairperson and the Nebraska Accountability and Disclosure Commission. The written notification shall describe the potential conflict of interest. An employee who has an actual conflict of interest, as determined by the Nebraska Accountability and Disclosure Commission, will take such steps as the Commission prescribes to remove themselves from the situation in which there is a conflict.

Failure to resolve a conflict of interest, as prescribed in the procedures outlined by the Accountability and Disclosure Commission, may lead to disciplinary action up to and including termination of employment.

### **Solicitations, Distributions, and Posting of Materials**

The Nebraska Real Property Appraiser Board does not endorse any company, product, or services. Employees shall not actively solicit for a product during their work time (or that of other employees). However, they may make known during non-work time (e.g. lunch breaks) information regarding their solicitation by placing brochures on tables in common areas.

Employees are not allowed to distribute solicitation materials to individual workstations or on employee's cars. Employees shall not approach other employees during work time for solicitation purposes, and shall not use the State of Nebraska communication systems, state computer, or other technology communication device for solicitation purposes.

Employees are cautioned to use extreme discretion when promoting a product or soliciting for an organization. Any complaints about an employee abusing this section should be brought to the attention of the Director, or if appropriate, the Board's Chairperson.

### **Gifts**

Employees may not solicit or accept gifts based upon an understanding or agreement that their official action would be influenced thereby. No employee will accept any gift of value (\$25.00 or more) from anyone having business with the state.

For purposes of this section, a gift is defined as a payment, subscription, advance, forbearance, rendering, deposit of money, services, or anything of value, unless consideration of equal or greater value is given therefore.

Gifts will not include a campaign contribution otherwise reported as required by law; a commercially reasonable loan made in the ordinary course of business; a gift received from a relative; a breakfast, luncheon, dinner, or other refreshments consisting of food and beverage provided for immediate consumption; or the occasional provision of transportation within the State of Nebraska.

Based on the type of work in which an employee is engaged, specific statutes may apply in relation to the acceptance of gifts.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

### **Intellectual Property**

All work products developed on work time belong to the State of Nebraska and are considered intellectual property. Work products include, but are not limited to, computer code, computer applications, proposals, manuals, or white papers. Any outside financial gain or other benefits from work products developed while working for the State is prohibited. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

### **Legal Charges or Convictions**

Employees charged or convicted of any state and/or federal offenses (misdemeanor or felony, other than a minor traffic violation), or that have been charged or convicted of an offense related to their duties, are expected to immediately report the charges or convictions to the Director, or in the case of the Director, report such charges or convictions to the Board's Chairperson. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

### **Political Activities**

An employee may engage in any political activities except that:

- An employee will not participate in political activities during normally scheduled work hours or while performing official State duties;
- No employee will use or authorize the use of State personnel, property, resources, or funds for campaign purposes, unless otherwise permitted by law;
- An employee whose position is partially or entirely funded with federal money, and is Covered by the federal Hatch Act, is barred from being a candidate for a partisan office (offices with candidates identified as being from specific political parties).

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must arrange for leave (vacation, leave without pay, etc.) to cover the period of absence. If an employee is elected to office, and such office presents a conflict of interest with the employee's job, or interferes with the employee's scheduled work hours, the agency has authority to change the terms and conditions of employment, up to and including termination of employment.

### **Smoking/Tobacco Use**

In order to maintain a safe and comfortable working environment, smoking, e-smoking, vaping, and/or the use of tobacco products in any form is strictly prohibited in the workplace (except for designated areas), or while conducting state business. This includes, but is not limited to the use of cigarettes, pipes, chewing tobacco, e-cigarettes, or other devices. All work and break areas, State owned motor vehicles, public spaces including, but not limited to, offices, restrooms, conference rooms, meeting rooms, classrooms, employee cafeterias, hallways, and stairways shall remain smoke and vapor free. Violation of this section may result in disciplinary action up to and including termination.

### **Weapons/Firearms**

Possession of firearms, explosives, or other items considered weapons in the State's owned or leased buildings is prohibited. A weapon is defined as a firearm, knife, bludgeon, or other device, instrument, material, or substance capable of being used, or used, to produce death or bodily harm. Employees are expected to report these circumstances to the Director, or if appropriate, to the Board's Chairperson. Violation of this section may result in disciplinary action up to and including termination.

## **Violence in the Work Environment**

The agency's policy is to promote a safe work environment that is free from violence, threats of violence, intimidation and other disruptive behavior. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, abuses, assaults, or coerces another employee, customer, vendor or business associate, will not be tolerated. State resources may not be used to threaten, intimidate, stalk, or harass anyone at the workplace or outside of the workplace.

Examples of work environment violence include, but are not limited to:

- Threatening behavior such as shouting, shaking fists, destroying property, or throwing objects;
- Verbal or written threats - any expression of intent to inflict harm;
- Harassment that includes behavior that alarms, verbally abuses, or is known to be inappropriate;
- Verbal abuse such as swearing, insults, or condescending language;
- Cyber attacks and cyberbullying; and/or
- Physical attacks such as hitting, shoving, pushing, or kicking.

Severe threats or assaults that may require immediate attention shall be reported to the police by calling 911. Any violent, harassing, threatening, intimidating, or other disruptive behavior should not be ignored and should be reported to the Director, or if appropriate, to the Board's Chairperson. Anyone found to be responsible for threats of, or actual violence, or other intimidating conduct, will be subject to prompt disciplinary action up to and including termination of employment.

Employees should promptly inform the Director, or if appropriate, the Board's Chairperson, of any work environment violence, and/or any protective or restraining order that they have obtained that lists the workplace as a protected area.

## **DRUG FREE POLICY**

The Nebraska Real Property Appraiser Board is committed to providing an employment environment that is free from the detrimental effects of intoxicating substances such as controlled substances (drugs) and/or alcohol.

*For purposes of this section, the term "controlled substance" means any drug or chemical whose manufacture, possession, or use, is controlled by the government. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, methamphetamines, cocaine, PCP, and crack. They also include illegal use of "prescription drugs" that have not been legally prescribed for the individual.*

The manufacture, possession, distribution or use of controlled substances, and/or the use of alcohol is prohibited in the workplace or while conducting State business by its employees, and by those who engage or seek to engage in business with the State is prohibited. There is no differentiation between someone who illegally uses drugs and someone who sells or distributes drugs. Any employee who gives, or in any way transfers, a controlled substance to another person, or sells or manufactures a controlled substance while conducting State business, while representing the Nebraska Real Property Appraiser Board in an official capacity, or while in the workplace, will be subject to disciplinary action up to and including termination.

Any employee found violating this section, and/or convicted of violating any criminal drug statute while in the workplace or while conducting State business, will be subject to discipline up to and including termination, and/or may be required to successfully complete an approved drug/alcohol abuse program sponsored by a private or governmental institution. An employee shall report within five calendar days, any criminal drug statute arrest(s) or conviction, to the Director, or if appropriate, to the Board's Chairperson.

This policy does not prohibit the use of a controlled substance that has a currently accepted medical use, provided the drug is prescribed or authorized by a medical doctor, the use of the drug at the prescribed or authorized level is consistent with the safe performance of the employee's duties, and the drug is used at the dosage prescribed or authorized. When an employee under physician's guidance is taking prescription drugs or other medication that could affect the employee's ability to work safely, the employee taking the medication is responsible for reporting the matter to the Director, or if appropriate to the Board's Chairperson, before beginning work. Working under the influence of prescribed medication is prohibited if it causes inability to perform the job safely, even when using medication under the employee's physician's guidance.

### **Reasonable Cause Testing**

Employees may be subject to drug and alcohol testing when there is reasonable cause or suspicion to believe the employee is using, or under the influence of, a controlled substance or alcohol while in the workplace, or while conducting State business.

Reasonable cause or suspicion exists when the actions or appearances of an employee are out of the ordinary and unusual to the normal behavior patterns of the employee. It is based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his/her duties due to drug or alcohol impairment. The conduct relied upon to form reasonable cause or suspicion must be based on specific describable observations, including but not limited to, the following examples:

- Observable signs of intoxication (such as bloodshot or watery eyes, slurred speech, appearance of unsteady body movements, or breath odors);
- A work related accident or near accident that indicates employee fault;
- Decreases in the quality or quantity of employee productivity, judgment, reasoning, concentration;
- Marked changes in behavior or erratic conduct;
- Deviations from safe working practices;
- Credible information received from a reliable person with firsthand knowledge;
- Smell of alcohol, marijuana, or other drug.

### **Drug/Alcohol Testing Procedures**

Upon determination that reasonable cause or suspicion exists, an employee who is believed to be under the influence of an intoxicating substance while in the workplace or while conducting State business, may be directed to undergo drug/alcohol testing. The Director will document the events surrounding this reasonable suspicion. If an employee is referred for testing, all efforts will be made to transport the employee with at least two Real Property Appraiser Board employees or board members to the nearest testing facility. The employee will be required to provide a blood, breath, or urine sample. The sample will be tested qualitatively for at least the following substances: THC, cocaine, PCP, opiates, methamphetamine/amphetamine, and alcohol. All testing procedures for contract employees will be carried out in accordance with the NAPE/AFSCME Contract.

An employee who is required to submit a sample for testing after determination of reasonable cause or suspicion will be informed verbally, followed by a written directive, that he/she may be placed on unpaid or paid investigatory suspension, pending the outcome of an investigation. After the testing is complete, the employee will not be returned to work or allowed to drive him/herself home. The Director, or the Board's Chairperson in the Director's absence, will assist the employee in arranging for transportation home after the testing, preferably by cab (at employee expense), or a ride provided by a family member or friend.

### **Refusal to Test**

An employee refusing to submit a sample under this policy will be placed immediately on unpaid investigatory suspension, and will be subject to disciplinary action. Refusal by an employee to be tested, or confirmation by the lab that a specimen has been altered, will be treated as a positive test. Employees suspected of being under the influence of drugs/alcohol who refuse an escort to be tested will be given a directive to not drive home. Local law enforcement will be notified if an employee suspected of being under the influence disregards a directive not to drive home and leaves in his/her vehicle.

### **Negative Test Results**

If the test results are negative for alcohol/drugs, the employee will be reinstated back to work and all leave without pay during the investigatory suspension will be paid back to the employee. All records of the investigation will be purged.



## **HARASSMENT POLICY**

Harassment is defined as sexual harassment or any inflammatory comments, jokes, printed material and/or innuendo, based in whole or in part on race, color, sex, religion, age, disability or national origin, when:

- (1) a reasonable person could conclude such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- (2) such conduct interferes unreasonably with a person's work or employment opportunities.

It is the Nebraska Real Property Appraiser Board's policy to treat all persons fairly, and with dignity and respect. Several sections below outline expected and prohibited behavior in the organization. In addition, employees of the Nebraska Real Property Appraiser Board have certain rights. The following sections provide a general guide to state and federal employment rights.

### **Equal Employment Opportunity**

The Nebraska Real Property Appraiser Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, genetics, national origin, age, sex, marital status, pregnancy, disability, military status, veteran status, and/or political affiliation or beliefs. Additionally, the Board prohibits discrimination in any employment action, and in any work environment (including workplace), against any individual based on legally protected statuses. Employment actions include hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. In addition, all related federal and state labor laws should be followed.

The Nebraska Real Property Appraiser Board also expressly prohibits any form of harassment based on race, color, religion, gender, national origin, age, genetic information, disability, or veteran status or any other status protected by state and/or federal law. Such harassment includes, but is not limited to, verbal, written, or physical conduct that degrades or shows hostility or aversion toward an individual because of a legally protected status.

Employees who report EEO concerns and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

### **Disability Accommodations**

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons with disabilities, and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Board's policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAA) are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities. It further adds that upon request, an employer shall provide reasonable accommodations to applicants and employees who are qualified for a job, so that they may perform the essential job duties of the position.

Employees may request an accommodation at any time in writing. Each request will be examined and a determination will be made. Medical and disability information is confidential, and this includes any accommodation requests and accommodations provided, except when an individual has a legitimate need to know. Except to the Board, the Director may not disclose information concerning another employee's disability, request for, or actual accommodation.

The Nebraska Real Property Appraiser Board will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes an undue hardship, or causes a direct threat to these individuals or others in the workplace. Questions and requests for any accommodations should be presented to the Director, who is responsible for processing all requests for reasonable accommodation.

Employees who report disability, ADA concerns, and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

### **Pregnancy Discrimination**

Limiting, segregating, or classifying a job applicant or employee in a way that adversely affects the opportunities or status of the employee because the employee is pregnant or has given birth, or has a related medical condition is discriminatory. It is also discriminatory for an employer to participate in a contractual or other arrangement or relationship that has the effect of subjecting such an individual to discrimination in the application or employment process.

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons who are pregnant, have given birth, or who have a related medical condition. Reasonable accommodation with respect to the above conditions shall include acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light-duty assignments, modified work schedules, temporary transfer to less strenuous or hazardous work, time off to recover from childbirth, or break time and appropriate facilities for breast-feeding or expressing breast milk. Accommodations that require significant difficulty or expense, thereby posing an undue hardship, will not be made.

### **Sexual Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. There are two types of sexual harassment. The first type, quid pro quo (or "this for that"), occurs when the employee's submission to, or rejection of, sexual advances or conduct can explicitly or implicitly affect the terms or conditions of employment, or is used as basis for employment decisions. The second type is a hostile work environment where unwelcome conduct of a sexual nature creates an uncomfortable or hostile work environment.

Employees are prohibited from sexually harassing other employees, whether or not the incidents of harassment occur in the workplace or while conducting State business, and whether or not the incidents occur during working hours. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting an employee or recipient of the Board's services;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include, but is not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendos, propositions or other sexual comments, gestures, noises, remarks, and/or jokes;
- Verbal abuse of a sexual nature;
- Leering, whistling, or touching, pinching, patting, grabbing, and/or brushing up against another person's body;
- Insulting or obscene comments or gestures;
- Display of sexually suggestive objects or pictures in the workplace or through the State of Nebraska communication systems.

Sexual harassment can also occur when the above described actions are directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

If employees believe they have been subject to sexual harassment or any unwanted sexual attention, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved, or if the employee is unable to address, or is uncomfortable in addressing, the alleged harasser directly, he or she should report the incident to the Director, or if appropriate, to the Board's Chairperson.

### **Bullying**

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others. Employees are prohibited from bullying other employees whether or not the incidents occur at the workplace or while conducting State business, and whether or not the incidents occur during working hours. As with sexual harassment, it is the effect of the behavior upon the individual that is important.

Examples of bullying include, but are not limited to the following:

- **Verbal Bullying:** slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; shouting, raising one's voice at an individual in public and/or in private; spreading rumors or gossip.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture Bullying:** non-verbal threatening gestures, glances that can convey threatening messages.
- **Exclusion, ostracizing, or shunning:** socially or physically excluding or discounting a person during work-related activities, persistently ignoring or interrupting another, deliberately excluding an individual, or isolating them from work-related activities (meeting invites, etc.).
- **Mobbing:** occurs by a group of people rather than a single person and includes behaviors described in the other categories; encouraging others to treat another poorly; enforcing total group exclusion against someone by explicitly or implicitly threatening others if they don't comply.
- **Cyber Bullying:** using electronic communication to bully a person, typically by sending or posting messages of an intimidating or threatening nature. This can occur through social media, emails, text, or other digital communication method.
- **Other examples:** persistent singling out of one person; public humiliation of any form; public reprimands; taking credit for another's ideas; continual unwarranted criticism on matters unrelated, or minimally related, to the person's job performance or description; setting unreasonable deadlines; repeatedly accusing someone of errors that cannot be documented; purposefully overloading or under-loading another's workload; withholding information.

Bullying should be reported to the Director, or if appropriate, to the Board's Chairperson.

People are by nature different. Personality conflicts or not liking someone are not considered bullying. Neither is an employee being held accountable to work standards and/or behavior or performance expectations. Additionally, legitimate counseling or discipline based on documented facts of sub-par performance, leave abuse, and/or any other policy violation is not considered bullying.

### **Retaliation Prohibited**

Retaliation includes, but is not limited to disciplining, changing work assignments of, providing inaccurate work information to, and/or refusing to cooperate or discuss work-related matters with an employee, co-worker, or the Board. Pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as that described in any item above, is prohibited and may result in discipline up to and including termination of employment.

Retaliation against any individual making a good faith complaint of violations of these or other policies is prohibited, and those engaging in retaliatory behavior will be subject to discipline up to and including termination of employment.

## **BENEFITS**

State benefit option guides (for active employees, Cobra/Retirees, and Temporary employees) are available on the web at [Nebraska DAS Personnel – Wellness and Benefits](#). Employees must work half time or more to qualify for benefits. Changes may be made to benefits during open enrollment or when a qualifying event occurs. Consult the Director for more details.

Elective benefits include:

- Health Coverage with a Prescription Drug Program
- Dental
- Vision
- Flexible Spending Accounts
- Civil and Injury Leave
- Long-Term Disability Benefits
- AD &D Insurance
- Life Insurance
- Employee Discount Programs
- Military or Emergency Duty Leave

The State provides a basic life insurance benefit of \$20,000 to eligible full-time employees at no cost and to eligible part-time employees for a minimal monthly charge.

### **Retirement**

Membership to the Nebraska State Employees Retirement Plan is mandatory immediately upon hire for all permanent employees who work one-half or more of the regularly scheduled hours during each pay period. The contribution will be automatically deducted from the first paycheck, and all subsequent paychecks, and credited to the employee account in the Nebraska Public Employees Retirement Systems Plan.

Contributions are:

- Tax sheltered;
- 4.8% of gross wages;
- Matched at a rate of 156% of employees' contributions;
- Vested after the period specified on the plan.

### **Deferred Compensation**

The Deferred Compensation Plan is a voluntary investment plan in which an employee authorizes the State to defer part of their current compensation and receive the amount, plus earnings, at a later date, such as at retirement. Deferred Compensation is available to any employee and can be started and stopped at any time.

### **Credit Union**

State employees (except temporary) are eligible to join the Nebraska State Employee Credit Union. The Lincoln Credit Union Office is located at 330 S 16th Street, Lincoln, Nebraska and can be reached at (402) 471-2561.

### **Employee Assistance Program (EAP)**

The Nebraska Real Property Appraiser Board has elected the Employee Assistance Program (EAP) coverage for all full time employees. EAP is provided through Deer Oaks EAP and offers free short-term counseling and referral services to deal with family issues that may be affecting job performance or personal well-being. It is available 24 hours a day, seven days a week. All consultations and counseling are completely confidential.

Such issues include but are not limited to:

- Alcoholism;
- Drug dependency;
- Financial matters;
- Legal assistance;
- Marital or family distress;
- Mental illness;
- Employment related matters.

Fees for services beyond and outside of the EAP contract are the responsibility of the employee. EAP can be contacted at (800) 666-8606 or (402) 354-8000.

### **Employee Engagement**

The State of Nebraska offers employees many engagement opportunities, including employee recognition, charitable initiatives, and discount programs. More information can be found at [Nebraska DAS Personnel – Teammate Engagement](#).

### **Employee Parking**

The State of Nebraska offers employees the opportunity to park in State owned parking facilities for a fee deducted from the employees pay for each month. Parking facilities requests and assignments are made in accordance with the [State of Nebraska Parking Manual](#). If an employee request is approved, the Director will be notified by [Nebraska DAS Buildings](#) to initiate the deduction for the parking fee from the employee's pay.

## **WORKPLACE, OFFICE HOURS, AND WORK SCHEDULES**

Agencies and departments of the State of Nebraska have a statutory responsibility ([Neb. Rev. Stat. § 81-113](#)) to be open for the transaction of business from 8:00 am to 5:00 pm, Monday through Friday, except for holidays. At least one employee shall be in the office during this time, unless employees are required to attend a Board function, or an extenuating circumstance as declared by the Director or the Board's Chairperson in the Director's absence, prevents or limits the employees' ability to reach, enter, or remain in the office. If only one employee is present in the office, the office may be closed for short durations as needed for breaks, lunch, and to conduct agency business. The Director must be notified by email of such closure.

The Nebraska Real Property Appraiser Board honors the State of Nebraska Emergency Weather Policy. In the case of an extenuating circumstance, such as inclement weather, employee safety and welfare is always the primary concern. If a situation prevents all employees from reaching the office, all employees shall remain in contact with the Director during business hours to ensure that an employee reaches the office in a safe and timely manner if reasonable. Employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions. If an employee is unable to reach the office, the employee may choose to flex time, work remotely, request vacation leave, or choose leave without pay.

### **Workplace**

Unless a telecommuting<sup>(1)</sup> arrangement is in place between the agency and an employee, the primary place of business for all employees is the Board's office. All full time employees may also work remotely. Utilizing this option shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands, and any employee utilizing this option shall be reasonably available by email, WebEx (instant messaging and video conferencing), or phone while remote working.

A classified employee may work remotely without permission outside of regular business hours (utilizing flex-scheduling or in lieu of paid leave). If a classified employee wishes to work remotely during regular business hours, he or she must send an email to the Director making a request to work remotely. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period with any other employees affected by the request as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. In the case of an extenuating circumstance or inclement weather, a classified employee may work outside of the office during regular business hours with an email notice to the Director only. The Director reserves the right to revoke an employee's privilege to work remotely, temporarily or permanently, if this privilege is abused.

<sup>(1)</sup> Telecommuting is a work arrangement between an employer and employee that allows an employee to permanently work from home or a satellite location for all, or part, of the employee's regularly scheduled work week (e.g. regular scheduled work week includes working in office on Monday, Wednesday, and Friday, and working from home on Tuesday and Thursday on a permanent basis).

## **Visitors**

Individuals not involved in business activity of the agency are not allowed in the office work areas. Exceptions would be family members or friends, as long as the visitation does not negatively affect work. Any visitation that interferes with the Board culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. The Board's Director has the responsibility and authority to determine what activity/behavior negatively impacts work. Upon first occurrence, an employee's visitor shall be asked to leave. Second and subsequent occurrences may be cause of disciplinary action that may result in termination.

## **Workplace Security**

Security is everyone's responsibility. The following are a few reminders that will help preserve a safe and secure environment.

- Keep valuables secured in a locked desk or cabinet;
- Always carry keys and ID access card;
- Report suspicious persons, packages, mail, or activity to the Director, or the Board's Chairperson in the Director's absence.

Building entry requires ID access cards (during non-business hours for main entries, and all hours for non-main entries), and office entry requires a key (during non-business hours). The Director will coordinate issuance of an appropriate ID access card and office key for each employee. An employee's ID access card and key are for his/her personal use only. Sharing either with other employees or non-employees represents an unauthorized security breach that may subject the employee to disciplinary action up to and including termination.

In the event your ID access card or office key is lost or stolen, an employee is to immediately notify the Director, or the Board's Chairperson in the Director's absence. The employee will be issued a new ID access card or office key, possibly at the employee's expense.

## **Work Schedules**

The Director shall render not less than forty hours each week except any week in which a paid holiday may occur per [Neb. Rev. Stat. § 84-1001 \(1\)](#). Hours rendered includes those worked and any applied leave.

The standard pay period for all classified positions is 80 hours included in two consecutive 40 hour work weeks (8:00 a.m. to 5:00 p.m., Mon-Fri; or specific arrangement between agency and employee). Hours may be flexed by classified employees anytime during each forty-hour week included in the pay period. If a classified employee wishes to utilize flex time, he or she may do so by sending an email to the Director making a request to utilize flex time. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period in with any other employees affected by the flexed time as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. If for any reason the 40 hours cannot be met during the week, approved leave shall be applied to the difference. In the case that leave is not approved, the hours will be unpaid.



Such flex time shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands. The Director at his or her discretion may require the employee to choose a different time to flex his or her hours. In addition, the Director reserves the right to revoke an employee's flex time privileges, temporarily or permanently, if the use of flex time is abused.

The standard pay period includes two consecutive work weeks for all temporary positions. Hours are determined by availability on an individual basis. Hours may be flexed by temporary employees anytime during each work week included in the pay period. If a temporary employee wishes to utilize flex time, he or she may do so by sending an email to the Director to make a request to flex hours. The Director will respond with an approval or denial. If for any reason the scheduled hours cannot be met during the week, the hours will be unpaid.

### **Overtime**

In accordance with the NAPE/AFSCME Contract, all contract employees and temporary employees in contract specified positions are eligible for overtime as authorized. Overtime must be approved by the Director in advance. The employee shall receive compensation at one and one-half times their hourly rate in the form of either pay or compensatory time off for hours worked in excess of 40 hours in any work week. Sick or vacation leave are not considered as work time in a 40 hour week.

### **Rest Breaks**

All classified and temporary employees shall be granted rest periods during each work day in accordance with the following:

- The NAPE/AFSCME Contract for contract employees and temporary employees in contract specified positions.
- The Nebraska Administrative Code, Title 273, for rules employees and temporary employees in rule specified positions.

### **Meal Periods**

In accordance with the NAPE/AFSCME Contract, all classified and temporary employees shall be granted an unpaid meal period of one hour. Employees may adjust the schedule according to the flex time policies allowing work through a meal period. An email shall be sent to the Director to notify him or her of the intent to forgo an unpaid meal period.

# LEAVE

## Approval Of

With the exception of illness, an extenuating circumstance, or inclement weather, leave requests shall be pre-approved by the Director. When a classified or temporary employee wishes to make a request, an email shall be sent to the Director stating the type of time the employee wishes to use, along with how many hours the employee wishes to use. The Director will discuss the date and time period in with any other employees affected as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. The following also applies to classified or temporary employee leave requests:

- All requested vacation leave contiguous to a state holiday should be made no less than 10 days from the holiday. The Director will respond with approval or denial within 5 days of the holiday. If no leave requests are received at 10 days from the holiday, the first request received will be considered by the Director. Any request received within 10 days from the holiday will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the vacation leave request, an explanation will be provided to the employee in writing.
- Requests for vacation leave during the official board meeting preparation period as determined by the Director, the day of the board meeting each month, or anytime during the months of September through December will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the time off request, an explanation will be provided to the employee in writing.
- All requested time off due to illness, bereavement, extenuating circumstances, or inclement weather, must be made as soon as possible. Any time off requests made on short notice may require substantiation of the request upon return to work prior to approval for time off being granted (e.g. Note from doctor may be requested after employee calls in for time off due to illness).

If at any time after approval, but before the end of the pay period, a classified or temporary employee may flex time approved as time off. Any communication documenting an employee's leave shall be included with the timecard and payroll documents for that pay period.

The Director shall notify the Board's Chairperson by email of his or her intent to utilize leave, which shall be included with the timecard and payroll documents for that pay period.

## Vacation Leave

All permanent employees earn paid vacation leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees. The Director may deny a vacation leave request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request).

Vacation leave may be used in place of sick leave.

At the discretion of the Director, vacation leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned vacation leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

Current law provides that permanent employees shall only be entitled to have accumulated as of 11:59 p.m. on December 31<sup>st</sup> of each year, the number of hours of vacation leave which the employee earned during that calendar year. Hours of vacation leave accumulated in excess of that number shall be forfeited. Contract employees are allowed 280 hours of vacation leave to be carried forward. A reasonable effort will be made to allow the use of leave, subject to forfeiture. Any reasonable request for leave, if denied and then forfeited must be paid out to the requesting employee, within 30 days of forfeiture.

Reasonable vacation accumulated/forfeit use considerations include:

- The amount of leave requested,
- The number of days remaining prior to forfeiture during which the employee may take vacation leave and the amount of vacation the employee has accrued and would forfeit if not granted,
- Time between the date of request and the requested leave start date,
- Public safety concerns and other relevant factors (including operational needs).

Acceptable reasons to deny vacation accumulated/forfeit requests include:

- The request was made without appropriate notification.
- The request was made without accrual coverage.
- Granting the request would create a staffing or operational shortfall, or create a public safety risk.

If the employee's vacation accumulated/forfeit request is not granted, the reason for the denial should be documented and a response will be provided to the employee in writing.

### **Sick Leave**

All permanent employees earn paid sick leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Sick leave may be utilized for illness, disability, injury, or surgery of employee or an immediate family member. Pregnancy, post-natal recovery and miscarriage shall be considered temporary disabilities. Immediate family shall be considered as a spouse, children, parents, and those in the same relationship to your spouse. At the Director's discretion, definition of immediate family may be broadened. Any employee that is ill, or feels that he or she is coming down with an illness, is advised to not report to work until symptoms have dissipated.

Substantiating evidence may be required for sick leave approval, and shall be required if sick leave is 10 continuous workdays or longer. A statement from a doctor with minimum information necessary as directed by the Health Insurance Portability and Accountability Act (HIPAA) to protect personal information would be acceptable. When out on sick leave for more than one day, Director must be informed of status, and in the case of the Director, the Board's chairperson must be informed of status. Sick leave may be denied when the Director has evidence of sick leave abuse.

Sick leave cannot be used as vacation leave.

At the discretion of the Director, sick leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned sick leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

### **Compensatory "Comp" Time**

In lieu of overtime, and with the Director's approval, classified employees may accrue compensatory ("comp") time off, which may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract. The Director may deny a compensatory time off request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request). The agency reserves the right to pay comp time balances out at any time. Use of compensatory time hours does not count toward the calculation of hours worked for overtime purposes. Employees are responsible for obtaining the Director's approval prior to accruing compensatory time hours.

### **Bereavement Leave**

Up to 5 days of bereavement leave may be granted to an employee for a death in the immediate family. Immediate family shall mean spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of an employee. Step-persons bearing these relationships are included. At the Director's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member.

### **Military Leave**

Military leave shall be granted in accordance with applicable federal and state laws, and is limited to 120 hours a year, with no accumulation of unused leave carried over to the following calendar year. Such military leave may be taken in hourly increments. Employees who are members of the National Guard or Reserve shall provide their Unit Training Assembly (drill) schedule, or military orders where applicable, as soon as it is available from the Military Unit.

### **Civil Leave**

All employees, including temporaries, shall be eligible for paid civil leave for Jury Duty, Election Board Duty, Voting Time, Court Appearances, Disaster relief Leave. Provisions outlined in the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273 apply to classified employees.

## **Leave of Absence**

An unpaid leave of absence may be granted, not to exceed one year (except for military service and some worker's compensation cases), when such absences will not interfere with the best interest of the Nebraska Real Property Appraiser Board. Under unusual circumstances, this time may be extended by the Director, or in the Director's case, the Board's Chairperson. Written requests for leaves of absence will be considered for such things as temporary disabilities, educational purposes, or other uses. Medical leaves of absence shall not exceed six weeks unless approved by a physician. The leave of absence when granted shall be in writing and detail the employment conditions that will be in effect at the end of the absence. Vacation leave shall not be required to be exhausted prior to such requests.

## **Family Medical Leave (FML)**

Family Medical Leave is unpaid time off from work. An employee must have at least twelve total months of service and at least 1250 hours of service in the previous twelve-month period to be eligible for Family Medical Leave. Temporary employment with the State of Nebraska counts toward an employee's eligibility. An employee can use paid vacation leave, accumulated compensatory time, or sick leave, if the requested sick leave meets conditions outlined in this handbook for use, as part of their 12 weeks of Family Medical Leave if the employee should so choose.

Unpaid Family Medical Leave may be used for the following reasons:

- Because of the birth of a child of the employee.
- Because of the adoption or placement of a foster care child with the employee.
- In order to care for the serious health condition of the employee's spouse, child, or parent.
- Because of the serious health condition of the employee.
- Because of any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- Because the employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. (This leave shall only be available during a single 12-month period.)

An employee requesting to use Family Medical Leave due to a serious health condition must provide certification from a health care provider that must include:

- (1) The date on which the serious health condition commenced;
- (2) The probable duration of the condition;
- (3) Any appropriate medical facts;
- (4) A statement containing specific information why the employee is needed to care for the child, spouse or parent, **OR**, a statement containing specific information why the employee is unable to perform the functions of the job;
- (5) If the leave is to be intermittent, a statement containing specific information concerning planned medical treatments, the expected dates, and duration of treatment.

The agency may require a second opinion (the agency's choice of health care provider) and must pay for the cost of the second opinion. If the second opinion differs from the first, a third opinion may be sought (from a mutually agreed upon health care provider, again, at the agency's expense). The results of the third opinion are final.

### **Maternity Leave Donation Program (MLD)**

When an expectant mother needs to be away from work due to a birth of a child, she may request MLD in writing. The request must include substantiating evidence as described in the Family Medical Leave Act. MLD shall be available only to employees who have exhausted their own earned sick leave, in conjunction with an approved Family Medical Leave (FML) under the Family Medical Leave Act and only with approval of the Director, or in the case of the Director, the Board's Chairperson.

Employees shall meet the following criteria before request(s) for donations can be made:

- Be the expectant mother of a newborn baby.
- FML request has been approved by the agency.
- Have exhausted all earned sick leave.
- Have not offered anything of value in exchange for the donation.

Employees may contribute accrued vacation leave or earned compensatory time to benefit another employee within the agency who requests MLD. Vacation leave and earned compensatory time shall be donated in no less than 4-hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated time on the appropriate forms for that purpose. Vacation leave and compensatory time donated and transferred to another employee pursuant to this provision shall be irrevocably credited to the recipient's MLD account.

### **Catastrophic Illness Leave**

An employee experiencing a catastrophic event may be eligible for catastrophic leave donations from the other employees. A catastrophic event is defined as a serious illness or injury resulting in a prolonged absence of at least thirty workdays during the past six months. Refer to NAPE/AFSCME Contract, or the Nebraska Administrative Code, Title 273 for information on eligibility conditions and donating to other employees.

### **Injury Leave and Worker' Compensation**

All employees (including temporary) who are disabled as a result of a job-related injury or disease, that is deemed compensable by Worker's Compensation, may be granted injury leave not to exceed five of the employee's normal working shifts for any particular injury. A working shift is counted even if an employee is absent for any portion of their assigned shift. Disabled shall mean the employee is unable to perform the tasks usually encountered in one's employment due either to an injury/disease or to treatment for an injury/disease. Any job-related injury or disease shall be reported to the Director, or in the case of the Director, the Board's Chairperson, as soon as possible and the agency shall have the responsibility to supply all the necessary information to the DAS Risk Management Division. No employee shall receive payments (worker's compensation plus regular pay) in excess of his or her regular gross wage. In addition, employees being paid workers' compensation for job-related injuries or disease may use accrued sick, vacation or compensatory leave time to supplement the payment up to, but not to exceed, their regular gross pay.

## Holidays

The State of Nebraska annually recognizes eight hours of Holiday Leave with pay for 12 holidays each year. Temporary employees are not eligible for holiday leave with pay.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

When a holiday falls on the first day of an employee's weekend, it shall be observed on the preceding day. When a holiday falls on the second day of an employee's weekend, it shall be observed on the following day.

## PAY PERIOD AND REPORTING

### Pay Cycle

Pay will be on a biweekly pay cycle. Biweekly pay dates are every other Wednesday. Two pay cycles during the year will have no deductions except federal and state withholding taxes, social security, credit union, and retirement deductions. The Director shall be notified of any changes to address, marital status, number of dependents or exemptions, or any qualified events that may affect an employee's payroll or benefits. An electronic direct deposit to one or more financial account(s), or to a payroll card, will be used for wage and reimbursement payments as the employee has designated. A payroll card operates like a debit card and no credit check or bank account is required.

### Timecard Maintenance

Each full time employee shall maintain his or her time worked on the Director approved time sheet. Before 9 pm on Tuesday following the end of the 80-hour pay period, each classified employee shall submit his or her time sheet to the Director, along with any documentation supporting leave requests and approvals. The Director shall submit his or her time sheet to the Board's Chairperson, along with any documentation supporting leave notices. The Director may request additional support and/or clarification if needed prior to approval. All temporary employees shall maintain and submit timecards according to the Administrative Services SOS Program policies in place.

## **PERFORMANCE**

Each employee of the Nebraska Real Property Appraiser Board is expected to perform his or her duties at a level acceptable to the Director and the Board. Performance evaluations are an important tool to measure and discuss job performance. Evaluations can also be used to assist employees with developing new skills and competencies. The Director is responsible for accurately assessing and completing a performance evaluation for each classified employee. Classified employees should also receive feedback about their performance on a regular basis and issues should be addressed in a timely manner.

Performance evaluations for contract employees are conducted in accordance with the provisions of the NAPE/AFSCME Contract through the centralized Performance Management System approved by State Personnel. Employees will be notified to begin their evaluation process via a system-generated email. Off-Cycle evaluations can be initiated by the Director when deemed necessary.

If an employee refuses to provide an electronic signature, the Director should document the employee's refusal to sign in the system during the process of providing the manager's electronic signature, which should occur prior to final submission of the review. Employee should be reminded that a signature does not represent agreement with the contents, but merely acknowledges receipt of the review.

Performance issues shall be addressed in accordance with the provisions of the Nebraska Administrative Code, Title 273, or NAPE/AFSCME Contract for classified employees.

The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.

## **TRAINING**

The Nebraska Real Property Appraiser Board offers training to employees in order to support the achievement of business objectives, build employee knowledge, skills, and abilities, and to contribute to improved employee performance and enhance career development and personal growth.

The Director coordinates training and is responsible for identifying training needs and maintaining training records for the agency. Training may be:

- Required: mandated by federal, state, or agency policy, as well as by the Director or the Board;
- Recommended/Agency Sponsored: at the request or assignment of the Director or the Board, most likely job-related courses;
- Optional: courses that provide employee personal development and growth.

Training includes programs that lead to:

- Improved work performance;
- Ability to assure increasing responsibilities within the agency;
- Meet the goals of the agency or the Board;
- Personal growth and development.



Any request for training or education made by an employee shall be submitted to the Director in writing. All training or education that includes overnight travel, or exceeds \$250.00 in tuition, shall be approved by the Board. If approved, the training or education shall be at the Board's expense unless specified otherwise. Any tuition for training or education attended at the employee's request, and at the Board's expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

The Board or the Board's Director may request that an employee attend training or education applicable to his or her responsibilities. All training or education that includes overnight travel, or exceeds \$250.00 in tuition, shall be approved by the Board. Any tuition for training or education attended at the request of the Board or the Director shall be at the Board's expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

Information on training and development opportunities provided by the State of Nebraska can be found at [Nebraska DAS Personnel – Training and Development](#).

## **EMPLOYEE RECOGNITION**

An employee may be recognized no more than once annually for his or her excellence through service (not "Years of Service"), contributions, and/or achievements with an award not to exceed \$500.00 in value. An employee may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or the Board's Chairperson shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.

## **EXPENSE REIMBURSEMENT**

Reimbursement will be made for authorized travel, meals, and other approved expenses in accordance with the NRPAB State of Nebraska Expense Reimbursement Policies. All expense requests must be pre-approved by the Director or the Board. Requests for reimbursement must be made within 60 calendar days from the date the employee incurred the expense.

## **DRESS CODE**

During business hours employees are expected to present a neat and clean appearance. Clothing should reflect job and working conditions. The Director has the responsibility and authority to determine what attire reflects the requirements of the job and working conditions. Upon first occurrence, an inappropriately dressed employee may be sent home and directed to return to work in proper attire. Second and subsequent occurrences may be cause of disciplinary action that may result in termination. Time spent out of the office resulting from a dress code issue would not be considered work time and would require use of vacation, comp time, or leave without pay.

### **Clothing Allowance**

Upon hire, any full-time employee of the Nebraska Real Property Appraiser Board shall be granted an allowance of \$100.00 for use on NRPAB promotional clothing during the fiscal year the new employee begins work. At the beginning of each fiscal year after an employee has been granted his or her initial allowance, each employee is granted an allowance of \$75.00 for use on NRPAB promotional clothing. This allowance does not carry over from one fiscal year to another.

## **BREASTFEEDING**

The Board's Director shall make accommodations for employees who breastfeed, or need to express breast milk during work hours. Each building managed by the State Building Division is equipped with a room exclusively dedicated to nursing mothers for expressing breast milk.

## **WORKPLACE EVACUATION POLICY**

### **Earthquake**

1. Stay calm and await instructions from the Emergency Coordinator or other designated official (Director or Business and Licensing Specialist if Director is not present).
2. Keep away from overhead fixtures, windows, filing cabinets and electrical power.
3. Assist employees with needs in finding a safe place.
4. Evacuate as instructed by the Emergency Coordinator or designated official.
5. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
6. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

### **Fire, Gas Leak or other Reason for Building Evacuation**

1. In the case of a fire, employees should immediately evacuate the building. In any other case, evacuation should take place upon order by the Emergency Coordinator (Director or Business and Licensing Specialist if Director is not present).
2. Assist employees with needs in finding a safe place.
3. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
4. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

### **Tornado**

1. When a warning is issued by sirens or other means, employees should take the stairs to the basement; employees unable to take the steps should take the elevator. Stairwells are NOT recommended as a safe location since they can become wind tunnels. Stay away from outside walls and windows and use arms to protect head and neck. Employees should remain sheltered until the tornado threat is announced to be over.
2. All employees meet in the basement hallway next to the Copy Services window.. The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
3. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

# EMPLOYEE INFORMATION SYSTEMS AND DATA SECURITY POLICIES

## Understanding Risks and Threats

One of the biggest concerns today is security threats or intruders. In order to safeguard against any attack, it is necessary to understand how and what the intruder is after. Awareness of the potential dangers facing the Board's Information Systems is critical. Failure to follow the Employee Information Systems and Data Security Policies may lead to disciplinary action up to and including termination of employment.

### Types of Threats:

- *Hacker*- A hacker is an individual whose primary aim is to penetrate the security defenses of computer systems. A truly skilled hacker can penetrate a system right to the core and withdraw again without leaving a trace of the activity. Hackers are a threat to all computer systems that allow access from outside.
- *Virus* - Malicious software like a virus is a software program that replicates itself and spreads onto various data storage media (disks, flash drives, portable hard drives, etc.) and/or across a network. The symptoms of virus infection include considerably slower response time, inexplicable loss of files, changed modification dates for files, increased file sizes, and total failure of a computer system.
- *Social Engineering* - Social engineering is the process of convincing people to divulge information that they should not. Often built on false pretenses and misidentification, social engineering is extremely effective. This is accomplished by name-dropping, gaining one's confidence, and intimidation. Social engineering involves the manipulation of people rather than technology to successfully breach their organization's security.

### General Information

The Nebraska Real Property Appraiser Board adheres to the [Nebraska Information Technology Commission \(NITC\) Security Standards as its Information Systems and Data Security processes and procedures](#). The majority of security functions are administered by the Office of the Chief Information Officer (OCIO). The OCIO is responsible for administration of the State Communications System including any voice, video, data or wireless communications facility contracted for, or provided by, the State of Nebraska, including state-provided equipment and network connections to State computers. All use of the system is subject to applicable state and federal laws, such as the public records statutes of the State of Nebraska. No reasonable expectations of privacy exist regarding personal business conducted on the system.

By September 15 of each even-numbered year, an information technology report is provided to OCIO that includes an accounting of all technology assets, including planned acquisitions and upgrades. ([Neb. Rev. Stat. § 86-524.01](#)).

Definitions that apply to the Nebraska Information Technology Commission Standards and Guidelines can be found at: <https://nitc.nebraska.gov/standards/1-101.pdf>

### **Social Media Use Policy**

Employees using social media for State business, both on and off the Nebraska.gov domain, must adhere to the NITC guidelines located at <https://nitc.nebraska.gov/standards/4-101.pdf>.

### **Active Directory Use Policy**

Microsoft Active Directory has an attribute ("thumbnailPhoto") to store a thumbnail photograph of each user. Other applications, including Microsoft Outlook and the Exchange Global Address List, will display these photographs automatically in the context of providing information about the user. Employees utilizing this attribute must adhere to the Active Directory Use Policy located at <https://nitc.nebraska.gov/standards/5-401.pdf>.

### **State Communications System Acceptable Use Policy**

This policy applies to use of the State communications systems. The standards for acceptable use of the system can be located at <https://nitc.nebraska.gov/standards/7-101.pdf>. All use of the system is subject to applicable state and federal laws. Users should not have any expectation of privacy regarding personal business conducted on the system unless otherwise protected by state or federal law.

### **Information Security Policy**

The Information Security Policy is to provide a uniform set of reasonable and appropriate security safeguards for protection of the confidentiality, integrity, and availability of State of Nebraska information collected, stored, and used to serve the citizens of the State. This Information Security Policy contains the safeguards, responsibilities and acceptable behaviors required to establish and maintain a secure environment. All agency employees must adhere to the following:

- Acceptable Use provisions located at <https://nitc.nebraska.gov/standards/8-201.pdf>;
- Email provisions located at <https://nitc.nebraska.gov/standards/8-204.pdf>;
- Portable IT Device provisions located at <https://nitc.nebraska.gov/standards/8-205.pdf>;
- Remote Access provisions located at <https://nitc.nebraska.gov/standards/8-301.pdf>;
- Passwords provisions located at <https://nitc.nebraska.gov/standards/8-302.pdf>;
- Identification and Authorization provisions located at <https://nitc.nebraska.gov/standards/8-303.pdf>;
- Network Transmission Security provisions located at <https://nitc.nebraska.gov/standards/8-402.pdf>;
- Approved Hardware and Software provisions located at <https://nitc.nebraska.gov/standards/8-501.pdf>;
- Minimum User Account Configuration provisions located at <https://nitc.nebraska.gov/standards/8-502.pdf>;
- Minimum Workstation Configuration provisions located at <https://nitc.nebraska.gov/standards/8-504.pdf>;
- Minimum Laptop Configuration provisions located at <https://nitc.nebraska.gov/standards/8-505.pdf>;
- Minimum Mobile Device Configuration provisions located at <https://nitc.nebraska.gov/standards/8-506.pdf>; and
- Use of Cloud Storage Websites provisions located at <https://nitc.nebraska.gov/standards/8-606.pdf>.

Data is a critical asset of the State of Nebraska. All employees have a responsibility to protect the confidentiality, integrity, availability of data generated, accessed, modified, transmitted, stored or used by the State, irrespective of the medium on which the data resides and regardless of format.

### **Other Information System and Data Information**

- Access is given to each employee for the systems and information needed to do his or her job. Access control is the set up and maintenance of system access data that determines who the employee is, what can be accessed, and what restrictions apply. This is managed by OCIO, and when applicable, the Board's Director.
- Access to any of the State systems requires usernames and passwords. All employees are assigned a unique ID (username) for each specific system, and password is established to allow access to each specific system. Passwords are strictly confidential, and must be maintained in accordance with the policies for each State system. When employment ends, OCIO is notified immediately and access to the State information system will be revoked.
- Software should not be installed on an agency PC, network servers, or other machines without first obtaining the proper approval from the Director. OCIO conducts the majority of software installations for the agency.
- Workstations may be monitored and accessed by the Director if a breach in security, violation of agency policy, or other unauthorized actions, have allegedly been taken.
- Remote access can be through a dial-up, WAN, or Wi-Fi connection. Before authorization to access the network for agency files, permission must be granted by the Director.
- An employee shall not connect any devices to the State network, or any other equipment with a modem or communication system, without prior approval from the Director or OCIO.
- When engaged in discussion groups, chat rooms, email communication, and other internet offerings, employee may only indicate his or her affiliation with the Nebraska Real Property Appraiser Board in a way that does not potentially embarrass or harm the Board or the State of Nebraska. In addition, misrepresenting, obscuring, suppressing, or replacing your identity on State communication systems is prohibited.
- An employee's name, email address, agency affiliation, and related information included with messages or postings must reflect the actual originator of the messages or postings.
- An employee may not create his or her own, or forward externally provided email messages, that may be considered to be harassment, contribute to a hostile work environment, use profanity, or contain derogatory comments about sex, race, religion, or sexual preference.
- An employee must adhere to the CIO procedures for reporting and/or discarding unwanted and unsolicited e-mail (also known as SPAM) or emails with concerning attachments.
- Another employee's Email account cannot be used to send or receive messages without permission from the Director.
- An employee may not upload software licensed to a third party to any computer via the internet unless authorization from the Director or OCIO has first been obtained.
- To ensure that Information Systems run smoothly, temporary internet files and cookies should be deleted by employee on a regular basis.

### **Telephone and Fax**

Communication outside the state telephone system for business reasons is often necessary, but it can create security exposures. Employees should take care that they are not overheard when discussing sensitive or confidential matters.

When an employee is out of the office for an extended amount of time, the employee's voicemail message should be changed to reflect the length of time he or she will be away.

## **MOTOR VEHICLES POLICY**

State business is defined as performing job functions on behalf of the organization. Examples include, but are not limited to, driving to other locations for work purposes; driving to meet with vendors or other entities the organization does business with, driving to other agencies to represent the organization; driving to deliver, transport, or pick up goods or to provide services on behalf of the organization; and traveling to meetings, training events, workshops, or seminars. Driving in order to conduct State business must be approved by the Director. Commuting is not considered State business.

While driving on State business, employees are expected to follow these safety and motor vehicle use rules:

- Notify the Director if taking medication, or if subject to a medical condition that would interfere with the safe operation of a motor vehicle;
- When utilizing personal vehicle or Transportation Services Bureau fleet vehicle follow all policies, procedures, and rules contained within the Transportation Services Bureau Policies and Procedures at <https://das.nebraska.gov/tsb/policies.html>;
- Wear a seatbelt and ensure all passengers wear seatbelts while the vehicle is in motion;
- Do not operate a vehicle under the influence of drugs or alcohol;
- Do not use radar detectors and/or wear headsets while operating a vehicle;
- Refrain from texting and use of a hand held cellular phone unless coupled to a hands-free device while driving;
- Conform with all traffic laws and be cognizant of weather conditions and drive accordingly;
- Ensure any personal vehicle used in the course of State business is in safe mechanical condition;
- Refrain from running personal errands while operating a State owned vehicle;
- Display the highest level of professional conduct while driving on State business;
- Refrain from smoking or using tobacco products in State owned vehicles;
- Maintain a valid operator's license;
- Maintain necessary vehicle insurance on personal vehicle, if a personal vehicle is used.

Employees are required to immediately report any accident that occurs while driving on State business to the Director, or the Board's Chairperson if the Director cannot be reached, and are expected to report any citations or moving violations received while driving on State business no later than the first working day following the citation. Transportation Services Bureau shall be notified if an employee contests a ticketed citation/violation.

The following motor vehicle actions/violations/citations are considered serious and may also prohibit an employee from driving on State business and/or may result in disciplinary action up to and including termination:

- Motor vehicle homicide;
- Reckless driving and/or careless driving and/or willful reckless driving;
- Driving under the influence of alcohol or any drug;
- Revocation or suspension of driver's license and/or driving on a suspended or revoked license;
- Hit and run and/or failure to stop and render aid and/or report an accident;
- Recent and frequent loss of points or moving violations/citations.

The Nebraska Real Property Appraiser Board reserves the right to verify that employee possesses an acceptable driving record, which may include obtaining copies of documents, such as proof of minimum liability insurance required by Nebraska State Statute, and an employee's driving record from the Nebraska Department of Motor Vehicles. All driving records and associated documentation are considered private and shall be kept in the employee's confidential personnel file.

Employees failing to meet the responsibilities described within this policy may be subject to discipline up to and including termination of employment.

## **DISCIPLINE POLICY**

The Nebraska Real Property Appraiser Board makes every effort to help each employee become and remain an efficient, productive, and satisfied worker. Disciplinary actions are those actions taken by the Director or the Board in response to an employee's failure to meet the standards, objectives, or rules of the agency. The objective of the discipline process is to correct or eliminate inappropriate behavior or conduct.

- Employees covered by the NAPE/AFSCME Labor Contract may be disciplined for violations outlined in the NAPE/AFSCME and State of Nebraska Labor Contract;
- Employees covered by the Classified System Personnel Rules and Regulations may be disciplined for violations outlined in the Classified System Personnel Rules and Regulations;
- All employees may be disciplined for violating agency rules and policies, including those contained in this handbook, Board policies, applicable federal or state laws, and rules and regulations.

Classified employees have the right to file a grievance. All grievance processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Filing a grievance does not delay the effective date of any Director or Board action. Filing a grievance will not jeopardize the grievant's position, opportunities for advancement, or salary increases. No classified employee shall be coerced by any employee(s) into not proceeding with a grievance or not appearing as a witness at a hearing.

## SEPARATION OF EMPLOYMENT

Separation of employment within an organization can occur for several different reasons, listed below:

- **Resignation:** Resigning employees are expected to provide two weeks' notice (10 workdays), preferably in writing, to facilitate a smooth transition out of the agency. Employees providing less notice than this will not be considered to have resigned in good standing, and may not be eligible for rehire, unless a shorter notice has been agreed to by the Director.
- **Retirement:** Employees who wish to retire are encouraged to notify the Director, or if appropriate, the Board's Chairperson, in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact the Director for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The Director may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
- **Involuntary Termination:** Classified employees who have been terminated through the discipline process, or on original probation, may be involuntarily terminated from their employment with the Nebraska Real Property Appraiser Board in accordance NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations, whichever is applicable.
- **Reduction in Force (RIF)/Layoff:** The agency may determine that due to position elimination, reorganization, attrition, or other factors, a reduction in force may be necessary. All reduction in force processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract, whichever is applicable, for classified employees.

### Off-Boarding Process

When an employee separates from the Nebraska Real Property Appraiser Board, the Director, or in the case of the Director's departure, the Business and Licensing Specialist, will begin the off-boarding process. This process is used to ensure that all employees leave the Board in the most respectful, efficient, and consistent manner. This process includes paperwork, and may include an exit interview. The exit interview shall occur via paper and/or in person when applicable.

The separating employee shall return all state property at the time of separation, including tools, cell phones, keys, laptops, any State owned devices, and identification cards.

Health insurance and related benefits terminate the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.



**Rehire**

Former employees who separated from the Nebraska Real Property Appraiser Board in good standing, and were classified as eligible for rehire, may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. An applicant or employee who is terminated for violating policy, poor performance, or who resigned in lieu of termination from employment, will be ineligible for rehire.



# State of Nebraska Expense Reimbursement Policies

Effective January 1, 2021

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## Substantiation of Expenses

Under the State's accountable plan, the Internal Revenue Service requires employee or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated.

Adequate accounting generally requires the use of a documentation record such as an account book, expense diary or log, or similar record near the time of incurrence of the expense. Such log should list the date, amount, place (e.g. city) or description, and purpose for each expense. A combination of receipts and detailed itemization is permitted. Meals and incidental expenses are deemed to be substantiated under per diem allowances, and eliminate the need for substantiating actual costs. To satisfy the requirement of the accountable plan, the employee or board member should complete the Expense Reimbursement Document correctly or utilize a documentation record to transfer cost information to the expense reimbursement form so reimbursement can be made.

A request for reimbursement (on an approved expense reimbursement document) for the incurred expense must be submitted by the employee or board member to the appropriate agency office (business office, accounting office). To document that this requirement is met, the agency office will need to have an effective method of recording when the expense document was received.

Such request must be made not later than sixty days after the final day on which the expenses were incurred for which reimbursement is sought. This means that if travel occurs June 15-June 18 and again on June 22-June 25, the request for reimbursement may include both trips, but the request for reimbursement for the first travel period must be submitted no later than 60 days after June 18.

If an employee or board member typically requests reimbursement for non-travel expenses and accumulates the receipts for which reimbursement is sought, each expense will have its own 60 day limit for reimbursement. (Travel is defined as being away from headquarter city longer than one day.)

When a receipt does not provide the essential character of the expense, such as rate or period of use, the agency may require a copy of the rental contract or other billing as supporting documentation to substantiate the expense. For instance, vehicle rental receipts with only an amount would require additional documentation. Screen prints or other support of online purchases should be provided, if possible, to document purchases being made via the internet.

## Receipts

Receipts - Detailed receipts are required as support for all expenditures except per diem meals and immaterial items identified by the Director of Administrative Services. Common expenses requiring detailed receipts include, but are not limited to, lodging, car rental, commercial travel, and registration fees.

Detailed receipt is defined as a receipt that identifies the date, time, city, state, itemization of item(s) claimed, and the cost.

Immaterial items are anything less than \$10.00; however, you are required to substantiate immaterial items in a log, as described under Travel Expense Policy # 5. Substantiation of Expense).

In the absence of detailed receipts supporting an employee's claim, State Accounting requires a signed written explanation including one of the following:

- Copy of a cancelled check with purchase details;
- Charge card slip with purchase details; or
- Subsequently acquired receipt with purchase details.

If one of the above options cannot be provided, or where a receipt was not provided, the employee must create and provide a signed affidavit. This policy is for the convenience of the agency and the employee. The absence of documentation may necessitate the discontinuation of this process and the subsequent inability to reimburse employees when detailed receipts are not available.

### **Employee or Board Member Signatures**

The employee or board member claiming reimbursement of expenses must provide an original signature on the expense document or submit the document with an electronic signature. Supporting documentation must be maintained by the agency for those documents submitted with an electronic signature.

An employee or board member not able to provide original signatures due to physical disabilities may request a waiver of the original signature requirement. The employee or board member must request such a waiver in writing from the State Accounting Administrator of DAS. The request must be:

- 1) Approved by the employee or board member's supervisor,
- 2) Include the reason for the inability to provide the original signature,
- 3) Include the anticipated length of time of the physical condition, and
- 4) Include a sample of the intended signature to be used.

The State Accounting Administrator may request the employee or board member to give additional supporting documentation, which could include a description of the physical condition and limitations from the employee or board member's physician. If the request is approved, the employee or board member and agency will be notified in writing.

### **Air Travel**

Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase. If an agency chooses to calculate productive time saved, the employee or board member's actual salary shall be used. For board members, or others who do not receive a salary, the State average annual salary, as published in the Personnel Almanac, shall be used. Whenever reimbursement of air travel is made separate from the employee or board member expense reimbursement document, a cross reference shall be made from the employee or board member expense reimbursement document to the air travel reimbursement document.

Travel by privately-owned airplane or personally-rented airplane shall have the prior approval of the agency director. Such approval shall be provided with the payment documents.

- a. Privately-owned – An employee or board member will be reimbursed at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. As of January 1, 2021 the rate is one dollar and twenty-six cents (\$1.26) per Statute air mile. DAS will not differentiate between “travel at the convenience of the agency or employee or board member”. This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate.
- b. Personally-rented – Employee or board members shall be reimbursed for the actual expense of personally renting an airplane unless the expense is paid directly by the agency involved.
- c. Charter flight – Agencies should contact the Department of Aeronautics to make arrangements for charter flights.

### **Conference (Attendance by State Employee or board members)**

State employee or board member expenses – Expenses incurred by a State officer, employee or board member, or member of any commission, council, committee or board of the State while attending a non-State agency sponsored conference may be paid. Payment may be made directly to a vendor or as reimbursement to an employee or board member for expenses incurred on behalf of the agency. Original invoices/receipts and a document, or statement, showing the date, purpose and agenda of the conference must be attached to the payment document. Expenses should be coded using "item" orientation. For example, travel expenses should be coded to the appropriate travel expenditure account and the registration fee to Conference Registration Expense.

The payment of meals and nonalcoholic beverages for State employee or board members attending a non-State agency sponsored conference is allowable if the employee or board member is in travel status or the meal is included in the overall conference pricing.

### **Lodging**

Employee or board members shall report only actual expenses paid for lodging. Business telephone calls and parking charges incurred at the lodging site may be included on the lodging bill. Lodging expenses may either be directly billed to the agency or claimed on an expense reimbursement. If claimed on an expense reimbursement, detailed receipts for lodging are required to be filed with the claim. Lodging may be reimbursed when an employee or board member is "away from home overnight". The Internal Revenue Service states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day's work." Meals should not be charged to a hotel room and will only be reimbursed through the per diem process.

Sales to the State of Nebraska and its agencies are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the agency, the agency should present a completed copy of Form 13 (Nebraska Resale or Exempt Sale Certificate) to the lodging establishment.

It is State Accounting policy that a person generally be more than 60 miles from his or her workplace in order to be eligible for lodging. We realize there may be reasons to pay for lodging for distances less than 60 miles. Such reasons include, but are not limited to work requirements, medical conditions or weather; in those instances the reason must be clearly stated on the disbursement document.

## Meals

Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174, based on the destination of the travel. The State per diem rates shall be 70% of the relevant federal rates (General Services Administration for travel within the contiguous United States). The Expense Reimbursement Document (ERD) will calculate the full reimbursement for each day based on the following:

- The Per Diem Rate shall be based on the original Destination City. (GSA Per Diem Rates )
- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:
  - Meals included in Conference fee
  - Meals provided by Hotel
  - Meals purchased by 3rd Party
- Meals expense charged directly to and paid for by the State of Nebraska
- At the agency head's discretion, one-day travel meal expenses (breakfast and supper only) may be reimbursed using State per diem rates when it is deemed necessary for the working conditions of the employee.
  - Breakfast - When an employee leaves for one-day travel at or before 0630 or 1 1/2 hours before the employee's shift begins, whichever is earlier, breakfast rate may be reimbursed.
  - Lunch - Noon meals for one-day travel are not reimbursable.
  - Dinner - When an employee returns from one-day travel at or after 1900 or 2 hours after the employee's shift ends, whichever is later, the evening meal rate may be reimbursed.
  - \* NOTE: The time limitations set forth do not include the time taken for the meal.
- Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable, except as discussed in General Policy #22. State Employee Expenses While Not in Travel Status and Travel Expense Policy #3. Conference (attendance by State Employees).
- Actual expenses for group meals incurred by an agency on a purchasing card are allowable for official functions, conferences, or hearings.
- The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to the employee unless such reimbursements are deemed "occasional". In order to monitor this provision, all such reimbursements for one-day travel shall be coded to account 571600 (meals – one day travel). When reimbursements for meals for one-day travel exceed \$200 per employee in any one year (December 1 through November 30), the entire amount of such reimbursements will be considered taxable income. If reimbursements for an employee are \$200 or more for any one year, the agency will enter a payroll one-time override using DBA 1005 for the total amount coded to object code 571600. This should be processed during the calendar year payroll. The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly. Reimbursement to one employee for two or more employee's expenses will not be allowed for meals because of this provision. (Travel Expense Policy #9. Reimbursement to One Employee for Two or More Employee's Expenses)

If the lodging site claimed on an employee's or board member's expense reimbursement request, or paid for by the State, includes one or more meals in the cost paid as part of the lodging costs, reimbursement is not permitted for such meal(s) as described below:

- 1) Breakfast - If a continental breakfast is served by the lodging site in the morning after the date on which the lodging expense is incurred, which includes offerings greater than bread, bagels, muffins, fruit, milk, juice, and coffee (i.e., eggs, bacon, sausage, pancakes, waffles, etc.).
- 2) Dinner - A meal is served by the lodging site in the evening on the date on which the lodging expense is incurred, which includes offerings greater than soups, salads, snacks, hors d'oeuvres, or appetizers.

## Personal Automobiles

An employee or board member will be reimbursed for use of a personal vehicle while on State business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. As of January 1, 2021 the rate is \$.560 per mile. This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate. All contract employee or board members currently use the IRS rate. However, agencies may, at their determination, require employee or board members to utilize state-owned vehicles (as opposed to personal vehicles) if the use of the state-owned vehicle would be more economical from both an auto rental rate and the time involved in renting the state-owned vehicle. If after such agency determination, an employee or board member still wants to drive their personal vehicle, the agency is not required to reimburse the employee or board member any more than it would have cost the agency to rent the state-owned vehicle.

Motorcycles – An employee or board member will be reimbursed for the use of a motorcycle while on State business (this does not include commuting miles) at the prevailing standard rate. Effective January 1, 2021 the rate is \$.540 per mile.

Rental Cars - Insurance - An employee or board member should decline rental agency insurance coverages. Please refer to your agency's annual letter from Risk Management. There is a section on rental cars. Under Section III B, it states that you should NOT accept the coverages because the car rental is covered by the State's insurance.

## Reimbursement to One Employee or Board Member for Two or More Employee or Board Member's Expenses

One employee or board member may be reimbursed for actual expenses incurred on behalf of another State employee or board member, such as when two employee or board members sharing a motel room are billed jointly and one employee or board member pays the bill. The employee or board member to be reimbursed must provide the same detailed information that would have been required of each State employee or board member had they been billed individually. In all cases when one employee or board member is requesting reimbursement for expenses of more than one State employee or board member, detailed receipt policies must be adhered to, employee or board members' names listed and documents cross-referenced, when applicable. If two employee or board members are billed jointly, but each pays half and each requests reimbursement separately, the documents must be cross-referenced, since one employee or board member usually may not have a detailed receipt. An employee may not be reimbursed for another employee's meal per diem.

## Long Distance Telephone Calls

Charges for long distance telephone calls are an allowable state expenditure if they are related to State business, or the employee or board member is in a travel status on State business and the calls are in accordance with an approved agency policy.

To establish an approved agency policy, the State agency shall submit their proposed policy to State Accounting for approval. The policy shall describe the circumstances in which long distance calls will be reimbursed, to include:

- 1) The reason(s) for which calls will be reimbursed,
- 2) The number of calls an employee or board member will be allowed within a certain time period,
- 3) The duration of allowable calls or cost per call,
- 4) The relationship to the employee or board member of the person being called. State Accounting shall notify the State agency in writing of approval or disapproval.

## **Personal Cellular Telephone Expenses**

The State of Nebraska provides cellular telephones to agency personnel to utilize in the performance of their official State duties when deemed necessary. Occasionally, an employee will make work related cellular calls on their personal cellular telephone, and request reimbursement.

The State of Nebraska will reimburse employees for any cellular calls that are billed to the employee when the following criteria are met:

- 1) The employee provides their cellular company detail billing for the call(s) for which they wish to be reimbursed. Detail billing will show the date, time, length of call(s), number called and/or calling number, and cost of the call for each call submitted for reimbursement. A log shall be provided if the cellular company billing does not provide the above detail.
- 2) The call(s) are billed on a per minute basis, above and beyond the monthly fee charged for the service the employee has elected as their base plan. The State will reimburse State work related calls regardless of when in the month the State work related calls are made if the employee exceeds the base minutes. For example, Employee A has a plan which allows 25 minutes of calls for the base rate each month.
- 3) Employee A has 30 minutes of personal calls and 5 minutes of state work related calls during the month. The State will reimburse 5 minutes of calls regardless of when in the month the State work related calls are made.
- 4) Employee A only has 15 minutes of personal calls and 5 minutes of state work related calls in the month. The State will not reimburse the employee since the cellular company made no additional billing.
- 5) Employee A has 22 minutes of personal calls and 5 minutes of state work related calls in the month. The State will reimburse 2 minutes of calls since the cellular telephone service provider will charge an additional billing for the 2 minutes exceeding the base plan minutes.
- 6) The agency monitors all personal cellular telephone reimbursements for accuracy.
- 7) Agencies will determine if the usage indicates the need to issue a State owned cellular telephone to employees.

## **Entertainment Expenses**

In a letter to the Director of Administrative Services, the Attorney General's Office stated that entertainment expenses are not allowed to be reimbursed absent specific statutory authority.

## **Payments for State Employee Wages**

In accordance with §81-1117.05, payments for wages for all state employees will be by electronic funds transfer (EFT/Direct Deposit). Such EFT payments may be made to any financial institution of the employee's choosing or to a state authorized debit card. State employees include all officers or employees of the state or any state agency and pursuant to §81-1178 shall include duly appointed committee, board and commission members.



# Personal Vehicle Use Authorization

*Effective September 19, 2019*

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I \_\_\_\_\_ hereby acknowledge that authorization is granted for use of  
(employee or board member name)  
my privately owned vehicle while on State business (this does not include commuting miles), and that  
use of my privately owned vehicle must be compliant with the provisions of the State of Nebraska  
Expense Reimbursement Policies, and Neb. Rev. Stat. §§ 81-1014, 81-1174, and 81-1176. I understand  
that this authorization may be revoked for violation of any of the above mentioned provisions, or by a  
change to Internal Procedure 201908. Furthermore, I acknowledge that this authorization for use of my  
privately owned vehicle while on State business meets the requirement for preapproval as specified in  
Neb. Rev. Stat. § 81-1175.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ certify that reimbursement for use of a privately owned  
(Director or Board Chairperson)  
vehicle by the above is authorized according to the provisions of Neb. Rev. Stat. §§ 81-1014 and  
81-1176.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# New Board Member Orientation Packet



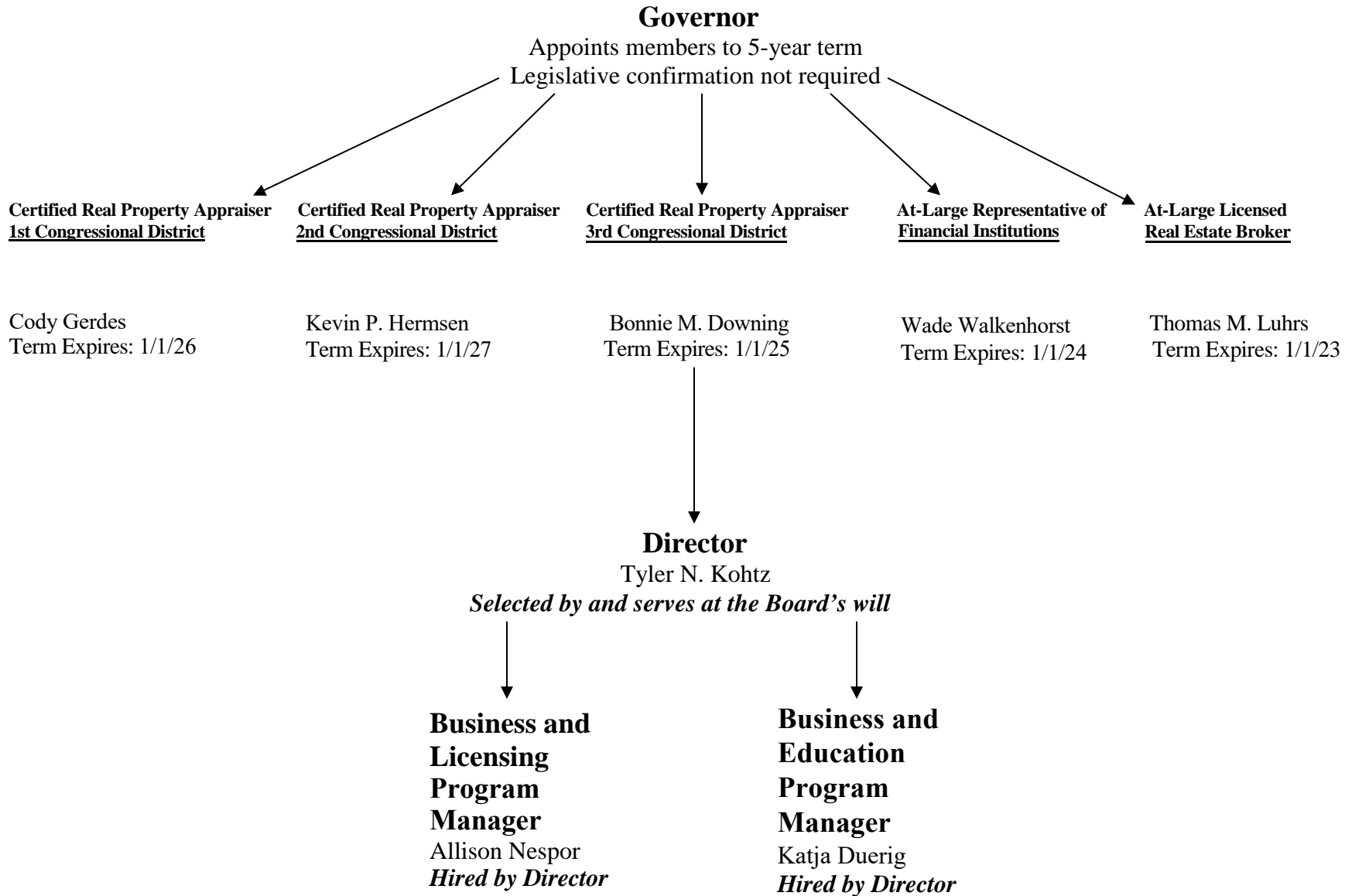
***Mission:***

**The Mission of the Nebraska Real Property Appraiser Board is to administer and enforce the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act with efficiency, equity, and integrity to ensure that the citizens of Nebraska are protected and served, and that the appraisal services community is highly qualified through education, experience, and examination.**

***Vision:***

**The Nebraska Real Property Appraiser Board's vision is to provide leadership for the appraisal industry in the State of Nebraska. The Board will generate interest by promoting the appraiser profession, building positive public awareness of the industry throughout the State, and identifying and resolving issues faced by the public and appraisal services community. The Nebraska Real Property Appraiser Board will also establish and maintain standards for appraisers and appraisal management companies that lays the foundation for a highly qualified, motivated, dependable, and ethical appraisal services community in Nebraska.**

# NRPAB Schematic Organization Diagram





## 2022 BOARD ROSTER

Effective February 24, 2022

<p><b>Thomas M. Luhrs</b>  <i>Licensed Real Estate Broker            Representative</i>  <i>Term Expires: January 1, 2023</i></p>	<p>Work:            Luhrs Real Estate and Appraisal            126 Yucca Drive, P.O. Box 759            Imperial, Nebraska 69033            (308) 882-5917</p>	<p>Home:            126 Yucca Drive, P.O. Box 759            Imperial, Nebraska 69033            (308) 882-8152 – Cell  <a href="mailto:tomluhrs60@gmail.com">tomluhrs60@gmail.com</a></p>
<p><b>Wade Walkenhorst</b>  <i>Financial Institutions            Representative</i>  <i>Term Expires: January 1, 2024</i></p>	<p>Work:            Cornhusker Bank            8310 O Street            Lincoln, Nebraska 68510            (402) 434-2240  <a href="mailto:wade.walkenhorst@cornhuskerbank.com">wade.walkenhorst@cornhuskerbank.com</a></p>	<p>Home:            7548 South 37<sup>th</sup> Street            Lincoln, Nebraska 68516            (402) 423-6444 – Home            (402) 440-1751 – Cell</p>
<p><b>Bonnie M. Downing</b>  <i>3<sup>rd</sup> District Representative</i>  <i>Term Expires: January 1, 2025</i></p>	<p>Work:            Agri Affiliates, Inc.            P.O. Box 1166            North Platte, Nebraska 69103            (308) 534-9240 – Office  <a href="mailto:bdowning@agriaffiliates.com">bdowning@agriaffiliates.com</a></p>	<p>Home:            238 County Road 250            Dunning, Nebraska 68833            (308) 538-2350 – Home            (308) 530-0083 - Cell</p>
<p><b>Cody Gerdes</b>  <i>1<sup>st</sup> District Representative</i>  <i>Term Expires: January 1, 2026</i></p>	<p>Work:            Great Plains Appraisal            115 Cherry Hill Boulevard            Lincoln, Nebraska 68510            (402) 476-1144 – Office  <a href="mailto:cgerdes@gpappraisal.com">cgerdes@gpappraisal.com</a></p>	<p>Home:            7340 South 64<sup>th</sup> Circle            Lincoln, Nebraska 68516            (402) 416-3477 – Cell</p>
<p><b>Kevin P. Hermsen</b>  <i>2<sup>nd</sup> District Representative</i>  <i>Term Expires: January 1, 2027</i></p>	<p>Work:            Mitchell and Associates            14611 West Center Road            Omaha, Nebraska 68144            (402) 330-4500</p>	<p>Home:            19751 Rosewood Street            Gretna, Nebraska 68028            (402) 350-8494 - Cell  <a href="mailto:kevin@mitchellassociates.com">kevin@mitchellassociates.com</a></p>
<p>Tyler N. Kohtz            Director  <a href="mailto:tyler.kohtz@nebraska.gov">tyler.kohtz@nebraska.gov</a>            (402) 471-9025 – Direct            (402) 418-1700 – Cell</p>	<p>Allison Nespor            Business &amp; Licensing Program Manager  <a href="mailto:allison.nespor@nebraska.gov">allison.nespor@nebraska.gov</a>            (402) 471-9024 – Direct</p>	<p>Katja Duerig            Business and Education Program Manager  <a href="mailto:katja.duerig@nebraska.gov">katja.duerig@nebraska.gov</a>            (402)-471-9015 – Direct</p>



# New Board Member Orientation Packet

Effective January 1, 2022

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## Board Makeup

The Board consists of five members appointed by the Governor, one member who is a certified real property appraiser from each of the three congressional districts, and two members at large. The membership of the board selected from the congressional districts includes at least two certified general real property appraisers, and the two at large members includes one representative of financial institutions and one licensed real estate broker. Each member serves a five-year term.

At each January meeting, the Board elects the Board Chairperson and Vice-Chairperson for the year. The Board Chairperson is responsible for leading the meetings, and along with the Board's director or staff appointed by the director, is the main point of contact for all Board business outside of the meetings. If you have questions or concerns regarding any matters, please discuss it with the Board Chairperson, director, or appropriate staff. The Vice-Chairperson is responsible for the enforcement and credentialing motions at each meeting. Outside of the meetings, the Vice-Chairperson works with the Chairperson to ensure that the Board's mission and goals and objectives are being carried out. Finally, the Vice-Chairperson, along with the director or staff appointed by the director, are the main point of contact for all Board business outside of the meetings if the Chairperson is unavailable. It is important to the Board and its staff that the proper channels of communication be maintained, and business is conducted in a unified consistent manner.

## Board Meetings

The Board meets 12-13 times during a calendar year, typically the third Thursday of the month, and may be in person or by virtual conferencing. Twelve meetings are regular monthly meetings of the Board, and in June the Board holds its annual strategic planning meeting. Up to half of the Board's meetings may be held by virtual conferencing during a calendar year. The schedule for the preceding year is set in either November or December of the current year. The determination that a meeting be held by virtual conferencing is made on a month-by-month basis. If you are unable to attend a meeting, please notify the Board's director at least 24 hours before the start of the meeting.

Three members shall constitute a quorum for each meeting, two of whom must be credentialed appraisers. The typical meeting will start at 9:00 a.m., and run to 12:00 p.m. (depends on the amount of information covered). Investigations, credentialing and AMC applications, and other sensitive business will be covered in executive session (closed to the public). Executive session typically starts right after the agenda is set, and typically runs to 10:00 a.m., which is when the public agenda begins. If the entire executive session is not completed prior to 10:00 a.m., the Board will return to executive session after the public agenda is completed. Outside of the meeting, communication between board members cannot constitute a quorum (e.g., an email conversation including three board members would constitute a quorum and violate the Open Meetings Act).

## **Board Meeting Preparation**

The Board's staff begins board meeting preparation on Monday, the week prior to the meeting. Preparation runs for five days with the Board Meeting Packet being available in the Board Member Portal on Friday afternoon. The Board's director (or staff appointed by the director) will notify you by email if there is a change to this schedule. In order to prepare the Board Meeting Packet, all requested documentation is required to be submitted to the Board's office on Friday, two weeks prior to the week of the meeting. Any information submitted after this time will be included in the Board Meeting Packet at the director or Board Chairperson's discretion. If a board member has an issue or idea that he or she would like to have discussed during the meeting, the Board's director should be notified. The agenda cannot be altered twenty-four hours prior to the meeting; therefore, it is important that if an addition is desired, the director be notified prior to this deadline.

## **Board Meeting Packets**

The Board Meeting Packet will be made available in the Board Member Portal on Friday a week prior to the meeting, and board members will be simultaneously notified by e-mail of its availability. This e-mail will typically be sent by the Business and Licensing Program Manager or the Business and Education Program Manager. The packet consists of the agenda and the complete PDF documents for each agenda section. Each packet section is set up with PDF bookmarks to help you find information quickly. See "PDF Bookmark Tutorial\_February 9, 2018" located at the end of this packet for guidance. Individual files and documents for each grievance and application are located in the NRPAB Database. See "Viewing Appraiser Logs in the NRPAB Database," "Viewing AMC Logs in the NRPAB Database," "Viewing Grievance Summary and Logs in the NRPAB Database," "Viewing Education Records in the NRPAB Database," and "Viewing Appraiser Renewal Applications in the NRPAB Database" tutorials located at the end of this packet. As preparation for meetings is essential, please contact the Board's office as soon as possible with questions or issues concerning the Board Member Portal.

## **Board Meeting Packet Addenda**

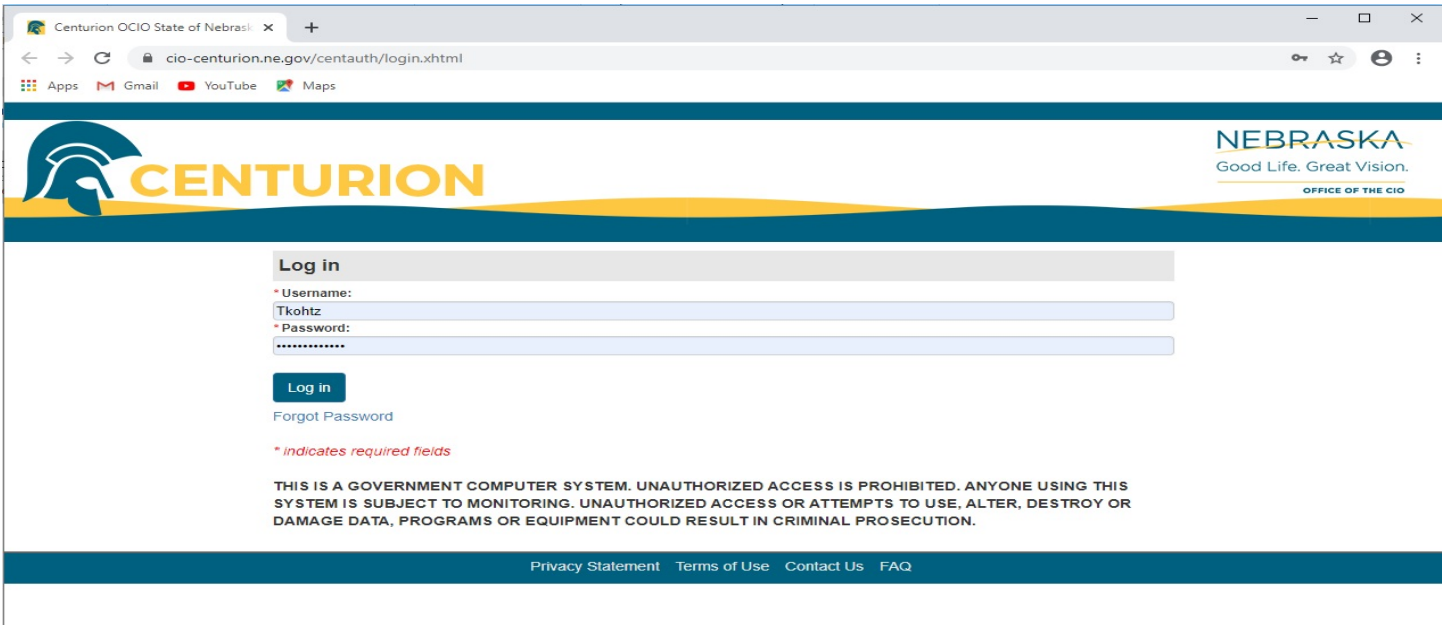
Although the deadline for document submissions is explicitly set as the Friday two weeks prior to the board meeting, materials that may be important to impending investigations or other agenda items are often received after the deadline. In these cases, board members will be sent an e-mail with "Addendum" in the subject line, which includes the addendum, or a notification that an addendum has been placed in the Board Member Portal for the current Board Meeting Packet. If applicable, the addenda will have page numbers, which will aid board members in placing them within the appropriate sections of their already assembled packets (if a physical packet is printed). Addendum information may be presented at the meeting as well (the most common situation).

## **Per Diem Payments and Expense Reimbursement Requests**

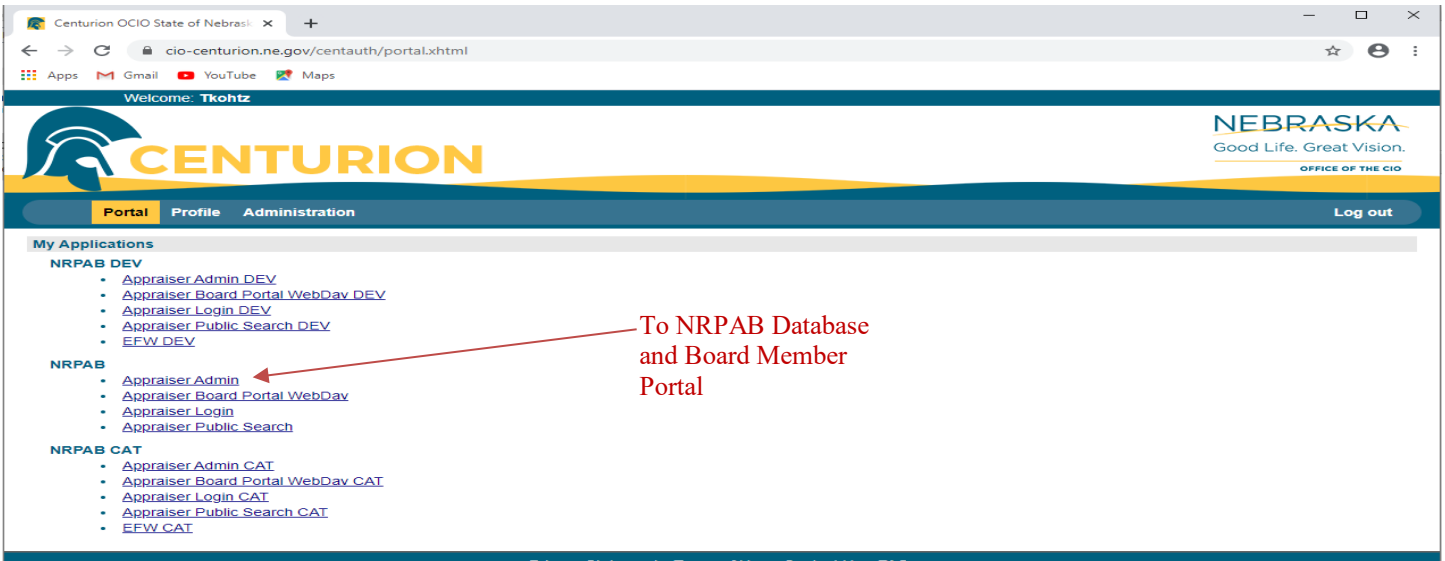
Board members receive a per diem of one hundred dollars per day for each scheduled meeting of the Board or a committee of the Board at which the member is present, and may also receive a per diem of one hundred dollars per day for attending, along with time spent in travel, Association of Appraiser Regulatory Officials (AARO) conferences or meetings, The Appraisal Foundation committee and subcommittee meetings, or other business as authorized by the Board. Regular board meeting per diems are approved by the Board's director for inclusion in the next pay cycle, and any additional per diems are approved by the Board at its next regularly scheduled meeting. All requests should be made to the Director in advance of the meeting at which it is to be considered. In addition, under the State's accountable plan, the Internal Revenue Service requires employees or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated. See the NRPAB State of Nebraska Expense Reimbursement Policies located at the end of this packet for specifics. Expense reimbursement requests must be submitted to the Board's office on the appropriate form by mail, fax, or email within 60 days of the expenditure (typically emailed to Business and Licensing Program Manager). You will be notified prior to the beginning of each calendar year of any changes to the existing Expense Reimbursement Document for the next year (if any changes are made).

## NRPAB Database and Board Member Portal

To access the NRPAB Database and Board Member Portal, enter the secure web address <https://cio-centurion.ne.gov/centauth/portal.xhtml>. If you do not already have a Centurion Blue Username and Password, you will be sent an invitation from the director to establish a Username and Password. When accessing the NRPAB Database or the Board Member Portal, do not enter the address with “www” as this is invalid. Also, it is best to enter the web address each time. The Board Member Portal is a secure web site and is updated regularly; if you save a link to the web address, the cookies tend to snapshot that link at the time it was saved, which means that you will not see the updates made since the link was saved.



Once your Username and Password are entered, you will be directed to the Board’s Centurion main page. It is here where you can access the NRPAB Database and Board Member Portal (Appraiser Admin). Also, you can change your password and password information from this screen under “Profile.”



Once the “Appraiser Admin” hyperlink is selected, you will have access to the NRPAB Database and the Board Member Portal. Click on the “Board Portal Home” icon in the center of the page to access the Board Member Portal. Materials in the Board Member Portal may be printed, or if preferred, documents may be viewed directly from a computer during the meeting.





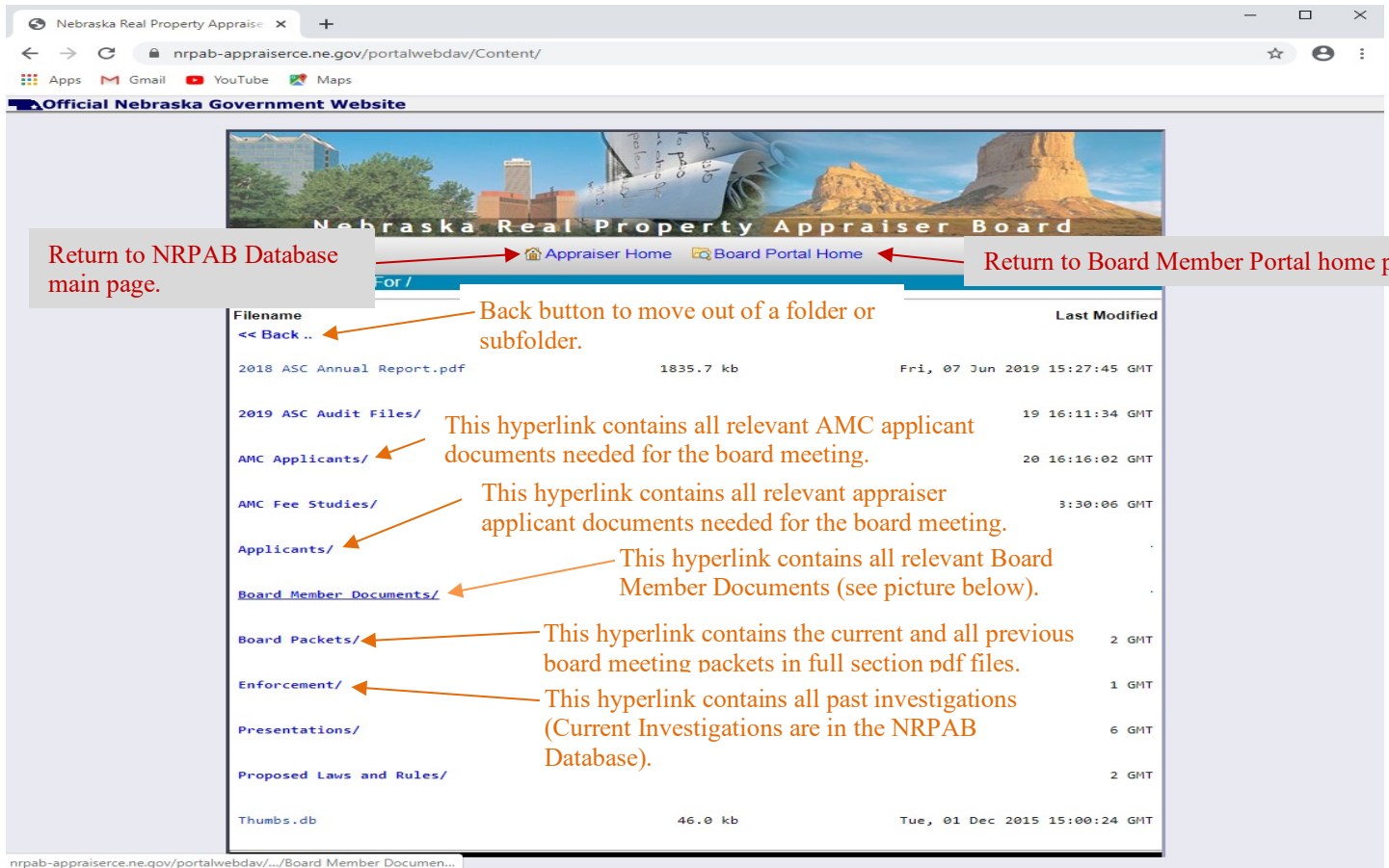
Dropdown used to search for appraisers, AMCs, and investigations

Dropdown used to search education providers, activities, and instructors.

Board Member Portal access

### Board Member Portal

The Board Member Portal is hyperlink driven. If you want to enter a folder, subfolder, or open a document, follow the hyperlinks to where you would like to go. There is also a “Back” button to move back out of folders or subfolders. All documents are added as web documents. You may view each document in the Board Member Portal, or download the document to your computer as a PDF document. If you are in a web document, please use your web browser back icon to close the web document.



Return to NRPAB Database main page.

Return to Board Member Portal home page.

Back button to move out of a folder or subfolder.

This hyperlink contains all relevant AMC applicant documents needed for the board meeting.

This hyperlink contains all relevant appraiser applicant documents needed for the board meeting.

This hyperlink contains all relevant Board Member Documents (see picture below).

This hyperlink contains the current and all previous board meeting packets in full section pdf files.

This hyperlink contains all past investigations (Current Investigations are in the NRPAB Database).



Important board member information can be found in the “Board Member Documents” folder; below is a summary of that information. It is very important that you familiarize yourself with these documents as soon as possible. Specifically, the Current Board Policies, the NRPAB Expense Reimbursement Policies, and the laws and rules that pertain to appraisal practice and AMC business practice in Nebraska.

Directory Listing For /Board Member Documents/

Filename	Size	Last Modified
<a href="#">2019 Board Member Orientation Packet.pdf</a>	2167.6 kb	Tue, 19 Mar 2019 17:08:16 GMT
<a href="#">2020 NRPAB Calendar.pdf</a>	1635.4 kb	Tue, 10 Dec 2019 20:52:53 GMT
<a href="#">Board Roster/</a>		Tue, 19 Mar 2019 20:46:23 GMT
<a href="#">Expense Reimbursement Policies/</a>		Tue, 27 Dec 2019 21:18:12 GMT
<a href="#">Goals and Objectives - SWOT Analysis/</a>		16:29:39 GMT
<a href="#">Guidance Documents-Internal Procedural Documents/</a>	55	GMT
<a href="#">NRPAB Employee Handbook - NAPE_AFS-CME Contract/</a>		
<a href="#">NRPAB Laws and Rules/</a>		0:39 GMT

Annotations:

- Most recent Board Member Orientation Packet.
- Current board meeting calendar.
- Board member and staff contact information.
- NRPAB expense reimbursement policies.
- NRPAB Goals and Objectives – set at the strategic planning meeting in June, prior to the start of the next fiscal year (July 1<sup>st</sup>).
- Guidance Documents and Internal Procedural Documents – Board’s interpretation of rules and statutes, and guidance on rules and statutes.
- Agency Employee internal management documentation (employee handbook and union contract).
- Real Property Appraiser Act (appraiser laws), AMC Registration Act (AMC laws), Electronic USPAP, Title 297 (administrative rules), Title 298 (appraiser and AMC administration and enforcement rules), and Federal Requirements (Title XI of FIRREA, AMC Rule, ASC Policy Statements, Real Property Appraiser Qualifications Criteria).

### NRPAB Database

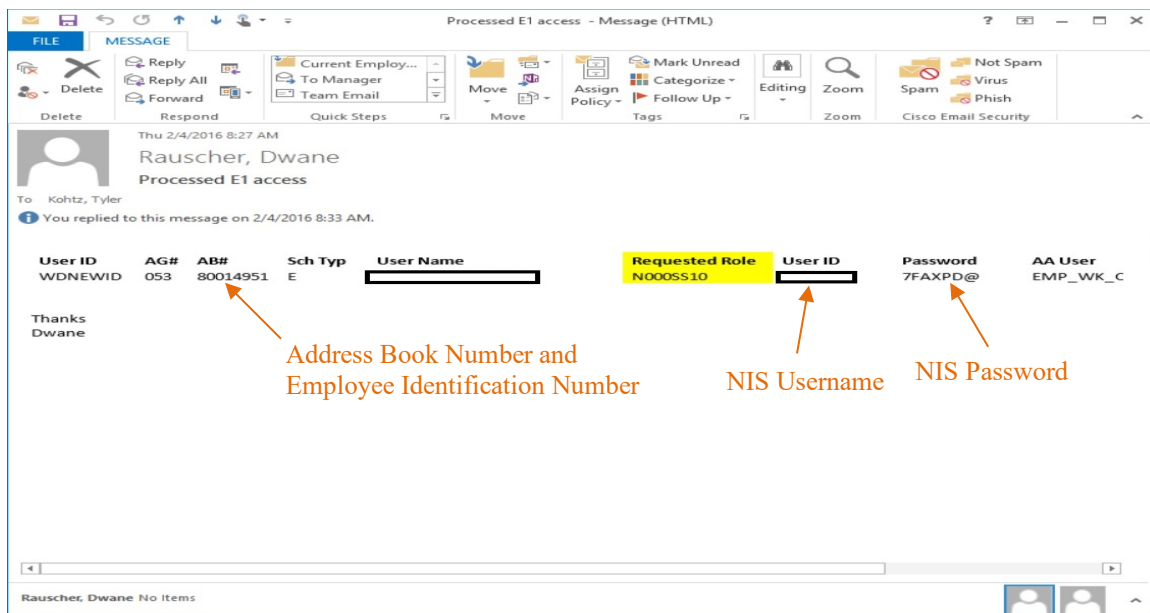
Board members also have read-only access to the NRPAB Database. This is the same database that the agency uses to maintain appraiser, AMC, and education files. You can see all the same information that staff can, including contact information, credentialing history and information, temporary permits, communication logs, supervisors/trainees, appraiser education, AMC initial and renewal applications, investigation files, and education provider information. Please see “Viewing Appraiser Logs in the NRPAB Database,” “Viewing AMC Logs in the NRPAB Database,” “Viewing Grievance Summary and Logs in the NRPAB Database,” “Viewing Education Records in the NRPAB Database,” and “Viewing Appraiser Renewal Applications in the NRPAB Database” tutorials located at the end of this packet for more detailed directions for the NRPAB Database.

### State of Nebraska Wi-Fi Access

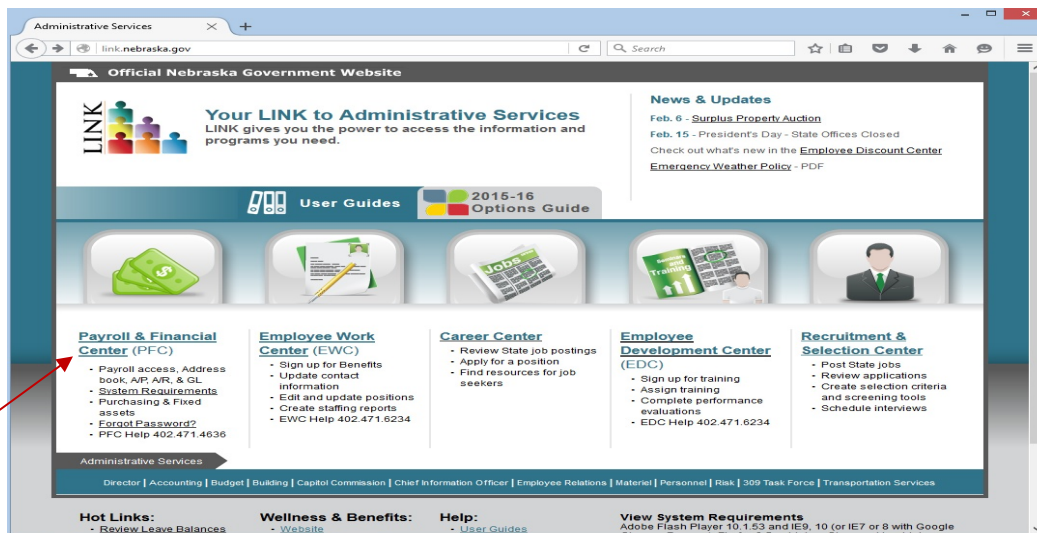
Board members will be given Wi-Fi access during each board meeting to access the NRPAB Database and Board Member Portal.

## State of Nebraska Payroll and Financial Center - Enterprise One (E1)

Once you are entered into the Payroll and Financial Center, you will receive an email from the director that looks like:

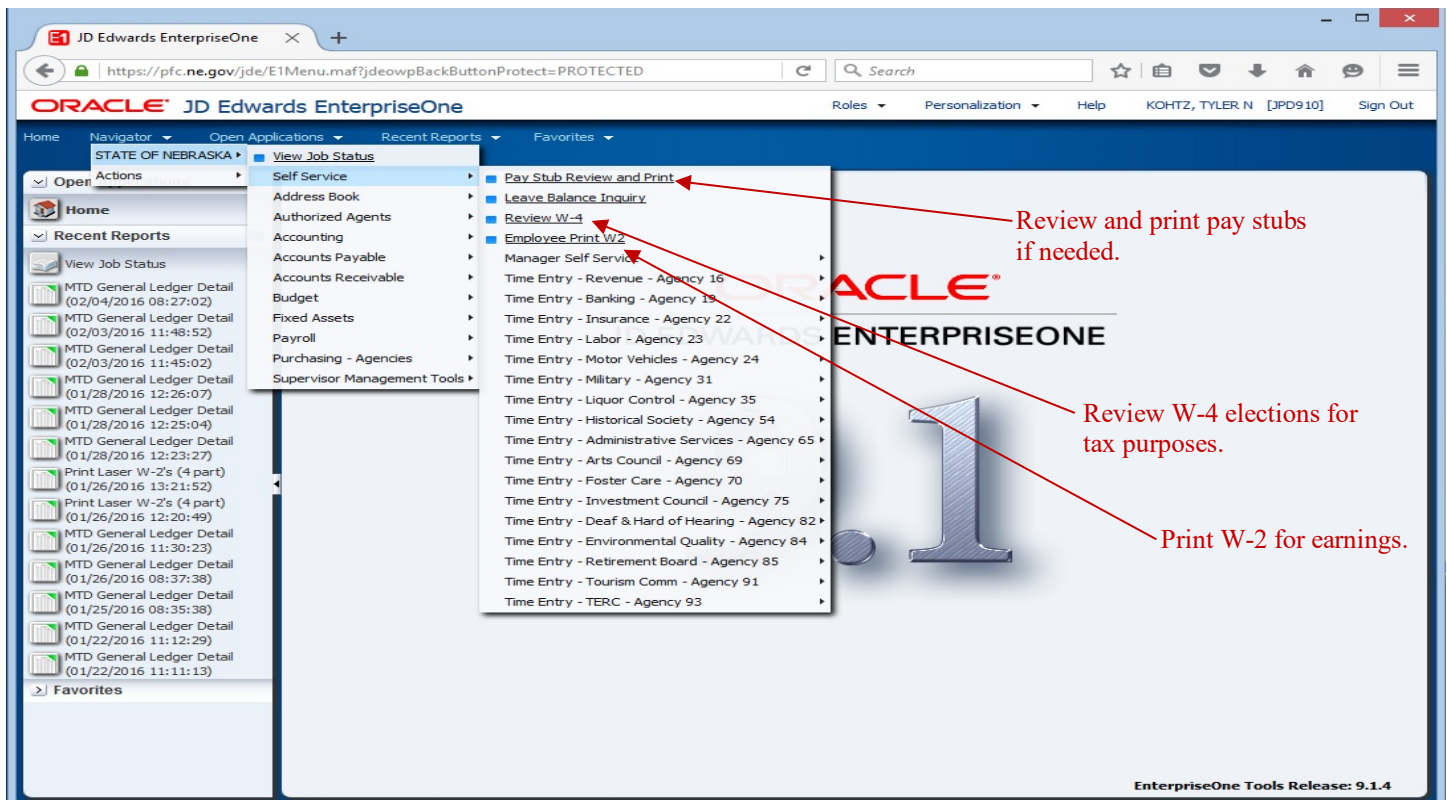


This email contains your NIS Username and Password for access to the Payroll and Financial Center located at <https://pfc.ne.gov/> or <https://link.nebraska.gov/>. (once again, manually enter this address, and do not include "www" at the beginning).



Select this hyperlink, and enter NIS username and password when prompted.

Once you have entered your NIS username and password, and the username and password was accepted, you will have access to the Payroll and Financial Center. Select the dropdown Navigator/State of Nebraska/Self Service to get to the window below. Please see available options below:



Review and print pay stubs if needed.

Review W-4 elections for tax purposes.

Print W-2 for earnings.

Further assistance can be found through the user guides found at the bottom of the page at [link.nebraska.gov](http://link.nebraska.gov).

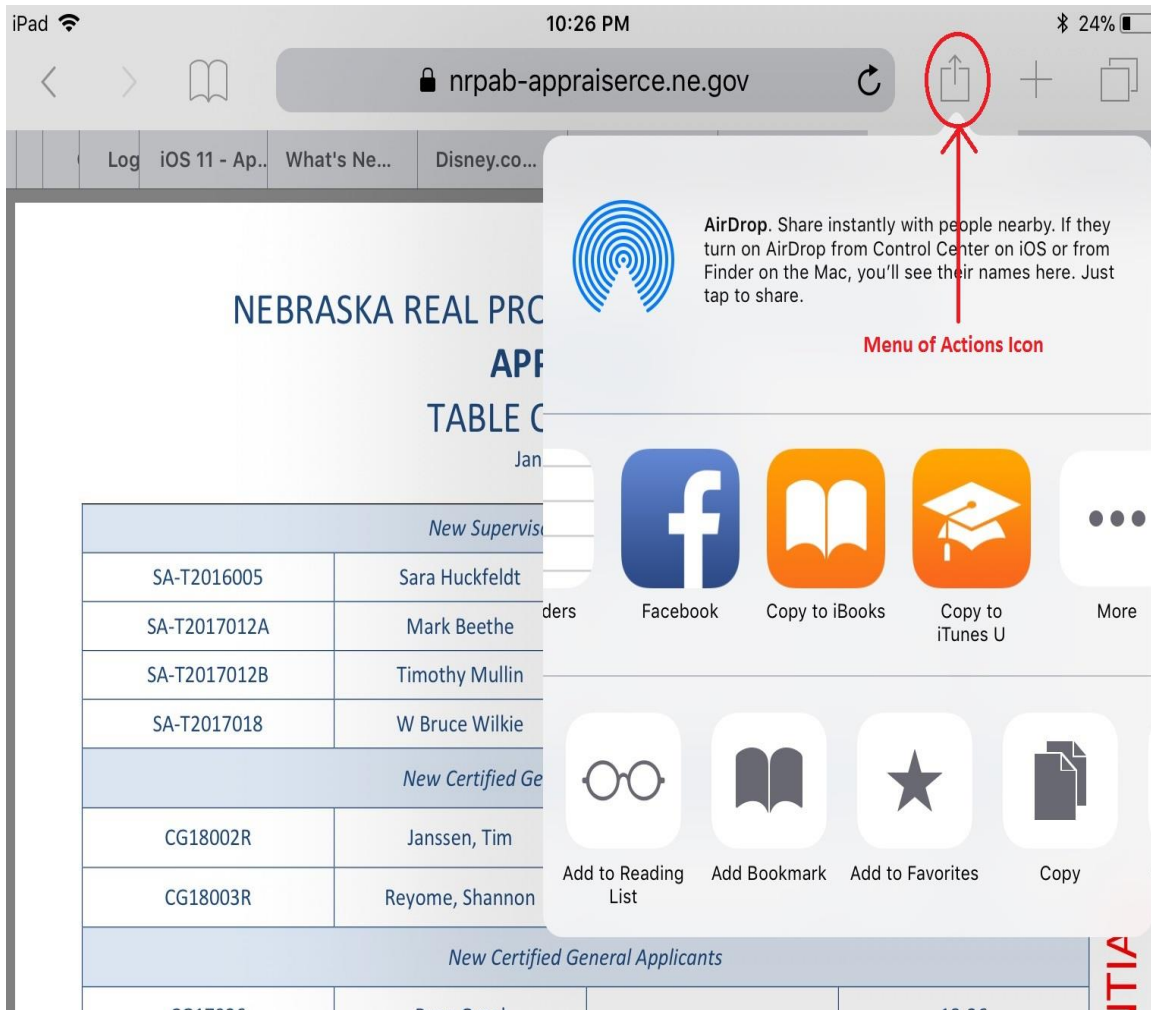
## Other Information

If you are unable to log in to the NRPAB Database or Board Member Portal at <https://cio-centurion.ne.gov/centauth/login.xhtml> (Centurion Username and Password), or the Payroll and Financial Center at [pfc.ne.gov/](http://pfc.ne.gov/) or [link.nebraska.gov](http://link.nebraska.gov) (NIS Username and Password), please utilize the "Forgot Username" or "Forgot Password" hyperlinks if available, or notify the director immediately to have a password reset completed.

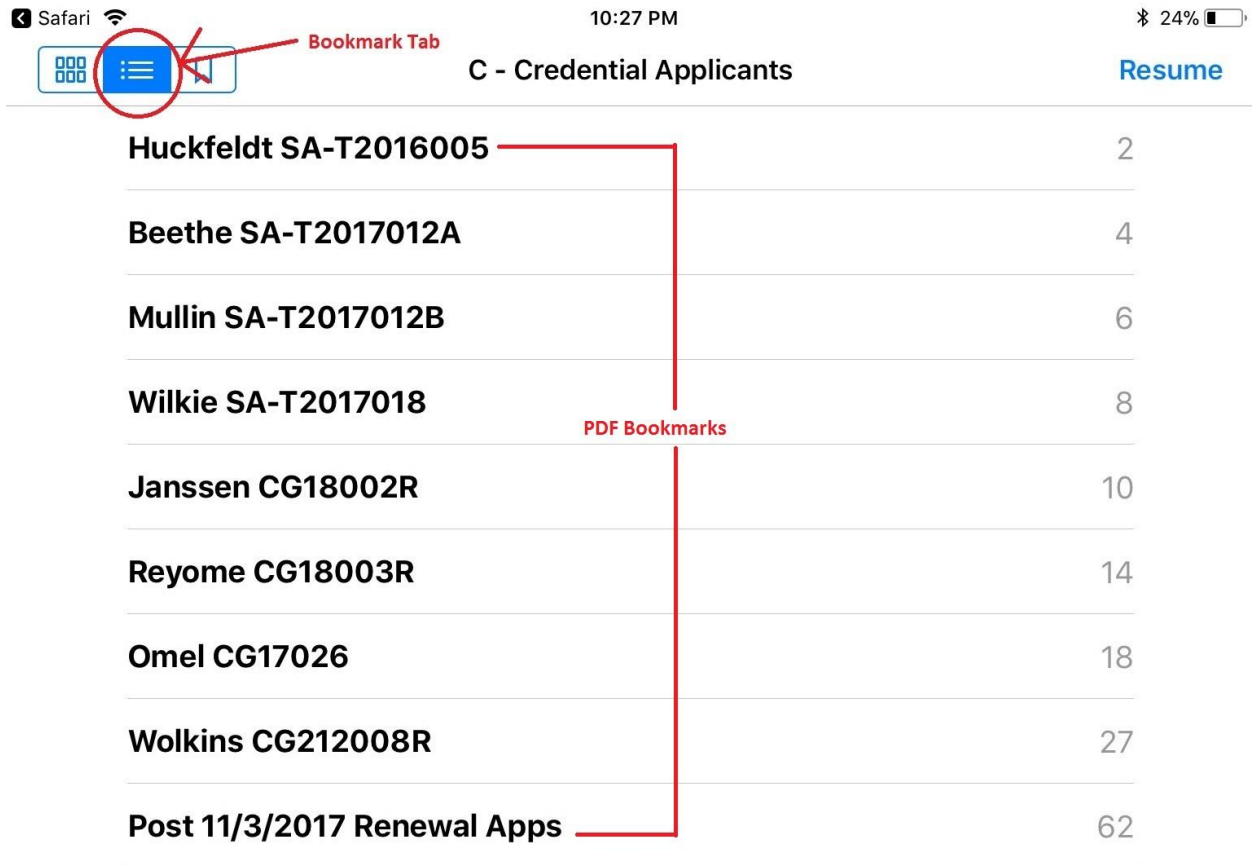
You may receive information and or requests via email from the director in between meetings with a due date on it. If you fail to respond prior to the conclusion of the listed date, the director will proceed as if you are satisfied with the information or have no response to offer. If you wish for such information or request to be discussed by the Board at the next meeting, please inform the director (e.g., Memos From the Board, sensitive draft letters).

## Safari (Ipad, Iphone)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review.
3. Once open, select the “Menu of Actions” icon (top of the page for Ipad, bottom of the page for Iphone).
4. In the “Menu of Actions” select the “Copy to iBooks” icon (see example below).



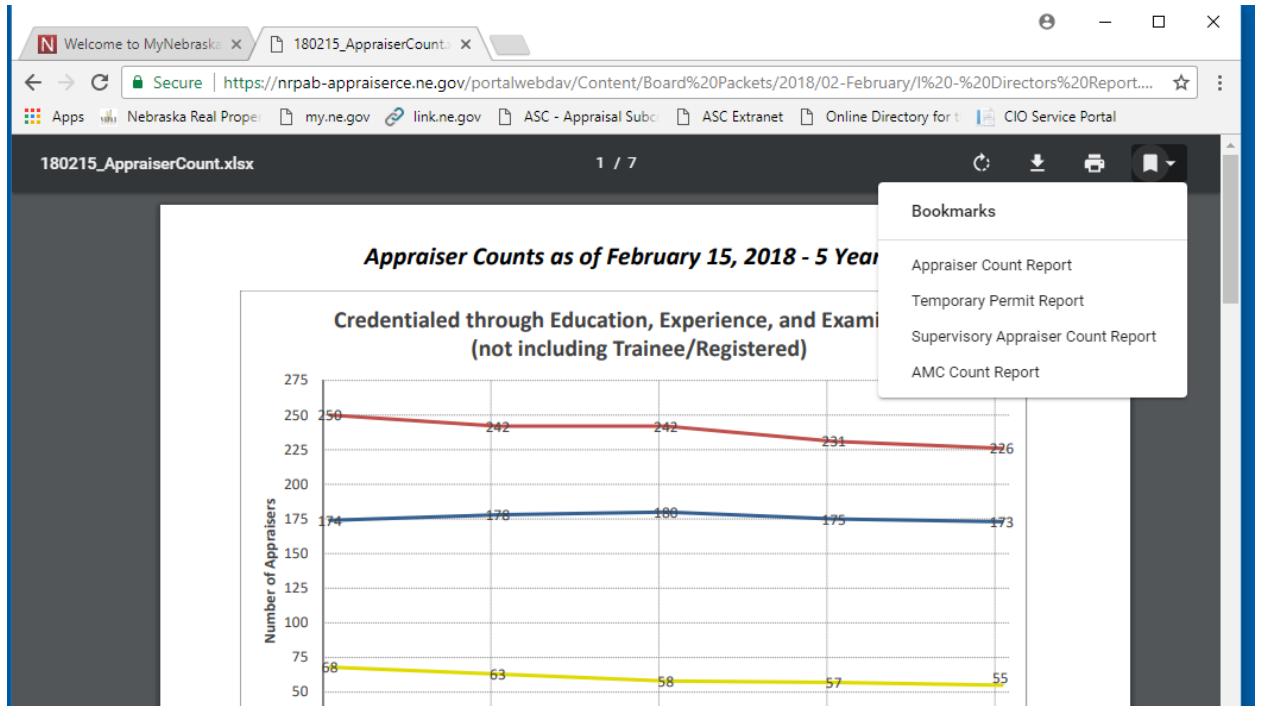
- Once the PDF is open in iBooks, select the Bookmark Tab as shown below.



- Select the bookmark for the location within the PDF that you would like to navigate to.

## Chrome (Google)

- Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
- Select the hyperlink for the PDF file that you wish to review.
- Once open, the bookmarks menu is available at the top of the window on the right side.

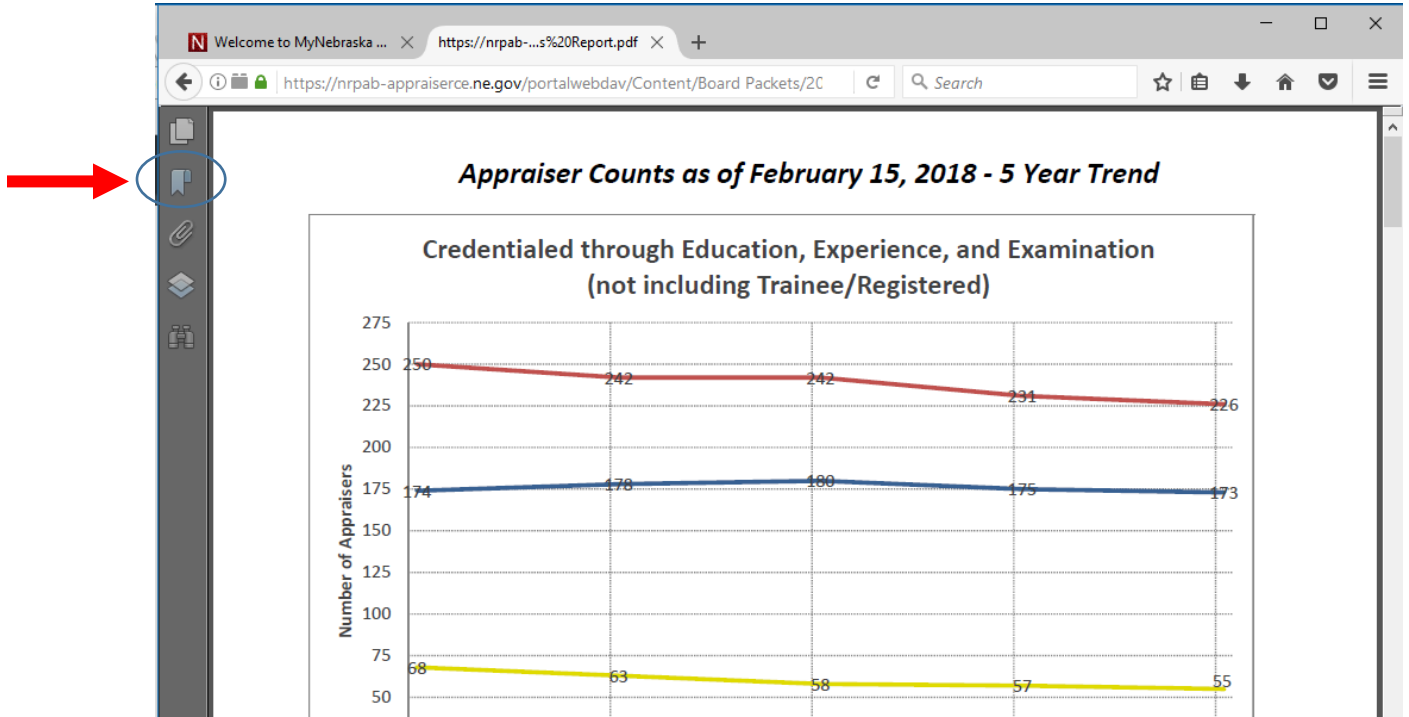


4. Select the bookmark for the location within the PDF that you would like to navigate to.

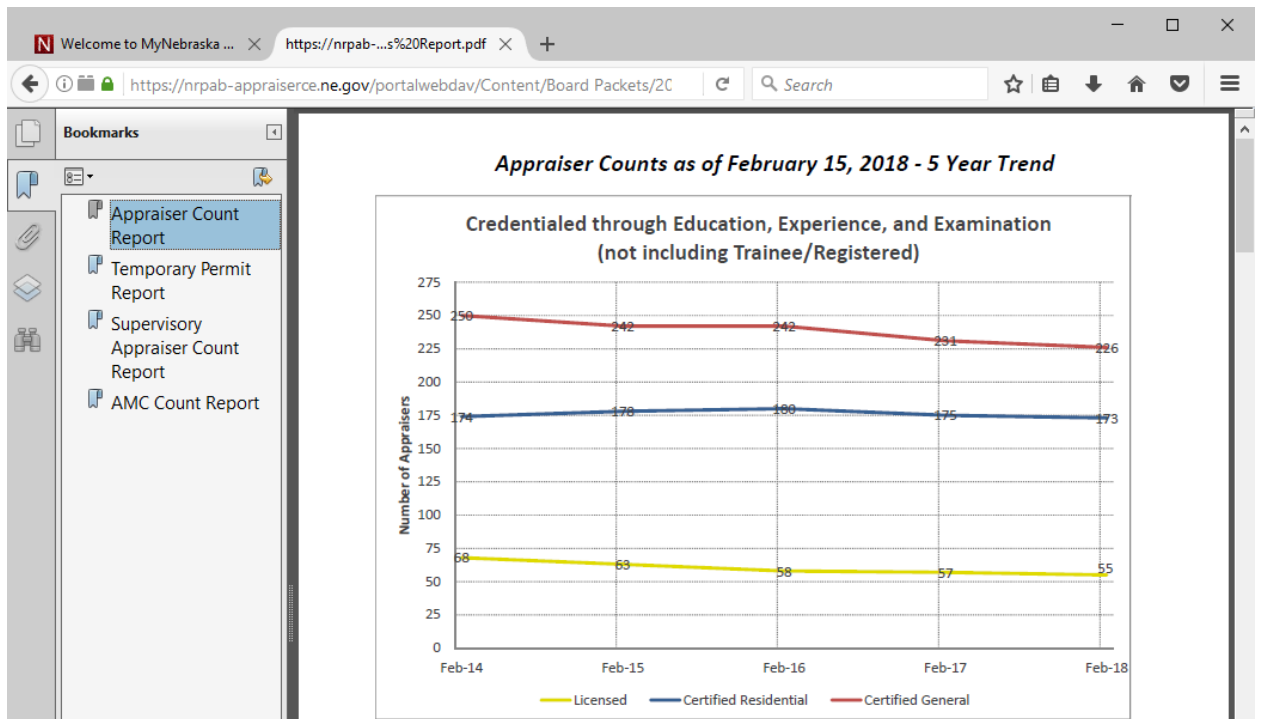
## Firefox (Mozilla)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review. You may be asked to allow Acrobat.
3. Once open, right click on the PDF and select "Show Navigation Pane Buttons." Buttons appear down the left side of the window.
4. Select the Bookmarks icon.





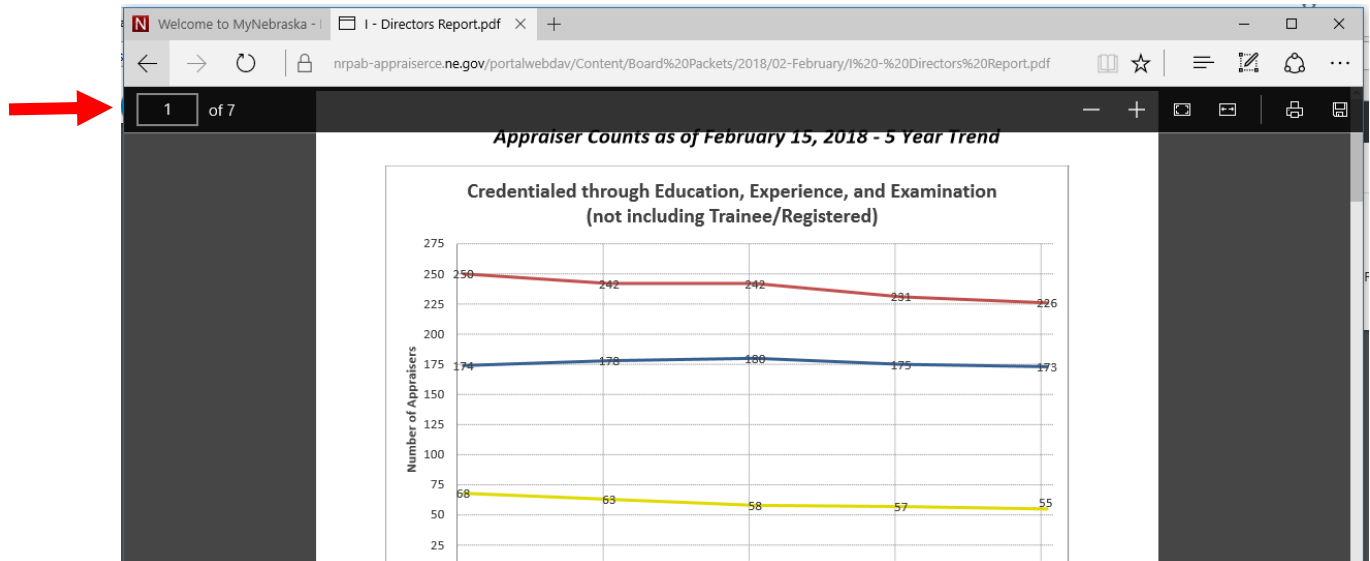
The Bookmarks list will appear.



5. Select the bookmark for the location within the PDF that you would like to navigate to.

## Edge (Microsoft)

1. Edge apparently does not support Bookmarks in a PDF.
2. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
3. Select the hyperlink for the PDF file that you wish to review.
4. Click in the document to bring up the menu at the top. You can type a page number in the box in the top right corner.

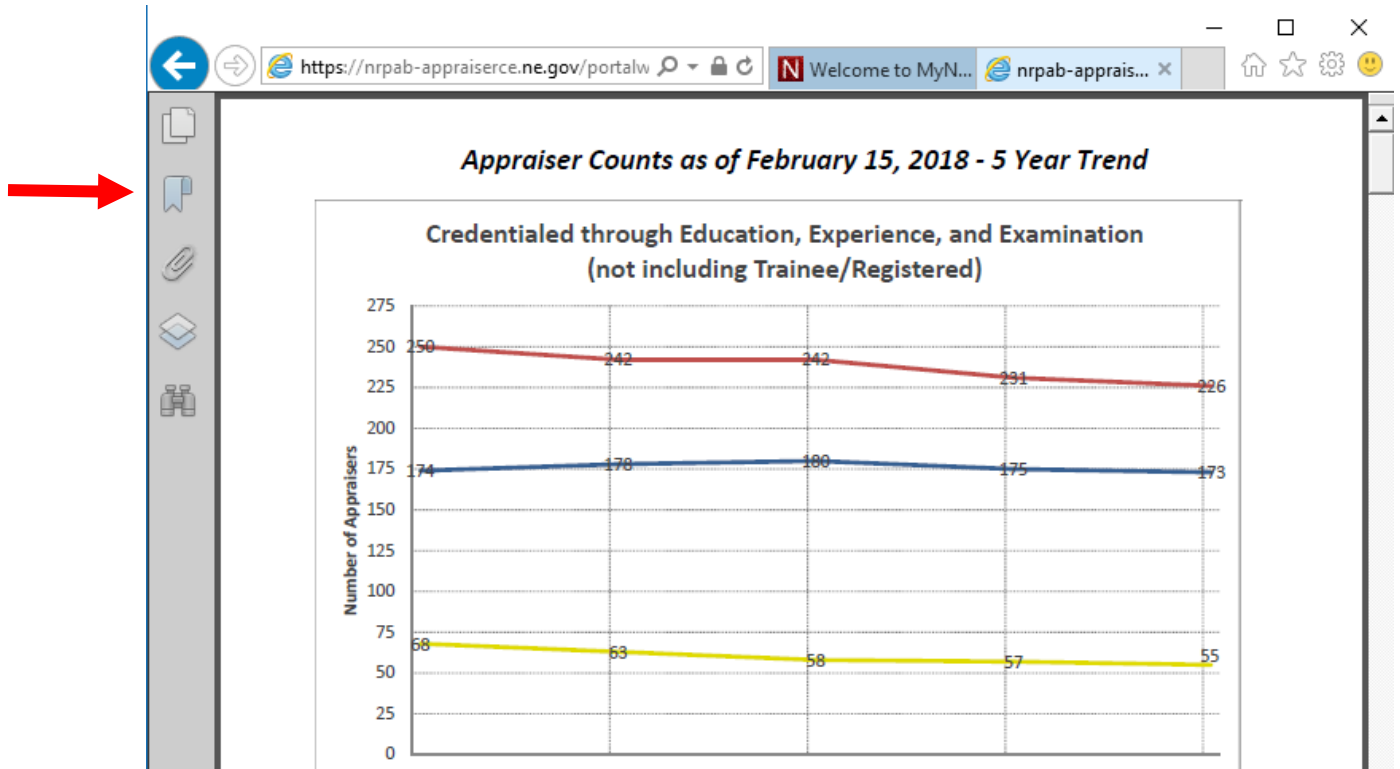


5. Alternatively, you can click on the three dots at the top left of the browser and select Open with Internet Explorer. This opens the PDF in a new window.

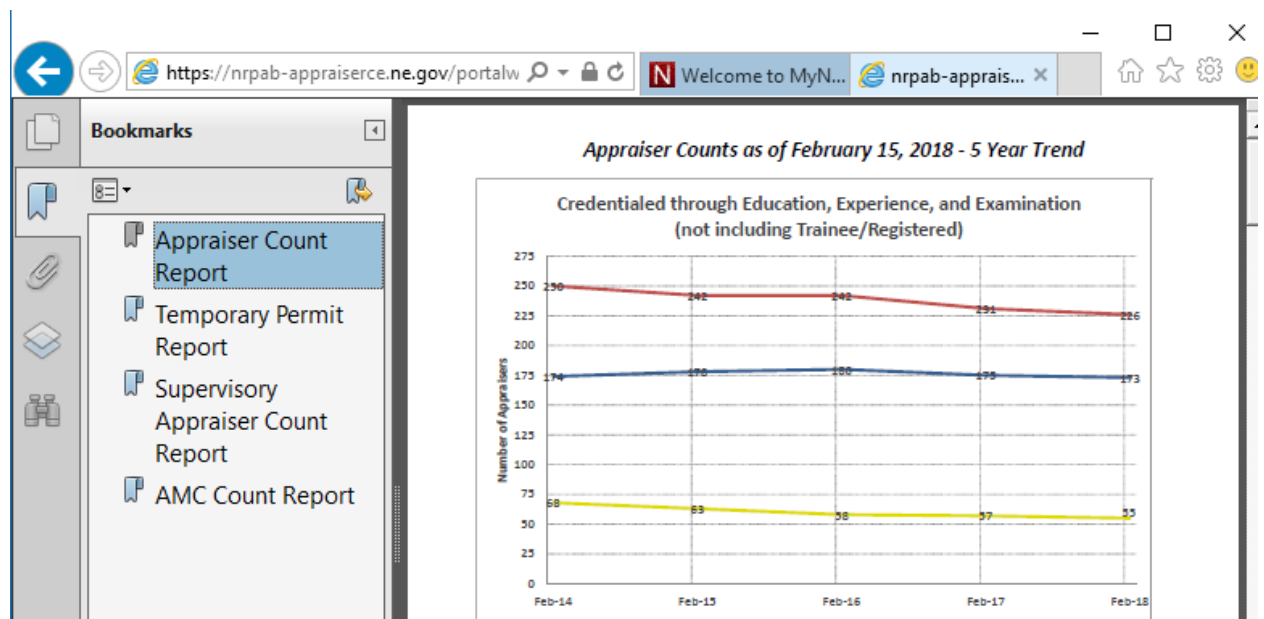
## Internet Explorer (Microsoft)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review. You may be asked to allow Acrobat.
3. Once open, right click on the PDF and select "Show Navigation Pane Buttons." Buttons appear down the left side of the window.
4. Select the Bookmarks icon





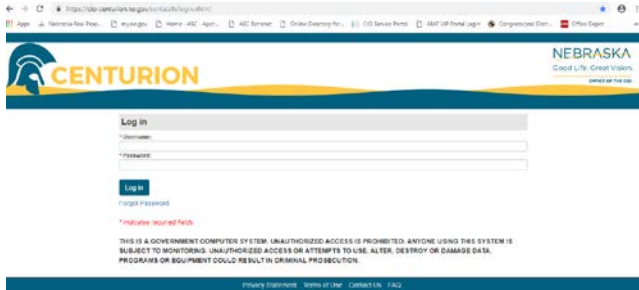
The Bookmarks list will appear.



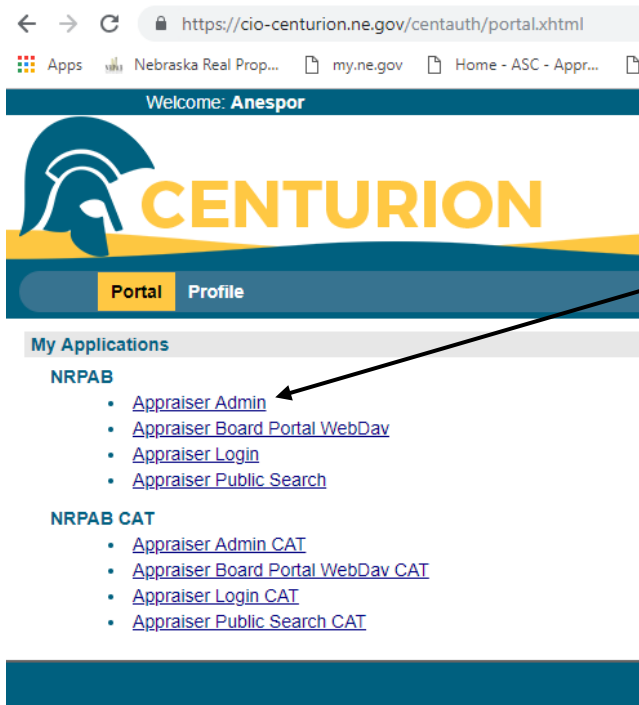
5. Select the bookmark for the location within the PDF that you would like to navigate to.

## VIEWING APPRAISER LOGS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



Under NRPAB, Select Appraiser Admin



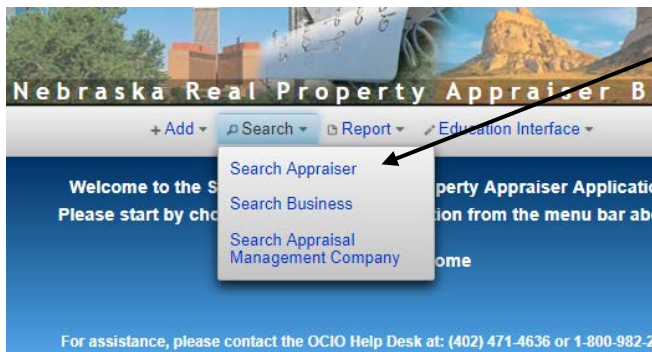
The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.



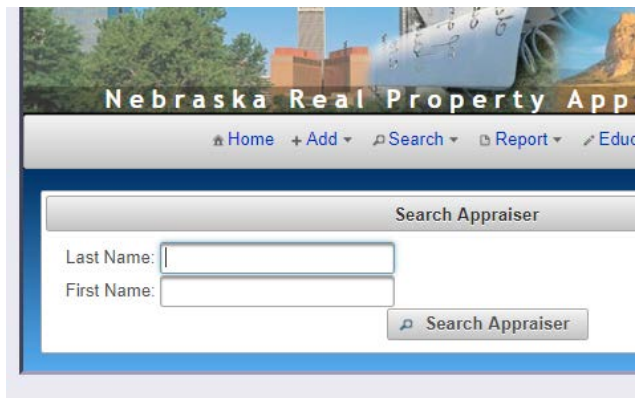
Search Appraiser – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



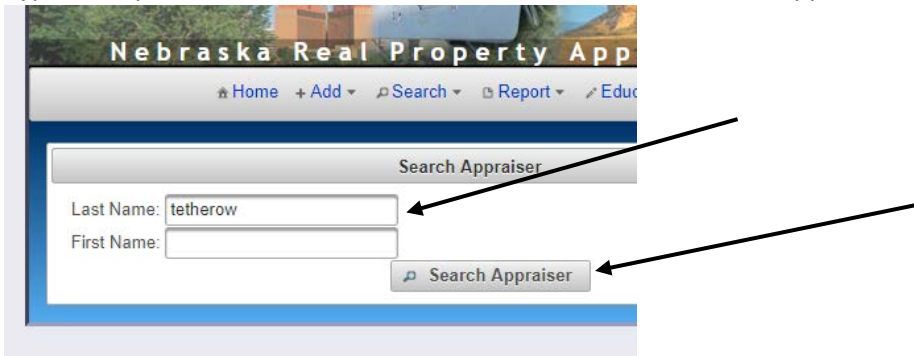
Click on Search Appraiser.



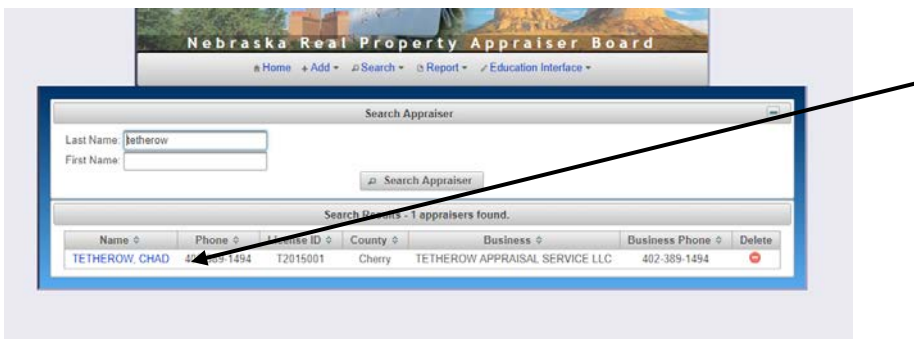
The search window appears.



Type all or part of the last and/or first name(s), then click Search Appraiser button.



Click the name of the appraiser you want. Sometimes there's a glitch and this takes you back to the search window. Type the name and click Search Appraiser again; usually it works on the second try.



On the individual appraiser's screen, you see the contact information and current credential information, if any. Click the Logs button.

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface

Appraiser Credentials Education Payments Credentialing Cards Supervisor Trainees **Logs**

**Name and Business**

Last: \* TETHEROW First: \* CHAD Middle: L  
SSN: \* [REDACTED] Federal ID: [REDACTED] Birth Date: 11/19/1983  
Business: TETHEROW APPRAISAL SERVICE LLC  
Address: 39847 STATE HWY 12  
Phone: 402-389-1494 City, State, Zip: VALENTINE, NE 69201-2205  
Fax: [REDACTED] County: Cherry  
Email: CTETHEROW@GMAIL.COM  
Choose Business: TETHEROW APPRAISAL SERVICE LLC

**Education**

Test Date: [REDACTED] CE Period: 2019-2020 CE Remaining: 28  
RW Update: N/A USPAP: 2020

**Current Credential**

License Code: T License Number: T2015001  
Status: Active Status Date: 02/19/2015 Show Credential History  
Notes: Initial active status date 02/19/2015

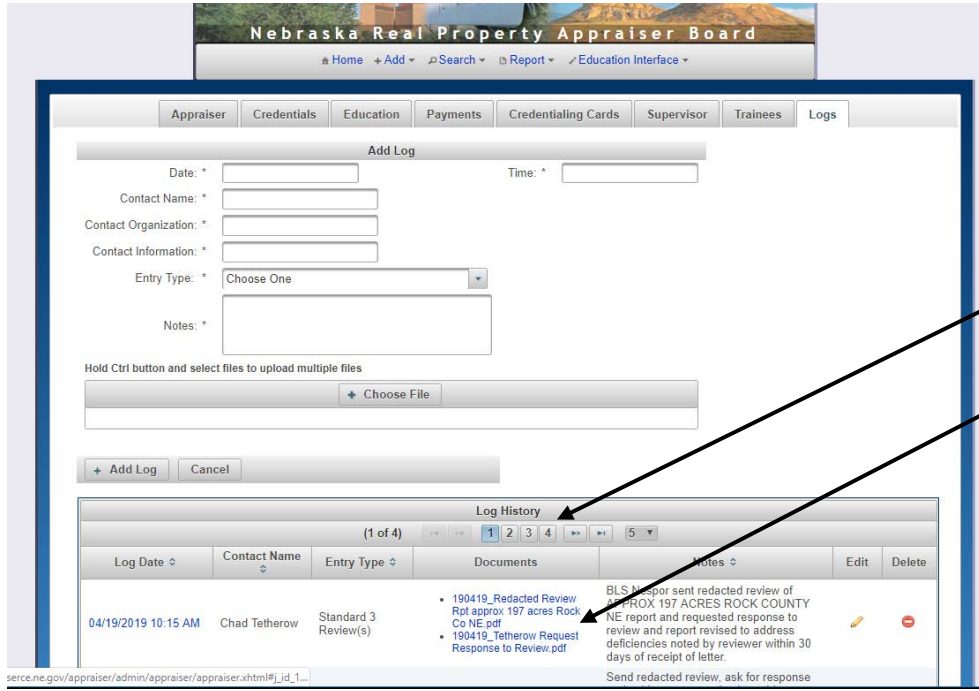
**Other**

USPAP last downloaded: 2018-2019 on 01/05/2018 Delete Uspap Print Record

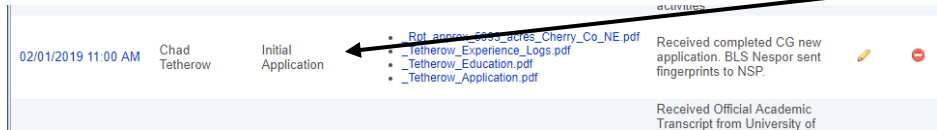
**Contact Info**

Phone: 402-389-1494 Street Address: 39847 STATE HWY 12  
Fax: [REDACTED] Email: ctetherow@hotmail.com Bulk Email List: Yes  
City: VALENTINE State: NEBRASKA Zip: 69201-2205  
Password: tetherow County: Cherry District: Choose One  
Update Appraiser Cancel

Log entries appear in order from most recent to earliest. Navigation buttons for log pages are below the words "Log History." Click the name of a document to see the pdf of that document. If a log entry has several documents attached, you may also see a set of buttons in the documents section of that entry to navigate the list of documents.



Look for the initial application and work back through the later log entries to see the progress of the application.





If background results have been received, there will be a log entry.




For resident applicants, there will be entries with the letter requesting reports and showing the reports received. Click on the Documents links to see the reports.



There will be an entry showing review contract(s) sent, and another showing the receipt of the review(s) and invoice(s). Click on the Documents links to see the review(s).

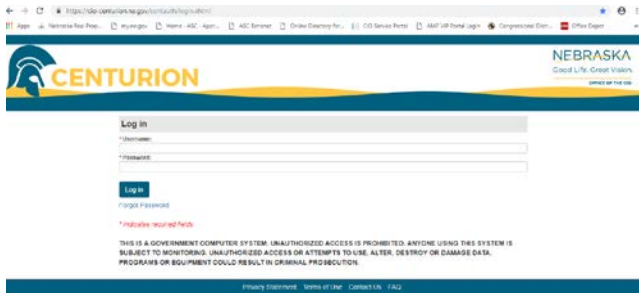
03/18/2019 8:00 AM	Steen Stone	Standard 3 Review(s)	<ul style="list-style-type: none"> <li>190318_Stone review.pdf</li> <li>190318_Stone invoice NRPR31619 020.pdf</li> </ul>	Received invoice and review of report APPROX 197 ACRES ROCK COUNTY NE.	 
(1 of 4)    < >    1 2 3 4    >> <<    5 ▾					

Board actions will have an entry, followed by an entry for action taken by staff as a result, and further entries for responses received from the applicant.

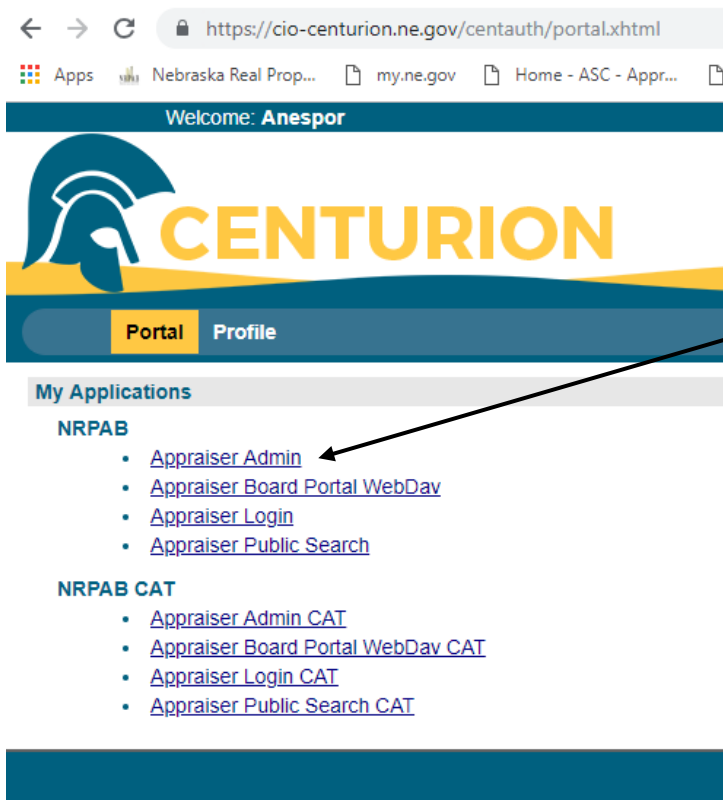
04/19/2019 10:15 AM	Chad Tetherow	Standard 3 Review(s)	<ul style="list-style-type: none"> <li>190419_Redacted Review Rpt approx 197 acres Rock Co NE.pdf</li> <li>190419_Tetherow Request Response to Review.pdf</li> </ul>	BLS Nespor sent redacted review of APPROX 197 ACRES ROCK COUNTY NE report and requested response to review and report revised to address deficiencies noted by reviewer within 30 days of receipt of letter.	 
04/18/2019 12:00 PM	Board	Board Action		Send redacted review, ask for response and subject report revised to address deficiencies noted by review within 30 days.	 
RI S Nespor reviewed Colorado					

## VIEWING AMC LOGS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



Under NRPAB, Select Appraiser Admin

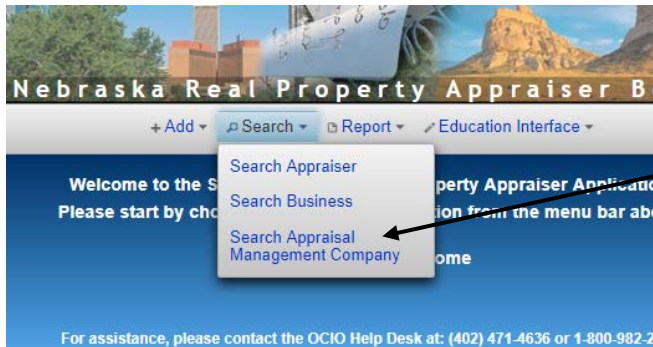


The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.





Search Appraisal Management Company – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it. Click on Search Appraisal Management Company.



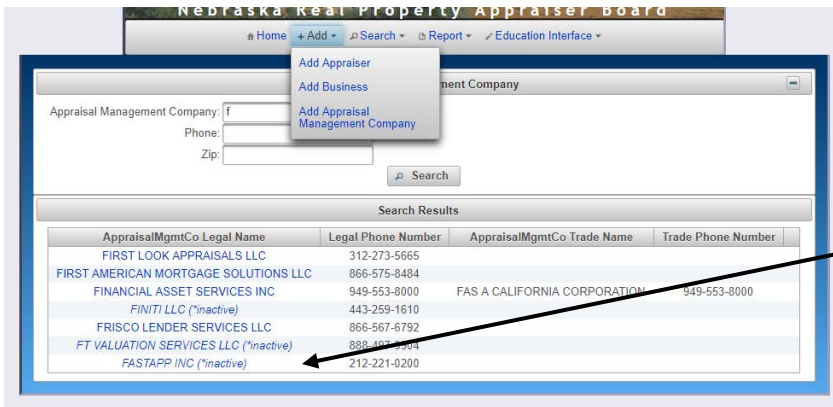
The search window appears



You can't narrow the search by typing more letters of the AMC's name, so just type the first letter and click Search or hit Enter.



The search results are in alphabetical order. Names in italics followed by (*\*inactive*) are either new applicants who are not active yet because they haven't completed the application process, late renewals whose registrations have lapsed during the renewal process, or AMCs whose registration has expired or been surrendered. Click the name of the AMC to go to their page. Sometimes there's a glitch and this takes you back to the search window. Type the name and click Search again; usually it works on the second try.



The initial AMC tab/page appears.



Clicking on the bars opens those sections of the page. There are several communication and documentation logs for each AMC: a general log, on the AMC tab, a surety bond log on the Surety Bond tab, and an application log on Applications tab for each initial and renewal application. Entries in logs are arranged most recent to earliest.

Click the Appraisal Management Company bar to see the name, number, address, etc.



Click the Communication and Documentation Log to see information for which we don't have fields set up, or correspondence received that does not pertain to a specific application.

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
03/06/2019 1 20 PM	BLS Nespor	Internal Communication		EIN 83-1820664, multi-state, not federally regulated. Prefers contact by phone 212-221-0200 x202.		

To view the initial application, click the Applications tab at the top of the page.

You will automatically be taken to the most recently entered application. You can tell whether it is an Initial Application or a Renewal Application by the radio button at the top.

The screenshot shows the top navigation tabs: AMC, Surety Bond, Payments, and Applications. Below them are radio buttons for "Initial Application" (selected) and "Renewal Application". A red instruction bar reads: "Enter information for new application, then select Add New Application to begin new application." Below this are several date fields: Received Date (02/27/2019), Board Review Date (03/21/2019), Board Approval Date (03/21/2019), Assigned Identification Number (NE2019001), Active Status Date, and Renewal Due Date.

If you need to see a renewal application, click the Renewal Application radio button, and it will take you to the most recently entered renewal application. If an AMC has more than one initial application or renewal application, midway down the page is a bar for Past Initial Registration Applications or Past Renewal Registration Applications. Click that to open it up and the initial applications or renewal applications will be listed by date. Clicking on a date takes you to that application.

This screenshot shows the "Initial Application" page with various status fields: Designated Officer Identified (Yes), Application Fee Submitted (checked), Registration Fee Submitted (unchecked), Criminal History Record Check Necessary (Yes), Recommendation (Approve), Ownership Identified (Yes), Board Action (Approve), Director Approval (N/A), and Controlling Person (HOROWITZ, NAFTALI). It also shows "Criminal History Record Check Completed" (Yes) and "Surety Bond Submitted" (checked). At the bottom, there are expandable sections: "Certification Signed By", "Special Considerations", "Past Initial Registration Applications" (highlighted with a blue bar), "Date Received Application" (Feb 27, 2019), and "Communication and Documentation Log".

The Initial Application page shows the progress of the application and is updated at each step, so you can tell at a glance if Criminal History Record Check Necessary and if Criminal History Record Check Completed. The Special Considerations bar has a text box for anything out of the ordinary – a yes response to a disciplinary question, for example. Click on the Communication and Documentation Log bar to see the application itself and any correspondence.

This screenshot shows the bottom section of the page with expandable bars for "Certification Signed By", "Special Considerations", "Past Initial Registration Applications", and "Communication and Documentation Log".

Click on the navigation buttons under Log History to see earlier entries. Click on links in Documents column to open PDFs.

The screenshot shows the 'Add Log' form with fields for Date, Contact Name, Contact Organization, Contact Information, Entry Type, and Notes. Below the form is a 'Choose File' button. The 'Log History' table below shows the following entries:

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
03/22/2019 2:15 PM	Naftali Horowitz	Letter Sent	• 190322_Fastapp App Approved Submit Reg Fee.pdf	BLS Nespor sent notice of approval. Registration fees due by 5/20/2019, AMC national registry fee period: 12/22/2017 - 12/21/2018.		
03/18/2019 11:00 AM	Nan Colewell	Criminal History Records Check		Received Horowitz background results. OK to proceed.		
03/06/2019 3:30 PM	Naftali Horowitz	Board Review Date Notice	• 190306_Fastapp App Received on Agenda.pdf	BLS Nespor sent receipt and notice of board review date 3/21/2019.		
03/06/2019 9:00 AM	Naftali Horowitz	Phone Call		Upon review of emailed definition of "federally regulated" Fastapp Inc. is not federally regulated.		
03/06/2019 2:45 AM	Naftali Horowitz	Surety Bond		BLS Nespor requested copy of surety bond signed by a representative of Fastapp, Inc.		

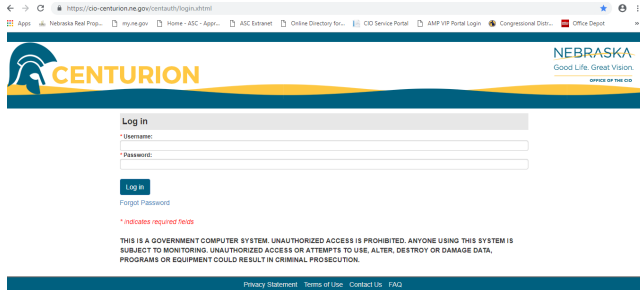
Start with the initial application.

The screenshot shows the 'Add Log' form with a 'Choose File' button. The 'Log History' table below shows the following entries:

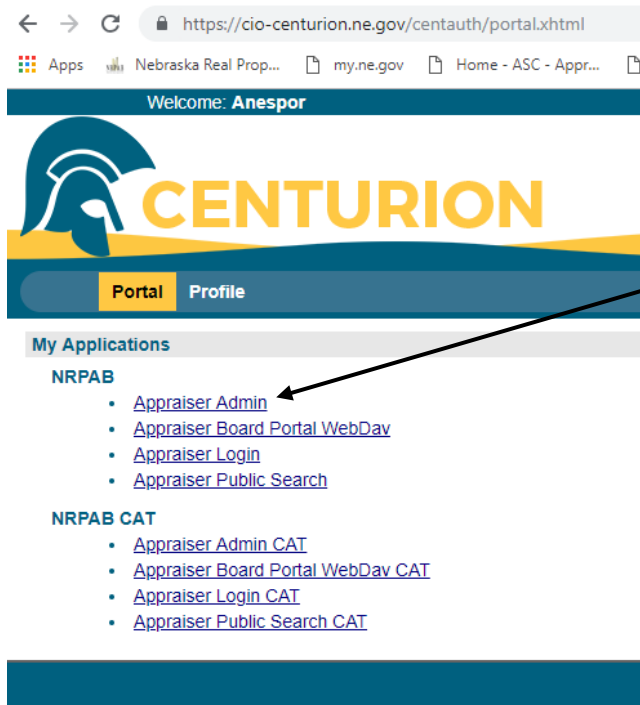
Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
03/04/2019 4:19 PM	Naftali Horowitz	Email	• 190304_Nespor email re federally regulated.pdf	BLS Nespor emailed Horowitz definition of "Federally Regulated" AMC, asked which entity regulates Fastapp, Inc.		
02/27/2019 11:00 AM	Naftali Horowitz	Initial Application	• Mar19_Fastapp_Application.pdf	Received completed application for registration as an AMC. BLS Nespor sent fingerprints to NSP. EIN 83-1820684, multi-state, not federally regulated.		

## VIEWING GRIEVANCE SUMMARY AND LOGS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



Under NRPAB, Select Appraiser Admin



The initial page allows you to search for appraisers, investigations, or AMCs, or go to the folders in the Board Portal.



Search Investigations – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



Click on Search Investigations.

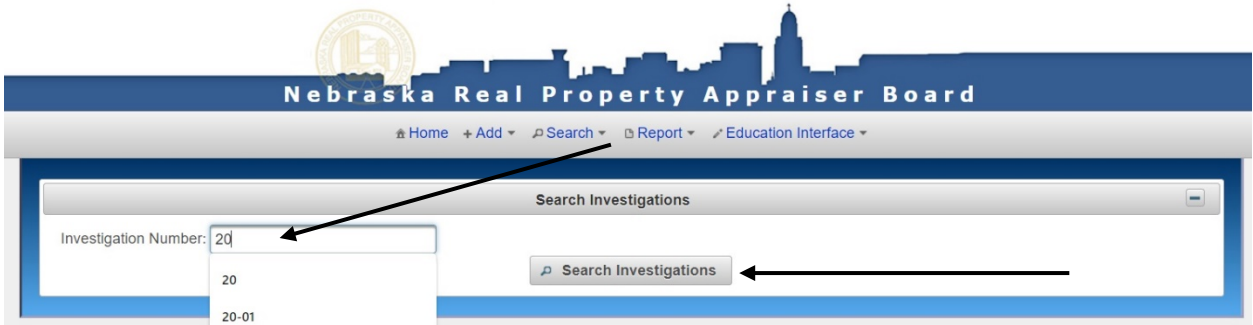


The search window appears.





Type all or part of the Investigation Number, then click the Search Investigations button.



Click on the Investigation Number in the table

The screenshot shows the search results page for investigation number 20. Below the search box, there is a table titled '12 Investigations Found'. The table has the following columns: Investigation number, Respondent Name, Complainant Name, Received date, Investigation Status, Latest Board Action, and Total Cost.

Investigation number	Respondent Name	Complainant Name	Received date	Investigation Status	Latest Board Action	Total Cost
20-01	US REAL ESTATE SERVICES INC	Nebraska Real Property Appraiser Board	01/16/2020	Closed	Execute Consent Agreement	\$1,526.80
20-02	ANGELL, CONRAD	KRISTINA KAMLER	07/13/2020	New Grievance	New – No Action	\$0.00
20-03	BABER, TODD	JOSEPH J PIGNOTTI	07/14/2020	Closed	Dismiss without prejudice	\$8.00
20-04	JOHNSON, RHONDA	REGIS A SWANSON	07/27/2020	Closed	Dismiss without prejudice	\$7.80

The Investigation Info page, which exists within the Respondent appraiser/AMC page, appears. This page also shows the Investigation History of the appraiser/AMC.

The screenshot shows the profile page for 'US REAL ESTATE SERVICES INC'. The 'Investigations' tab is selected. Below the navigation tabs, there is a table titled 'Investigation History' with columns: Number, Grievance Dt, Complainant, Complainant Business, Status, and Latest Board Action.

Number	Grievance Dt	Complainant	Complainant Business	Status	Latest Board Action
20-01	01/16/2020	Nebraska Real Property Appraiser Board	NRPAB	Closed	Execute Consent Agreement

Below the table, there is a section titled 'Investigation Info 20-01' with the following details:

- Investigation Number: 20-01
- Grievance Received Date: 01/16/2020
- Complainant: Nebraska Real Property Appraiser Board
- Complainant Business: NRPAB
- Complainant Address: 301 Centennial Mall South, First Floor NSOB
- Complainant Phone: 402-471-9015
- Complainant Email: nrpab.compliance@nebraska.gov
- Respondent: US REAL ESTATE SERVICES INC
- Respondent Address: 25520 COMMERCENTRE DR FL 1; LAKE FOREST, CA 92630-8884
- Respondent Email: AMC@USRES.COM
- Registration Number: NE2012035



Scrolling down the page leads to the Investigation Communication and Documentation Log. Log entries appear in order from most recent to earliest. Longer log entries must be “hovered” over to be completely revealed. Attached documents can be viewed by clicking on the hyperlinks (downloaded, then opened in browser).

Log Date	Contact Name	Entry Type	Documents	Notes	Cost	Edit	Delete
07/14/2020 10:30 AM	Gene Shibata	Email	<ul style="list-style-type: none"> <li>Kohtz-Shibata Email Chain_July 14, 2020.pdf</li> </ul>	Mr. Shibata emailed to inquire about if the payment sent by USRES was received and if the case was now closed. Director Kohtz responded, and informed Mr. that the payment was received and also attached the July 6, 2020 letter indicating the same. Director Kohtz also outlined the additional requirements found in the Consent Agreement, and informed Mr. Shibata that the Board will take a formal action to close the matter once all terms of the agreement have been met.	\$0.00		
07/07/2020 8:50 AM	Gene Shibata	Letter Sent	<ul style="list-style-type: none"> <li>Notice of Receipt of Payment_July 6, 2020.pdf</li> </ul>	Director Kohtz sent a letter to acknowledge ...	\$0.00		

Log entries are colored gray when the Investigation Status is “Closed” at the time of the entry.

Log Date	Contact Name	Entry Type	Documents	Notes	Cost	Edit	Delete
01/26/2021 5:25 PM	Tyler Kohtz, Director	Grievance Summary	<ul style="list-style-type: none"> <li>20-11 Grievance Summary.pdf</li> <li>Exhibit #1 (Caito Grievance_November 23, 2020).pdf</li> <li>Exhibit #2 (Rose Grievance Appraisal Report_September 27, 2020 Report Date).pdf</li> <li>Exhibit #3 (Rose Grievance Response_January 5, 2021).pdf</li> </ul>	Director Kohtz prepared a summary of grievance 20-11 and the Respondent's response.	\$0.00		
01/12/2021 8:20 AM	Jack Rose	Email	<ul style="list-style-type: none"> <li>Duerig-Rose Email Chain_January 11, 2021.pdf</li> </ul>	Mr. Rose followed up on AS Duerig's 01/11 ...	\$0.00		

Log entries are colored green to denote a Board Report, e.g. Grievance Summary, Investigation Summary.

Log History 20-01							
(4 of 7) [Navigation icons]							
Log Date	Contact Name	Entry Type	Documents	Notes	Cost	Edit	Delete
04/06/2020 1:00 PM	Bill Blake	Email	<ul style="list-style-type: none"> <li>Kohtz-Blake Email Chain_April 6, 2020.pdf</li> </ul>	SAAG Blake emailed Director Kohtz to ask i...	\$0.00		
04/06/2020 11:00 AM	Bill Blake	Phone Call		SAAG Blake contacted Director Kohtz to inf...	\$0.00		
04/03/2020 9:00 AM	Bill Blake	Email	<ul style="list-style-type: none"> <li>Kohtz-Blake Email Chain_April 3, 2020.pdf</li> </ul>	SAAG Blake emailed Director Kohtz to inqui...	\$0.00		
03/19/2020 1:20 PM	SAAG Blake	SAAG Documentation		Voucher for Blake representation invoice 19221: D#44102944 B#5955406	\$420.00		
03/19/2020 1:15 PM	SAAG Blake	SAAG Documentation		Voucher for Blake representation invoice 19...	\$60.00		

Log entries are colored orange to denote a cost related to the investigation.

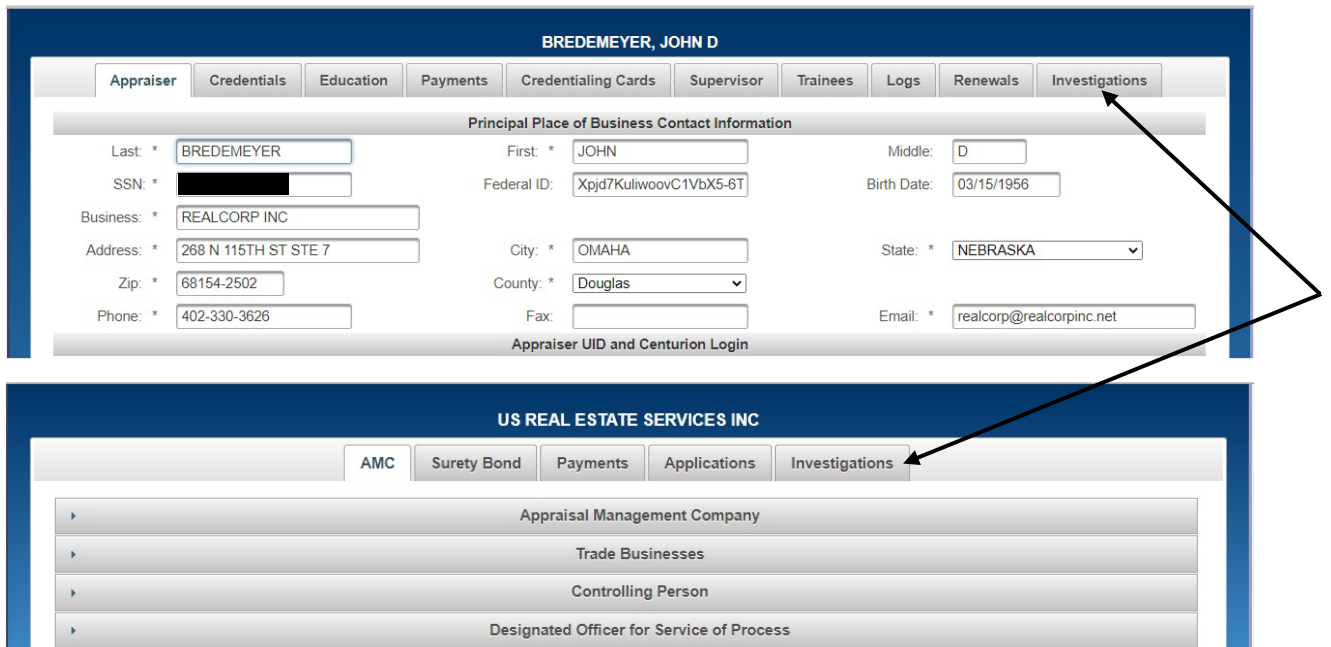
Log History 21-01							
Log Date	Contact Name	Entry Type	Documents	Notes	Cost	Edit	Delete
02/19/2021 11:30 AM	Michelle Wendt	Respondent Documentation	<ul style="list-style-type: none"> <li>Respondent Response_February 19, 2021.pdf</li> <li>Respondent Subject Report_Report Date January 8, 2021.pdf</li> <li>Respondent Workfile_February 19, 2021.pdf</li> </ul>	The Respondent's Response, Subject Repo...	\$0.00		
01/29/2021 9:30 AM	Matt Riley	Complainant Communication	<ul style="list-style-type: none"> <li>Riley Grievance Received Letter_January 28, 2021.pdf</li> </ul>	Director Kohtz sent a letter to the Complai...	\$0.00		
01/28/2021 9:32 AM	Michelle Wendt	Respondent Communication	<ul style="list-style-type: none"> <li>Wendt Grievance Notice Letter_January 28, 2021.pdf</li> </ul>	Director Kohtz sent a letter to the Responde...	\$0.00		

White log entries show that the grievance/investigation process is Open at the time of the entry, but there is no cost nor Board Report associated with it. Most often, these show communications between board staff and Respondents, Complainants, or counsel, and documentation.

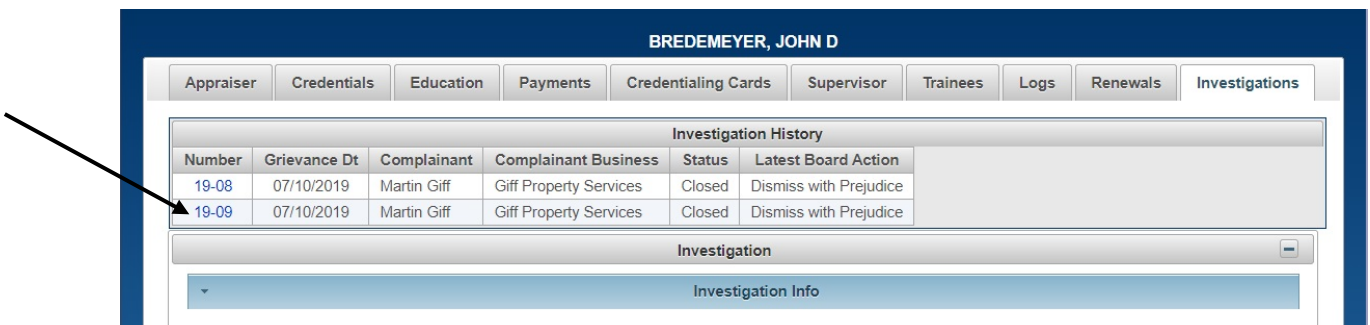
In addition to searching for Investigations, you can search for the Respondent appraiser/AMC in the database, and access the Investigations page through their information.



Once you have located the Respondent page, click on the Investigations tab.



The Respondent's Investigation History will show on the top of the page. Click on the Investigation Number hyperlink to access the Investigation details and, below that, the communication and documentation log.



Investigation Selected - 19-09

**BREDEMEYER, JOHN D**

Appraiser | Credentials | Education | Payments | Credentialing Cards | Supervisor | Trainees | Logs | Renewals | Investigations

Investigation History					
Number	Grievance Dt	Complainant	Complainant Business	Status	Latest Board Action
19-08	07/10/2019	Martin Giff	Giff Property Services	Closed	Dismiss with Prejudice
19-09	07/10/2019	Martin Giff	Giff Property Services	Closed	Dismiss with Prejudice

**Investigation 19-09**

**Investigation Info 19-09**

Investigation Number: 19-09

Grievance Received Date: \*

Complainant: \*

Complainant Business: \*

Complainant Address: \*

Complainant Phone: \*

Complainant Email: \*

Respondent: BREDEMEYER, JOHN D

Respondent Address: 324 S 158TH AVE; OMAHA, NE 68118-2016

Respondent Email: jbredemeyer@realcorpinc.net

License Number: CG920543

Investigation Status: \*

Latest Board Action: \*

Investigation Costs: \$8.05

All required fields(\*) need values to add Investigation

**Investigation Communication and Documentation Log 19-09**

**Add Log 19-09**

Date: \*  Time: \*

Contact Name: \*  Cost: \$ \*

Contact Organization: \*  Board Report?  Yes  No

Contact Information: \*

Inv. Entry Type: \*

Notes: \*

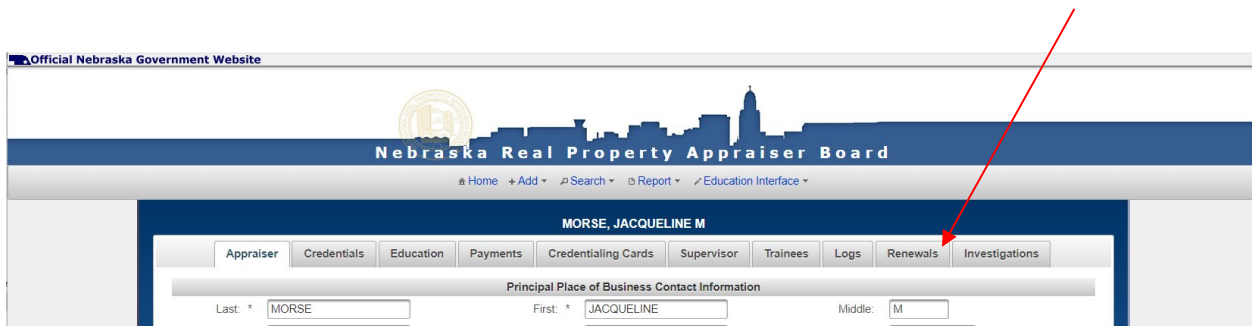
Hold Ctrl button and select files to upload multiple files

Log History 19-09						
(1 of 4)						
Log Date	Contact Name	Entry Type	Documents	Notes	Cost	Edit
08/20/2019 3:00 PM	Brian Morrissey/John Bredemeyer	Respondent Communication	<ul style="list-style-type: none"> <li>Duerig-Morrissey Email Chain_August 20, 2019.pdf</li> <li>19-09 Dismiss w Prejudice_August 20, 2019.pdf</li> </ul>	Director Kohtz sent a letter to the Responde...	\$0.00	

## VIEWING APPRAISER RENEWAL APPLICATIONS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>. Under NRPAB, Select Appraiser Admin. The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal. Search Appraiser – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it. Type all or part of the last and/or first name(s), then click the Search Appraiser button. Click the name of the appraiser you want. Sometimes there’s a glitch and this takes you back to the search window. Type the name and click Search Appraiser again; usually it works on the second try.

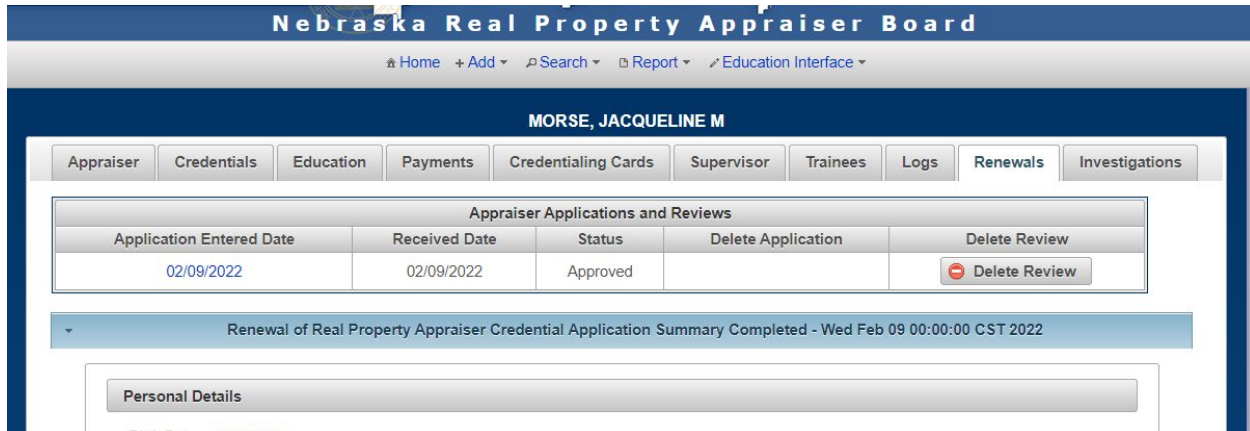
On the individual appraiser’s screen, you see the contact information and current credential information, if any. Navigate to the area you want to review by clicking the tabs below the appraiser’s name. To view renewal applications, click the Renewals tab.



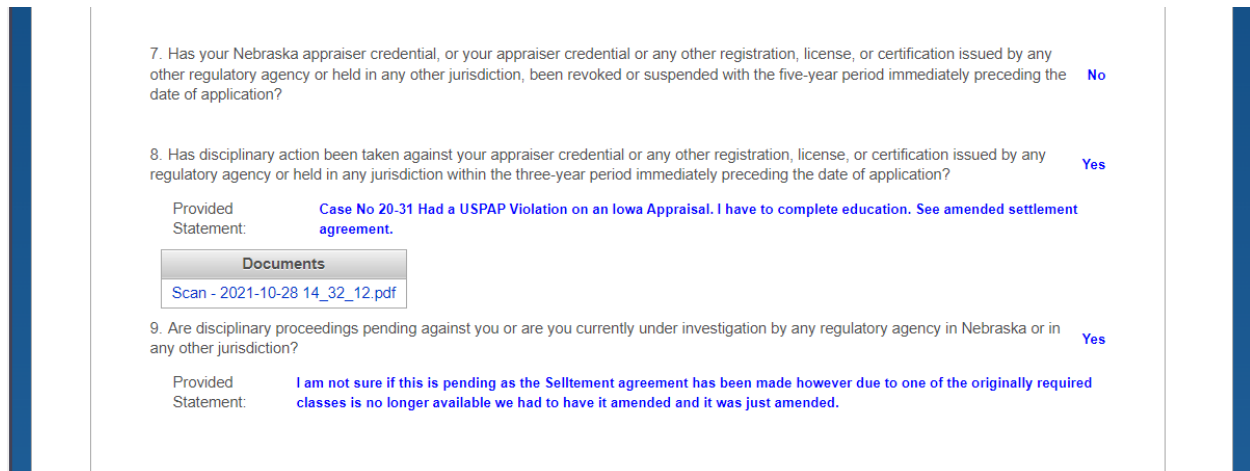
The Renewals screen shows a list of applications by date entered and shows their current status. To select an application to review, click on the date hyperlink for that application.



This opens the Application Summary, Application Review Interface, and Communication and Documentation logs for that specific application. If the appraiser submitted the renewal application online through Appraiser Login, the responses are as the appraiser selected and entered them. If the appraiser sent a paper application, a staff member will have manually entered the information from the paper application as the appraiser submitted it, so some answers may be incorrect, but are as the appraiser responded. A scanned copy of the paper application is attached to a Communication and Documentation log entry.



In the Disciplinary Survey Summary, if a question is answered “Yes” the appraiser is to provide a statement and may attach documents. Click the link in the Documents box to see the uploaded PDF.



Below the Application Summary Section (Renewal of Real Property Appraiser Credential Application Summary Completed - Sat Dec 04 00:00:00 CST 2021, in the illustrations below), the Application Review Interface details the various steps staff and the Board have taken in the process of reviewing the application.



Received Date:

**Staff Review**

Initial Staff Review:  Accepted  Reject  Completed by: ANESPOR Review Date: 12/06/2021

**Education Review**

Education Review:  Completed by: ANESPOR Review Date: 12/16/2021

CE Period and year USPAP due updated:  Completed by: ANESPOR Review Date: 12/16/2021

**Disciplinary Review**

Disciplinary Review:  Completed by: ANESPOR Review Date: 12/16/2021

NE Disciplinary Action Review:  Completed by: ANESPOR Review Date: 12/06/2021

ASC National Registry Review:  Completed by: ANESPOR Review Date: 12/06/2021

Director Review:  Applicable  Not Applicable  Completed by: TKOHTZ Review Date: 12/06/2021

Recommendation:

**CHRC Review**

Selected for random CHRC  Yes  No

Certified Random CHRC Letter Sent Date:

Certified Mail Delivery Verification Received Date:

Signed Authorization to use Fingerprints Form Received Date:

Fingerprints Received Date:

Fingerprints Sent to NSP:  Complete

Fingerprints Sent to NSP:  Complete

Background Results Received Date:

Background Results Review:  Complete

Director Review:  Applicable  Not Applicable  Complete

Recommendation:

**Board Review**

Board Review:  Applicable  Not Applicable  Complete

Board Action:

Post 11/30:  Yes  No

Months Late:

**Final Processing**

Credentialing Card Issued:

Contact information Updated in ASC National Registry:

Renewal Entered in ASC National Registry:

Renewal Notification Sent:

\* Status:  Under Review  Ready for Credentialing  Withdrawn  Rejected  Approved  Denied

Below the Application Review Interface is the Communication and Documentation logs section. Click the bar to see the log entries.

\* Status:  Under Review  Ready for Credentialing  Withdrawn  Rejected  Approved  Denied

Communication and Documentation logs - Sat Dec 04 00:00:00 CST 2021



Click the hyperlinks in the Documents column for PDFs.

Application Review Interface - Wed Feb 09 00:00:00 CST 2022

Communication and Documentation logs - Wed Feb 09 00:00:00 CST 2022

**Add Log**

Date: \*  Time: \*

Contact Name: \*

Contact Organization: \*

Contact Information: \*

Entry Type: \* Choose One

Notes: \*

Hold Ctrl button and select files to upload multiple files

**Log History**

Log Date ↕	Contact Name ↕	Entry Type ↕	Documents	Notes ↕	Edit	Delete
02/09/2022 3:45 PM	Jacqueline Morse	Renewal Application		process completed by BLPM Nespor		
02/09/2022 1:35 PM	BLPM Nespor	ASC Federal Registry	<ul style="list-style-type: none"><li>220209_Morse ASC Report.pdf</li></ul>	BLPM Nespor reviewed ASC report. OK to proceed.		
02/09/2022 11:30 AM	Jacqueline Morse	Renewal Application	<ul style="list-style-type: none"><li>220209_Morse 2022 Renewal App.pdf</li><li>220309_Morse 2022 Renewal App Manual Entry.pdf</li></ul>	Received complete CR renewal app postmarked 2/3/2022, 3 mos late. BLPM Nespor reviewed and accepted.		

If the log History has multiple pages, navigate between them using the buttons at the top.

**Log History**

(1 of 2)

Log Date ↕	Contact Name ↕	Entry Type ↕	Documents	Notes ↕	Edit	Delete
------------	----------------	--------------	-----------	---------	------	--------

To review education submitted, click the Education tab just below the appraiser's name at the very top of the page. This takes you out of the renewal application. Click on an activity number hyperlink to see details of the activity, approval status, and a link to the certificate of completion submitted.

**MORSE, JACQUELINE M**

Appraiser | Credentials | **Education** | Payments | Credentialing Cards | Supervisor | Trainees | Logs | Renewals | Investigations

**Education**

Provider: \* Search with a keyword | CE Period: \* Choose One

Activity: \* Search with a keyword | Date Activity Completed: [ ]

Activity Number: [ ] | Out of State:

Activity Type: Choose One

Class Type: Choose One | Activity Approval Date: [ ]

Activity Hours: [ ] | Activity Expiration Date: [ ]

Reviewed By: ANESPOR | Reviewed Date: 02/10/2022

Upload Certificate: \*

Notes: [ Comments to include in email response ]

Activity Number	Activity Name	Activity Hours	Provider	Activity Completed Date	CE Period	Status	Delete
<a href="#">2182101</a>	2018-2019 7-hour National USPAP Update Course	7	McKissock, LLC	12/14/2018	2018-2019	Approved	<input type="button" value="Delete"/>
<a href="#">2162419</a>	Fannie Mae Appraisal Guidelines: Debunking the Myths	4	McKissock, LLC	06/02/2019	2018-2019	Approved	<input type="button" value="Delete"/>
<a href="#">2182449</a>	Residential Construction and the Appraiser	7	McKissock, LLC	06/06/2019	2018-2019	Approved	<input type="button" value="Delete"/>
<a href="#">2172402</a>	Appraisal of REO and Foreclosure Properties	7	McKissock, LLC	12/18/2019	2018-2019	Approved	<input type="button" value="Delete"/>
<a href="#">IA20001</a>	Supervisor-Trainee Course for Iowa	4	McKissock, LLC	06/03/2019	2018-2019	Approved	<input type="button" value="Delete"/>
<a href="#">2202101</a>	2020-2021 7-Hour National USPAP Update Course	7	McKissock, LLC	12/30/2020	2020-2021	Approved	<input type="button" value="Delete"/>

Click the Uploaded File link to see the documentation of completion submitted.

**MORSE, JACQUELINE M**

Appraiser | Credentials | **Education** | Payments | Credentialing Cards | Supervisor | Trainees | Logs | Renewals | Investigations

**Education**

Provider: \* McKissock, LLC 3 | CE Period: \* 2020-2021

Activity: \* 2020-2021 7-Hour National USPAP Update Course 2202101 | Date Activity Completed: 12/30/2020

Activity Number: 2202101 | Out of State: NO

Activity Type: Continuing Education

Class Type: Online | Activity Approval Date: 10/28/2019

Activity Hours: 7 | Activity Expiration Date: 12/31/2021

Reviewed By: DEHVYNNE | Reviewed Date: 01/04/2021

Activity Entered By: DEHVYNNE | Activity Entered Date: 01/04/2021

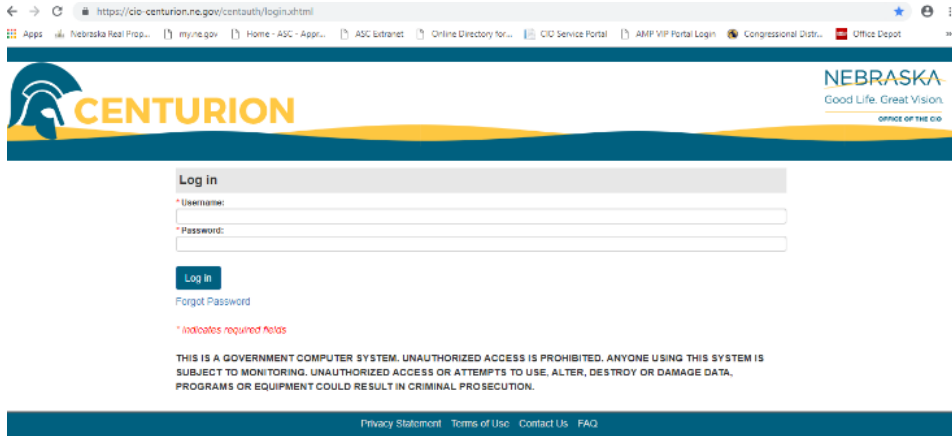
Uploaded File: [201230\\_Morse 7-Hou Nat USPAP Upd Cou.pdf](#)

Notes: [ Applied to 2020-21 CE period. Next USPAP update due 2022. ]

Activity Number	Activity Name	Activity Hours	Provider	Activity Completed Date	CE Period	Status	Delete
2182101	2018-2019 7-hour National USPAP Update Course	7	McKissock, LLC	12/14/2018	2018-2019	Approved	<input type="button" value="Delete"/>

## VIEWING EDUCATION RECORDS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



Log in

\*Username:

\*Password:

Log In

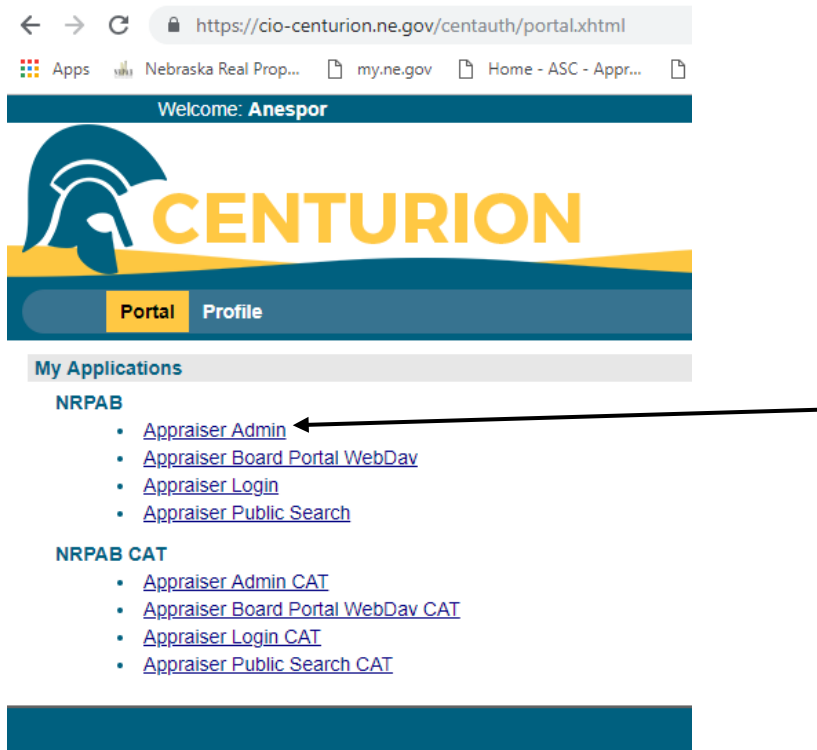
Forgot Password

\* indicates required fields

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.

Privacy Statement Terms of Use Contact Us FAQ

Under NRPAB, Select Appraiser Admin.



Welcome: Anespor

Portal Profile

My Applications

**NRPAB**

- [Appraiser Admin](#)
- [Appraiser Board Portal WebDav](#)
- [Appraiser Login](#)
- [Appraiser Public Search](#)

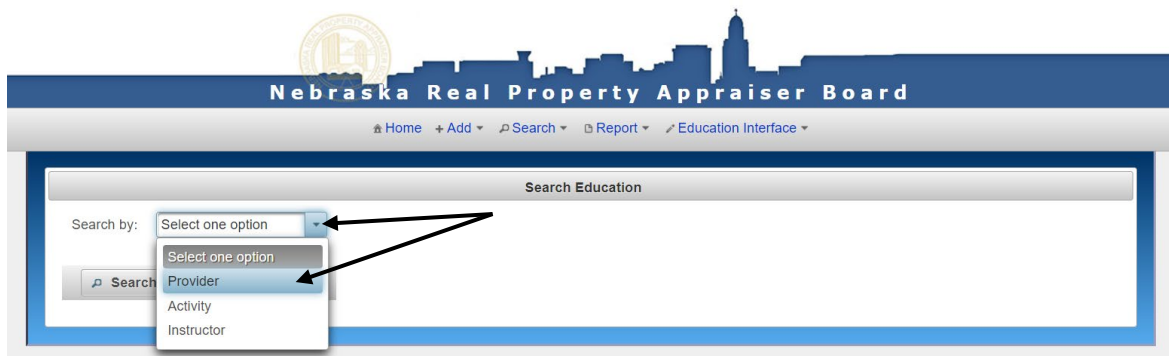
**NRPAB CAT**

- [Appraiser Admin CAT](#)
- [Appraiser Board Portal WebDav CAT](#)
- [Appraiser Login CAT](#)
- [Appraiser Public Search CAT](#)

Hover over Education Interface. A dropdown menu appears. Select Search Education.



A search field with a dropdown menu appears. Click on the field or the down arrow. You may search by Provider, Activity, or Instructor.



Enter partial or whole Provider Name or Provider Number. Click Search. Click on the name of the desired provider.

**Nebraska Real Property Appraiser Board**

Home + Add Search Report Education Interface

**Search Education**

Search by: Provider

Provider Name: moore

Provider Number:

Search

Provider Name	Provider Number	Delete
Morrissey and Associates	13	-
The Moore Group	4	-

See (1) for Provider contact information. See (2) for a list of Activities connected to the Provider. Clicking on the name of an Activity will navigate to the activity's information page.

**Nebraska Real Property Appraiser Board**

Home + Add Search Report Education Interface

**Update Provider**

Provider Name: The Moore Group (1)

Provider Number: 4

Active Date: 01/01/2000

Inactive Date:

Street Address: 3400 S 17th Street

City: Lincoln

State: NEBRASKA

ZIP: 68502-4807

Email: DL.Moore@neb.n.com

Phone: 402-770-8605

Contact Name: Diane Moore

Update Provider Cancel

**Add Activity Details**

Start typing to show list of available Activities or choose one from the drop down.

Activity: Search with a keyword Add Activity (2)

Activity Name	Activity Number	Activity Type	Class Type	Hours	Reviewed By	Activity Reviewed Date	Delete
Advanced Residential Applications and Case Studies	117417	Qualifying Education	In-Class	15		01/01/2011	-
Basic Appraisal Principles	117418	Qualifying Education	In-Class	30		01/01/2011	-
Market Analysis and Highest and Best Use	117419	Qualifying Education	In-Class	15		01/01/2011	-
Residential Report Writing & Case Studies	117421	Qualifying Education	In-Class	15		01/01/2011	-
Residential Site Valuation & Cost Approach	117420	Qualifying Education	In-Class	15		01/01/2011	-
General Sales Comparison Approach	113101	Qualifying Education	In-Class	30		02/28/2013	-
General Site Valuation and Cost Approach	113102	Qualifying Education	In-Class	30		02/28/2013	-
Marketing Listing & Complex Property Appraisal	113111	Qualifying Education	In-Class	20		12/19/2013	-
Residential Report Writing U/CAI-C	2141201	Continuing Education	In-Class	7		02/20/2014	-
Residential Sales Comparison & Income Approaches	114103	Qualifying Education	In-Class	30		02/20/2014	-
Statistics, Marketing and Finance	114102	Qualifying Education	In-Class	15		02/20/2014	-
Training Courses for Supervisory Appraisers and Trainee Appraisers	0141201	Supervisory and Trainee	In-Class	7		02/18/2014	-
Underwriting and Using Comparable Transactions	213102	Continuing Education	In-Class	7		01/22/2015	-
Basic Appraisal Principles	113102	Qualifying Education	In-Class	30		02/19/2015	-
FHA Guidelines	213116	Continuing Education	In-Class	7		04/16/2015	-
Balder Safe Then Story	213131	Continuing Education	In-Class	7		01/22/2015	-
2016/17 National USPAP Update	2161101	Continuing Education	In-Class	7		11/13/2015	-
2016/2017 15-Hour USPAP	1161101	Qualifying Education	In-Class	15		11/13/2015	-
Real Property Report Writing Update and Case Studies - 2016-2017	2161201	Continuing Education	In-Class	7		01/21/2016	-
Nebraska Supervisory Appraiser and Trainee Appraiser Training	3161301	Supervisory and Trainee	In-Class	7		02/19/2016	-

(3) Payments (4)

Communication and Documentation Log

Clicking on the Payments tab (3) will reveal a table of the payments made by the Provider to the Board, including the details of the payments. Use the arrows in the table to navigate to older entries.

**(3)**

**Add Payment**

Fee Type: \* Choose One

Fee Amount: \*   Paid Back

Paid By:

Form of Payment:

Payment #:

Receipt:

Remarks:

Date Received: \*

**+ Add Payment**

**Payment History**

(1 of 2) 1 2 10

ID	Fee Type	Fee Amount	Paid By	Form of Payment	Payment #	Receipt	Remarks	Date Received
31324	Continuing Education New	\$25.00	The Moore Group Inc	check	8519	21753	#2221101.04	12/01/2021
28369	Continuing Education New	\$25.00	The Moore Group, Inc.	check	8474	21370	#3212305.04	01/21/2021
25286	Continuing Education New	\$50.00	The Moore Group Inc	check	8381	20943	#2202421.04; #2202422.04	03/05/2020
25257	Continuing Education New	\$50.00	The Moore Group Inc	check	8402	20932	#2201417.04; #2201418.04	02/28/2020
25135	Continuing Education New	\$25.00	The Moore Group Inc	check	8336	20899	#2201406.04	02/06/2020
25033	Qualifying Education New	\$50.00	The Moore Group Inc	check	8309	20876	#1202101.04	01/27/2020
25005	Continuing Education New	\$25.00	The Moore Group Inc	check	8383	20850	#2202403.04	01/16/2020
25004	Continuing Education New	\$25.00	The Moore Group Inc	check	8189	20849	#2202101.04	01/16/2020
24542	Continuing Education New	\$25.00	The Moore Group, Inc.	check	8359	20733	#3191399.04	12/04/2019
23493	Qualifying Education New	\$50.00	The Moore Group, Inc.	check	8333	20676	#1201101.04	11/05/2019

(1 of 2) 1 2 10

Communication and Documentation Log

Clicking on the Communication and Documentation Log tab (4) will reveal the history of communications with the Provider.

**(4)**

**Add Log**

Date: \*  Time: \*

Contact Name: \*

Contact Organization: \*

Contact Information: \*

Entry Type: \* Choose One

Notes: \*

Hold Ctrl button and select files to upload multiple files

**+ Choose File**

**+ Add Log** **Cancel**

**Log History**

(1 of 5) 1 2 3 4 5

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
11/24/2021 10:30 AM	Diane Moore	Miscellaneous Document	211124_2021 End of Year Report.pdf	Ms. Moore hand-delivered The Moore Group end-of-year course report.		
09/25/2021 12:40 PM	Diane Moore	Phone Call		Ms. Moore called the office to report that The Moore Group would no longer accept enrollment for online classes after June 30, 2021. AS Duerig thanked Ms. Moore for the information and invited her to send a letter requesting the Board rescind approval of any online classes when all students have completed the online classes. Ms. Moore reported that the QE courses run 6 months, so she plans to do this in January 2022.		

Communication and Documentation Log

To search for an activity, go to Education Interface > Search Education. Enter partial or whole Activity Number or Activity Name. Click Search. Click on the number of the desired activity.

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface

Search Education

Search by: Activity

Activity Number: 2211461

Activity Name:

Search

Activity Search Results

Activity Number	Activity Name	Activity Hours	Activity Type	Class Type	Delete
2211461	Practical Rural Appraisal: Work Problems Using the New Methodology	8	Continuing Education	In-class	

See (1) for education activity details. See (2) for the provider associated with the activity; click the provider's name to navigate to the Provider. All approved instructors are listed under (3); click the instructor's name to navigate to the Instructor. Communications and Documentation related to the activity may be found by clicking on (4).

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface

Provider Activity Instructor

Update Activity

Activity Number: 2211461

Activity Name: Practical Rural Appraisal: Work Problems Using the N (1)

Activity Hours: 8

Activity Type: Continuing Education

Class Type: In-class

USPAP:

AQB Approved:

AQB Expiration Date:

IDECC Expiration Date:

Activity Expiration Date: 01/18/2027

Status: Active

Board Review Date: 01/18/2022

Board Action: Approved

Board Action Date: 01/18/2022

Reviewed By: KATJADUERIG

Reviewed Date: 01/18/2022

Notes: Resubmission of activity #2191421.01. Continuing education activity application meets the minimum requirements, and no extenuating circumstances exist requiring Board review. Approved as a continuing education activity by director (K).

Update Renew Cancel

Add Instructor Details

Start typing to show list of available instructors or choose one from the drop down.

Instructor: Search with a keyword

Reason for Approval: Choose One

Add Instructor

Providers (2)

Provider Name	Provider Number	Contact Name	Phone	Email	Delete
ASFMRA	1	Deanna lk	303-892-1222	dlik@asfma.org	

Instructors (3)

Instructor Name	Phone	Email	Reason Approved	Approved By	Approved Date	Delete
Jeffrey Berg			Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter.	KATJADUERIG	12/11/2019	

Communication and Documentation Log (4)

To search for an instructor, go to Education Interface > Search Education. Enter partial or whole First Name or Last Name. Click Search. Click on the name of the desired instructor.

Nebraska Real Property Appraiser Board

Home + Add Search Report Education Interface

Search Education

Search by: Instructor

First Name: dan

Last Name:

Search

Instructor Name	Delete
Dan Bradley	⊖
Dan Tosh	⊖
Daniel Bearsley	⊖

See (1) for instructor contact information. See (2) for the activities associated with the instructor; click the activity's name to navigate to the Activity. Communications and Documentation related to the instructor may be found by clicking on (3).

Nebraska Real Property Appraiser Board

Home + Add Search Report Education Interface

Provider Activity Instructor

Update Instructor

First Name: \* Daniel

Middle Name: W

Last Name: \* Bearsley

Email:

Phone: 907-830-4893

Approved By: SBluman

Approved Date: \* 10/15/2018

Update Cancel

Activity Name	Activity Number	Activity Type	Class Type	Hours	Provider Number	Reviewed By	Activity Reviewed Date	Reason Approved	Delete
801, United States Land Titles	2181438	Continuing Education	In-class	16	7	SBluman	10/15/2018	Hold a master's degree or higher in a field that is directly related to the subject matter	⊖

Communication and Documentation Log





# State of Nebraska Expense Reimbursement Policies

Effective January 1, 2021

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## Substantiation of Expenses

Under the State's accountable plan, the Internal Revenue Service requires employee or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated.

Adequate accounting generally requires the use of a documentation record such as an account book, expense diary or log, or similar record near the time of incurrence of the expense. Such log should list the date, amount, place (e.g. city) or description, and purpose for each expense. A combination of receipts and detailed itemization is permitted. Meals and incidental expenses are deemed to be substantiated under per diem allowances, and eliminate the need for substantiating actual costs. To satisfy the requirement of the accountable plan, the employee or board member should complete the Expense Reimbursement Document correctly or utilize a documentation record to transfer cost information to the expense reimbursement form so reimbursement can be made.

A request for reimbursement (on an approved expense reimbursement document) for the incurred expense must be submitted by the employee or board member to the appropriate agency office (business office, accounting office). To document that this requirement is met, the agency office will need to have an effective method of recording when the expense document was received.

Such request must be made not later than sixty days after the final day on which the expenses were incurred for which reimbursement is sought. This means that if travel occurs June 15-June 18 and again on June 22-June 25, the request for reimbursement may include both trips, but the request for reimbursement for the first travel period must be submitted no later than 60 days after June 18.

If an employee or board member typically requests reimbursement for non-travel expenses and accumulates the receipts for which reimbursement is sought, each expense will have its own 60 day limit for reimbursement. (Travel is defined as being away from headquarter city longer than one day.)

When a receipt does not provide the essential character of the expense, such as rate or period of use, the agency may require a copy of the rental contract or other billing as supporting documentation to substantiate the expense. For instance, vehicle rental receipts with only an amount would require additional documentation. Screen prints or other support of online purchases should be provided, if possible, to document purchases being made via the internet.

## Receipts

Receipts - Detailed receipts are required as support for all expenditures except per diem meals and immaterial items identified by the Director of Administrative Services. Common expenses requiring detailed receipts include, but are not limited to, lodging, car rental, commercial travel, and registration fees.

Detailed receipt is defined as a receipt that identifies the date, time, city, state, itemization of item(s) claimed, and the cost.

Immaterial items are anything less than \$10.00; however, you are required to substantiate immaterial items in a log, as described under Travel Expense Policy # 5. Substantiation of Expense).

In the absence of detailed receipts supporting an employee's claim, State Accounting requires a signed written explanation including one of the following:

- Copy of a cancelled check with purchase details;
- Charge card slip with purchase details; or
- Subsequently acquired receipt with purchase details.

If one of the above options cannot be provided, or where a receipt was not provided, the employee must create and provide a signed affidavit. This policy is for the convenience of the agency and the employee. The absence of documentation may necessitate the discontinuation of this process and the subsequent inability to reimburse employees when detailed receipts are not available.

### **Employee or Board Member Signatures**

The employee or board member claiming reimbursement of expenses must provide an original signature on the expense document or submit the document with an electronic signature. Supporting documentation must be maintained by the agency for those documents submitted with an electronic signature.

An employee or board member not able to provide original signatures due to physical disabilities may request a waiver of the original signature requirement. The employee or board member must request such a waiver in writing from the State Accounting Administrator of DAS. The request must be:

- 1) Approved by the employee or board member's supervisor,
- 2) Include the reason for the inability to provide the original signature,
- 3) Include the anticipated length of time of the physical condition, and
- 4) Include a sample of the intended signature to be used.

The State Accounting Administrator may request the employee or board member to give additional supporting documentation, which could include a description of the physical condition and limitations from the employee or board member's physician. If the request is approved, the employee or board member and agency will be notified in writing.

### **Air Travel**

Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase. If an agency chooses to calculate productive time saved, the employee or board member's actual salary shall be used. For board members, or others who do not receive a salary, the State average annual salary, as published in the Personnel Almanac, shall be used. Whenever reimbursement of air travel is made separate from the employee or board member expense reimbursement document, a cross reference shall be made from the employee or board member expense reimbursement document to the air travel reimbursement document.

Travel by privately-owned airplane or personally-rented airplane shall have the prior approval of the agency director. Such approval shall be provided with the payment documents.

- a. Privately-owned – An employee or board member will be reimbursed at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. As of January 1, 2021 the rate is one dollar and twenty-six cents (\$1.26) per Statute air mile. DAS will not differentiate between “travel at the convenience of the agency or employee or board member”. This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate.
- b. Personally-rented – Employee or board members shall be reimbursed for the actual expense of personally renting an airplane unless the expense is paid directly by the agency involved.
- c. Charter flight – Agencies should contact the Department of Aeronautics to make arrangements for charter flights.

### **Conference (Attendance by State Employee or board members)**

State employee or board member expenses – Expenses incurred by a State officer, employee or board member, or member of any commission, council, committee or board of the State while attending a non-State agency sponsored conference may be paid. Payment may be made directly to a vendor or as reimbursement to an employee or board member for expenses incurred on behalf of the agency. Original invoices/receipts and a document, or statement, showing the date, purpose and agenda of the conference must be attached to the payment document. Expenses should be coded using "item" orientation. For example, travel expenses should be coded to the appropriate travel expenditure account and the registration fee to Conference Registration Expense.

The payment of meals and nonalcoholic beverages for State employee or board members attending a non-State agency sponsored conference is allowable if the employee or board member is in travel status or the meal is included in the overall conference pricing.

### **Lodging**

Employee or board members shall report only actual expenses paid for lodging. Business telephone calls and parking charges incurred at the lodging site may be included on the lodging bill. Lodging expenses may either be directly billed to the agency or claimed on an expense reimbursement. If claimed on an expense reimbursement, detailed receipts for lodging are required to be filed with the claim. Lodging may be reimbursed when an employee or board member is "away from home overnight". The Internal Revenue Service states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day's work." Meals should not be charged to a hotel room and will only be reimbursed through the per diem process.

Sales to the State of Nebraska and its agencies are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the agency, the agency should present a completed copy of Form 13 (Nebraska Resale or Exempt Sale Certificate) to the lodging establishment.

It is State Accounting policy that a person generally be more than 60 miles from his or her workplace in order to be eligible for lodging. We realize there may be reasons to pay for lodging for distances less than 60 miles. Such reasons include, but are not limited to work requirements, medical conditions or weather; in those instances the reason must be clearly stated on the disbursement document.

## Meals

Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174, based on the destination of the travel. The State per diem rates shall be 70% of the relevant federal rates (General Services Administration for travel within the contiguous United States). The Expense Reimbursement Document (ERD) will calculate the full reimbursement for each day based on the following:

- The Per Diem Rate shall be based on the original Destination City. (GSA Per Diem Rates )
- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:
  - Meals included in Conference fee
  - Meals provided by Hotel
  - Meals purchased by 3rd Party
- Meals expense charged directly to and paid for by the State of Nebraska
- At the agency head's discretion, one-day travel meal expenses (breakfast and supper only) may be reimbursed using State per diem rates when it is deemed necessary for the working conditions of the employee.
  - Breakfast - When an employee leaves for one-day travel at or before 0630 or 1 1/2 hours before the employee's shift begins, whichever is earlier, breakfast rate may be reimbursed.
  - Lunch - Noon meals for one-day travel are not reimbursable.
  - Dinner - When an employee returns from one-day travel at or after 1900 or 2 hours after the employee's shift ends, whichever is later, the evening meal rate may be reimbursed.

\* NOTE: The time limitations set forth do not include the time taken for the meal.
- Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable, except as discussed in General Policy #22. State Employee Expenses While Not in Travel Status and Travel Expense Policy #3. Conference (attendance by State Employees).
- Actual expenses for group meals incurred by an agency on a purchasing card are allowable for official functions, conferences, or hearings.
- The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to the employee unless such reimbursements are deemed "occasional". In order to monitor this provision, all such reimbursements for one-day travel shall be coded to account 571600 (meals – one day travel). When reimbursements for meals for one-day travel exceed \$200 per employee in any one year (December 1 through November 30), the entire amount of such reimbursements will be considered taxable income. If reimbursements for an employee are \$200 or more for any one year, the agency will enter a payroll one-time override using DBA 1005 for the total amount coded to object code 571600. This should be processed during the calendar year payroll. The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly. Reimbursement to one employee for two or more employee's expenses will not be allowed for meals because of this provision. (Travel Expense Policy #9. Reimbursement to One Employee for Two or More Employee's Expenses)

If the lodging site claimed on an employee's or board member's expense reimbursement request, or paid for by the State, includes one or more meals in the cost paid as part of the lodging costs, reimbursement is not permitted for such meal(s) as described below:

- 1) Breakfast - If a continental breakfast is served by the lodging site in the morning after the date on which the lodging expense is incurred, which includes offerings greater than bread, bagels, muffins, fruit, milk, juice, and coffee (i.e., eggs, bacon, sausage, pancakes, waffles, etc.).
- 2) Dinner - A meal is served by the lodging site in the evening on the date on which the lodging expense is incurred, which includes offerings greater than soups, salads, snacks, hors d'oeuvres, or appetizers.

## Personal Automobiles

An employee or board member will be reimbursed for use of a personal vehicle while on State business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. As of January 1, 2021 the rate is \$.560 per mile. This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate. All contract employee or board members currently use the IRS rate. However, agencies may, at their determination, require employee or board members to utilize state-owned vehicles (as opposed to personal vehicles) if the use of the state-owned vehicle would be more economical from both an auto rental rate and the time involved in renting the state-owned vehicle. If after such agency determination, an employee or board member still wants to drive their personal vehicle, the agency is not required to reimburse the employee or board member any more than it would have cost the agency to rent the state-owned vehicle.

Motorcycles – An employee or board member will be reimbursed for the use of a motorcycle while on State business (this does not include commuting miles) at the prevailing standard rate. Effective January 1, 2021 the rate is \$.540 per mile.

Rental Cars - Insurance - An employee or board member should decline rental agency insurance coverages. Please refer to your agency's annual letter from Risk Management. There is a section on rental cars. Under Section III B, it states that you should NOT accept the coverages because the car rental is covered by the State's insurance.

## Reimbursement to One Employee or Board Member for Two or More Employee or Board Member's Expenses

One employee or board member may be reimbursed for actual expenses incurred on behalf of another State employee or board member, such as when two employee or board members sharing a motel room are billed jointly and one employee or board member pays the bill. The employee or board member to be reimbursed must provide the same detailed information that would have been required of each State employee or board member had they been billed individually. In all cases when one employee or board member is requesting reimbursement for expenses of more than one State employee or board member, detailed receipt policies must be adhered to, employee or board members' names listed and documents cross-referenced, when applicable. If two employee or board members are billed jointly, but each pays half and each requests reimbursement separately, the documents must be cross-referenced, since one employee or board member usually may not have a detailed receipt. An employee may not be reimbursed for another employee's meal per diem.

## Long Distance Telephone Calls

Charges for long distance telephone calls are an allowable state expenditure if they are related to State business, or the employee or board member is in a travel status on State business and the calls are in accordance with an approved agency policy.

To establish an approved agency policy, the State agency shall submit their proposed policy to State Accounting for approval. The policy shall describe the circumstances in which long distance calls will be reimbursed, to include:

- 1) The reason(s) for which calls will be reimbursed,
- 2) The number of calls an employee or board member will be allowed within a certain time period,
- 3) The duration of allowable calls or cost per call,
- 4) The relationship to the employee or board member of the person being called. State Accounting shall notify the State agency in writing of approval or disapproval.

## **Personal Cellular Telephone Expenses**

The State of Nebraska provides cellular telephones to agency personnel to utilize in the performance of their official State duties when deemed necessary. Occasionally, an employee will make work related cellular calls on their personal cellular telephone, and request reimbursement.

The State of Nebraska will reimburse employees for any cellular calls that are billed to the employee when the following criteria are met:

- 1) The employee provides their cellular company detail billing for the call(s) for which they wish to be reimbursed. Detail billing will show the date, time, length of call(s), number called and/or calling number, and cost of the call for each call submitted for reimbursement. A log shall be provided if the cellular company billing does not provide the above detail.
- 2) The call(s) are billed on a per minute basis, above and beyond the monthly fee charged for the service the employee has elected as their base plan. The State will reimburse State work related calls regardless of when in the month the State work related calls are made if the employee exceeds the base minutes. For example, Employee A has a plan which allows 25 minutes of calls for the base rate each month.
- 3) Employee A has 30 minutes of personal calls and 5 minutes of state work related calls during the month. The State will reimburse 5 minutes of calls regardless of when in the month the State work related calls are made.
- 4) Employee A only has 15 minutes of personal calls and 5 minutes of state work related calls in the month. The State will not reimburse the employee since the cellular company made no additional billing.
- 5) Employee A has 22 minutes of personal calls and 5 minutes of state work related calls in the month. The State will reimburse 2 minutes of calls since the cellular telephone service provider will charge an additional billing for the 2 minutes exceeding the base plan minutes.
- 6) The agency monitors all personal cellular telephone reimbursements for accuracy.
- 7) Agencies will determine if the usage indicates the need to issue a State owned cellular telephone to employees.

## **Entertainment Expenses**

In a letter to the Director of Administrative Services, the Attorney General's Office stated that entertainment expenses are not allowed to be reimbursed absent specific statutory authority.

## **Payments for State Employee Wages**

In accordance with §81-1117.05, payments for wages for all state employees will be by electronic funds transfer (EFT/Direct Deposit). Such EFT payments may be made to any financial institution of the employee's choosing or to a state authorized debit card. State employees include all officers or employees of the state or any state agency and pursuant to §81-1178 shall include duly appointed committee, board and commission members.

# **Schedule 71**

# **REAL PROPERTY APPRAISER BOARD**

**June 23, 2020**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559



**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE	71
AGENCY, BOARD OR COMMISSION	<b>Real Property Appraiser Board</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of July 29, 2015	

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**PART I – AGENCY STATEMENT:**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE DIRECTOR	DATE 6/10/20

**PART II – APPROVAL OF STATE ARCHIVES:**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE 	DATE 6/19/2020
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**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE 	DATE 6/19/20
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**PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE 	DATE 6/23/2020
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## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. <http://www.sos.ne.gov/dyindex.html>. This report establishes that the destruction was performed in your normal course of business.

### **NON-SCHEDULED RECORDS**

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

**SCHEDULE 71  
REAL PROPERTY APPRAISER BOARD**

**June 23, 2020**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

**Supersedes Edition of July 29, 2015**

<b>ITEM NUMBER</b>	<b>RECORD TITLE</b>	<b>DESCRIPTION/EXAMPLES</b>	<b>RETENTION</b>	<b>REFERENCE/COMMENTS</b>
71-3	<b>ALPHA OR NUMERICAL LISTING OF ENTITIES, INDIVIDUALS AND COMPANIES</b>	Reports and lists of all licensees and/or applicants that include, but are not limited to: individual, company and entity identification number, name and address, date, license type and status, business identification, and business name.	<b>Superseded</b>	
71-5	<b>APPRAISAL MANAGEMENT COMPANY FILES</b>	Files of Appraisal Management Companies that include, but are not limited to: applications, renewals, surety bonds, and correspondence.	<b>5 years after expiration</b>	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-6	<b>APPRAISAL REPORTS- PROOF OF EXPERIENCE</b>	Real estate appraisals submitted with applications for Licensure and Certification.	<b>APPROVED APPLICATIONS:</b> 5 years after active credential expires <b>REJECTED/WITHDRAWN/INCOMPLETE APPLICATIONS:</b> 5 years	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-7	<b>APPRAISER FILES</b>	Records of each trainee, licensed, and certified appraiser. Files are renewed annually and may include, but are not limited to: applications, renewals, correspondence, proof of appraiser experience, Uniform Standards of Professional Appraisal Practice (USPAP) compliance review reports, certificates of completion of educational activities, credentialing cards, and investigative data.	<b>5 years after expiration</b>	•Contains Confidential Information - Neb. Rev. Stat 84-712.05 •Secure disposal required
71-26	<b>AUDIT REPORTS AND FILES</b>	Reports of audits of the agency, including, but not limited to audits performed by the Auditor of Public Accounts, Appraisal Subcommittee of the Federal Financial Institutions Examination Council, the Nebraska State Patrol, the Federal Bureau of Investigation, and the files prepared to assist the auditors.	<b>10 years</b>	
71-8	<b>BOARD MEMBER FILES</b>	Documentation on the appointment of Board members and applicants that includes, but is not limited to: business interests, appointment letters, resume, pictures, signed Oath to perform duties according to law, copy of certificate from Governor, appointment application.	<b>10 years after no longer serving</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-9	COMPLIANCE FILES	Files of investigations and inquiries that include, but are not limited to: appraiser's name, address, business identification, business name, email address, reason for investigation/inquiry, and correspondence.	80 years	
71-10	CRIMINAL BACKGROUND CHECK REPORTS	Criminal background reports. Including, but not limited to: complete check on each appraiser applicant, including an FBI check received from the Nebraska State Patrol.	2 years after application withdrawn, denied, or approved	<ul style="list-style-type: none"> <li>•Confidential Record - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-12	EDUCATION PROVIDER AND INSTRUCTOR FILES	Files of providers and instructors providing pre-licensing and continuing education training activities for real property appraisers. Supplementary information that may include, but is not limited to: supplementary information, training course materials, and exams.	5 years after no longer approved to provide educational instructions	
71-13	ENFORCEMENT ACTIONS LISTING	Enforcement actions.	Superseded	
71-14	EXAMINATION RESULTS MATERIAL	Information supplied by contracted examination provider after each administration of examinations. Materials may include, but are not limited to: pass/fail roster, summary results of examination, and appropriate examination evaluation reports.	<b>INDIVIDUAL PASSING SCORE REPORTS:</b> 5 years after active credential expires <b>ALL OTHER MATERIAL:</b> 5 years	<ul style="list-style-type: none"> <li>•Confidential record - Neb. Rev. Stat 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-15	INCOMPLETE, WITHDRAWN, OR DENIED EDUCATION/INSTRUCTOR APPLICATIONS	Files of incomplete, withdrawn, or denied education/instructor applications.	5 years	
71-16	PENDING APPLICATION AND FILE	Applications to become a trainee, licensed, or certified appraiser, or for registration as an appraisal management company and files including, but not limited to, communications, education, proof of experience, USPAP compliance review reports, examination score reports, surety bond, transcripts, registration verification information, corporate and/or business information.	<b>APPROVED:</b> File with AMC or appraiser applicant files, unless otherwise specified on this schedule. <b>NOT APPROVED:</b> 5 years after denial, withdrawal, or last correspondence.	<ul style="list-style-type: none"> <li>•Confidential Record - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-19	QUALIFYING/CONTINUING EDUCATION	Education activity files that include but are not limited to: provider information, course name, instructor name(s), instructor information, detailed course information, class rosters, and approval/denial letters.	5 years after no longer approved	
71-20	RECEIPT BOOKS			See Receipts in Schedule 124

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-22	<b>TEMPORARY CREDENTIAL FILES</b>	All temporary credential applications; approved, withdrawn and denied; and reports, that include, but are not limited to: identification number, name, license type, address, business identification, business name, social security number, email address, assignment information, communication, education, transcripts, credentialing verification information, examination, and license history.	<b>5 years</b>	<ul style="list-style-type: none"> <li>•Contains Confidential Information - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-25	<b>W-9's</b>	W-9s received from companies and individuals for voucher processing purposes.	<b>Superseded</b>	<ul style="list-style-type: none"> <li>•Contains Confidential Information - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>

## User Story 21681 - Instant Message Function Added to NRAB Website and Appraiser Login

**State:** Closed

**Created Date:** 10/18/2021 8:05 AM

### Description:

Add instant message function to NRAB Website and Appraiser Login. The communication path may be independent or incorporated into the Board's WebEx Instant Message function (preferred if possible). The trigger should be an obvious button or popup, and the conversation should be visible to NRAB staff and the public communicator. The IM conversations must be able to be saved to the logs (either automatically or saved as a PDF and saved manually).

### History

**10/18/2021 8:05 AM Tyler Kohtz:**

@Jurgens, Juli @Allison Nespor @Katja Duerig @Laxmi Yanamadala Juli, I would like to start looking into options and costs to building an IM communication system, or somehow funneling it through our existing WebEx. I don't know if any other agencies are doing this, but if you do, this might give us an idea of a starting point. Thanks.

**10/18/2021 10:58 AM Tammy Loga:**

@Tyler Kohtz @Allison Nespor @Katja Duerig @Jurgens, Juli @Laxmi Yanamadala We will research this.

**10/21/2021 12:02 PM Tammy Loga:**

@Tyler Kohtz @Allison Nespor @Katja Duerig @Jurgens, Juli @Laxmi Yanamadala

We are still discussing and researching your request

We are currently looking into options for adding a chat feature

Another option may be to utilize an email function as we have in a different application for communicating with users

**10/21/2021 12:23 PM Tyler Kohtz:**

@Tammy Loga @Allison Nespor @Katja Duerig @Jurgens, Juli @Laxmi Yanamadala Thank you Tammy. We might be interested in this idea as well.

**10/27/2021 9:36 AM Tammy Loga:**

@Tyler Kohtz @Allison Nespor @Katja Duerig @Jurgens, Juli @Laxmi Yanamadala

Please see the attached samples Laxmi provided for using a Message Center (email) for communication. Let us know if this is something you are interested in and we can work on an estimate or if we should continue research on options for adding a chat feature.

**10/27/2021 10:08 AM Tyler Kohtz:**

@Tammy Loga @Allison Nespor @Katja Duerig @Jurgens, Juli @Laxmi Yanamadala I think that this would be a great addition. I have a few thoughts right off the top of my head.

1. How would the public side know there was a message? Would their email account be notified?
2. How would staff know there was a message?
3. With the message tab concept, I am concerned that we will be tracking communications in two different places (message tab and logs). Is there a way to incorporate the message tab directly into the logs, or at least have the conversation/attachments auto populated to the appropriate log when completed. If we could use the messaging tab to communicate with applicants and appraisers, and have the conversation/attachments save in the logs, this could save us a tremendous amount of communication time.
4. Would it be possible to develop canned messages or templates that we could use for messages?

Please provide an estimate with the above in mind.

**11/02/2021 8:59 AM Tammy Loga:**

@Tyler Kohtz @Allison Nespor @Katja Duerig @Jurgens, Juli @Laxmi Yanamadala

Please see the estimate Laxmi provided along with answers to your questions.

Estimate for Adding Message Center functionality to NRAB Application		
	Hours	Dollars
Database changes	80	\$8,400.00
Web Page changes	120	\$12,600.00
Java Code changes and testing	220	\$23,100.00

Deploying to CAT and Production	8	\$840.00
Project Management (7%)	30	\$3,150.00
<b>Total</b>	<b>458</b>	<b>\$48,090.00</b>
(Average Rate \$105.00/Hr)		

1. How would the public side know there was a message? Would their email account be notified?

**Notified to their personal email**

2. How would staff know there was a message?

**Notified through NRAB team email**

3. With the message tab concept, I am concerned that we will be tracking communications in two different places (message tab and logs). Is there a way to incorporate the message tab directly into the logs, or at least have the conversation/attachments auto populated to the appropriate log when completed. If we could use the messaging tab to communicate with applicants and appraisers, and have the conversation/attachments save in the logs, this could save us a tremendous amount of communication time.

**We can add Message Center as a tab in Communications and Documentation logs. At this point we are not sure how to implement the functionality of automatically saving conversation and attachments from messages to logs but we can try it. \*Estimate hours may increase for Update to Communication and document logs to incorporate Messages.**

4. Would it be possible to develop canned messages or templates that we could use for messages?

**Yes, we can do this.**

**11/02/2021 10:22 AM Tyler Kohtz:**

@Tammy Loga @Allison Nespor @Katja Duerig @Jurgens, Juli @Laxmi Yanamadala This is great. However, we will have to hold off on starting until we establish funding for this project. We may be able to start later during this fiscal year or sometime during the next fiscal year. I'll keep you updated.

**11/02/2021 10:28 AM Tammy Loga:**

New user story will be created for this work.



## **NEBRASKA REAL PROPERTY APPRAISER CREDENTIALING APPLICANT APPRAISAL REVIEW SERVICES AGREEMENT**

This Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement (“Agreement”) is entered into between the Nebraska Real Property Appraiser Board (“Agency”) and (“Contractor”), who holds credential number issued by the Nebraska Real Property Appraiser Board.

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

Applicant Number:

Credential Applied For:

Appraisal Report(s):

**THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

**SECTION 1. QUALIFICATIONS**

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

1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.
2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.
3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.
4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.
5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.
6. Contractor shall possess the ability necessary to communicate effectively, concisely and objectively with Board staff and as an expert witness if required.
7. Contractor shall possess a reputation for honesty, trustworthiness and producing quality work within the appraiser industry.
8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.

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



## SECTION 2. SCOPE OF SERVICE

- A. Contractor shall become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes and regulations relevant to this assignment.
- B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.
- C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him- or herself, regardless of whether there is a request to do so.
- D. Contractor shall comply with all applicable federal, state and local laws, statutes, codes, ordinances, standards, policies, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.
- E. Contractor shall maintain all information, documentation and records required to perform services. In addition, Contractor shall provide all information, documentation and records to the Agency at the Agency's request.
- F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.
- G. Contractor shall work in his or her own home and office, except when required otherwise by the Agency for purposes pertaining to this matter, or to attend an administrative hearing concerning this matter.
- H. Unless otherwise agreed to by the Agency in writing, Contractor shall complete the review of compliance with Standards 1 and 2 within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property.
- I. Contractor shall develop and communicate a conclusion of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for any appraisal report concerning this matter as requested by the Agency in writing. All conclusions shall be clear, concise, unremittingly impartial, professional and ethical, and shall address only the minimum standards of USPAP.
  - 1. Contractor shall state specific violations of the National Uniform Standards of Professional Appraisal Practice, reference the proper Standard Rule number, and include appropriate documentation and/or information to substantiate each finding.

2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.
  3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.
  4. The effective date of Contractor's review report is the date of the appraisal report under review. Certification date of Contractor's review report is the actual date the review report was completed.
  5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.
  6. The intended use of the review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP.
  7. Contractor shall not offer his or her opinion concerning the overall state of any appraisal report reviewed by him or her relevant to this matter regarding compliance or noncompliance with USPAP.
  8. Contractor shall not offer his or her opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.
  9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the applicant.
  10. Contractor shall not use inflammatory language in the development or communication of his or her conclusions.
- K. This matter may proceed to an administrative hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

### **SECTION 3. COMPENSATION**

- A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor \$85.00 per hour for such services provided. The total compensation for services provided shall not exceed . In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Upon completion of the services, Contractor shall provide an invoice to the Agency, which outlines applicant number, appraisal reports reviewed, services performed, hours billed and total amount billed.
- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

### **SECTION 4. CONFLICTS OF INTEREST**

- A. Contractor covenants that he or she has not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement.
- B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or applicant in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify him- or herself.

### **SECTION 5. CONFIDENTIALITY**

- A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.
- B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.

- C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.
- D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

#### **SECTION 6. INDEMNIFICATION**

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

#### **SECTION 7. TERMINATION; DEFAULT**

- A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.
- B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.
- C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.
- D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) or more days.

#### **SECTION 8. MODIFICATION; WAIVER**

- A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.
- B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

**SECTION 9. LAW TO GOVERN; SEVERABILITY**

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

**SECTION 10. EXECUTION**

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

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

**THIS** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

**CONTRACTOR**

, Contractor	Credential Number	Date
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**NEBRASKA REAL PROPERTY APPRAISER BOARD**

Tyler N. Kohtz, Director	Date
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## **SUBJECT MATTER EXPERT SERVICES AGREEMENT**

This Subject Matter Expert Services Agreement (“Agreement”) is entered into between the Nebraska Real Property Appraiser Board (“Agency”) and \_\_\_\_\_ (“Contractor”), who holds credential number \_\_\_\_\_ issued by the Nebraska Real Property Appraiser Board.

Contractor shall complete appraisal review report(s) in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice (“USPAP”), and provide technical assistance to the Agency as the Subject Matter Expert for the matter of the Nebraska Real Property Appraiser Board v. \_\_\_\_\_, Investigation # \_\_\_\_\_, as authorized by Neb. Rev. Stat. § 76-2239.

### **THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

#### **SECTION 1. QUALIFICATIONS**

- A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:
1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.
  2. Contractor’s real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.
  3. Disciplinary proceedings pending against Contractor’s real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.

4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.
  5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.
  6. Contractor shall possess the ability necessary to communicate effectively, concisely and objectively with Board staff and as an expert witness if required.
  7. Contractor shall possess a reputation for honesty, trustworthiness and producing quality work within the appraiser industry.
  8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.
- B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify him- or herself.

## **SECTION 2. SCOPE OF SERVICE**

- A. Contractor shall become familiar with the procedures generally applicable to Agency investigations, and become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes and regulations relevant to this investigation.
- B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.
- C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him- or herself, regardless of whether there is a request to do so.
- D. Contractor shall comply with all applicable federal, state and local laws, statutes, codes, ordinances, standards, policies, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

- E. Contractor shall maintain all information, documentation and records required to perform services. In addition, Contractor shall provide all information, documentation and records to the Agency at the Agency's request.
- F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.
- G. Contractor shall work in his or her own home and office, except when required otherwise by the Agency for investigative purposes pertaining to this matter, or to attend an administrative hearing as the Agency's Subject Matter Expert concerning this matter.
- H. After completion of an introductory phone call with the Agency, Contractor shall complete the review of compliance with Standards 1 and 2 within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property.
- I. Contractor shall develop and communicate a conclusion of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for any appraisal report concerning this matter as requested by the Agency in writing. All conclusions shall be clear, concise, unremittingly impartial, professional and ethical, and shall address only the minimum standards of USPAP.
  - 1. Contractor shall state specific violations of the National Uniform Standards of Professional Appraisal Practice, reference the proper Standard Rule number, and include appropriate documentation and/or information to substantiate each finding.
  - 2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.
  - 3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.
  - 4. The effective date of Contractor's review report is the date of the appraisal report under review. Certification date of Contractor's review report is the actual date the review report was completed.
  - 5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.
  - 6. The intended use of review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP.



7. Contractor shall not offer his or her opinion concerning the overall state of any appraisal report reviewed by him or her relevant to this matter regarding compliance or noncompliance with USPAP.
  8. Contractor shall not offer his or her opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.
  9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the Respondent.
  10. Contractor shall not use inflammatory language in the development or communication of his or her conclusions.
- J. Upon the Agency's request, Contractor shall analyze any additional information relative to this matter that may require technical expertise, and develop and communicate a conclusion in a manner determined by the Agency; all conclusions shall be clear, concise, unremittingly impartial, professional, and ethical.
1. Contractor shall obtain any necessary data, documentation and/or information required to substantiate his or her conclusion. If physical evidence or additional background information is required to substantiate a conclusion that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.
  2. The Agency reserves the right to require clarification on any conclusions, and may also require additional documentation and/or information for substantiation of any conclusions.
- K. If this matter is not dismissed, or terms of a Consent Agreement cannot be reached between the Nebraska Real Property Appraiser Board and the Respondent, this matter may proceed to a formal hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

### **SECTION 3. COMPENSATION**

- A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor \$100.00 per hour for such services provided. The total compensation for services provided shall not exceed \_\_\_\_\_. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Contractor shall provide an invoice to the Agency each month, which outlines services performed, hours billed, and total amount billed for each month.

- A. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.
- B.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

#### **SECTION 4. CONFLICTS OF INTEREST**

- A. Contractor covenants that he or she has not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement..
- B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or Respondent in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify him- or herself.

#### **SECTION 5. CONFIDENTIALITY**

- A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.
- B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.
- C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.
- D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and

indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

#### **SECTION 6. CIVIL AND CRIMINAL IMMUNITY**

- A. Contractor shall be immune from any civil action or criminal prosecution for initiating or assisting in any lawful investigation of the actions of a person, or any disciplinary proceeding concerning a person, pursuant to Neb. Rev. Stat. § 76-2225, if such action is taken without malicious intent and in the reasonable belief that it was taken pursuant to the powers vested in Contractor.

#### **SECTION 7. INDEMNIFICATION**

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

#### **SECTION 8. TERMINATION; DEFAULT**

- A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.
- B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.
- C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.
- D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) or more days.

#### **SECTION 9. MODIFICATION; WAIVER**

- A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.
- B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any

breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

**SECTION 10. LAW TO GOVERN; SEVERABILITY**

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

**SECTION 11. EXECUTION**

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

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

THIS \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**CONTRACTOR**

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 (name here), Contractor    Credential Number    Date

**NEBRASKA REAL PROPERTY APPRAISER BOARD**

\_\_\_\_\_    \_\_\_\_\_  
 Tyler N. Kohtz, Director    Date



## HEARING OFFICER SERVICES AGREEMENT

This Hearing Officer Services Agreement (“Agreement”), is entered into between the Nebraska Real Property Appraiser Board (“Board”) and \_\_\_\_\_ (“Contractor”).

### THE PARTIES MUTUALLY AGREE AS FOLLOWS:

#### SECTION 1. SCOPE OF SERVICE

- A. Contractor shall conduct and regulate an administrative hearing as the hearing officer for the matter of the Nebraska Real Property Appraiser Board v. \_\_\_\_\_, as authorized by Neb. Rev. Stat. § \_\_\_\_\_.
- B. Contractor shall become familiar with the rules of procedure and evidence generally applicable to administrative hearings, and become familiar with appropriate state statutes and rules relevant to this complaint.
- C. Contractor shall control the conduct of the hearings with firmness, fairness, and respect for all parties. Contractor must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him or herself, regardless of whether there is a request to do so.
- D. Contractor shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.
- E. Contractor shall maintain all information, records, and exhibits required to perform services.
- F. The services provided are deemed personal services and shall be performed only by Contractor, and may not be assigned in any manner.
- G. Contractor shall work in his own home and office, except when conducting hearings and attending deliberations.

## **SECTION 2. COMPENSATION**

- A. Subject to any limitations set forth in the Agreement, the Board shall pay the Contractor \$150.00 per hour for such services provided.
- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement

## **SECTION 3. CONFLICTS OF INTEREST**

- A. Contractor covenants that he or she has not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Board, or which would in any way hinder Contractor's performance of services under this Agreement.
- B. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of the Board in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify him or herself.

## **SECTION 4. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION**

- A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than the Board without prior written authorization from the Board's Director, except as may be required by law.
- B. Contractor shall promptly notify Board should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and work performed thereunder. The Board has no obligation to represent Contractor or be present at any deposition, hearing or similar proceeding.
- C. Contractor is not authorized by the Board to comment publicly on Board matters. All media inquiries should be directed to the Board's Director.
- D. If Contractor provides any information or work project in violation of this Agreement, then Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

## **SECTION 5. INDEMNIFICATION**

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

## **SECTION 6. TERMINATION; DEFAULT**

- A. If either Contractor or Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Board may terminate this Agreement immediately upon written notice.
- B. Either party shall have the right to terminate this Agreement upon thirty (30) day notice to the other party.
- C. Upon termination of the Agreement by either Contractor or Board, Contractor shall furnish to Board a final invoice for work performed under this agreement.
- D. In the event that Contractor is in default under the terms of this Agreement, Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) days or greater.

## **SECTION 7. MODIFICATION; WAIVER**

- A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Board.
- B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Board of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

## **SECTION 8. LAW TO GOVERN; SEVERABILITY**

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

**SECTION 9. MISCELLANEOUS**

- A. The Board will provide a court reporter and/or appropriate recording equipment and hearing room for all public hearings when required.

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

**IT IS THEREFORE AGREED** that the parties hereto have caused this Agreement between Contractor and the Board to be executed by a majority vote of the Nebraska Real Property Appraiser Board on:

**THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.**

**CONTRACTOR**

\_\_\_\_\_, Contractor \_\_\_\_\_ Date

**NEBRASKA REAL PROPERTY APPRAISER BOARD**

\_\_\_\_\_, Chairman \_\_\_\_\_ Date



**NEBRASKA REAL PROPERTY APPRAISER BOARD  
APPLICANT APPRAISAL REVIEW SERVICES CONTRACTOR  
USPAP COMPLIANCE REVIEW REPORT SUMMARY**

<b>Applicant Number:</b>
<b>Subject Property:</b>
<b>Subject Property Assignment Result Report Date:</b>
<b>Applicant Appraisal Review Services Contractor:</b>
<b>Applicant Appraisal Review Services Contract Date:</b>
<b>Applicant Appraisal Review Services Contract Amount:</b>
<b>State of Nebraska Contract Number:</b>
<b>Date USPAP Compliance Review Report Received:</b>
<b>Applicant Appraisal Review Services Contractor Invoice Number:</b>
<b>Invoice Amount for Applicant Appraisal Review Services:</b>
<b>USPAP Compliance Review Report Date:</b>
<b>Version of USPAP Utilized for Standard 3-4 Review of Assignment Results Report:</b>
<b>Version of USPAP Utilized for USPAP Compliance Review Report Development:</b>
<b>Staff Summary of USPAP Compliance Review Report:</b>
<b>Staff USPAP Compliance Review Report/Review Services Contractor Comments:</b>
<b>USPAP Compliance Review Report Meets Pre-Board Review Contract Requirements:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

If the Board determines that a notification shall be sent to the Applicant Appraisal Review Services Contractor in accordance with the State of Nebraska Vendor Performance Program upon completion of the Board’s review of the USPAP Compliance Review Report, such determination shall be included in a motion and recorded in the meeting minutes.

**NEBRASKA REAL PROPERTY APPRAISER BOARD  
SUBJECT MATTER EXPERT (SME) SERVICES CONTRACTOR  
USPAP COMPLIANCE REVIEW REPORT SUMMARY**

<b>Grievance Number:</b>
<b>Subject Property:</b>
<b>Subject Property Assignment Result Report Date:</b>
<b>SME Services Contractor:</b>
<b>SME Services Contract Date:</b>
<b>SME Services Contract Amount:</b>
<b>State of Nebraska Contract Number:</b>
<b>Date USPAP Compliance Review Report Received:</b>
<b>SME Services Contractor Invoice Number:</b>
<b>Invoice Amount for SME Services:</b>
<b>USPAP Compliance Review Report Date:</b>
<b>Version of USPAP Utilized for Standard 3-4 Review of Assignment Results Report:</b>
<b>Version of USPAP Utilized for USPAP Compliance Review Report Development:</b>
<b>Staff USPAP Compliance Review Report/Review Services Contractor Comments:</b>
<b>USPAP Compliance Review Report Meets Pre-Board Review Contract Requirements:</b>
<input type="checkbox"/> <b>Yes</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>No</b></span>

If the Board determines that a notification shall be sent to the SME Services Contractor in accordance with the State of Nebraska Vendor Performance Program upon completion of the Board’s review of the USPAP Compliance Review Report, such determination shall be included in a motion and recorded in the meeting minutes.

ASC SOA Statute and Rule Updates:

- AMC Final Rule is now called the AMC Rule – Change term throughout the Real Property Appraiser Act, AMC Registration Act, and title 298.
- Federal Registries are now called the AMC Registry and the Appraiser Registry – Change terms throughout the Real Property Appraiser Act, AMC Registration Act, and title 298.
- Strike, “which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the federally regulated appraisal management company in connection with a covered transaction in the State of Nebraska during the twelve-month period as requested on the form approved by the Board:

- (1) First and last name,
- (2) Credential number,
- (3) Number of appraisals performed,
- (4) Earliest appraisal submission date, and
- (5) Latest appraisal submission date;”

from 298 NAC Chapter 7, § 003.01 pertaining to federally regulated AMCs as the Federal agency, not the state, is required to collect this information for federally regulated AMCs.

- Change “non-refundable application fee” to “reporting form processing fee” in 298 NAC Chapter 7, § 003.03 for federally regulated AMCs as this is a processing fee for the Federally Regulated Appraisal Management Company Nebraska Reporting Form, not an application fee.

# NEBRASKA LEGISLATURE

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### Chapter 76

#### 76-2225.

##### Civil and criminal immunity.

The members of the board and the board's employees or persons under contract with the board shall be immune from any civil action or criminal prosecution for initiating or assisting in any lawful investigation of the actions of or any disciplinary proceeding concerning a credential holder pursuant to the Real Property Appraiser Act if such action is taken without malicious intent and in the reasonable belief that it was taken pursuant to the powers vested in the members of the board or such employees or persons.

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**CHAPTER 1  
GENERAL PROVISIONS**

- 001** Definitions of terms used in this Title, unless the context otherwise requires, are stated in the Real Property Appraiser Act, NEB. REV. STAT. § 76-2201 et. seq. (hereinafter referred to as “the Act”), the Appraisal Management Company Registration Act, NEB. REV. STAT. § 76-3201 et. seq. (hereinafter referred to as “the AMC Act”), and/or the Uniform Standards of Professional Appraisal Practice, and the definitions as follows:
- 001.01** Activity means any real property appraiser related education offering.
- 001.02** Automated Valuation Model means any computer software program that analyzes data using an automated process. The program may use regression, adaptive estimation, neural networking, expert reasoning, and/or artificial intelligence.
- 001.02A** An automated valuation model is a tool that delivers an estimation or calculation, and is not in itself an appraisal under NEB. REV. STAT. § 76-2204, or by itself a report under NEB. REV. STAT. § 76-2216.02. If the output from an automated valuation model is communicated as an analysis, conclusion, or opinion of value concerning identified real estate or identified real property that implies the exercise of judgment to the client, intended user, or the public by any person not exempt under NEB. REV. STAT. § 76-2221, the analysis, conclusion, or opinion of value is an appraisal under NEB. REV. STAT. § 76-2204 and communication of the analysis, conclusion, or opinion of value is a report under NEB. REV. STAT. § 76-2216.02.
- 001.03** Broker’s price opinion means an analysis, opinion, or conclusion prepared by a person licensed under the Nebraska Real Estate License Act in the ordinary course of his or her business relating to the price of specified interests in or aspects of identified real estate or identified real property for the purpose of (a) listing, purchase, or sale; (b) originating, extending, renewing, or modifying a loan in a transaction other than a federally related transaction; or (c) real property tax appeals.
- 001.04** Classroom education means any activity delivered in a setting where there is no geographical separation between the instructor(s) and ~~student~~attendee(s).
- 001.05** Conference means a formal or informal scheduled gathering in which many people discuss problems or ideas related to a particular topic.
- 001.06** Continuing education means any real property appraisal practice related activity creditable towards the renewal of a credential issued under the Act.
- ~~**001.07** Core curriculum means those qualifying education courses, except for appraisal subject matter~~  
~~**001.07** electives, adopted in the Real Property Appraiser Qualification Criteria by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum for credentialing as a real property appraiser. Core curriculum does not include appraisal subject matter electives.~~
- ~~**001.08** Correspondence education means (1) any activity delivered by technology, including but not limited to, the internet, satellite, or other telecommunications device, that requires a person to be engaged at a specific time, simultaneously tied to a live, active, verbal presentation by an instructor; or (2) any activity in which a person receives lessons and/or homework by mail, email, or the internet, and completes and returns the homework in order to receive a grade.~~

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~~001.09~~**001.08** Course means a qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee activity that includes student material, instructor material, learning objectives, a timed outline, a matrix if applicable, and a final exam if applicable.

**001.09** Distance education means any activity based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid.  
~~001.01~~

~~Online education means any activity delivered over the internet that does not require a person to be engaged at a specific time.~~

**001.09A** Synchronous means the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting.

**001.09B** Asynchronous means the instructor and student interaction is non-simultaneous; the student progresses at his or her own pace and follows a structured content and quiz/exam schedule.

**001.09C** Hybrid means the learning environment allows for classroom, synchronous, and/or asynchronous interaction.

~~001.11~~**001.10** Qualifying education means any real property appraisal practice related education activity creditable towards obtaining a credential as a real property appraiser.

~~001.12~~**001.11** Secondary provider means any education provider that purchases rights to, or otherwise lawfully acquires from another education provider, activity materials to deliver.

**001.12** Real property appraiser-in-charge means the real property appraiser engaged in real property appraisal practice within the scope of practice for his or her classification, responsible for the significant real property appraisal practice assistance provided by an applicant in the case of a licensed residential real property appraiser or certified residential real property appraiser obtaining real property appraisal practice experience outside of the scope of practice of their current classification.

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

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

**003** The current edition of the Uniform Standards of Professional Appraisal Practice is adopted as the minimum standards governing real property appraisal practice in the State of Nebraska. A copy of such standards will be supplied with the issuance of each new real property appraiser credential, and with renewal of each real

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property appraiser credential. A copy of the Uniform Standards of Professional Appraisal Practice is on file and available for public inspection in the office of the Real Property Appraiser Board and may be examined in the office of the Secretary of State.

- 004** Each credential holder is required to notify the Board in writing within ten (10) days of any change of his or her place of business, which includes business name, address, phone number, and electronic mail address.
- 005** No advertisement by a credential holder in the State of Nebraska may use a name of a credential holder, classification of credentialing, or credential holder identification number, other than as stated on the real property appraiser's credentialing card issued by the Board; and any advertisement stating an address is required to state the principal place of business as provided by the real property appraiser to the Board.
- 006** A certified real property appraiser who is approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraiser(s), may advertise him or herself as a supervisory real property appraiser, and may include the name of any trainee real property appraiser(s) that he or she is overseeing in a supervisory capacity, as long as the advertisement clearly identifies such person as a trainee real property appraiser. Trainee real property appraisers may not otherwise advertise.
- 007** Specialized knowledge means an advanced level of expertise obtained through education and experience with respect to a specific subject matter that includes an advanced understanding of the principles, practices, procedures and methods applicable to the subject matter, as well as the ability to apply such expertise to a problem requiring an expertise that a real property appraiser could only obtain through equivalent education and experience.
- 008** Salaried employee means any individual who is employed to perform services on behalf of an employer and whose compensation for the services is in the form of salary, or its equivalent, paid by the employer. Employee does not include an independent contractor.
- 009** Each appraisal management company shall maintain a detailed record of appraisal management services provided under its registration. The detailed record includes, at minimum, the following information as applicable:
- (1) Copy of contract or agreement, which includes date of agreement with AMC appraiser to provide valuation services,
  - (2) Name of client and intended user(s),
  - (3) Name and credential number of AMC appraiser,
  - (4) Documentation verifying AMC appraiser's standing at the time of agreement,
  - (5) Address of the property(ies) that is/are the subject of the appraisal management services,
  - (6) Fees paid to the AMC appraiser,
  - (7) Date of service completion,
  - (8) Date payment-in-full was made to the AMC appraiser,
  - (9) Copy of all communication between AMC appraiser and appraisal management company,
  - (10) Proof that appraisal management company requires AMC appraiser to comply with USPAP,
  - (11) AMC appraiser's signed consent to any subsequent, specified report modifications made by the appraisal management company,
  - (12) Record of quality control or USPAP compliance, and
  - (13) All original or revised copies of subject report as submitted.
- 010** Any person who alleges damage by a violation of the AMC Act may file a claim against a surety bond held by an appraisal management company registered in Nebraska. Such request will be in writing, and address the following items:
- (1) Name and contact information of requester,
  - (2) Name, contact information, and Nebraska registration number of appraisal management company,

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- (3) Address of property subject of request,
- (4) Date real property appraisal practice assignment was offered,
- (5) Date report was submitted,
- (6) Amount owed for valuation services rendered, and
- (7) Description of attempts to rectify the matter.

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

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

**012 ADMINISTRATIVE FEES**

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

**013 APPLICATION FOR PRELIMINARY CRIMINAL HISTORY REVIEW**

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

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

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

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

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

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

**013.03** Only the information provided by the applicant will be reviewed by the Board. The preliminary

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criminal history review is not a criminal history record check, or an application for credentialing as a real property appraiser or for registration as an AMC.

- 013.04** A determination will be issued by the Board in writing within ninety days after receiving an application for preliminary criminal history review. If the Board determines that the individual's criminal conviction(s) would disqualify the individual, the Board may advise the individual of any action the individual may take to remedy the disqualification.
- 013.05** If the Board finds that the individual has been convicted of one or more subsequent criminal convictions, the Board may rescind a determination upon finding that the subsequent criminal conviction(s) would be disqualifying.

**CHAPTER 2  
REAL PROPERTY APPRAISER CREDENTIAL**

**001 EDUCATION**

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

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

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

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

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

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

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

- 001.01B** An applicant for the trainee real property appraiser credential must provide a completion document evidencing that a board-approved supervisory real property appraiser and trainee course has been successfully completed within one year immediately preceding the date of application.
  
- 001.01C** An applicant for approval as a supervisory real property appraiser must provide a completion document evidencing that a board-approved supervisory real property appraiser and trainee course has been successfully completed at the time the applicant was a certified real property appraiser. A certified real property appraiser disciplined by the Board or any other appraiser regulatory agency in another jurisdiction, which may or may not have limited the real property appraiser's legal eligibility to engage in real property appraisal practice, is required to provide a completion document evidencing that a board-approved supervisory real property appraiser and trainee course was successfully completed after the successful completion of the most recent disciplinary action. The board-approved supervisory real property appraiser and trainee course may be completed as a student or as an instructor.
  
  
- 001.01D** **Supervisory Real Property Appraiser and Trainee Course Completed in Another Jurisdiction**
  - 001.01D.1** ~~Except for an online or correspondence activity,~~ the Board may accept a classroom education supervisory real property appraiser and trainee course completed in another jurisdiction if, at the time that the supervisory real property appraiser and trainee course was completed, the course:
    - 001.01D.1a** ~~The course was~~ Is approved as a supervisory real property appraiser and trainee course by the jurisdiction in which it was completed ~~at the time the course was completed;~~ and
    - 001.01D.1b** ~~The supervisory real property appraiser and trainee course m~~ Meets or exceeds the requirements for approval as a supervisory real property appraiser and trainee course as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.

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

**001.01D.2a** ~~The activity was~~~~is~~ approved as a supervisory real property appraiser and trainee course by the jurisdiction in which the applicant ~~or credential holder was~~~~is~~ a legal resident ~~at the time the course was completed, or is approved as a supervisory real property appraiser and trainee course by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council;~~ and

**001.01D.2b** ~~The supervisory real property appraiser and trainee course~~~~m~~Meets or exceeds the requirements for approval as a supervisory real property appraiser and trainee course as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, outlined in Chapter 6 of this Title.

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

**001.02 Licensed Residential Real Property Appraiser**

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

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

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

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

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

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

- (1) 15 hours of market analysis and highest and best use,
- (2) 15 hours of appraiser site valuation and cost approach,
- (3) 30 hours of sales comparison and income approaches, and
- (4) 15 hours of report writing and case studies.

**001.03 Certified Residential Real Property Appraiser**

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

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- 001.03A.1** Successfully complete a minimum of 200 hours in board-approved courses of study, which includes at least:
- (1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,
  - (2) 30 hours of basic appraisal principles,
  - (3) 30 hours of basic appraisal procedures,
  - (4) 15 hours of market analysis and highest and best use,
  - (5) 15 hours of appraiser site valuation and cost approach,
  - (6) 30 hours of sales comparison and income approaches,
  - (7) 15 hours of report writing and case studies,
  - (8) 15 hours of statistics, modeling, and finance,
  - (9) 15 hours of advanced applications and case studies, and
  - (10) 20 hours of appraisal subject matter electives; or
- 001.03A.2** Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education.
- 001.03B** One quarter hour credit is equivalent to .67 semester credit hours for college-level courses taken in a quarterly system versus a semester system.
- 001.03C** Pursuant to NEB. REV. STAT. § 76-2231.01 (1) (b), in order to assist the Board with its evaluation of the applicant's college-level courses, the applicant may be required to submit copies of course related materials.
- 001.03D** A trainee real property appraiser may upgrade to the certified residential real property appraiser credential by:
- 001.03D.1** Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2231.01 (1) (b), or (1) (b) and (c) if applicable; and
- 001.03D.2** Pursuant to NEB. REV. STAT. § 76-2228.01 (5) (b), successfully completing a minimum of 125 hours in the following board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the

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

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

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

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

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

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

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

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

**001.04 Certified General Real Property Appraiser**

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

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- 001.04A.1** Successfully complete a minimum of 300 hours in board-approved courses of study, which includes at least:
- (1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,
  - (2) 30 hours of basic appraisal principles,
  - (3) 30 hours of basic appraisal procedures,
  - (4) 30 hours of general appraiser market analysis and highest and best use,
  - (5) 30 hours of general appraiser site valuation and cost approach,
  - (6) 30 hours of general appraiser sales comparison approach,
  - (7) 60 hours of general appraiser income approach,
  - (8) 30 hours of general appraiser report writing and case studies,
  - (9) 15 hours of statistics, modeling, and finance, and
  - (10) 30 hours of appraisal subject matter electives; or

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

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

- 001.04B.1** Pursuant to NEB. REV. STAT. § 76-2228.01 (6) (b), a trainee real property appraiser must successfully complete a minimum of 225 hours in the following board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:
- (1) 30 hours of general appraiser market analysis and highest and best use,
  - (2) 30 hours of general appraiser site valuation and cost approach,
  - (3) 30 hours of general appraiser sales comparison approach,
  - (4) 60 hours of general appraiser income approach,
  - (5) 30 hours of general appraiser report writing and case studies,
  - (6) 15 hours of statistics, modeling, and finance, and
  - (7) 30 hours of appraisal subject matter electives.

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**001.04B.2** Pursuant to NEB. REV. STAT. § 76-2230 (4) (b), a licensed residential real property appraiser must successfully complete a minimum of 150 hours in the following board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

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

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

- (1) 15 hours of general appraiser market analysis and highest and best use,
- (2) 15 hours of general appraiser site valuation and cost approach,
- (3) 15 hours of general appraiser sales comparison approach,
- (4) 45 hours of general appraiser income approach, and
- (5) 10 hours of general appraiser report writing and case studies.

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

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



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

**001.06 Qualifying Education Completed in Another Jurisdiction**

~~001.06A~~ Except for an online or correspondence activity, ~~t~~The Board may accept a classroom education qualifying education activity completed in another

~~001.06A~~ jurisdiction if, at the time the activity was completed, the qualifying education activity:

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

~~001.06A.2~~ ~~M~~The qualifying education activity meets or exceeds the requirements for approval as a qualifying education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.

**001.06B** The Board may accept an online or correspondence distance education qualifying education activity completed in another jurisdiction if, at the time the activity was completed, the qualifying education activity:

**001.06B.1** ~~I~~The activity was approved as qualifying education by the jurisdiction in which the applicant ~~residential holder is~~ was a legal resident at the time the activity was completed, or is approved as qualifying education by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

~~001.06B.2~~ ~~M~~The qualifying education activity meets or exceeds the requirements for approval as qualifying education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.

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

**001.07** An applicant for the certified residential or certified general real property appraiser credential shall furnish an official transcript from the university, college, or community college as proof that the

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post-secondary education requirements have been met. Transcripts may be submitted in paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.

### 002 EXPERIENCE

- 002.01** After January 1, 2014, real property appraisal practice experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, ~~or certified residential real property appraiser, or certified general real property appraiser. This Section does not apply to participation in a PAREA program.~~
- 002.02** At the Board's discretion, up to 50% of the real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser may be obtained in another jurisdiction. This real property appraisal practice experience may be accepted by the Board if the real property appraisal practice experience is compliant with the laws of the jurisdiction in which it was obtained.
- 002.03** An applicant's hours of real property appraisal practice experience submitted to the Board for review and determination of acceptability ~~by the Board~~ shall:
- 002.03A** Demonstrate the applicant's progressive responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion; and
- 002.03B** Be completed in compliance with the Uniform Standards of Professional Appraisal Practice.
- 002.04** An applicant must provide significant real property appraisal practice assistance for real property appraisal practice experience credit to be awarded ~~by the Board~~. An applicant may apply his or her signature, along with the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser's signature if applicable, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification; or the applicant must be given attribution in the assignment results report, which includes a description of the applicant's significant real property appraisal practice assistance.
- 002.05** Real property appraisal practice experience hours obtained in any manner considered exempt from the Real Property Appraiser Act per NEB. REV. STAT. § 76-2221 will not be credited to the applicant, unless the applicant and ~~the~~ supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, verifies that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice.
- 002.06** There need not be a client in a traditional sense (i.e., a client hiring a real property appraiser for a business purpose) in order for an assignment results report to qualify for real property appraisal

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~~practice experience, but real property appraisal practice experience gained for work without a traditional client cannot exceed 50% of the total real property appraisal practice experience requirement. A practicum course approved by The Appraiser Qualifications Board's Course Approval Program may satisfy the non-traditional client real property appraisal practice experience requirement. Experience credit shall be granted for the actual classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.~~

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

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

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~~**002.08** Real property appraisal practice experience hours obtained in the areas specified above are considered to be work without a traditional client, and are applied to the 50% real property appraisal practice experience allocation in Section 002.06 of this Chapter. With the exception of Section 002.06 and Section 002.07 of this Chapter, the Board may accept areas of experience upon demonstration by the applicant that such experience directly relates to training and improvement of skills used in real property appraisal practice.~~

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

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

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

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

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~~**002.08B.2** For a certified residential PAREA program, 100% of hours of experience required in NEB. REV. STAT. § 76-2230 (1)(d)(i);~~

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100% of the hours of experience required in NEB. REV. STAT. § 76-2231.01 (1)(c)(i); and 50% of the hours of experience required in NEB. REV. STAT. § 76-2232 (1)(c)(i).

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

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**002.09002.09A** The real property appraisal practice experience must be in chronological order on the log, and include an applicant signature, and the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser~~the supervisory real property appraiser signature~~ if applicable, on each page. At a minimum, the real property appraisal practice experience log shall identify the following:

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

**002.10002.09B** The real property appraisal practice experience log format in effect at the time application is made to the Board will be accepted, as well as any previously approved experience log formats in effect at the time the real property appraisal practice experience was obtained and recorded. All real property appraisal practice experience requirements in place at the time application is made to the Board are applicable regardless of the real property appraisal practice experience log format submitted.

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**002.11002.09C** A separate real property appraisal practice log shall be maintained by a trainee real property appraiser for each of his/her ~~board~~-designated supervisory real property appraisers. It is the responsibility of both the supervisory real property appraiser and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Act and this Title. When the trainee real property appraiser is under the direct supervision of more than one supervisory real property appraiser while engaged in real property appraisal practice for an assignment, each log shall reflect the specific number of hours and description of work performed in that real property appraisal practice assignment with each supervisory real property appraiser.

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~~002.12~~002.10 A trainee real property appraiser is entitled to obtain copies of reports he or she has prepared and workfiles for those reports. The supervisory real property appraiser shall keep copies of reports for a period of five years, or at least two years after the final disposition of any judicial proceedings in which the real property appraiser provided testimony related to the real property appraisal practice assignment, whichever period expires last.

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~~002.13~~002.11 Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(d)(i), 76-2231.01 (1)(e)(i), and 76-2232 (1)(c)(i), ~~the Board will consider~~ the aggregate number of real property appraisal practice experience hours considered for evaluation includes those hours reported on each real property appraisal practice experience log submitted by the applicant beginning ~~at~~ the log entry indicating the earliest date on which real property appraisal practice experience was obtained and ending on the date the application for credentialing as a licensed residential, certified residential, or certified general real property appraiser was signed by the applicant.

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002.12 ~~If the real property appraisal practice experience log submitted by the applicant is accepted, a~~ representative sampling of real property appraisal practice experience submitted by the applicant on his or her real property appraisal practice experience log will be evaluated to determine if the real property appraisal practice experience meets the requirements of the Act and this Chapter. ~~If the real property appraisal practice experience log submitted by the applicant is accepted, the Board's staff will select~~

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~~002.14~~002.12A ~~A~~ minimum of three reports will be selected from the real property appraisal practice experience log for ~~the Board's~~ review to qualify the real property appraisal practice experience. The following additional criteria are applied to the report selection for each level of credential:

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~~002.15A~~002.12A.1 To qualify the real property appraisal practice experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.

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~~002.11A~~002.12A.2 To qualify the real property appraisal practice experience of an applicant for the certified residential real property appraiser credential, a minimum of one report related to a two-to-four unit residential property, one report related to a residential property 0 to 20 years old, and one report related to a residential property 20 years or older will be selected ~~by the Board's staff~~. Two selected reports will include at least two approaches to value.

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~~002.11A~~002.12A.3 To qualify the real property appraisal practice experience of an applicant for the certified general real property appraiser credential, a minimum of three reports related to income producing properties will be selected ~~by the Board's staff~~. Two selected reports will include all three approaches to value.

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~~002.15~~002.12B The applicant will be notified of the selected reports in writing, and will have 10 business days from the date of receipt of the notification to submit a true and accurate copy of each report to the Board's office.

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~~002.16~~002.12C ~~To assist the Board with its evaluation of the applicant's real property appraisal practice experience, a~~At least one of the three requested reports will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a

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qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports at no cost to the applicant. ~~The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.~~

~~002.13~~ Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contact with the Board, and the findings of the appraisal review assignment results are found to be null or insignificant by the director, an applicant's real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members established by the director for determination as to whether the applicant's real property appraisal practice experience is acceptable in accordance with the Act and this Chapter.

~~002.13A~~ If the subcommittee finds that the applicant's real property appraisal practice experience meets the requirements of the Act and this Chapter, the subcommittee will notify the director of its decision. The subcommittee may authorize the director to notify the applicant of any appraisal review assignment results and issue a written advisory regarding any appraisal review assignment results.

~~002.13B~~ If the subcommittee finds that the applicant may not meet one or more of the requirements of the Act or this Chapter, the application shall be placed before the Board for consideration.

~~002.17~~ Verification of the applicant's real property appraisal practice experience may be obtained from other persons as needed

~~002.18~~~~002.14~~ If the Board determines an applicant may not meet the applicable real property appraisal practice experience requirements, ~~it will notify~~ the applicant ~~will be notified~~ in writing. The Board may, at its discretion, request a written response from the applicant to the Board's findings as to the applicant's real property appraisal practice experience and/or invite the applicant to meet to discuss any deficiencies found in the report(s). Upon conclusion of the meeting, the Board may re-evaluate the applicant's real property appraisal practice experience.

~~002.18A~~~~002.14A~~ If the applicant's real property appraisal practice experience is not acceptable to the Board, the Board may, at its own discretion, require the applicant to obtain additional education, and/or submit one or more supplemental real property appraisal practice experience logs with additional hours of real property appraisal practice experience, and/or submit one or more additional reports.

~~002.18A.1~~~~002.14A.1~~ If the Board requires the completion of additional education, the applicant will be notified of the conditions for the additional education in writing.

~~002.18A.2~~~~002.14A.2~~ If the Board requires the submission of one or more supplemental real property appraisal practice experience logs, the applicant will be notified of the conditions for the supplemental log(s) in writing. The Board may select a representative sampling of one or more additional report(s) for review from any supplemental log requested by the Board to qualify the real property appraisal practice experience. If the Board selects any additional report(s) from a supplemental log:

~~002.18A.2a~~~~002.14A.2a~~ The applicant will be notified of the Board selected report(s) in

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writing, and will have 10 business days from the date of receipt of the notification to submit a true copy of each report to the Board's office. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

~~002.18A.2b~~**002.14A.2b** Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board's discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

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~~002.18A.4~~**002.14A.3** If the Board requires submission of one or more additional reports, the applicant will be notified of the conditions for the additional report(s) in writing:

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~~002.18A.3a~~**002.14A.3a** Upon receipt of the requested report(s), the Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

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~~002.18A.3b~~**002.14A.3b** Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board's discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

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~~002.18B~~**002.14B** If the applicant's real property appraisal practice experience is not acceptable upon review of the additional education, supplemental real property appraisal practice experience log(s), and/or additional report(s), the Board may deny the application.

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**002.15** Verification of the applicant's real property appraisal practice experience may be obtained from other persons as needed, and the applicant may be required to submit additional details, reports or file memoranda.

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~~002.19~~002.16 When making a determination that an applicant may or may not meet the applicable real property appraisal practice experience requirements, ~~the Board will consider~~ all information received will be considered, including but not limited to real property appraisal practice experience logs, appraisal review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal meeting between the Board or its representative(s) and the applicant. An appraisal review report completed to assist the Board with its evaluation of the applicant's experience is not the sole factor in the Board's decision, but a tool utilized by the Board to assist with its decision.

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### 003 EXAMINATION

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

- 003.01** The Board may enter into contract with one or more Appraiser Qualifications Board-approved administrators for the National Uniform Licensing and Certification Examination. The format, content, method of administration of examinations, and passing standards, are determined by the Board. The date, time, and location for examinations are established by the test administrators.
- 003.02** Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential may sit for the National Uniform Licensing and Certification Examination, as developed and approved by the Appraiser Qualifications Board of The Appraisal Foundation, in another jurisdiction if the applicant is approved by the Board to sit for examination, the examination is administered by a test administrator approved by the Appraiser Qualifications Board of The Appraisal Foundation, and the examination is administered and scored in accordance with the laws of that jurisdiction.
- 003.03** Upon approval of a processed application for credentialing as a licensed residential, certified residential, or certified general real property appraiser; approval of qualifying education; and approval and qualification of real property appraisal practice experience, an applicant may be approved ~~by the Board~~ to sit for examination. The applicant will be notified in writing or by electronic communication of the procedure for enrolling for the examination and examination site. The applicant will submit the required examination fee to the test administrator.
- 003.04** An applicant may have up to three attempts to successfully pass the National Uniform Licensing and Certification Examination within twelve months from the date the applicant was approved by the Board to sit for examination. If an applicant fails to pass the examination on the first or second attempt, he or she may notify the Board for approval to retake the examination. An applicant who does not pass the examination may submit any required fees to the test administrator for retesting.
- 003.05** An applicant who has successfully passed the National Uniform Licensing and Certification Examination may provide an official copy of the test results to the Board's office within twelve months from the date the applicant was approved ~~by the Board~~ to sit for examination.
- 003.06** Each applicant shall follow the rules imposed by the administrator of the examination. No applicant may receive or give any assistance during an examination. Violation of these rules may be reason for denial of a credential.
- 003.07** In compliance with the Americans with Disabilities Act, reasonable accommodation will be provided to all applicants; and the Board may authorize an examination to be administered to an individual orally or by other technique.



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**004 APPLICATION**

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

**004.01A** Any applicant for the trainee real property appraiser credential must:

**004.01A.1** Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

**004.01A.2** Pay a non-refundable application fee of \$150.00; and

**004.01A.3** Pay a non-refundable criminal history record check fee of \$45.25.

**004.01B** Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

**004.01C** If the Board's director finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant.

**004.01D** Upon the approval as a trainee real property appraiser, the applicant will be issued:

- (1) A letter notifying him or her of his or her status as a Nebraska trainee real property appraiser,
- (2) A wall certificate on a form approved by the Board, and
- (3) Instructions to access his or her credentialing card.

**004.01E** The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the Applicant may be required by the Board to:

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

**004.01E.2** Not reapply for the trainee real property appraiser classification for an amount of time to be determined by the Board.

**004.01F** If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the

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Board.

- 004.01G** If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.
- 004.01G.1** In order to receive a copy of such record, the applicant shall:
- 004.01G.1a** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and
  - 004.01G.1b** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.
- 004.01G.2** If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.
- 004.01H** A trainee real property appraiser may request approval for a supervisory real property appraiser at any time after he or she is issued a credential as a trainee real property appraiser by the Board provided the credential is current and active. The trainee real property appraiser is not required to submit an additional application for approval as a trainee real property appraiser, or pay any additional fees. Each request made by a trainee real property appraiser for approval of a supervisory real property appraiser will be submitted to the Board on a form approved by the Board.
- 004.01I** Any applicant for approval as a supervisory real property appraiser must apply his or her signature on the application submitted by a trainee real property appraiser showing compliance by the applicant with all supervisory real property appraiser requirements established by the Act or by this Title. Along with the application, the trainee real property appraiser must submit any documentation required for supervisory real property appraiser approval.
- 004.01J** Any application for approval as a supervisory real property appraiser received at the Board's office considered to be incomplete will not be processed, and may be returned to the trainee real property appraiser as incomplete. Any application for approval as a supervisory real property appraiser not considered to be incomplete will be processed.
- 004.01K** If the Board's director finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be

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approved as a supervisory real property appraiser.

- 004.01L** Upon approval of a supervisory real property appraiser, the supervisory real property appraiser and the trainee real property appraiser will each be issued a letter notifying them of the supervisory real property appraiser's approval.
- 004.01M** The Board may deny an application for approval as a supervisory real property appraiser at any time during the process if the Board finds that the supervisory real property appraiser applicant, or the trainee real property appraiser, fails to meet the requirements in the Act and/or this Title that pertain to approval as a trainee real property appraiser and/or approval as a supervisory real property appraiser. Before submitting a new application, the supervisory real property appraiser applicant and/or the trainee real property appraiser may be required by the Board to:
  - 004.01M.1** Complete additional education; and/or
  - 004.01M.2** Not reapply for the trainee real property appraiser classification, and/or approval as a supervisory real property appraiser, for an amount of time to be determined by the Board.
- 004.01N** If the Board denies an application for approval as a supervisory real property appraiser, the trainee real property appraiser may file a new application for the supervisory real property appraiser applicant. The supervisory real property appraiser applicant must meet the requirements pertaining to approval as a supervisory real property appraiser in place at the time a new application is submitted to the Board.
- 004.01O** If disciplinary action is taken against a supervisory real property appraiser by the Board, or any other appraiser regulatory agency in any other jurisdiction, the supervisory real property appraiser's approval will be revoked as of the date of action by the Board or other jurisdiction.
- 004.01P** Any certified real property appraiser that has been approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraisers, may use the title supervisory real property appraiser or designation "S.A." in conjunction with his or her name.

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

- 004.02A** Any applicant for the licensed residential, certified residential, ~~or~~ certified general real property appraiser credential must:
  - 004.02A.1** Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing

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requirements established by the Act or by this Title;

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

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

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

**004.02C** If the Board's director finds that the applicant meets the general, education, and experience requirements in the Act and this Title, the applicant may be Board ~~may~~ approved ~~the applicant~~ to sit for the National Uniform Licensing and Certification Examination~~examination~~. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the applicant may be approved to sit for the National Uniform Licensing and Certification Examination.

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

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

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

**004.02G** If an applicant fails to provide the required fees as specified in Section 004.02E and Section 004.02F of this Chapter, the application will be placed before the Board for reconsideration.

**004.02H** Upon receipt of the required fees at the Board's office, the applicant will be

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issued:

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

**004.02I** The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:

**004.02I.1** Complete additional education;

**004.02I.2** Obtain additional real property appraisal practice experience; and/or

**004.02I.3** Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

**004.02J** If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board. If a new application for credentialing in the same classification is received within one year of the Board's denial of a previous application by the applicant, and one or more reports were reviewed for conformity with the Uniform Standards of Professional Appraisal Practice by a qualified disinterested third party certified real property appraiser to assist the Board with evaluation of the applicant's experience for that previous application, the applicant shall pay any cost(s) associated with any report(s) reviewed in accordance with Section 002 of this Chapter.

**004.02K** If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

**004.02K.1** In order to receive a copy of such record, the applicant shall:

**004.02K.1a** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

**004.02K.1b** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

**004.02K.2** If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

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

**001 RECIPROCITY**

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

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

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

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

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

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

**001.03** The application will be considered a completed application and a credential may be issued to the applicant, if the Board's director finds that the applicant:

**001.03A** Meets the requirements in the Act and this Title;

**001.03B** The requirements of the applicant's jurisdiction of practice meet or exceed the minimum requirements of the Real Property Appraiser Qualification Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

**001.03C** The regulatory program of the applicant's jurisdiction of practice specified in an application for credentialing is determined to be effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. An Appraisal Subcommittee finding of poor does not satisfy the requirement that the applicant's jurisdiction of practice is effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

**001.04** If the Board's director finds that the applicant may not meet one or more of the requirements specified in Section 001.03A, 001.03B, or 001.03C of this Chapter, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements specified in Section 001.03A, 001.03B, ~~and~~ 001.03C of this Chapter, the application will be considered a completed application and a credential may be issued to the applicant.

**001.05** Within thirty days of approval that the applicant may be issued a credential as a licensed

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residential, certified residential, or certified general real property appraiser, an applicant shall pay a non-refundable credentialing fee of \$300.00 before the applicant is authorized to act as a real property appraiser within the applied for classification in this State.

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

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

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

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

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

**001.09A** Complete additional education;

**001.09B** Obtain additional real property appraisal practice experience; and/or

**001.09C** Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

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

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

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

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

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

**001.11B** If the applicant provides evidence acceptable to the Board that the fingerprint-

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based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

**002 TEMPORARY CREDENTIAL**

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

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

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

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

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

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

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

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

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

**002.04A** A letter notifying him or her of ~~his or her~~ ~~their~~ approval as a temporary credential holder, along with the terms of the temporary credential;

**002.04B** A credentialing card in a form approved by the Board; and

**002.04C** Instructions to access his or her credentialing card if needed.

**002.05** An application may be denied at any time during the process if the applicant is found to not meet the requirements in the Act and this Title that pertain to temporary credentialing.

**002.06** Any request for one additional six-month approval of a temporary credential shall be made to the Board on forms approved by the Board. The request will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board. Notice of the decision will be provided to the requestor in writing.



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**CHAPTER 4  
RENEWAL OF REAL PROPERTY APPRAISER CREDENTIAL**

**001 CONTINUING EDUCATION**

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

**001.01** The seven-hour National Uniform Standards of Professional Appraisal Practice Update course or the seven-hour Instructor Recertification course must be completed at least once every two calendar years. The two-year period for this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. A document certifying completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, or evidence of instructor certification by the Appraiser Qualifications Board, shall be submitted ~~by prior to~~ December 31 of the year in which the course is required.

**001.02** Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, evidence of continuing education completion may be submitted to the Board's office at any time during credential holder's two-year continuing education period.

**001.03** Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, and any activity approved by the Board on an annual basis in which the content changes on an annual basis, any education activity of the same content, or in the opinion of the Board indistinguishable in content, cannot be used toward meeting the continuing education requirements within the same two-year continuing education period.

**001.04** Evidence of participation as a student in each board-approved education activity submitted for continuing education credit includes a document of completion from the education provider that affirms successful completion of each activity.

**001.05** Evidence of attendance at an education activity sponsored or conducted by the Board submitted for continuing education credit includes a document of completion from the Board that affirms attendance of such activity. The document is required to include the name of credential holder, name of activity, location of activity, activity attendance date(s), number of hours completed, and signature of the Board's director.

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

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

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

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**001.09 Individual Program of Continuing Education**

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

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

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

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

**001.10 Continuing Education Completed in Another Jurisdiction**

**001.10A** The Board may accept a classroom education continuing education activity completed in another jurisdiction if, at the time the activity was completed, the continuing education activity:

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

~~001.10A.2~~ ~~M~~The continuing education activity meets or exceeds the requirements for approval as a continuing education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.

~~001.10B~~ The Board may accept a ~~distance education~~ online or correspondence continuing education activity completed in another

~~001.10B~~ jurisdiction if, at the time the activity was completed, the continuing education activity:

**001.10B.1** ~~Is The activity was~~ approved as distance education for continuing education by the jurisdiction in which the credential holder ~~is~~ was a legal resident, or is approved as continuing education by a jurisdiction in which the real property appraiser is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council ~~at the time the activity was completed~~; and

~~001.10B.2~~ ~~M~~The continuing education activity meets or exceeds the

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**001.10B.2** requirements for approval as continuing education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.

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

### 001.11 Supervisory Real Property Appraiser Status

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

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

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

### 002 CRIMINAL HISTORY RECORD CHECK

**002.01** Any credential holder randomly selected to submit, along with the application for renewal, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Board will be notified by certified mail no later than ~~June~~August 30 of the year in which the credential holder was selected for the criminal history record check.

### 003 APPLICATION

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

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

**003.01A** Submit an application and required documentation on forms approved by the

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Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title; and

- 003.01B** Pay a non-refundable criminal history record check fee of \$5.00 for each year of renewal for maintenance of the random fingerprint audit program.
- 003.02** Except for the trainee real property appraiser credential and temporary credential, any applicant for renewal of a credential issued by the Board must:
- 003.02A** Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title;
- 003.02B** Pay a non-refundable credentialing fee of \$275.00 for each year of renewal;
- 003.02C** Pay an annual [National Appraiser](#) Registry fee of \$40.00 for each year of renewal; and
- 003.02D** Pay a non-refundable criminal history record check fee of \$5.00 for each year of renewal for maintenance of the random fingerprint audit program.
- 003.03** Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.
- 003.04** Any renewal application post-marked before November 30 will be reviewed by the Board's staff. If a credential holder meets all renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant's credential may be renewed. If the Board's director finds that the applicant may not meet one or more of the renewal requirements in the Act and this Title, or the application is post-marked after November 30, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant's credential may be renewed.
- 003.05** If a criminal history record check report has not been returned to the Board's office by the State Patrol prior to December 31, and all other requirements for renewal in the Act and this Title are met prior to November 30, a credential may be renewed contingent upon the results of the criminal history record check report.
- 003.06** Upon renewal the credential holder will be issued:
- (1) A notification informing him or her of [his or her](#)~~their~~ status as a Nebraska real property appraiser, and
  - (2) Instructions to access his or her credentialing card.
- 003.07** The renewal application may be denied at any time during the process if the applicant fails to meet the requirements in the Act and this Title that pertain to renewal of a credential. If a renewal application is denied for any reason excluding the national criminal history record check, the applicant may file a new application for credentialing, and if so, meet the credentialing requirements in place at the time the new application is submitted to the Board.
- 003.08** If the fingerprint-based national criminal history record check result is the basis for denial, the credential holder is entitled to a copy of his or her national criminal history record, and an

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opportunity to dispute the result.

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

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

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

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

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**CHAPTER 5**  
**REAL PROPERTY APPRAISER INACTIVE STATUS**

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

**002 INACTIVE STATUS APPLICATION**

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

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

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

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

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

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

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

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

**003 REINSTATEMENT APPLICATION**

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

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

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- 003.01B** Pay a non-refundable inactive credential application fee of \$100.00.
- 003.02** Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.
- ~~**003.03**~~ If the applicant meets the requirements in the Act and this Title for reinstatement of his or her credential, his or her credential may be removed from inactive status.
- 003.04** Upon credential being reinstated to active status, the credential holder will be issued a letter notifying him or her of reinstatement.
- 003.05** An application for reinstatement of a credential to active status may be denied at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertains to reinstatement of a credential to active status.

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**CHAPTER 6**  
**EDUCATION PROVIDER ACTIVITY REQUIRMENTS**

**001 GENERAL**

- 001.01** The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Act and this Title as approved.
- 001.02** The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meet the requirements of the Act and this Title as approved.
- 001.03** Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.
- 001.04** Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
- 001.05** Nothing in this Chapter may be construed to preclude education activities sponsored or conducted by the Board from being accepted as qualifying education or continuing education.
- 001.06** The Board maintains a schedule of education activities on its website as a tool to notify future applicants and current credential holders of upcoming education activities. Although education providers may provide notice to the Board of upcoming qualifying education activities, continuing education activities, and supervisory real property appraiser and trainee courses for inclusion on the schedule, the education provider is responsible for scheduling and notifying future applicants and current credential holders of upcoming education activities offered by the education provider.
- 001.07** All activities shall contain current material, theory, methodologies, and Uniform Standards of Professional Appraisal Practice requirements. Activities that include Uniform Standards of Professional Appraisal Practice citations and references must be updated as necessary to reflect changes in the Uniform Standards of Professional Appraisal Practice.
- 001.08** All activities shall be conducted in conformance with the materials, presentation methodologies, and policies as approved.
- 001.09** Fifty minutes engaged in instruction equals one hour for a qualifying education-all activitiesy. The prescribed number of activity hours includes time for examinations.

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**001.10** Except for qualifying education included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation, one semester credit hour received from an accredited college or university equals fifteen classroom hours of instruction.

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

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**001.12** Education providers shall maintain a record of attendance for each activity for a period of at least five years.

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

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~~001.06~~

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~~001.07~~ **001.14 Distance Education ~~Online and Correspondence~~ Activities**

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**001.14A** A distance education activity approved as qualifying education must include a written, closed-book final examination. The examination must be proctored in person or remotely proctored by an official approved by the education provider. Bio-metric proctoring is acceptable. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

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**001.14B** An asynchronous distance education activity, or a hybrid distance education activity in which the learning environment includes asynchronous interaction, approved as continuing education, must include at least one of the following:

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**001.14B.1** A written examination proctored by an official approved by the education provider. Remote proctoring, including bio-metric procedures, is acceptable. The examination may be written on paper, or administered electronically on a computer workstation or other device. Oral exams are not acceptable; or

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**001.14B.2** Successful completion of prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

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**001.14C** During evaluation, and at any time a distance education activity is offered to the public, electronic access is required to be provided to the Board at the Board's request. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations without having to take the distance education activity in sequential order and without having to take quizzes or examinations to proceed with the activity.

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**001.14D** All website links must be valid and active for a distance education activity at the time such activity is offered to the public.

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001.14E At the Board's request, a transcript of the distance education activity must be provided to the Board.

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001.14F Sections 001.14G through 001.07I of this Chapter are not applicable to a synchronous distance education activity, or a hybrid distance education activity in which the learning environment includes synchronous interaction but not asynchronous interaction, as these distance education activities provide for instruction and interaction substantially the same as classroom education.

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001.14G Delivery mechanism approval must be obtained from one of the following sources for each asynchronous distance education online education and correspondence education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction:

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001.14G.1 The Appraiser Qualifications Board of The Appraisal Foundation;

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001.14G.2 An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or

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001.14G.3 shall be certified by the International Distance Education Certification Center, or conducted by an accredited degree-awarding community college, community college, or university that:

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001.14G.3a Offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses; or

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001.07A 001.14G.3b Maintains an education delivery program that approves activity design and delivery that incorporate interactivity.

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001.07B Each online education and correspondence education activity shall have an appropriate mechanism to ensure that the applicant or credential holder demonstrates knowledge of subject matter.

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001.14H Each asynchronous online education and correspondence education distance education activity, or hybrid distance education activity in which the learning environment includes asynchronous interaction, must provide interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

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001.14H

001.07C Electronic access is required to be provided to the Board for any online education activity, or for any correspondence education activity offered by electronic means, during evaluation and at any time the activity is offered to the public for completion, without having to complete the activity in sequential order, or without having to complete quizzes or examinations to proceed with the activity.

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~~001.07D~~ All website links will be valid and active for online education and correspondence education activities at the time such activity is offered to the public for completion.

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~~001.14I~~ At the Board's request, a transcript of the online or correspondence activity shall be provided to the Board. For an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction, an education provider must provide documentation evidencing delivery mechanism approval by the Appraiser Qualifications Board of The Appraisal Foundation; an organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or an accredited degree-awarding community college, college, or university. Acceptable documentation includes the official standard documentation issued to the education provider by the entity that approves the delivery mechanism, or in the case of an accredited degree-awarding community college, college, or university that offers distance education programs and awards academic credit for the distance education courses, a written description evidencing that the delivery mechanism provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

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**002 QUALIFYING EDUCATION**

**002.01 Requirements**

~~002.01A~~ All core curriculum courses shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or be included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation.

~~002.01B~~ Any appraisal subject matter elective qualifying education activity must contribute to an attendee's development of real property appraiser related competency in any one or more of the following subjects:

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

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

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

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

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

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

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

~~002.01I~~ A document certifying completion will be issued to each attendee upon completion of any qualifying education activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means that are secure. The document is required to include the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of attendee, or be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.

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

~~002.01K~~002.01D No qualifying education activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All qualifying education activities must contain sufficient stand-alone instructional materials supporting the specific activity learning objectives.

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

**002.02 Initial Application**

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

**002.02A.1** Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;

**002.02A.2** ~~For an activity not approved~~ ~~Submit evidence that activity is approved~~ by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, ~~or~~ submit the following:

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- 002.02A.2a** An activity description that clearly describes the content of the activity;
- 002.02A.2b** An activity matrix reflecting hours of credit per topic;
- 002.02A.2c** A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

**002.02A.2d** ~~Written learning objectives that include the following:~~

- ~~(1) Are appropriate for a qualifying education activity,~~
- ~~(2) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,~~
- ~~(3) Are consistent with the activity description,~~
- ~~(4) Are consistent with the textbook and/or other instructional materials,~~
- ~~(5) Are reasonably achievable within the number of hours allotted for the activity, and~~
- ~~(6) Include material to adequately cover the depth and breadth of the required topic area;~~

- ~~(1) The specific knowledge and/or skills attendee(s) are expected to acquire,~~
- ~~(2) An explanation of how learning objectives are consistent with the activity description,~~
- ~~(3) An explanation of how learning objectives are consistent with instructional materials, and~~
- ~~(4) An explanation of how learning objectives are reasonably achievable within the number of hours allotted for the activity;~~

**002.02A.2e** Student and instructor materials used for the activity that:

- (1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
- (2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,
- ~~(3) Reflect current theory, methods,~~

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

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**002.02A.2f** A proctored closed-book final examination that complies with the following:

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- (1) ~~The examination c~~ ontains a sufficient number of
- (1) ~~questions to adequately test the subject matter covered,~~
- (2) ~~The amount of time devoted to examination must be appropriate for the activity,~~
- (3) ~~Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives,~~
- (4) ~~Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly,~~
- (2) ~~Examination questions must be written in a clear and unambiguous manner, and~~ contains clear and unambiguous
- (5) ~~questions that are individually and collectively appropriate to measure student achievement of stated learning objectives, and~~
- (3)(6) ~~Utilizes~~ If applicable, the Appraisal Foundation USPAP final examination is utilized for the fifteen-hour Uniform Standards of Professional Appraisal Practice course;

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**002.02A.2g** A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter ~~this Title~~;

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**002.02A.2h** An attendance policy that complies with the following:

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- (1) For a classroom education activity, a written attendance policy that

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requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

~~002.02A.2h~~(2) For a distance education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met. A written attendance policy that requires attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation. Aet and this Title; and

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

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

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

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

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**002.02A.5** If applicable, submit evidence that distance education online or correspondence activity meets the requirements of Section 001.1407A of this Chapter; and

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

~~002.02A.6~~

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

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**002.02B.1** An activity identified by the education provider as approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education will be verified as such through The Appraisal Foundation's AQB Approved Courses list found on its website.

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**002.02B.2** Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation's Find an AQB Certified USPAP Instructor found on its website for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course.

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~~002.02B~~

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

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

## 002.03 Resubmission of Approved Activity

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

- (1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (2) There is a change in the status of ~~the qualifications~~ for online or correspondence delivery specified in Section 001.1407A of this Chapter under which a distance education activity was approved,
- (3) There is a substantial change to the materials, presentation, or policies,
- (4) There is a change in the qualifications ~~as~~ specified in Section 005.04 of this Chapter for any instructor~~under which an instructor was approved~~,
- (5) One or more instructors are added or removed by the education provider,
- (6) The materials, theories, and/or methodologies are no longer current,
- (7) The activity content and/or policies are no longer communicated or administered to the attendee(s) as approved, or
- (8) There is a change to a secondary provider's rights to the activity.



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**002.03B** The process and requirements for resubmission of a qualifying education activity are the same as specified in Section 002.02 of this Chapter. If a qualifying education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 002.02A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

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

**002.04 Rescinding Approval**

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

- (1) Falsification of information submitted for activity approval,
- (2) A change in approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (3) A change in the status of the qualifications ~~for online or correspondence delivery~~ specified in Section 001.1407A of this Chapter under which a distance education activity was approved,
- (4) Substantial errors and/or deficiencies in the materials or presentation,
- (5) The materials, theories, and/or methodologies are not current and/or practical,
- (6) The activity has not been offered for a period of at least five years from the last date of completion or the approval date if activity has not been offered,
- ~~(7) A change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved,~~
- ~~(8)(7)~~ The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in Section 005 of this Chapter ~~are not approved~~,
- ~~(9)(8)~~ The activity content and/or policies are not communicated or administered to the attendee(s) as approved,
- ~~(10)(9)~~ A material violation of the Act or this Title by the education provider or instructor for the activity, or
- ~~(11)(10)~~ A change to a secondary provider's rights to the activity.

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

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**003 CONTINUING EDUCATION**

**003.01 Requirements**

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

- (1) Real property appraisal practice,
- (2) Valuation methodology and/or techniques,
- (3) Market fundamentals, characteristics, conditions, and analysis,
- (4) Real property concepts, characteristics, and analysis,
- (5) Communication,
- ~~(6) Computation, and/or~~
- ~~(6) Legal considerations, Arbitration, dispute resolution,~~
- ~~(7) Ethics and standards of professional practice, USPAP,~~
- ~~(8) Valuation bias, fair housing, and/or equal opportunity,~~
- ~~(9) Land use planning, zoning,~~
- (10) Management, leasing, timesharing,
- (11) Property development, partial interests,
- (12) Real estate law, easements, and legal interests,
- (13) Real estate litigation, damages, condemnation,
- (14) Real estate financing and investment,
- (15) Real property appraisal-related computer applications,
- (16) Real estate securities and syndication,
- (17) Seller concessions and impact on value, and/or
- (18) Energy-efficient items and "green building" appraisals.
- ~~(7) \_\_\_\_\_~~

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

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

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

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

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

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

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

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

~~003.01J~~003.01C — The seven-hour Uniform Standards of Professional Practice Update course shall be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or meet the Appraiser Qualifications Board's requirements for approval of an equivalent seven-hour Uniform Standards of Professional Appraisal Practice Update course.

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

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

**003.02 Initial Application**

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

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

**003.02A.2** ~~For an~~Submit evidence that the activity ~~is not~~ approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, ~~or~~ submit the following:

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- 003.02A.2a** An activity description, which clearly describes the content of the activity;
- 003.02A.2b** An activity matrix reflecting hours of credit per topic;
- 003.02A.2c** A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

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

- ~~(1) Are appropriate for a continuing education activity.~~
- ~~(2) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity.~~
- ~~(3) Are consistent with the activity description.~~
- ~~(4) Are consistent with the textbook and/or other instructional materials.~~
- ~~(5) Are reasonably achievable within the number of hours allotted for the activity, and~~
- ~~(6) Include material to adequately cover the depth and breadth of the required topic area:~~
  - ~~(1) The specific knowledge and/or skills credential holders(s) are expected to acquire;~~
  - ~~(2) An explanation of how learning objectives are consistent with the activity description;~~
  - ~~(3) An explanation of how learning objectives are consistent with instructional materials, and~~
  - ~~(4) An explanation of how learning objectives are reasonably achievable within the number of hours allotted for the activity;~~

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

- ~~(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,~~
- ~~(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,~~
- ~~(3) Reflect current theory, methods, and techniques knowledge and practice, and~~

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- (4) ~~ND~~o not contain significant errors and/or deficiencies;

**003.02A.2f** If applicable, an examination that complies with the following:

- (1) The examination contains a sufficient number of questions to adequately test the subject matter covered.
- (2) The amount of time devoted to examination must be appropriate for the activity.
- (3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives.
- (4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly, and
- (5) Examination questions must be written in a clear and unambiguous manner;

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~~**003.02A.2f**~~ **003.02A.2g** A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and ~~Section 005 of the Chapter~~this Title;

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**003.02A.2h** An ~~written~~ attendance policy that complies with the following:

- (1) For a classroom education activity, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or
- ~~**003.02A.2g**~~ (2) For a distance education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as

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adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; requires attendance to be verified in accordance with the Act and this Title;

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

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

~~003.02A.2j~~

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

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

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

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

**003.02A.5** If applicable, submit evidence that distance education online or correspondence activity meets the requirements of Section 001.1407A of this Chapter; and

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

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

**003.02B.1** An activity identified by the education provider as approved

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by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education will be verified as such through The Appraisal Foundation's AQB Approved Courses list found on its website.

**003.02B.2** Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation's Find an AQB Certified USPAP Instructor found on its website for the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course.  
~~**003.02B**~~

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

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

**003.03 Resubmission of Approved Activity**

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

- (1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (2) There is a change in the status of ~~the qualifications for online or correspondence delivery~~ specified in Section 001.1407A of this Chapter under which a distance education activity was approved.
- (3) There is a substantial change to the materials, presentation, or policies,
- (4) There is a change in the qualifications ~~as~~ specified in Section 005.01 of this Chapter for any instructor under which an instructor was approved.

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- (5) One or more instructors are added or removed by the education provider,
- (6) The materials, theories, and/or methodologies are no longer current,
- (7) The activity content and/or policies are no longer communicated or administered to the credential holder(s) as approved, or
- (8) There is a change to a secondary provider's rights to the activity.

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

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

**003.04 Expiration and Rescinding Approval**

**003.04A** Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity expires on the date five years after the date of approval. An education provider may renew a continuing education activity not required to be resubmitted as specified in Section 003.03A of this Chapter by:

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

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

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

- (1) Falsification of information submitted for activity approval,
- ~~(2)~~ A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- ~~(2)~~ A change in status of the qualifications ~~for online or correspondence delivery~~ specified in Section 001.1407A of this Chapter under which a distance education activity was approved,
- (4) Substantial errors and/or deficiencies in the materials or presentation,
- (5) The materials, theories, and/or methodologies are not current and/or practical,
- ~~(6)~~ A change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved,
- ~~(7)~~(6) The instructor(s) responsible for the activity content and presentation are not approved do not meet the qualifications specified in Section 005 of this Chapter,
- ~~(8)~~(7) The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,

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~~(9)(8)~~ A material violation of the Act or this Title by the education provider or instructor for the activity, or

~~(10)(9)~~ A change in the secondary provider's rights to the activity.

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

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

**004.01 Requirements**

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

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

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

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

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

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

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

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

**004.02 Course Objectives**

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

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

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

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

**004.03 Course Content**

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

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

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

**004.03B** The course must provide adequate information pertaining to qualifications for real property appraiser credentials. Specifically, the following shall be included:

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

**004.03C** The course must provide an overview of the Uniform Standards of Professional Appraisal Practice relevant to trainee real property appraisers, which shall include the following topics:

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

**004.03D** The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a supervisory real property appraiser, and at a minimum, include and discuss the following topics:

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

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

**004.03E**

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

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

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

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

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

**004.04 Initial Application**

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

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

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

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

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

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

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

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- (1) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity.
- (2) Are consistent with the activity description.
- (3) Are consistent with the textbook and/or other instructional materials.
- (4) Are reasonably achievable within the number of hours allotted for the activity, and
- (5) Include material to adequately cover the depth and breadth of the required topic area;

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The specific knowledge and/or skills attendee(s) are expected to acquire,

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

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

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

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**004.04A.2f** A closed-book final examination that complies with the following:

- (1) The examination cContains a sufficient number of questions to adequately test the subject matter covered,
- (2) The amount of time devoted to examination must be appropriate for the activity.
- (3) Examination questions must, individually and collectively, test at

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questions that are individually and collectively appropriate to measure attendee's achievement of stated learning objectives;

(4) ~~a difficulty level appropriate to measure student achievement of the stated learning objectives, and Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly.~~

(5) ~~Examination questions must be written in a clear and unambiguous manner;~~

(2) ~~Contains clear and unambiguous~~

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**004.04A.2g** A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter~~this Title~~;

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**004.04A.2h** ~~An written-attendance policy that complies with the following: requires attendance to be verified in accordance with the Act and this Title; and~~

**004.04A.2h**

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(1) ~~For a classroom education course, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or~~

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(2) ~~For a distance education course, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and~~

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

**004.04A.2j** ~~If applicable, for an activity conducted by an accredited college, community college, or university, submit written evidence that online or correspondence activity provides interaction in a reciprocal environment~~

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~~where the student has verbal or written communication with the instructor;~~

- 004.04A.3** Pay a non-refundable new supervisory real property appraiser and trainee course application fee of \$25.00;
- 004.04A.4** Submit a copy of the completion document;
- 004.04A.5** If applicable, submit evidence that online or correspondence activity meets the requirements of Section 001.1407A of this Chapter; and
- 004.04A.6** If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

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

**004.04B.1** Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation's Find an AQB Certified USPAP Instructor found on its website for a supervisory real property appraiser and trainee course.

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~~004.04B~~

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

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



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submitted to the Board.

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

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

- (1) There ~~is a~~are substantial change to the materials, presentation, or policies,
- (2) There is a change in the qualifications as specified in Section 005.01 of this Chapter ~~for any instructor under which an instructor was approved,~~
- (3) One or more instructors are added or removed by the education provider,
- (4) The materials, theories, and/or methodologies are no longer current,
- (5) The course content and/or policies are no longer communicated ~~or administered to the attendee(s)~~as approved,
- (6) There is a change in the status of ~~the qualifications for online or correspondence delivery~~specified in Section 001.1407A of this Chapter ~~under which a distance education activity was approved,~~ or
- (7) There is a change to a secondary provider's rights to the activity.

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

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

**004.06 Rescinding of Approval**

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

- (1) Falsification of information submitted for activity approval,
- (2) Substantial errors and/or deficiencies in the materials or presentation,
- (3) The materials, theories, and/or methodologies are not current and/or practical,
- ~~(4)~~ ~~A change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved,~~
- ~~(5)~~(4) The instructor(s) responsible for the activity content and presentation ~~do not meet the qualifications specified in Section 005 of this Chapter are not approved,~~
- ~~(6)~~(5) The activity has not been offered for a period of at least five years from the last date of completion submitted to the Board or the approval date if activity has not been offered,
- ~~(7)~~(6) The course content and/or policies are not communicated to the attendee(s) as approved,
- ~~(8)~~(7) A material violation of the Act or this Title by the education provider or instructor for the activity,
- ~~(9)~~(8) A change in the status of ~~the qualifications for online or correspondence delivery~~specified in Section 001.1407A of this Chapter ~~under which a distance education activity was approved,~~ or

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~~(10)(9)~~ A change to a secondary provider's rights to the activity.

**004.06B** If the Board finds reason to rescind its approval of a course, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the supervisory real property appraiser and trainee course. If approval is rescinded, the education provider may file a new application for approval of a supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

**005 INSTRUCTORS**

~~Any instructor(s) that meet the education provider's instructor qualifications policy. An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as approved presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public must be identified on the education provider's application submitted for approval of the activity. Such identification must include first name, last name, email address, and phone number, and state the instructor's qualification as specified in Section 005.01 of this Chapter. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.~~

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**005.01 Requirements**

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

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

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

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

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

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

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

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An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall:

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~~005.01A~~

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

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

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~~005.01C~~ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

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~~005.01D~~ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

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~~005.01A.1~~ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

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

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

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~~005.01D~~ An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall:

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~~005.03A~~ Maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held;

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~~005.03B~~ Not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and

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~~005.03C~~ Not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

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~~005.04~~ An instructor for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor, certified by the Appraiser Qualifications Board of The Appraisal Foundation.

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~~005.05~~ The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

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

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

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

~~005.01E~~ — Any instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must:

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

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

~~005.01E.3~~ — Have an instructional background in real property appraisal practice education; and

~~005.01E.4~~ — Have a minimum of five years of real property appraisal practice experience.

~~005.01F~~ — Temporary approval of an instructor may be granted in an emergency situation upon written request to the Board.

~~005.02~~ — **Initial Application**

~~005.02A~~ — An education provider applying for approval of an instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must:

~~005.02A.1~~ — Submit an application for each activity on forms approved by the Board showing compliance by the instructor applicant with all requirements established by the Act or by this Title;

~~005.02A.2~~ — Submit written evidence of the instructor applicant's qualifications related to the activity for which approval is requested; and

~~005.02A.3~~ — Submit evidence of the instructor applicant's approval as an AQB-Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation for approval as an instructor of any qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or supervisory real property appraiser and trainee

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course.

- 005.02B** — An application received at the Board's office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.
- 005.02C** — If the Board's director finds that the instructor applicant meets the requirements in the Act and this Title, the application will be considered a completed application and the instructor applicant may be approved for a specific activity. If the Board's director finds that the instructor applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the instructor applicant meets the requirements in the Act and this Title, the application will be considered a completed application and the instructor applicant may be approved. The education provider will receive a written notification of approval, which outlines the details of approval.
- 005.02D** — The application may be denied by the Board at any time during the process if the education provider, the activity for which application for instructor approval is made, or the instructor applicant fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for instructor approval, and if so meet the requirements in place at the time a new application is submitted to the Board.

### 005.03 — Resubmission of Instructor Approval

- 005.03A** — An education provider shall resubmit an instructor for approval if:
- (1) — There is a change in the status of instructor's certification as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation if certification is required for instructor approval;
  - (2) — There is a change in the instructor's qualifications as specified in Section 005.01 of this Chapter under which he or she was approved as an instructor for an activity;
  - (3) — There is a change in the status of approval of the activity by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program;
  - (4) — There are substantial changes to the activity materials, presentation, or policies;
  - (5) — The activity materials, theories, and/or methodologies are no longer current;
  - (6) — The activity content and/or policies are no longer communicated to the attendee(s) as approved, or
  - (7) — There is a change to a secondary provider's rights to the activity.
- 005.03B** — The process and requirements for resubmission of an instructor are the same as specified in Section 005.02 of this Chapter.

### 005.04 — Expiration and Rescinding of Instructor Approval

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~~005.04A~~ — Approval as an instructor for an activity expires on the same date the activity is no longer approved.

~~005.04B~~ — The Board may rescind approval of an instructor for an activity if the Board finds:

- ~~(1)~~ — Falsification of information submitted for activity and/or instructor approval;
- ~~(2)~~ — A change in the status of instructor's certification as an AQB-Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation if certification is required for instructor approval;
- ~~(3)~~ — A change in the instructor's qualifications, as specified in Section 005.01 of this Chapter, under which he or she was approved as an instructor for an activity;
- ~~(4)~~ — A change in the status of approval of the activity by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program;
- ~~(5)~~ — Substantial errors and/or deficiencies in the materials or presentation of activity;
- ~~(6)~~ — The materials, theories, and/or methodologies of activity are not current and/or practical;
- ~~(7)~~ — The activity content and/or policies are not communicated as approved;
- ~~(8)~~ — A material violation of the Act or this Title by the education provider or instructor, or
- ~~(9)~~ — A change to a secondary provider's rights to the activity.

~~005.04C~~ — If the Board finds reason to rescind its prior approval of an instructor, the Board will provide written notice to the education provider that includes a description of reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the instructor. If approval is rescinded, the education provider may file a new application for instructor approval, and if so, meet the requirements in place at the time a new application is submitted to the Board.

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**CHAPTER 7**  
**APPRAISAL MANAGEMENT COMPANY REGISTRATION**

**001 APPLICATION**

To qualify for registration as an appraisal management company, an applicant must comply with all of the provisions of the AMC Act and this Title relating to registration.

**001.01** Any applicant for registration as an appraisal management company must:

**001.01A** Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration requirements established by the AMC Act or by this Title; and

**001.01B** Pay a non-refundable application fee of \$350.00.

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

**001.03** If the Board's director finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the applicant may be issued a registration as an appraisal management company. If the Board's director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and registration as an appraisal management company may be issued to the applicant.

**001.04** Within sixty days of approval, the applicant may be issued registration as an appraisal management company, and before the applicant is authorized to conduct business as an appraisal management company in this State, the applicant shall:

**001.04A** Pay a non-refundable initial registration fee of \$2000.00;

**001.04B** On a form approved by the Board, submit the following information for any

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AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the date on which issuance of a registration to the applicant was approved. This requirement does not apply to appraisal management services provided by the applicant exempt under NEB. REV. STAT. § 76-3204:

- (1) First and last name,
- (2) Credential number,
- (3) Number of appraisals performed,
- (4) Earliest appraisal submission date, and
- (5) Latest appraisal submission date; and

- 001.04C** Pay an annual AMC-~~National~~ Registry fee in the amount of \$25.00 for each AMC Appraiser reported pursuant to Section 004.01B of this Chapter.
- 001.05** If an applicant fails to provide the required fees as specified in Section 001.04 of this Chapter, the application will be placed before the Board for reconsideration.
- 001.06** Upon receipt of the required fees at the Board's office, the applicant will be issued:
- 001.06A** A letter notifying the organization of their status as a Nebraska registered appraisal management company; and
- 001.06B** A wall certificate on a form approved by the Board.
- 001.07** The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the AMC Act and/or this Title that pertain to registration. If the Board denies an application for any reason excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.
- 001.08** If the fingerprint-based national criminal history record check result is the basis for denial, the individual is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.
- 001.08A** In order to receive a copy of such record, the individual shall:
- 001.08A.1** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and
- 001.08A.2** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.
- 001.08B** If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.
- 001.09** Every Appraisal Management Company registered in the State of Nebraska shall keep the Board informed of the organization's principal place of doing business and notify the Board in writing within ten (10) calendar days of any change of such address or telephone number.



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**002 RENEWAL**

An applicant for renewal of an appraisal management company registration must comply with all of the provisions of the AMC Act and this Title relating to registration.

**002.01** Any applicant for renewal of a registration as an appraisal management company must, no later than sixty days prior to the expiration of the current registration:

**002.01A** Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration and renewal requirements established by the AMC Act and by this Title, which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the expiration date of the current registration:

- (1) First and last name,
- (2) Credential number,
- (3) Number of appraisals performed,
- (4) Earliest appraisal submission date, and
- (5) Latest appraisal submission date;

**002.01B** Pay a non-refundable renewal registration fee of \$1500.00; and

**002.01C** Pay an annual AMC ~~National~~ Registry fee in the amount of \$25.00 for each AMC Appraiser reported pursuant to Section 002.01A of this Chapter.

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

**002.03** If the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the registration may be renewed by board staff. If the Board's director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and the registration may be renewed. Upon approval, the appraisal management company will receive a letter notifying the organization of their status as a Nebraska registered appraisal management company.

**002.04** The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the AMC Act and/or this Title that pertain to registration or renewal. If the Board denies renewal of a registration for any basis excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

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

**002.05A** In order to receive a copy of such record, the individual shall:

**002.05A.1** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record, and

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**002.05A.2** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

**002.05B** If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

**002.06** Any appraisal management company who fails to meet the renewal application requirements specified in Section 002.01 of this Chapter may be eligible for renewal of a registration if, within six months of the registration expiration date, the requirements specified in Section 002.01A through Section 002.01C of this Chapter are met and a late processing fee of \$25.00 for each month or portion of a month the renewal application requirements are not met is received at the Board's office.

**002.07** Any appraisal management company who fails to meet the requirements in the AMC Act and this Title pertaining to the renewal of a registration is not eligible for renewal and may submit an application for a new registration.

**002.08** Any person who continues to perform as an appraisal management company or related activities subject to the AMC Act following the date of expiration of a registration is in violation of the AMC Act and of this Title. Such person will be subject to any restrictions and penalties provided by the AMC Act or by this Title, and any application by such person for a registration shall be subject to all requirements for issuance of a new registration.

**003 FEDERALLY REGULATED APPRAISAL MANAGEMENT COMPANIES**

A federally regulated appraisal management company must report all information required to be submitted to the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC ~~final~~-rule, and any policy or rule established by the Appraisal Subcommittee related to its operation in this state, including, but not limited to, the collection of information related to ownership.

**003.01** Any federally regulated appraisal management company that does not hold a registration as an appraisal management company issued by the Board must submit the information required for the AMC National Registry on a form approved by the Board, ~~which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the federally regulated appraisal management company in connection with a covered transaction in the State of Nebraska during the twelve-month period as requested on the form approved by the Board:~~

- ~~(1) First and last name,~~
- ~~(2) Credential number,~~
- ~~(3) Number of appraisals performed,~~
- ~~(4) Earliest appraisal submission date, and~~
- ~~(5) Latest appraisal submission date;~~

**003.02** Pay an annual AMC Registry fee in the amount of \$25.00 for each AMC Appraiser reported pursuant to Section 003.01 of this Chapter; and

**003.03** Pay a non-refundable ~~reporting form processing~~ ~~application~~ fee of \$350.00.

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**CHAPTER 8**  
**INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS**

**001 GENERAL**

- 001.01** The Board will not enter into disputes that solely concern the valuation of any property.
- 001.02** Except for those filed by the Board, all grievances shall be in writing and signed, setting forth in clear and concise language the alleged violations of the Act, AMC Act, and/or the Rules and Regulations of the Board. Any documentation in support of the alleged violations shall be included with the grievance.
- 001.03** Nothing in this Chapter limits or precludes the Board in the performance of its investigatory duties under the Act or AMC Act.
- 001.04** All disciplinary hearings for any violation of the Act, AMC Act, and/or this Title will be governed by the Administrative Procedures Act and 297 NAC 4.
- 001.05** All investigations or disciplinary actions that are not formally dismissed are published on the Board's website for a period of ten years from the date of execution of a consent agreement or the date of order resulting in disciplinary action, and reported to the Appraisal Subcommittee of the Federal Financial Institutions Examination Council as required.

**002 VIOLATION OF REAL PROPERTY APPRAISER ACT**

- 002.01** Any person in the State of Nebraska is subject to the procedures established by this Chapter for any alleged violations of the Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the Act or by other law.
- 002.02** If technical assistance is required to assist with the investigation and/or hearing, the Board may contract with or use a qualified person. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she is appointed by his or her fellow board members to participate in an investigation. Any person in contract with the Board to provide technical assistance for an investigation reports his or her findings to the

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Board's investigator as requested.

- 002.03** Upon receipt of a grievance not filed by the Board, the following steps are generally followed:
- 002.03A** If applicable, the aggrieved person will be notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance and directions to follow the matter through the minutes of the Board meetings in which the grievance is discussed.
  - 002.03B** The person against whom the grievance is filed will be notified in writing of the grievance and the allegations, and may be requested to:
    - 002.03B.1** Submit true copies of report(s) and workfile(s), within an appropriate period of time as determined by the investigator; and/or
    - 002.03B.2** Answer the allegations in writing, electronically, or verbally as determined by the investigator.
  - 002.03C** The Board's investigator evaluates the grievance, along with any information obtained pursuant to Section 002.03B of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.
  - 002.03D** The Board reviews the evidence provided by the investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.
    - 002.03D.1** If the Board determines that the allegations(s) should be investigated, the person under investigation will be notified of the investigation and any alleged violations of the Act or this Title in writing; or
    - 002.03D.2** If the Board determines that the allegation(s) should be dismissed, the person under investigation will be notified of dismissal in writing.
- 002.04** For a grievance filed by the Board, the following steps are generally followed:
- 002.04A** The person against whom the Board is considering filing a grievance will be notified in writing of the Board's concerns, and may be requested to submit true copies of report(s) and workfile(s), along with other information, within an appropriate period of time as determined by the investigator.
  - 002.04B** The Board's investigator evaluates the matter, along with any information obtained pursuant to Section 002.04A of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

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- 002.04C** The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.
- 002.04C.1** If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the Act or this Title in writing; or
- 002.04C.2** If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.

**002.05** If the Board determines to proceed with an investigation, the following steps are generally followed:

- 002.05A** In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:
- 002.05A.1** Submit additional documentation within an appropriate period of time as determined by the investigator; and/or
- 002.05A.2** Provide a response to the results of one or more technical reviews, and/or provide any other information concerning the investigation, in writing, electronically, or verbally as determined by the investigator.
- 002.05B** In conducting an investigation, the aggrieved person may be requested to:
- 002.05B.1** Submit documentation and other information as requested;
- 002.05B.2** Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or,
- 002.05B.3** Discuss the allegations with the investigator.
- 002.05C** In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.
- 002.05D** Upon the conclusion of an investigation, the Board's investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s), or:
- 002.05D.1** In the case of a credential holder, file a formal complaint.
- 002.05D.2** In the case of a person not holding a credential under the Act,

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issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

**002.05E** The Board may offer the person an opportunity to informally discuss the alleged violation(s) before the Board or with representative(s) of the Board, request further investigation, dismiss the allegation(s), or:

**002.05E.1** In the case of a credential holder, file a formal complaint.

**002.05E.2** In the case of a person not holding a credential under the Act, issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

**002.05F** If the investigation reveals that there is not good cause to believe that the person under investigation has violated the Act or this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed, and no formal complaint will be initiated by the Board, or cease and desist order issued by the Board. Upon dismissal, the Board may issue an advisory opinion, recommend a specific education activity, request to meet with the person under investigation to discuss the matter, or make any other recommendation that the Board deems beneficial to the person under investigation.

**002.05G** If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the Act or this Title:

**002.05G.1** A formal complaint is prepared by the Board and served upon the credential holder under investigation.

**002.05G.2** A cease and desist order may be prepared by the Board and served upon the non-credential holder under investigation.

**002.06** The Board may enter into a consent agreement or negotiated settlement at any time during an investigation, any time before a cease and desist order is issued in the case of a person not holding a credential under the Act, or any time after filing a formal complaint for any person credentialed under the Act. Voluntary surrender or nonrenewal of a credential or education activity to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation. In addition, voluntary surrender or nonrenewal of a credential will prohibit the credential holder from applying for subsequent reinstatement or credentialing.

**002.07** Disciplinary action taken by the Board may include but is not limited to:

- (1) Revocation of a credential or education activity,
- (2) Suspension of a credential or education activity,
- (3) Denial of any application,
- (4) Probation,
- (5) Admonishment,
- (6) Censure,
- (7) Reprimand,
- (8) Advisement,

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- (9) Education,
- (10) Examination,
- (11) Real property appraisal practice experience,
- (12) Limit or limitations on a credential holder or applicant, and/or upon the right to engage in real property appraisal practice and trainee real property appraiser supervision,
- (13) Cease and desist order, and
- (14) Costs associated with investigation.

**002.08** Pursuant to NEB. REV. STAT. § 76-2248.01, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the Act or this Title.

**002.09 Supervisory Real Property Appraiser**

**002.09A** If any report submitted to the Board by a trainee real property appraiser for verification of experience as an applicant for credentialing is found to contain Uniform Standard of Professional Appraisal Practice deficiencies, the supervisory real property appraiser is notified of the Board's concerns, and is provided a redacted copy of any technical review of the subject report completed at the request of the Board.

**002.09B** The supervisory real property appraiser may be requested to:

**002.09B.1** Submit documentation, including but not limited to, report(s) and workfile(s);

**002.09B.2** Answer the results of a technical review in writing; and/or

**002.09B.3** Voluntarily and informally discuss the results of a technical review with one or more board members.

**002.09C** If the Board finds that there is not good cause to believe that the supervisory real property appraiser has violated the Act or the Rules and Regulations promulgated by the Board, no consideration will be given to the certified real property appraiser's future activity as a supervisory real property appraiser.

**002.09D** If the Board finds a probability that the actions of the supervisory real property appraiser constitute a violation of the Act or the Rules and Regulations, a written advisement may be issued, which may or may not include a recommendation for the supervisory real property appraiser to take additional action; or the Board may upon its own motion cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed.

**002.10 Education Provider**

**002.10A** If the actions of an education provider constitute an alleged violation of the Act or this Title, the education provider is notified of the Board's concerns in

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writing.

- 002.10B** The education provider may be requested to answer the allegations in writing, submit documentation as requested, and/or voluntarily and informally discuss the alleged violations with the Board or its investigator.
- 002.10C** If the Board finds that there is not good cause to believe that the education provider has violated the Act or this Title, the education provider will be notified in writing, which may or may not include advisement.
- 002.10D** If the Board finds a probability that the actions of the education provider constitute a violation of the Act or this Title, the Board may upon its own motion, cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed. If applicable, the education provider is notified of the Board's intent to rescind approval of an activity and any actions that may mitigate the Board's concerns.

**003 VIOLATION OF THE AMC REGISTRATION ACT**

- 003.01** All registered appraisal management companies and all applicants for a registration in the State of Nebraska are subject to the complaint procedures established by this Chapter for any alleged violations of the AMC Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the AMC Act or by other law.
- 003.02** If technical assistance is required to assist with the investigation and/or hearing, the Board may contract with or use qualified individuals or companies. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she was appointed by his or her fellow board members to participate in an investigation. Any person under contract with the Board to provide technical assistance for an investigation reports his or her findings to the Board's investigator as requested.
- 003.03** Upon receipt of a grievance not filed by the Board, the following steps are generally followed:
  - 003.03A** If applicable, the aggrieved person is notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance and directions to follow the matter through the minutes of the Board meetings in which the grievance is discussed.
  - 003.03B** The person against whom the grievance is filed is notified in writing of the grievance and the allegations, and may be requested to answer the allegations in writing, electronically, or verbally within an appropriate period of time as determined by the investigator.
  - 003.03C** The Board's investigator evaluates the grievance, along with any information obtained pursuant to Section 003.03B of this Chapter, to determine jurisdiction and to make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.
  - 003.03D** The Board reviews the evidence provided by the investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.



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**003.03D.1** If the Board determines that the allegations(s) should be investigated, the person under investigation is notified of the investigation and any alleged violations of the AMC Act or this Title in writing; or

**003.03D.2** If the Board determines that the allegation(s) should be dismissed, the person under investigation is notified of dismissal in writing.

**003.04** For a grievance filed by the Board, the following steps are generally followed:

**003.04A** The person against whom the Board is considering filing a grievance is notified in writing of the Board's concerns, and may be requested to submit information within an appropriate period of time as determined by the investigator.

**003.04B** The Board's investigator evaluates the matter, along with any information obtained pursuant to Section 003.04A of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

**003.04C** The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.

**003.04C.1** If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the AMC Act or this Title in writing; or

**003.04C.2** If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.

**003.05** If the Board determines to proceed with an investigation, the following steps are generally followed:

**003.05A** In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:

**003.05A.1** Submit documentation, including but not limited to, report(s) and workfile(s), appraisal review report(s), AMC appraiser panel information, Uniform Standards of Professional Appraisal Practice compliance, AMC appraiser fees, and record of AMC appraiser valuation services within an

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- appropriate period of time as determined by the investigator;  
and/or
- 003.05A.2** Provide any other information concerning the investigation, in writing, electronically, or verbally as determined by the investigator.
- 003.05B** In conducting an investigation, the aggrieved person may be requested to:
- 003.05B.1** Submit documentation as requested;
- 003.05B.2** Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or,
- 003.05B.3** Discuss the allegations with the investigator.
- 003.05C** In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.
- 003.05D** Upon the conclusion of an investigation, the Board’s investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s) or file a formal complaint.
- 003.05E** If the investigation reveals that there is not good cause to believe that the person under investigation has violated the AMC Act or this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed and no formal complaint will be initiated by the Board. Upon dismissal, the Board may issue an advisory opinion, or recommend a specific action that the Board deems beneficial to the person under investigation.
- 003.05F** If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the AMC Act or this Title, a formal complaint may be prepared by the Board.
- 003.06** The Board may enter into a consent agreement or negotiated settlement at any time before or after filing a formal complaint. Voluntary surrender or nonrenewal of a registration to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation and will prohibit the person under investigation from applying for subsequent reinstatement or registration.
- 003.07** Disciplinary action taken by the Board may include but is not limited to:
- (1) Conditional or unconditional revocation,
  - (2) Conditional or unconditional suspension,
  - (3) Fine,
  - (4) Censure,
  - (5) Admonishment,
  - (6) Civil penalty not to exceed five thousand dollars for a first offense and not to exceed ten thousand dollars for a second or subsequent offense,
  - (7) Advisement,
  - (8) Cease and desist order, and/or
  - (9) Costs associated with investigation.

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- 003.08** Pursuant to NEB. REV. STAT. § 76-3222, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the AMC Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the AMC Act or this Title.

# THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA

## AND INTERPRETATIONS OF THE CRITERIA

Real Property Appraiser Qualification Criteria  
Effective January 1, 2022

Appendix:  
AQB Guide Notes



The Appraisal  
**FOUNDATION**

Authorized by Congress as the Source of Appraisal  
Standards and Appraiser Qualifications

APPRAISER QUALIFICATIONS BOARD

# VISION AND MISSION STATEMENT OF THE APPRAISAL FOUNDATION

## VISION STATEMENT

To ensure public trust in the valuation profession.

## Mission Statement

The Appraisal Foundation is dedicated to promoting professionalism and ensuring public trust in the valuation profession. This is accomplished through the promulgation of standards, appraiser qualifications, and guidance regarding valuation methods and techniques.

The Appraisal Foundation is the nation's foremost authority on the valuation profession. The organization sets the Congressionally-authorized standards and qualifications for real estate appraisers, and provides voluntary guidance on recognized valuation methods and techniques for all valuation professionals. This work advances the profession by ensuring appraisals are independent, consistent, and objective. More information on The Appraisal Foundation is available at [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

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# WHAT IS THE AQB?

The Appraiser Qualifications Board (AQB) is an independent board of The Appraisal Foundation (Foundation). The AQB is comprised of at least five practicing appraisers who are appointed by the Foundation's Board of Trustees for one- to three-year terms.

Under the provisions of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), the AQB establishes the minimum education, experience, and examination requirements for real property appraisers to obtain a state license or certification as well as Supervisory Appraiser requirements. In addition, the AQB performs a number of ancillary duties related to real property and personal property appraiser qualifications (see "Other AQB Work" on page 5).

## REAL PROPERTY APPRAISER QUALIFICATION CRITERIA, INTERPRETATIONS OF THE CRITERIA, GUIDE NOTES, AND Q&As

States are required to implement appraiser licensing and certification requirements that are no less stringent than those issued by the AQB in the *Real Property Appraiser Qualification Criteria (Criteria)*.

The AQB has statutory authority to develop mandatory *Criteria* for Supervisory Appraisers (not an appraiser credential classification) and the Trainee Appraiser, Licensed Residential, Certified Residential, and Certified General appraiser classifications. If a state has these classifications, they are required to adopt these *Criteria*, at a minimum, for appraisals performed in federally-related transactions.

The original *Criteria*, adopted by the AQB in March 1991, included the following classifications: Licensed Residential, Certified Residential, and Certified General. Each of these classifications included requirements for education, experience, and an examination. The Trainee Appraiser classification was adopted by the AQB in 1993 and does not include experience or examination requirements.

After public exposure, the AQB adopted revisions to all classifications in early 1994 for implementation in January 1998. Major components of the revised *Criteria* included:

- An increase in the qualifying education requirements for the Licensed Residential and Certified General classifications;
- The requirement that all real property appraisers take the *15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Course*;
- An increase in the experience requirements for the Certified Residential and Certified General Classifications from 2,000 to 2,500 hours, and from 2,000 to 3,000 hours, respectively; and
- An increase in the annual continuing education requirement from 10 to 14 classroom hours for all classifications.

After thorough public exposure, the AQB adopted significant revisions to the *Criteria* in early 2004 for implementation in January 2008. Highlights of the major revisions include:

- An increase in the qualifying education requirements for the Licensed Residential, Certified Residential, and Certified General classifications. The required education hours were raised from 90 to 150 hours for the Licensed Residential classification, 120 to 200 hours for the Certified Residential classification, and 180 to 300 hours for the Certified General classification; and
- A requirement for college-level education for the Certified Residential and Certified General classifications. The Certified Residential classification required an Associate degree or higher; or in lieu of a degree, a minimum of 21 college semester hours in specified coursework. The Certified General required a Bachelor's degree or higher, or in lieu of a degree, a minimum of 30 semester hours in specified college course work.



After five exposure drafts, in December 2011 the AQB adopted revisions to the *Criteria* for implementation in January 2015. Major revisions include:

- Education and experience must be completed prior to taking the *National Uniform Licensing and Certification Examinations*;
- Applicants for the Certified Residential and Certified General classifications must have a Bachelor’s degree or higher from an accredited college or university;
- Applicants for the Licensed Residential classification must successfully complete 30 semester hours of college-level education from an accredited college, junior college, community college, or university, or have an Associate’s degree or higher from an accredited college, junior college, community college, or university;
- Recognition of university degree programs as counting toward the education requirements in the *Criteria*;
- Removal of the “Segmented” Approach to implementation of the *Criteria*;
- Prohibition of repetitive continuing education within the same continuing education cycle;
- Clarification of the term “written examination”;
- Revisions to the Trainee Appraiser classification that include a requirement to take a course oriented to the requirements and responsibilities of Trainee Appraisers and Supervisory Appraisers;
- New Supervisory Appraiser requirements;
- Revisions to Guide Note 1; and
- Additions to the illustrative list of educational topics acceptable for continuing education.

In July 2015, the AQB issued a Concept Paper exploring alternative requirements to the *Criteria*. In October 2015, the AQB held a Public Hearing with major stakeholders of the *Criteria*. In the following two years, the AQB issued a Discussion Draft and four Exposure Drafts of proposed changes to the 2015 *Criteria*. On February 1, 2018, the AQB adopted revisions to the *Criteria*. Major revisions include:

- Elimination of college-level education requirements for the Licensed Residential Real Property classification;
- Alternative college-level education requirements for the Certified Residential Real Property classification;
- An alternative track for Licensed Residential Real Property Appraisers to move to the Certified Residential Real Property Appraiser classification; and
- Modification of experience hours and experience time frames for the Licensed Residential and Certified Residential classifications, and modification of the experience time frame for the Certified General classification.

In April 2019, the AQB issued an Exposure Draft of a proposed Interpretation relating to qualification requirements for Supervisory Appraisers. The AQB issued a second Exposure Draft on this topic in September 2019. At its November 1, 2019 public meeting, the Board adopted the Interpretation in the second Exposure Draft. The Interpretation clarified that Supervisory Appraisers who have been imposed discipline for “administrative” reasons (as opposed to “practice-related” reasons) would still be eligible to supervise.

### Interpretations of the Criteria and Q&As

To further clarify AQB intent to users of the *Criteria*, the AQB may issue Interpretations of the *Criteria*. Interpretations are essential to properly understanding the *Criteria* and are, therefore, binding on users of the *Criteria*. Interpretations are added to the text of this document subsequent to their adoption by the AQB. These Interpretations are listed in subject matter order, which is designed to follow the applicable *Criteria*. As a result, the dates reflecting the adoption of some Interpretations may not follow a chronological sequence.

The AQB also issues Q&As which are published periodically and available on The Appraisal Foundation website. The Q&As are a form of guidance issued by the AQB to respond to questions raised by appraisers, enforcement officials, users of appraisal services and the public to illustrate the applicability of the *Real Property Appraiser Qualification Criteria* and Interpretations of the *Criteria* in specific situations and to offer advice from the AQB for the resolution of appraisal issues and problems. The AQB Q&A may not represent the only possible solution to the issues discussed nor may the advice provided be applied equally to seemingly similar situations. AQB Q&A does not establish new *Criteria*. AQB Q&A is not part of the *Real Property Appraiser Qualification Criteria*. AQB Q&A is approved by the AQB without public exposure and comment. To review the latest AQB Q&As, please visit the Q&A webpage located on the Foundation’s website at [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

### Supporting the Work of the AQB

The AQB strongly encourages input from appraisers, users of appraisal services, and the public through the exposure draft process, public meetings, speaking engagements, and correspondence. Detailed information on how to support the work of the AQB is available online via the Foundation's website at [www.appraisalfoundation.org](http://www.appraisalfoundation.org), or by contacting the Board's staff at the Foundation by calling (202) 347-7722, or via e-mail at [AQB@appraisalfoundation.org](mailto:AQB@appraisalfoundation.org).

### Exposure Draft Process

In recognition of the public authority of the AQB, all proposed revisions to the *Criteria* must be exposed for public comment prior to adoption. The AQB considers all comments in public meetings prior to taking final action. Prior to publication of an exposure draft, all proposed revisions to the *Criteria* are reviewed by a regulatory attorney.

### Public Meetings

The AQB conducts periodic public meetings. Observers are encouraged to attend and, if time permits, address the Board regarding an agenda item.

### Speaking Engagements

Members of the AQB are available for speaking engagements and presentations on the current work of the Board. Invitations to speak may be submitted via the "Request a Speaker" section on The Appraisal Foundation's website ([www.appraisalfoundation.org](http://www.appraisalfoundation.org)). These requests should be submitted as early as possible in order to facilitate scheduling.

### Other AQB Work

In addition to its work on the *Criteria*, the AQB is involved in numerous other ongoing projects, including:

- Maintenance and periodic updating of the *National Uniform Licensing and Certification Examinations* and their accompanying Examination Content Outlines (ECO's). The ECO's are used in the development of the examinations.
- Development of and enhancements to the Program to Improve USPAP Education.
- Administration of the Course Approval Program (CAP).
- Administration of the Real Estate Degree Review Program.
- Development of **voluntary** minimum *Personal Property Appraiser Qualification Criteria*.

More information on The Appraisal Foundation and the activities of the AQB is available online at [www.appraisalfoundation.org](http://www.appraisalfoundation.org) or by contacting the Board's staff at The Appraisal Foundation by phone at (202) 347-7722 or via e-mail at [AQB@appraisalfoundation.org](mailto:AQB@appraisalfoundation.org).

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# REAL PROPERTY APPRAISER QUALIFICATION CRITERIA

EFFECTIVE JANUARY 1, 2022

## DEFINITIONS:

**Real Property Appraiser Qualification Criteria (Criteria):** Established by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation, these *Criteria* set forth the minimum education, experience, and examination requirements for real property appraisers.

**Required Core Curriculum:** A set of major appraisal subject matter headings, known as “modules,” which require a specified number of educational hours at each credential level.

*For example, as part of the Required Core Curriculum, a minimum of 30 hours of coverage of the module “Basic Appraisal Principles” is required.*

**Subtopics:** Areas of appraisal education (as identified in AQB Guide Note 1) that may be included within the modules of the *Required Core Curriculum*.

*As Guide Note 1 is not a binding requirement, coverage of the subtopics is not required for educational offerings to be valid; however, individuals will be expected to demonstrate competency in the subtopics in order to pass the respective licensing or certification examinations.*

**Interpretations:** Elaborations or clarifications of the *Criteria* issued by the AQB. Interpretations are essential to a proper understanding of the requirements set forth in the *Criteria* and are, therefore, binding upon users of the *Criteria*.

**Guide Notes:** Guidance or advice provided by the AQB for assistance in understanding and implementing the *Criteria*.

*For example, AQB Guide Note 1 (GN-1) “AQB Guidance for Curriculum Content” provides state appraiser regulators, students, and educators with suggested subtopics and items of coverage for each module in the Required Core Curriculum. The subtopics identified in Guide Note 1 represent those areas of education in which appraisers should be able to demonstrate competency to pass the respective licensing or certification examinations.*

## GENERAL INTERPRETATIONS

- A. The following is an exception for implementing the *Real Property Appraiser Qualification Criteria*:  
*An applicant in the Reserve components of the U.S. Armed Forces, who was pursuing an appraiser license or certification prior to December 1, 2011, and who was called to active duty between December 1, 2011 and December 31, 2014, may satisfy the qualifications required under the 2008 Criteria for an additional time period after January 1, 2015. The extension of time shall be equal to the applicant’s time of active duty, plus 12 months.*
- B. The following is a clarification of the existing *Real Property Appraiser Qualification Criteria*:  
*With respect to the prerequisites needed before an applicant takes the National Uniform Licensing and Certification Examinations as referenced in the various sections II. B., applicants must have all experience and education completely verified by the appropriate state appraiser regulatory agency prior to taking the National Exam. Applicants cannot self-verify experience.*

## CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS

### I. Standards of Practice

Appraisers in all classifications shall perform and practice in compliance with the *Uniform Standards of Professional Appraisal Practice (USPAP)*.

### II. Existing Credential Holders

Existing credential holders (with the exception of Trainee Appraisers) in good standing in any jurisdiction shall be considered in compliance with current Appraiser Qualifications Board *Real Property Appraiser Qualification Criteria (Criteria)* if they have passed an AQB-approved qualifying examination for that credential. This applies to reciprocity, temporary practice, renewals, and applications for the same credential (with the exception of Trainee Appraisers) in another jurisdiction. All credential holders must comply with ongoing requirements for continuing education and state renewal procedures.

### III. Generic Education Criteria

- A. Class hour
  1. A class hour is defined as 60 minutes, of which at least 50 minutes are instruction attended by the student.
  2. The prescribed number of class hours includes time for examinations.

- B. Credit for the class hour requirements may be obtained only from the following providers:
1. Colleges or universities;
  2. Community or junior colleges;
  3. Real estate appraisal or real estate-related organizations;
  4. State or federal agencies or commissions;
  5. Proprietary schools;
  6. Providers approved by state certification/licensing agencies; or
  7. The Appraisal Foundation or its Boards.
- C. Experience may not be substituted for education.
- D. Distance education is defined as any education process based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid. In synchronous educational offerings, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting. In asynchronous educational offerings, the instructor and student interaction is non-simultaneous; the students progress at their own pace and follow a structured course content and quiz/exam schedule. Hybrid courses, also known as blended courses, are learning environments that allow for both in-person and online (synchronous, or asynchronous) interaction.

Synchronous courses provide for instruction and interaction substantially the same as on-site classroom courses. Synchronous courses meet class hour requirements if they comply with requirements III.A and III.B.

An asynchronous distance education course is acceptable to meet class hour requirements if:

1. The course provides interaction. Interaction is a reciprocal environment where the student has verbal or written communication with the instructor; and
  2. Content approval is obtained from the AQB, a state appraiser regulatory jurisdiction, or an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education. Non-academic credit college courses provided by a college shall be approved by the AQB or the state appraiser regulatory jurisdiction; and
  3. Course delivery mechanism approval is obtained from one of the following sources:
    - a. The AQB; or
    - b. AQB approved organizations providing approval of course design and delivery (such as The Appraisal Foundation or other independent approved entity); or
    - c. a college or university that qualifies for content approval in paragraph 2 above that awards academic credit for the distance education course; or
    - d. a qualifying college or university for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.
  4. Hybrid courses meet class hour requirements if each of its sessions meet the requirement for the delivery method employed:
    - a. in-person course sessions must meet III.A. and III.B.
    - b. synchronous course sessions must meet III.A. and III.B.
    - c. asynchronous courses sessions must meet III.A., III.B., and III.D.1-3
- E. *Criteria Specific to Qualifying Education*
1. Class hours will be credited only for educational offerings with content that follows the *Required Core Curriculum* for each respective credential classification. Course content requirements may be general or specific to property types. The *Required Core Curriculum* is to be followed by major headings with the classroom hours for each. Guide Note (GN-1) contains guidance for curriculum content with subtopics listed under each major module. The subtopics listed in GN-1 are used for developing Examination Content Outlines for each applicable credential classification, and may also be amended from time to time to reflect changes in technology or in the Body of Knowledge. GN-1 is not mandatory for meeting the *Required Core Curriculum*.
  2. 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

US 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.

3. Class hours may be obtained only where:
    - a. the minimum length of the educational offering is at least 15 hours; and
    - b. the individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.
  4. Where the qualifying education course includes multiple modules as listed in the *Required Core Curriculum*, there must be appropriate testing of each module included in the course.
  5. Courses taken to satisfy the qualifying education requirements must not be repetitive. Courses shall foster problem-solving skills in the education process by utilizing case studies as a major teaching method when applicable.
  6. Applicants must take the *15-Hour National USPAP Course*, or its AQB-approved equivalent, and pass the associated *15-Hour National USPAP Course* examination. At least one of the course instructors must be an AQB Certified USPAP Instructor who is also a state certified appraiser in good standing. Course equivalency shall be determined through the AQB Course Approval Program or by an alternate method established by the AQB. USPAP education presented in a distance education format must be designed to foster appropriate student-to-student, student-to-instructor, and student-to-material interaction.
  7. In addition to the generic requirements described in III.D., distance education courses intended for use as qualifying education must include a written, closed-book final examination. The examination must be proctored in person or remotely by an official approved by the college or university, or by the sponsoring organization. Bio-metric proctoring is acceptable.<sup>1</sup> The term, "written," as used herein, refers to an exam that might be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable. The testing must comply with the examination requirements of this section.
- F. *Criteria Specific to Continuing Education*
1. The purpose of continuing education is to ensure that appraisers participate in a program that maintains and increases their skill, knowledge, and competency in real property appraising.
 

Aside from complying with the requirements to complete the *7-Hour National USPAP Update Course*, or its equivalent, appraisers may not receive credit for completion of the same continuing education course offering within the same continuing education cycle.
  2. Credit towards the continuing education hour requirements for each appraiser classification may be granted only where the length of the educational offering is at least two (2) hours.
  3. Credit may be granted for education offerings that are consistent with the purpose of continuing education and cover real property related appraisal topics, including, but not limited to:
    - a. Ad valorem taxation;
    - b. Arbitration, dispute resolution;
    - c. Courses related to the practice of real estate appraisal or consulting;
    - d. Development cost estimating;
    - e. Ethics and standards of professional practice, USPAP;
    - f. Valuation bias, fair housing, and/or equal opportunity;
    - g. Land use planning, zoning;
    - h. Management, leasing, timesharing;

<sup>1</sup> Bio-metric proctoring process provides that student identity is continually verified through processes, such as facial recognition, consistency in keystroke cadence, and the observation of activity in the testing location. Aberrant behavior or activity can be readily observed.

- i. Property development, partial interests;
  - j. Real estate law, easements, and legal interests;
  - k. Real estate litigation, damages, condemnation;
  - l. Real estate financing and investment;
  - m. Real estate appraisal-related computer applications;
  - n. Real estate securities and syndication;
  - o. Developing opinions of real property value in appraisals that also include personal property and/or business value;
  - p. Seller concessions and impact on value; and/or
  - q. Energy-efficient items and “green building” appraisals.
4. Up to one half of an individual’s continuing education requirement may also be granted for participation, other than as a student, in appraisal educational processes and programs. Examples of activities for which credit may be granted are teaching, program development, authorship of textbooks, or similar activities that are determined to be equivalent to obtaining continuing education. Credit for instructing any given course or seminar can only be awarded once during a continuing education cycle.
  5. Educational offerings taken by an individual in order to fulfill the class hour requirement for a different classification than his/her current classification may be simultaneously counted towards the continuing education requirement of his/her current classification.
  6. In addition to the generic requirements described in III.D., asynchronous distance education courses intended for use as continuing education must include at least one of the following:
    - a. A written examination proctored by an official approved by the college or university, or by the sponsoring organization. Remote proctoring, including bio-metric procedures as noted in III E. 7. above, is acceptable. The term “written” as used herein refers to an exam that might be written on paper, or administered electronically on a computer workstation or other device. Oral exams are not acceptable; or
    - b. Successful completion of prescribed course mechanisms required to demonstrate knowledge of the subject matter.
  7. Real estate appraisal-related field trips may be acceptable for credit toward the continuing education requirements. However, transit time to or from the field trip may not be included when awarding credit unless instruction occurs during said transit time.
  8. Appraisers must successfully complete the *7-Hour National USPAP Update Course*, or its AQB-approved equivalent, every two calendar years. Equivalency shall be determined through the AQB Course Approval Program or by an alternate method established by the AQB.
  9. Individuals who are credentialed in more than one jurisdiction shall not have to take more than one *7-Hour National USPAP Update Course* within a two calendar year period for the purposes of meeting AQB *Criteria*.
  10. USPAP continuing education credit shall only be awarded when the course is instructed by at least one AQB Certified USPAP Instructor who is also a state certified appraiser in good standing.
  11. The equivalent of fourteen (14) class hours of instruction in courses or seminars for each year during the period preceding the renewal is required. For example, a two-year continuing education cycle would require twenty-eight hours. The class hour requirement can be fulfilled at any time during the cycle.
  12. AQB Certified USPAP Instructors successfully completing a *7-Hour Instructor Recertification Course* and exam (if required) within their current continuing education cycle have satisfied the *7-Hour National USPAP Update Course* continuing education requirement.
  13. State appraiser regulatory agencies with the appropriate authority to do so may place a credential holder in an “inactive status” in the event the state determines a deficiency in continuing education was due to extenuating circumstances.

Prior to reactivation, credential holders in an inactive status must complete all required continuing education hours that would have been required if the credential holder was in an active status. The



required hours must also include the most recent edition of a *7-Hour National USPAP Update Course* (or its AQB-approved equivalent).

Waivers may not be granted to credential holders who have failed to meet the continuing education requirements.

Deferrals may not be granted to credential holders, except in the case of individuals returning from active military duty, or individuals impacted by a state- or federally-declared disaster. State appraiser regulatory agencies may allow credential holders returning from active military duty to be placed in active status for a period of up to 90 days pending completion of all continuing education requirements. State appraiser regulatory agencies may allow credential holders impacted by a state- or federally-declared disaster that occurs within 90 days prior to the end of the continuing education cycle to remain (or be placed in) active status for a period of up to 90 days after the end of the credential holder's continuing education cycle, pending completion of all continuing education requirements.

- 14. Credentialed appraisers are required to complete continuing education for a partial year in a continuing education cycle as follows:

For continuing education cycle periods of 185 days or more, 14 hours of continuing education is required.

For continuing education cycle periods of less than 185 days, no hours of continuing education are required.

**Example #1:** A credential issued on August 15 that expires on December 31 of the same year would not require any continuing education hours for that year.

**Example #2:** A credential issued on May 15 that expires on December 31 of the same year would require 14 continuing education hours for that year.

**Example #3:** A credential issued on August 15 that expires on December 31 of the following year would require 14 hours of continuing education to renew.

- 15. State appraiser regulatory agencies may award continuing education credit to credentialed appraisers who attend a state appraiser regulatory agency meeting, under the following conditions:
  - a. Credit may be awarded for a single state appraiser regulatory agency meeting per continuing education cycle. The meeting must be open to the public and must be a minimum of two (2) hours in length. The total credit cannot exceed seven (7) hours; and
  - b. The state appraiser regulatory agency must ensure that the credentialed appraiser attends the meeting for the required period of time.

**IV. Generic Examination Criteria**

A new applicant not currently licensed or certified and in good standing in another jurisdiction shall have up to 24 months, after approval by the state, to take and pass an AQB-approved qualifying examination for the credential. Successful completion of the examination is valid for a period of 24 months.

**V. Generic Experience Criteria**

- A. Education may not be substituted for experience, except as shown below in Section D below.
- B. The quantitative experience requirements must be satisfied by time spent in the appraisal process. The appraisal process consists of: analyzing factors that affect value; defining the problem; gathering and analyzing data; applying the appropriate analysis and methodology; and arriving at an opinion and correctly reporting the opinion in compliance with USPAP.
- C. Hours may be treated as cumulative in order to achieve the necessary number of hours of appraisal experience.
  - 1. Cumulative is defined as experience that may be acquired over multiple time periods.
  - 2. The following is an example of cumulative experience:

Year 1	200 Hours
Year 2	800 Hours
Year 3	600 Hours
Year 4	400 Hours
Year 5	500 Hours
<b>Total</b>	<b>2,500 Hours</b>

- D. There need not be a client in a traditional sense (e.g., a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience. Experience gained for work without a traditional client can meet any portion of the total experience requirement.
- E. Practicum courses that are approved by the AQB Course Approval Program or state appraiser regulatory agencies can satisfy the non-traditional client experience requirement. A practicum course must include the generally applicable methods of appraisal practice for the credential category. Content includes, but is not limited to: requiring the student to produce credible appraisals that utilize an actual subject property; performing market research containing sales analysis; and applying and reporting the applicable appraisal approaches in conformity with USPAP. Assignments must require problem solving skills for a variety of property types for the credential category.

Experience credit shall be granted for the actual classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.

- F. An hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal practice. Acceptable real property appraisal practice for experience credit includes appraisal, appraisal review, appraisal consulting, and mass appraisal.

All experience must be obtained after January 30, 1989, and must be USPAP-compliant. An applicant's experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.

- G. Documentation in the form of reports, certifications, or file memoranda, or, if such reports and memoranda are unavailable for good cause, other evidence at the credentialing authority's discretion that the work is compliant with USPAP must be provided as part of the state experience verification process to support the experience claimed.
- H. The verification for experience credit claimed by an applicant shall be on forms prescribed by the state certification/licensing agency, which shall include:
  1. Type of property;
  2. Date of report;
  3. Address of appraised property;
  4. Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;
  5. Number of actual work hours by the trainee/applicant on the assignment; and
  6. The signature and state certification number of the supervising appraiser, if applicable. Separate appraisal logs shall be maintained for each supervising appraiser, if applicable.
- I. There is no maximum time limit during which experience may be obtained.

## VI. Practical Applications of Real Estate Appraisal (PAREA)

Practical Applications of Real Estate Appraisal (PAREA) programs approved by the AQB utilize simulated experience training, and serve as an alternative to the traditional Supervisor/Trainee experience model, under Section V. To qualify as creditable experience, AQB-approved PAREA programs shall:

1. Contain, at a minimum, the content specified in the Practical Applications of Real Estate Appraisal section of this Criteria;
2. Require participants to possess the following prerequisites prior to commencement of training:
  - a. For the Licensed Residential Module: 150 hours of qualifying education as specified in the Required Core Curriculum for the Licensed Residential Real Property Appraiser classification.
  - b. For the Certified Residential Module: 200 hours of qualifying education as specified in the Required Core Curriculum for the Certified Residential Real Property Appraiser classification; and
    - i. Possession of a valid Licensed Residential Real Property Appraiser credential; or
    - ii. Successful completion of an AQB-approved PAREA program for the Licensed Residential Real Property Appraiser classification;
3. Provide an adequate number of Mentors to ensure timely and competent mentoring for all program participants;

4. Ensure Mentors meet or exceed the following qualifications:
  - a. Mentors shall be state-certified appraisers and in “good standing” for a period of at least three (3) years prior to being eligible to become a Mentor; and
  - b. Mentors shall not have been subject to any disciplinary action, within any jurisdiction, within the last three (3) years that affected the Mentor’s legal eligibility to engage in appraisal practice, or to act as a Supervisory Appraiser. A Mentor subject to a disciplinary action would be considered to be in “good standing” three (3) years after the successful completion/termination of the imposed sanction; and
5. Ensure program participants produce appraisal reports that comply with USPAP, and meet or exceed the following requirements:
  - a. Licensed Residential
    - i. No fewer than three (3) appraisal reports;
    - ii. Reports must represent a variety of assignment types and property types that are consistent with the Licensed Residential program content; and
    - iii. Reports must comply with the edition of USPAP that is in effect at the time.
  - b. Certified Residential
    - i. No fewer than three (3) appraisal reports;
    - ii. Reports must represent a variety of assignment types and property types that are consistent with the Certified Residential program content; and
    - iii. Reports must comply with the edition of USPAP that is in effect at the time; and
6. Provide each program participant that successfully completes PAREA training with a certificate of completion, subject to the following:
  - a. Participants may not receive partial credit for PAREA training;
  - b. Participants may not receive a certificate of completion until all required components of PAREA training have been successfully completed and approved by a program Mentor;
  - c. Certificates of completion must be signed by an individual from the training entity qualified to verify a participant’s successful completion; and
  - d. Certificates of completion must not contain an expiration date or other constraints that either limit or restrict the participant’s ability to receive appropriate credit; and
7. Allow participants successfully completing approved PAREA programs to receive the following experience credit:
  - a. For participants completing an approved Licensed Residential program:
    - i. Licensed Residential classification: up to 100 percent of the required experience hours.
    - ii. Certified Residential classification: up to 67 percent of the required experience hours.
    - iii. Certified General classification: up to 33 percent of the total required experience, none of which is eligible towards the required non-residential hours.
  - b. For participants completing an approved Certified Residential program:
    - i. Licensed Residential classification: up to 100 percent of the required experience hours.
    - ii. Certified Residential classification: up to 100 percent of the required experience hours.
    - iii. Certified General classification: up to 50 percent of the total required experience, none of which is eligible towards the required non-residential hours.

## VII. Background Checks

- A. All applicants for a real property appraiser credential shall possess a background that would not call into question public trust.
- B. Applicants shall provide state appraiser regulatory agencies with all of the information and documentation necessary for the jurisdiction to determine the applicant’s fitness for licensure or certification.
- C. An applicant shall not be eligible for a real property appraiser credential if, during at least the five (5) year period immediately preceding the date of the application for licensing or certification, the applicant has been convicted of, or pled guilty or nolo contendere to a crime that would call into question the applicant’s fitness for licensure.
- D. Additional guidance related to background checks for applicants for a real property appraiser credential may be found in Guide Note 9 (GN-9).

## VIII. Interpretations and Guide Notes (GN)

Periodically, the AQB may issue Interpretations to the *Criteria* (binding) or Guide Notes (advisory) on interpretations or application of the *Criteria*.

# SUPERVISORY APPRAISER REQUIREMENTS

APPLICABLE TO SUPERVISION OF **TRAINEE APPRAISERS** ONLY

Supervisory Appraisers provide a critical role in the mentoring, training, and development of future valuation professionals. It is inherently important to strike a proper balance between enhancing public trust by ensuring Supervisory Appraisers are competent and qualified to supervise Trainee Appraisers without making the criteria too stringent and restrictive as to discourage or prevent qualified Supervisory Appraisers from actually participating in the training and supervision of Trainee Appraisers.

## I. General

- A. Supervisory Appraisers shall be responsible for the training, guidance, and direct supervision of the Trainee Appraiser by:
  1. Accepting responsibility for the appraisal by signing and certifying the appraisal complies with USPAP;
  2. Reviewing and signing the Trainee Appraiser appraisal report(s); and
  3. Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent to inspect the property, in accordance with the COMPETENCY RULE of USPAP for the property type.
  
- B. Supervisory Appraisers shall be state-certified and in “good standing” for a period of at least three (3) years prior to being eligible to become a Supervisory Appraiser. Supervisory Appraisers do not need to be state certified and in good standing *in the jurisdiction* in which the Trainee Appraiser practices **for any specific minimum period of time**. Supervisory Appraisers shall not have been subject to any disciplinary action—within any jurisdiction—within the last three (3) years that affected the Supervisory Appraiser’s legal eligibility to engage in appraisal practice. A Supervisory Appraiser subject to a disciplinary action would be considered to be in “good standing” three (3) years *after* the successful completion/termination of the sanction imposed against the appraiser.

### ***Supervisory Appraiser Requirements Interpretation***

With respect to disciplinary sanctions that affect an individual’s legal eligibility to practice as referenced in Section 1.B. above, sanctions imposed as a result of administrative actions not related to an individual’s obligations of ethical and competent appraisal practice do not apply. Examples may involve isolated administrative responsibilities including late payment of fees, failure to timely renew a credential, or failure to notify a regulatory office of a change in contact information. The intent of the language stated in Section 1.B. above, was to prevent Supervisory Appraisers from training due to egregious appraisal practice issues that involved ethics and competency. Administrative infractions do not preclude an individual from acting as a Supervisory Appraiser for three years after the sanction.

- C. Supervisory Appraisers must comply with the COMPETENCY RULE of USPAP for the property type and geographic location where the Trainee Appraiser is being supervised.
  
- D. Whereas a Trainee Appraiser is permitted to have more than one Supervisory Appraiser, Supervisory Appraisers may not supervise more than three (3) Trainee Appraisers at one time, unless a state program in the credentialing jurisdiction provides for progress monitoring, supervisory certified appraiser qualifications, and supervision and oversight requirements for Supervisory Appraisers.

- E. An appraisal experience log shall be maintained jointly by the Supervisory Appraiser and the Trainee Appraiser. It is the responsibility of both the Supervisory Appraiser and Trainee Appraiser to ensure the experience log is accurate, current, and complies with the requirements of the Trainee Appraiser's credentialing jurisdiction. At a minimum, the appraisal log requirements shall include:
1. Type of property;
  2. Date of report;
  3. Address of appraised property;
  4. Description of work performed by the Trainee Appraiser and the scope of the review and supervision of the Supervisory Appraiser;
  5. Number of actual work hours by the Trainee Appraiser on the assignment; and
  6. The signature and state certification number of the Supervisory Appraiser. Separate appraisal logs shall be maintained for each Supervisory Appraiser, if applicable.
- F. 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.

# REAL PROPERTY APPRAISER CLASSIFICATIONS

## TRAINEE REAL PROPERTY APPRAISER

Please consult the **CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS** for additional requirements.

### I. General

- A. The Trainee Appraiser classification is intended to incorporate any documented non-certified/non-licensed real property appraisers who are subject to the *Real Property Appraiser Qualification Criteria*. Recognizing that individual credentialing jurisdictions may use different terminologies, “Trainee Appraisers” include, but are not limited to: registered appraisers, apprentice appraisers, provisional appraisers, or other similar designations created by state appraiser regulatory agencies.
- B. The scope of practice for the Trainee Appraiser classification is the appraisal of those properties which the state-certified Supervisory Appraiser is permitted by his/her current credential and that the Supervisory Appraiser is competent to appraise.
- C. The Trainee Appraiser, as well as the Supervisory Appraiser, shall be entitled to obtain copies of appraisal reports and/or permitted appropriate access and retrieval arrangements for all workfiles for appraisals in which he or she participated, in accordance with the RECORD KEEPING RULE of USPAP.
- D. All Trainee Appraisers must comply with the COMPETENCY RULE of USPAP for all assignments.

### II. Examination

There is no examination requirement for the Trainee Appraiser classification, but the Trainee Appraiser shall pass the appropriate end-of-course examinations in all of the prerequisite qualifying education courses in order to earn credit for those courses.

### III. Qualifying Education

- A. As the prerequisite for application, an applicant must have completed seventy-five (75) hours of qualifying education as specified in the *Required Core Curriculum*. Additionally, applicants must pass the course examinations and pass the *15-Hour National USPAP Course* (or its AQB-approved equivalent) and examination as part of the 75 hours. All qualifying education must be completed within the five (5) year period immediately preceding the date of application for a Trainee Appraiser credential.
- B. Appraisers holding a valid **Licensed Residential Real Property Appraiser** credential satisfy the educational requirements for the Trainee Appraiser credential.

- C. Appraisers holding a valid **Certified Residential Real Property Appraiser** credential satisfy the educational requirements for the Trainee Appraiser credential.
- D. Appraisers holding a valid **Certified General Real Property Appraiser** credential satisfy the educational requirements for the Trainee Appraiser credential.

#### IV. Experience

No experience is required as a prerequisite for the Trainee Appraiser classification.

#### V. Training

- A. The Trainee Appraiser shall be subject to direct control and supervision by a Supervisory Appraiser in good standing, who shall be state certified. A Trainee Appraiser is permitted to have more than one Supervisory Appraiser.
- B. The Supervisory Appraiser shall be responsible for the training, guidance, and direct control and supervision of the Trainee Appraiser by:
  1. Accepting responsibility for the appraisal by signing and certifying the appraisal complies with USPAP;
  2. Reviewing and signing the Trainee Appraiser appraisal report(s); and
  3. Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent to inspect the property, in accordance with the COMPETENCY RULE of USPAP for the property type.
- C. The Trainee Appraiser is permitted to have more than one Supervisory Appraiser, but a Supervisory Appraiser may not supervise more than three (3) Trainee Appraisers, at one time, unless a program in the state appraiser regulatory jurisdiction provides for progress monitoring, supervising certified appraiser qualifications, and supervision and oversight requirements for Supervisory Appraisers.
- D. An appraisal experience log shall be maintained jointly by the Supervisory Appraiser and the Trainee Appraiser. It is the responsibility of both the Supervisory Appraiser and the Trainee Appraiser to ensure the appraisal experience log is accurate, current, and complies with the requirements of the Trainee Appraiser's credentialing jurisdiction. At a minimum, the appraisal log requirements shall include:
  1. Type of property;
  2. Date of report;
  3. Address of appraised property;
  4. Description of work performed by the Trainee Appraiser and scope of the review and supervision of the Supervisory Appraiser;
  5. Number of actual work hours by the Trainee Appraiser on the assignment; and
  6. The signature and state certification number of the Supervisory Appraiser. Separate appraisal logs shall be maintained for each Supervisory Appraiser, if applicable.
- E. Supervisory Appraisers shall be state certified and in good standing for a period of at least three (3) years prior to being eligible to become a Supervisory Appraiser. Supervisory Appraisers do not need to be state certified and in good standing *in the jurisdiction* in which the Trainee Appraiser practices **for any specific minimum period of time**. Supervisory Appraisers shall not have been subject to any disciplinary action—within any jurisdiction—within the last three (3) years that affected the Supervisory Appraiser's legal eligibility to engage in appraisal practice. A Supervisory Appraiser subject to a disciplinary action would be considered to be in "good standing" three (3) years after the successful completion/termination of the sanction imposed against the appraiser.
- F. Trainee Appraisers shall be required to complete a course that, at 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 must be completed by the Trainee Appraiser prior to obtaining a Trainee Appraiser credential from the individual credentialing jurisdiction. Further, the Trainee Appraiser course is not eligible towards the 75 hours of qualifying education required. Please refer to the Supervisory Appraiser / Trainee Appraiser Course Objectives and Outline in this booklet for more information.

# LICENSED RESIDENTIAL REAL PROPERTY APPRAISER

Please consult the **CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS** for additional requirements.

## I. General

- A. The Licensed Residential Real Property Appraiser classification applies to the appraisal of non-complex one-to-four residential units having a transaction value less than \$1,000,000, and complex one-to-four residential units having a transaction value less than \$400,000.
- B. Complex one-to-four unit residential property appraisal means one in which the property to be appraised, the form of ownership, or the market conditions are atypical.
- C. For non-federally related transaction appraisals, transaction value shall mean market value.
  1. The classification includes the appraisal of vacant or unimproved land that is utilized for one-to-four residential units, or for which the highest and best use is for one-to-four residential units.
  2. The classification does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary.
- D. All Licensed Residential Real Property Appraisers must comply with the COMPETENCY RULE of USPAP.

## II. Examination

- A. The AQB-approved Licensed Residential Real Property Appraiser examination must be successfully completed. The only alternative to successful completion of the Licensed Residential examination is the successful completion of the Certified Residential or Certified General examination.
- B. The prerequisites for taking the AQB-approved examination are completion of:
  1. One hundred fifty (150) creditable class hours as specified in the *Required Core Curriculum*; and
  2. One thousand (1,000) hours of qualifying experience in no fewer than six (6) months.

## III. Qualifying Education

- A. The Licensed Residential Real Property Appraiser classification requires completion of one hundred fifty (150) creditable class hours as specified in the *Required Core Curriculum*. As part of the 150 required hours, the applicant shall successfully complete the *15-Hour National USPAP Course*, or its AQB-approved equivalent, and successfully pass the examination. There is no alternative to successful completion of the USPAP Course and examination.
- B. Appraisers holding a valid **Trainee Appraiser** credential may satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential by successfully completing the following additional educational hours:
 

1. Residential Market Analysis and Highest and Best Use	15 Hours
2. Residential Appraiser Site Valuation and Cost Approach	15 Hours
3. Residential Sales Comparison and Income Approaches	30 Hours
4. Residential Report Writing and Case Studies	15 Hours
	<b>TOTAL 75 Hours</b>
- C. Appraisers holding a valid **Certified Residential Real Property Appraiser** credential satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential.
- D. Appraisers holding a valid **Certified General Real Property Appraiser** credential satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential.

## IV. Experience:

One thousand (1,000) hours of experience are required to be obtained in no fewer than six (6) months.



# CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

Please consult the **CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS** for additional requirements.

## I. General

- A. The Certified Residential Real Property Appraiser classification qualifies the appraiser to appraise one-to-four residential units without regard to value or complexity.
  1. The classification includes the appraisal of vacant or unimproved land that is utilized for one-to-four residential units purposes or for which the highest and best use is for one-to-four residential units.
  2. The classification does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary.
- B. All Certified Residential appraisers must comply with the COMPETENCY RULE of USPAP.

## II. Examination

- A. The AQB-approved Certified Residential Real Property Appraiser examination must be successfully completed. The only alternative to successful completion of the Certified Residential examination is the successful completion of the Certified General examination.
- B. The prerequisites for taking the AQB-approved examination are completion of:
  1. Two hundred (200) creditable class hours as specified in the *Required Core Curriculum*;
  2. Completion of the requirements specified in Section III.B. or III.C., "Qualifying Education"; and
  3. One thousand five hundred (1,500) hours of qualifying experience obtained in no fewer than twelve (12) months.

## III. Qualifying Education

- A. All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education.

Applicants with a college degree from a foreign country may have their education evaluated for "equivalency" by one of the following:

- An accredited, degree-granting domestic college or university;
  - A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES); or
  - A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.
- B. Applicants for the Certified Residential credential must satisfy at least one of the following five options (III.B.1., III.B.2., III.B.3., III.B.4., or III.B.5.):
    1. Possession of a Bachelor's Degree in any field of study;
    2. Possession of an Associate's Degree in a field of study related to:
      - a. Business Administration;
      - b. Accounting;
      - c. Finance;
      - d. Economics; or
      - e. Real Estate

3. Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours:
    - a. English Composition (3 semester hours);
    - b. Microeconomics (3 semester hours);
    - c. Macroeconomics (3 semester hours);
    - d. Finance (3 semester hours);
    - e. Algebra, Geometry, or higher mathematics (3 semester hours);
    - f. Statistics (3 semester hours);
    - g. Computer Science (3 semester hours);
    - h. Business or Real Estate Law (3 semester hours); and
    - i. Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (3 semester hours each).
  4. Successful completion of at least 30 semester hours of College Level Examination Program® (CLEP®) examinations from each of the following subject matter areas:
    - a. College Algebra (3 semester hours);
    - b. College Composition (6 semester hours);
    - c. College Composition Modular (3 semester hours);
    - d. College Mathematics (6 semester hours);
    - e. Principles of Macroeconomics (3 semester hours);
    - f. Principles of Microeconomics (3 semester hours);
    - g. Introductory Business Law (3 semester hours); and
    - h. Information Systems (3 semester hours).
  5. Any combination of III.B.3 and III.B.4 above that ensures coverage of all topics and hours identified in III.B.3.
- C. As an alternative to the requirements in Section III.B. above, individuals who have held a Licensed Residential credential for a minimum of five (5) years may qualify for a Certified Residential credential by satisfying all of the following:
1. No record of any adverse, final, and non-appealable disciplinary action affecting the Licensed Residential appraiser’s legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential;
  2. Successful completion of the additional required qualifying education as specified in Section III.F. below;
  3. Successful completion of the required experience as specified in Section IV below; and
  4. Successful completion of the Certified Residential Real Property Appraiser examination as specified in Section II above.
- D. The Certified Residential Real Property Appraiser classification requires completion of two hundred (200) creditable class hours as specified in the *Required Core Curriculum*. As part of the 200 required hours, the applicant shall successfully complete the *15-Hour National USPAP Course*, or its AQB-approved equivalent, and the examination. There is no alternative to successful completion of the USPAP Course and examination.
- E. Appraisers holding a valid **Trainee Appraiser** credential may satisfy the educational requirements for the Certified Residential Real Property Appraiser credential by successfully completing the following additional educational hours:
- |   |                  |
|---|------------------|
| 1. Residential Market Analysis and Highest and Best Use   | 15 Hours         |
| 2. Residential Appraiser Site Valuation and Cost Approach | 15 Hours         |
| 3. Residential Sales Comparison and Income Approaches     | 30 Hours         |
| 4. Residential Report Writing and Case Studies            | 15 Hours         |
| 5. Statistics, Modeling and Finance                       | 15 Hours         |
| 6. Advanced Residential Applications and Case Studies     | 15 Hours         |
| 7. Appraisal Subject Matter Electives                     | 20 Hours         |
| <b>TOTAL</b>  | <b>125 Hours</b> |
- F. Appraisers holding a valid **Licensed Residential Real Property Appraiser** credential may satisfy the educational requirements for the Certified Residential Real Property Appraiser credential by successfully completing the following additional educational hours:
- |   |                 |
|---|-----------------|
| 1. Statistics, Modeling and Finance                   | 15 Hours        |
| 2. Advanced Residential Applications and Case Studies | 15 Hours        |
| 3. Appraisal Subject Matter Electives                 | 20 Hours        |
| <b>TOTAL</b>  | <b>50 Hours</b> |

- G. Appraisers holding a valid **Trainee Appraiser** credential wishing to change to the Certified Residential Real Property Appraiser classification must also satisfy the college-level education requirement as specified in III.B.
- H. Appraisers holding a valid **Licensed Residential Real Property Appraiser** credential wishing to change to the Certified Residential Real Property Appraiser classification who do not meet the requirements outlined in Section III.C. must also satisfy the college-level education requirements as specified in Section III.B.
- I. Appraisers holding a valid **Licensed Residential Real Property Appraiser** credential wishing to change to the Certified Residential Real Property Appraiser classification who meet the requirements outlined in Section III.C. do not need to satisfy college-level education requirements as specified in Section III.B.
- J. Appraisers holding a valid **Certified General Real Property Appraiser** credential satisfy the educational requirements for the Certified Residential Real Property Appraiser credential.

#### IV. Experience:

One thousand five hundred (1,500) hours of experience are required to be obtained during no fewer than twelve (12) months. While the hours may be cumulative, the required number of months must accrue before an individual can be certified.

# CERTIFIED GENERAL REAL PROPERTY APPRAISER

Please consult the **CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS** for additional requirements.

## I. General

- A. The Certified General Real Property Appraiser classification qualifies the appraiser to appraise all types of real property.
- B. All Certified General appraisers must comply with the COMPETENCY RULE of USPAP.

## II. Examination

- A. The AQB-approved Certified General Real Property Appraiser examination must be successfully completed. There is no alternative to successful completion of the exam.
- B. The prerequisites for taking the AQB-approved examination are completion of:
  1. Three hundred (300) creditable class hours as specified in the *Required Core Curriculum*; and
  2. Completion of the college-level education requirements specified in III.A. "Qualifying Education"; and
  3. Three thousand (3,000) hours of qualifying experience obtained in no fewer than eighteen (18) months, where a minimum of one thousand five hundred (1,500) hours must be obtained in non-residential appraisal work.

## III. Qualifying Education

- A. Applicants for the Certified General credential must hold a Bachelor's degree or higher from an accredited college or university. The college or university must be a degree-granting institution accredited by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education. Applicants with a college degree from a foreign country may have their education evaluated for "equivalency" by one of the following:
  - An accredited, degree-granting domestic college or university;
  - A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES); or
  - A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.
- B. The Certified General Real Property Appraiser classification requires completion of three hundred (300) creditable class hours as specified in the *Required Core Curriculum*. As part of the 300 required hours, the applicant shall complete the *15-Hour National USPAP Course*, or its AQB-approved equivalent, and the examination. There is no alternative to successful completion of the USPAP Course and examination.
- C. Applicants must demonstrate that their education includes the core courses listed in these *Criteria*, with particular emphasis on non-residential properties. Residential is defined as "composed of one-to-four residential units."

D. Appraisers holding a valid **Trainee Appraiser** credential may satisfy the educational requirements for the Certified General Real Property Appraiser credential by successfully completing the following additional educational hours:

1. General Appraiser Market Analysis and Highest and Best Use	30 Hours
2. Statistics, Modeling and Finance	15 Hours
3. General Appraiser Sales Comparison Approach	30 Hours
4. General Appraiser Site Valuation and Cost Approach	30 Hours
5. General Appraiser Income Approach	60 Hours
6. General Appraiser Report Writing and Case Studies	30 Hours
7. Appraisal Subject Matter Electives	30 Hours
<b>TOTAL</b>	<b>225 Hours</b>

E. Appraisers holding a valid **Licensed Residential Real Property Appraiser** credential may satisfy the educational requirements for the Certified General Real Property Appraiser credential by successfully completing the following additional educational hours:

1. General Appraiser Market Analysis and Highest and Best Use	15 Hours
2. Statistics, Modeling and Finance	15 Hours
3. General Appraiser Sales Comparison Approach	15 Hours
4. General Appraiser Site Valuation and Cost Approach	15 Hours
5. General Appraiser Income Approach	45 Hours
6. General Appraiser Report Writing and Case Studies	15 Hours
7. Appraisal Subject Matter Electives	30 Hours
<b>TOTAL</b>	<b>150 Hours</b>

F. Appraisers holding a valid **Certified Residential Real Property Appraiser** credential may satisfy the educational requirements for the Certified General Real Property Appraiser credential by successfully completing the following additional educational hours:

1. General Appraiser Market Analysis and Highest and Best Use	15 Hours
2. General Appraiser Sales Comparison Approach	15 Hours
3. General Appraiser Site Valuation and Cost Approach	15 Hours
4. General Appraiser Income Approach	45 Hours
5. General Appraiser Report Writing and Case Studies	10 Hours
<b>TOTAL</b>	<b>100 Hours</b>

G. **Trainee Appraisers, Licensed Residential Real Property Appraisers, and Certified Residential Real Property Appraisers** wishing to change to the Certified General Real Property Appraiser classification must also satisfy the requirements in III.A. and III.C.

#### IV. Experience

Three thousand (3,000) hours of experience are required to be obtained during no fewer than eighteen (18) months. One thousand five hundred (1,500) hours must be in non-residential appraisal work. While the hours may be cumulative, the required number of months must accrue before an individual can be certified.

# REQUIRED CORE CURRICULUM

TRAINEE APPRAISER	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	15 HOURS
<b>TOTAL</b>	<b>75 HOURS</b>

LICENSED RESIDENTIAL	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	15 HOURS
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE	15 HOURS
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH	15 HOURS
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES	30 HOURS
RESIDENTIAL REPORT WRITING AND CASE STUDIES	15 HOURS
<b>TOTAL</b>	<b>150 HOURS</b>

CERTIFIED RESIDENTIAL	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	15 HOURS
RESIDENTIAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE	15 HOURS
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH	15 HOURS
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES	30 HOURS
RESIDENTIAL REPORT WRITING AND CASE STUDIES	15 HOURS
STATISTICS, MODELING AND FINANCE	15 HOURS
ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES	15 HOURS
APPRAISAL SUBJECT MATTER ELECTIVES (May include hours over minimum shown above in other modules)	20 HOURS
<b>TOTAL</b>	<b>200 HOURS</b>

CERTIFIED GENERAL	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
<i>15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)</i>	15 HOURS
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE	30 HOURS
STATISTICS, MODELING AND FINANCE	15 HOURS
GENERAL APPRAISER SITE VALUATION AND COST APPROACH	30 HOURS
GENERAL APPRAISER SALES COMPARISON APPROACH	30 HOURS
GENERAL APPRAISER INCOME APPROACH	60 HOURS
GENERAL APPRAISER REPORT WRITING AND CASE STUDIES	30 HOURS
APPRAISAL SUBJECT MATTER ELECTIVES (May include hours over minimum shown above in other modules)	30 HOURS
<b>TOTAL</b>	<b>300 HOURS</b>

# SUPERVISORY APPRAISER / TRAINEE APPRAISER COURSE OBJECTIVES AND OUTLINE

## COURSE OBJECTIVES

In developing the course, providers must include the following course objectives, which address both the Supervisory Appraiser and Trainee Appraiser.

### Supervisory Appraiser Objectives

The course must provide adequate information to ensure the Supervisory Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser;
- Jurisdictional credentialing requirements for both Supervisory Appraisers and Trainee Appraisers that may exceed those of the *Criteria*;
- Expectations and responsibilities of being a Supervisory Appraiser;
- Responsibilities and requirements of a Supervisory Appraiser in maintaining and signing all appropriate Trainee Appraiser experience logs; and
- Expectations and responsibilities of the Trainee Appraiser.

### Trainee Appraiser Objectives

The course must provide adequate information to ensure the Trainee Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming a credentialed appraiser;
- Jurisdictional credentialing requirements for Trainee Appraisers that may exceed those of the *Criteria*;
- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser, as well as jurisdictional credentialing requirements that may exceed those of the *Criteria*;
- Processes and roles of the entities involved in establishing qualifications for credentialed appraisers;
- Expectations and responsibilities of the Trainee Appraiser;
- Basics of the *Uniform Standards of Professional Appraisal Practice (USPAP)*; and
- Responsibilities and requirements of a Trainee Appraiser's role in maintaining and signing all appropriate Trainee Appraiser experience logs.

## COURSE CONTENT OUTLINE

Education developers must include the topics contained in the following outline when creating course content:

### I. Table of Contents

### II. Course Introduction and Overview

### III. Qualification and Credentialing Entities

- A. The Appraisal Foundation
  1. Overview of the creation and role of The Appraisal Foundation
- B. The Appraiser Qualifications Board (AQB)
  1. Overview of the role of the AQB in establishing qualifications for real property appraisers



- C. Individual State or Territory Credentialing Authorities
  - 1. Overview of a jurisdiction's role in issuing appraiser credentials and disciplining appraisers
  - 2. Specific information regarding the regulatory structure of the individual jurisdiction (optional)
- D. Professional Appraiser Organizations
  - 1. Overview of the role of professional appraiser organizations
  - 2. Explain difference between required regulatory state appraiser credentials and "voluntary" professional appraiser organization designations

#### IV. Qualifications for Appraiser Credentials

- A. AQB Qualifications
  - 1. Overview of the AQB minimum qualifications for real property appraisers, including the education, experience, and examination requirements for the following categories:
    - a. Trainee Appraiser
    - b. Licensed Residential
    - c. Certified Residential
    - d. Certified General

Comment: Course developers shall include a summary matrix outlining the minimum education, experience, and examination requirements necessary for each of the credentials.

- 2. Overview of Supervisory Appraiser Qualifications
  - a. AQB minimum qualifications
  - b. Discussion noting individual credentialing jurisdictions could have qualifications that may exceed AQB minimum qualifications
- B. Individual Jurisdiction Qualifications
  - 1. Overview explaining how AQB sets minimum qualifications, but states may have qualifications that exceed AQB *Criteria*
  - 2. Outline and explain the specific steps/requirements to becoming licensed or certified in the particular jurisdiction in which the course is being provided

#### V. Overview of USPAP

- A. Provide brief overview of sections of USPAP relevant to Trainee Appraisers including overviews of:
  - 1. ETHICS RULE
  - 2. COMPETENCY RULE
  - 3. SCOPE OF WORK RULE
  - 4. RECORD KEEPING RULE
  - 5. STANDARD 1 (Development) and STANDARD 2 (Reporting)

Comment: This section is not intended to be a substitute for the *15-Hour National USPAP Course* (or its equivalent).

#### VI. Overview of Supervisory Appraiser Expectations and Responsibilities

- A. The course material must include a presentation of the requirements, expectations, and responsibilities of the Supervisory Appraiser. At a minimum, the course materials must include the expectations and responsibilities of the Supervisory Appraiser to:
  - 1. Provide the Trainee Appraiser with a basic understanding of USPAP requirements
  - 2. Understand the AQB minimum requirements of both the Supervisory Appraiser and Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the *Criteria*
  - 3. Provide proper guidance to the Trainee Appraiser when he or she selects a specific credentialing path (i.e., Licensed Residential, Certified Residential, or Certified General)
  - 4. Monitor the Trainee Appraiser's progress in satisfying both the education and experience requirements necessary to achieve his or her selected credentialing path
  - 5. Verify that the Supervisory Appraiser and Trainee Appraiser are properly documenting all appropriate experience logs

6. Accompany the Trainee Appraiser on all inspections until the Trainee Appraiser is competent to conduct inspections independently and has met all specific requirements pertaining to property inspection established by the credentialing jurisdiction
7. Monitor and provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value
8. Verify that the Trainee Appraiser is properly identified and acknowledged in the appraisal report in compliance with USPAP requirements
9. Immediately notify the Trainee Appraiser if the Supervisory Appraiser is no longer qualified to supervise and/or sign the Trainee Appraiser's experience log

#### **VII. Overview of Trainee Appraiser Expectations and Responsibilities**

- A. The course material must include a presentation of the requirements, expectations, and responsibilities of the Trainee Appraiser. At a minimum, the course materials must include the expectations and responsibilities of the Trainee Appraiser to understand:
  1. The AQB minimum requirements to become a Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the *Criteria*
  2. The importance of selecting an appropriate Supervisory Appraiser. Points covered shall include:
    - a. The Supervisory Appraiser-Trainee Appraiser relationship is a long-term commitment by both parties
    - b. The Trainee Appraiser is inherently connected to the "good standing" of the Supervisory Appraiser
    - c. The importance of selecting a Supervisory Appraiser with the experience and competency that best matches the Trainee Appraiser's selected credentialing path
    - d. Options for the Trainee Appraiser if a Supervisory Appraiser is no longer qualified to serve as a Supervisory Appraiser
  3. How to determine if an appraiser is qualified and in good standing to be a Supervisory Appraiser by searching the Appraisal Subcommittee (ASC) National Registry and/or jurisdictional websites
  4. It is the Supervisory Appraiser's responsibility to monitor the progression of the Trainee Appraiser's education and experience necessary to achieve the Trainee Appraiser's selected credentialing path
  5. It is the Supervisory Appraiser's responsibility to provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value
  6. The responsibilities of both the Trainee Appraiser and the Supervisory Appraiser in properly documenting all appropriate Trainee Appraiser's experience logs
  7. The Supervisory Appraiser must accompany the Trainee Appraiser on all inspections until he or she is competent to conduct inspections independently, and has met all requirements pertaining to property inspection established by the credentialing jurisdiction

#### **VIII. Overview of Jurisdictional Requirements for Supervisory Appraiser and Trainee Appraiser Requirements**

- A. Provide summary of jurisdictional requirements that may exceed those of the AQB *Criteria*
- B. Course developers may elect to present jurisdictional requirements as a separate add-on module, or incorporate differences between AQB minimum and jurisdictional requirements in each appropriate section of the outline

#### **IX. Summary/Quiz (optional)**

#### **X. Definitions**

- A. Provide glossary of definitions utilized throughout the course

# PRACTICAL APPLICATIONS OF REAL ESTATE APPRAISAL (PAREA)

The goal of the following is to outline necessary Content Criteria that must be included in the development of exercises, examples, simulations, case studies, and applications as are appropriate to recreate the practical experience expected to be gained by an appraiser seeking a license credential. At least 3 USPAP compliant appraisal reports will be developed in the PAREA program for each licensing category. At a minimum, development and reporting of appraisals for single unit residences, 2-4 unit, and condominium units are essential.

## MINIMUM CONTENT REQUIREMENTS – LICENSED RESIDENTIAL CLASSIFICATION

### I. Introduction

#### A. General Considerations and Responsibilities

1. Discuss respecting the public trust
2. Review and comment on appraiser independence
3. Review and comment on the responsibilities to clients regarding reconsideration of value requests and other communication

#### B. Appraisal Software and Tools

1. Overview of software options (vendors) and common forms
2. Overview of Common tools: measuring devices, cameras, etc.

### II. Problem Identification

#### A. Understanding Assignment Parameters

1. Perform initial review of order/engagement letter, determine authoritative lines of communication. Provide interactive exercises in extracting key information from engagement letter.

#### B. Understanding Assignment Elements and Competency Issues

1. Examine appraisal request and other documents provided (e.g. title reports, surveys, purchase contract) to determine key assignment elements (Standards Rule 1-2(a)–Standards Rule 1-2(d), and the SCOPE OF WORK RULE), and/or contractual obligations. Determine relevant appraisal assignment conditions. Understanding common client, intended use, intended users, engagement letter terms, various assignment types, basis for assignment conditions, extraordinary assumptions, and hypothetical conditions (e.g., FHA, VA, USDA, etc.).
2. Provide exercises for defining the problem. The goal is for participant to establish appropriate steps in appraisal process.
3. Exercises should contain overlays introducing key engagement items that could affect scope of work
4. Ensure that exercises demonstrate impact on both assignment conditions and elements.
5. Include exercises where an appraiser can identify during problem definition process the existence of possible extraordinary assumptions and/or hypothetical conditions.
6. Demonstrate how competency issues are identified and will be resolved.

#### C. Market, Neighborhood, and Subject Property Research

1. Utilize preliminary online/archival research to gain basic market area and subject property information.
2. Develop the general area and neighborhood market analysis.
  - a. Overview of available data sources for market area information.

3. Retrieval/analysis of preliminary information necessary for understanding subject site and improvements.
4. Review of public record information including site and improvement information.
5. Utilization of MLS/online sites as a verification source.
6. Based on information gathered above, develop and explain key relevant property characteristics (Standards Rule 1-2(e)).

#### **D. Obtaining Preliminary Subject Property Information**

1. Simulate setting the inspection appointment with related requests/requirements.
2. Determine how you will verify individual providing access.
3. Review of inspections and reports provided by others and discuss their application and disclosure in the assignment.

### **III. Review Sections I and II with Mentor**

- A. Ensure the problem identification process was performed properly leading to an appropriate scope of work.**
- B. Review research performed to evaluate suitability and that the quantity of information will be satisfactory for later development and analysis.**

### **IV. Property Identification and Inspection along with Initial Site Identification**

- A. Research available information sources including public records.**
- B. Zoning, general plan information**
  1. Identify where to locate all sources of information
  2. Verification of revisions to zoning/general plan
  3. Variances, use restrictions
- C. Environmental issues, flood zone/earthquake information. Identify and explain unusual issues**
  1. Location of relevant research information
  2. Communicate any unusual findings to the client to confirm whether assignment is to be completed

### **V. Verification of Neighborhood and Market Area**

- A. Conduct virtual inspection/review of subject's market area**
- B. Explain various influences**
- C. Identify and explain trends/characteristics in the defined neighborhood and market area**

### **VI. Subject Site Inspection**

- A. Verify similarity to plat, observation of site utility, its surrounding influences, and possible conditions that could impact value or marketability**
- B. Analysis of site improvements and useable site area.**
  1. Determine and explain how useable site area relates to surrounding properties
- C. Identify and discuss various site amenities. Include exercises that include various levels of impact on value**

### **VII. Subject Property Improvements Inspection**

- A. Overview**
  1. Types/quality of construction
  2. Floor plan issues, determination of room counts
  3. Observable condition factors and description of upgrades
  4. Recognition of potential/existing adverse influences
- B. Conduct a virtual physical inspection to determine relevant physical characteristics**
- C. Provide a thorough description of improvements**

### **VIII. Measuring the Subject Property Improvements**

- A. Exercises to include methods and ultimately determination of:**
  1. Basements

2. Stairways & vaulted ceiling areas
3. Below grade living area (split level)
4. Accessory dwelling units, outbuildings, etc.
5. Awareness of special assignment conditions
6. Common rounding practices

**B. Include virtual exercises in measuring subject properties**

**C. Other sources for obtaining GLA**

#### **IX. Sketch Completion**

**A. Include sketch completion exercises**

**B. Exercises must include final GLA determination (what areas should be extracted from GLA)**

#### **X. Review Sections IV thru IX with Mentor**

**A. Ensure all elements of inspection process have been performed properly, including neighborhood, site, and improvements**

#### **XI. Market Analysis/ Highest and Best Use**

**A. Highest and Best Use**

1. Overview of pertinent data, including current/proposed/potential alternative use and communication of highest and best use

**B. Performing Neighborhood and Market Research**

1. Identify the market area boundaries, physical characteristics, and specific property location relevant to the analysis of the subject property.
2. Identify the trends and characteristics in the defined neighborhood and market area

#### **XII. Review Section XI with Mentor**

**A. Ensure key analytical issues related to market conditions and highest and best use are effectively addressed**

#### **XIII. Process of Sales Analysis**

**A. Identify the best sources of sales data for use in case studies including:**

1. MLS
2. City/County (public) transfer records
  - a. How to verify
3. Data providers
4. Appraiser office files
  - a. Confidentiality concerns
5. Real estate agents/brokers
  - a. How to verify

**B. Select the same or similar property types, uses, and characteristics.**

1. Identify elements of comparison
2. Develop exercises for various property types

**C. Identify all relevant current listings, expired listings, withdrawn listings, offers (if available), FSBO, closed sales, and pending sales**

#### **XIV. Review Section XIII with Mentor**

**A. Ensure all necessary steps in highest and best use analysis and market analysis were performed properly. Review data source material to assure sufficient information has been identified for further application.**

#### **XV. Valuation Approaches and Techniques**

**A. Consider each approach to value and explain the appropriateness based on the intended use of the assignment. Select the data considered most meaningful and relevant.**

**B. Sales Comparison Approach**

1. Analyze quality and quantity of data

- a. Identify relevant units of comparison
- b. Data and information collected must be analyzed for comparability and consistency
2. Select the sales that are considered the most appropriate for subject property comparability (demonstrate the process)
  - a. Identify and apply appropriate adjustments to comparable transactions based on differences to the subject property. Demonstrate applicable tools and methods, including:
    1. Paired sales analysis
    2. Statistical and other graphic analysis
  3. Trend analysis
  4. Qualitative differences, including:
    - a. Relative comparison analysis
    - b. Ranking analysis
  5. Discuss and reconcile key elements developed in the sales comparison approach

#### **C. Cost Approach**

1. Develop site value of the subject as vacant using recognized methods or techniques
  - a. Include contributory value of site improvement
2. Discuss use of replacement or reproduction cost
  - a. Develop supportive data for the cost calculations
  - b. Calculate cost new for the improvements
  - c. Calculate depreciation (demonstrate and apply types, consider market trends)
  - d. Discuss and reconcile key elements developed in the cost approach

#### **D. Income Approach**

1. Collection and verification of pertinent rental data (actual vs. contract)
2. Determine appropriate GRM (Gross Rent Multiplier)
3. Discuss and reconcile key elements developed in the income approach

### **XVI. Review Section XV with Mentor**

- A. Ensure all approaches to value were adequately considered and completed in supportable fashion (including cost and/or income approaches if performed)**

### **XVII. Final Reconciliation**

- A. Analyze and discuss accuracy and sufficiency of data**
- B. Analyze and discuss strengths and weaknesses of each approach to value and their applicability to the subject property**
- C. Analyze and discuss consistency of data and development**
- D. Analyze and discuss the quality and quantity of data**
- E. Review calculations**
- F. Develop the final opinion of value along with the rationale for your conclusions**

### **XVIII. Review Section XVII with Mentor**

- A. Ensure final reconciliation was performed properly and determine appropriate reporting**

### **XIX. Appraisal Report Development/Delivery**

#### **A. Report Development**

1. Standards Rule 2-1 minimum standard (not misleading, sufficient, assumptions, etc.)
  - a. Ability to describe the subject property and comparable properties used in the analysis (ensure compliance with STANDARD 2)
    1. Technical terms
    2. Common industry phrases and descriptors
    3. Fair lending do's and don'ts
    4. Identify relevant information using industry typical approaches and technologies
  - b. Ability to describe a market area and a neighborhood (same subset as above)

- c. Report format
  - 1. Comply with all applicable assignment elements and conditions
  - 2. Awareness and compliance with state regulatory requirements
  - 3. Describe scope of work
  - 4. Ensure applicable appropriate addenda, exhibits, photos, etc. are included
  - 5. Understand adequacy/relevance/integrity of photos, maps, and exhibits – how/where to upload in a report
- d. Certification
  - 1. Ensure familiarity with pre-printed content and applicability.
  - 2. Develop exercises on completion of workfile documents
  - 3. Demonstrate an ability to store and compile documents

## XX. Review Section XIX with Mentor

- A. Ensure that the key components of an appraisal report and report format are appropriate for assignment(s)

## XXI. Communication of Assignment Results

### A. Adequacy and relevance of information

- 1. USPAP compliance
- 2. Assignment conditions

### B. Understand common Client-specific requirements – additional comparable sales, inclusion of active listings in the report, supplemental exhibits, etc.

- 1. Demonstrate the ability to meet client expectations conveyed through the engagement letter or other instruction methods
- 2. Adequate support for analysis

### C. Explain and support rationale for excluding any of the traditional approaches

- 1. Explain and support reconciliation
- 2. Explain all assumptions

### D. Explain and support all extraordinary assumptions and hypothetical conditions (state their use may have effect on assignment results)

## XXII. Review Section XXI with Mentor

- A. Ensure understanding of effective appraisal report presentation and required content

- B. Ensure compliance with Standards Rule 2-2

## MINIMUM CONTENT REQUIREMENTS – CERTIFIED RESIDENTIAL CLASSIFICATION

### I. Problem Identification

#### A. Relevant Scope of Work and Competency Issues Involved

- 1. Develop exercises on how competency issues will be resolved.
- 2. Conduct a preliminary analysis to ensure an appropriate Scope of Work

### II. Review Section I with Mentor

- A. Ensure understanding of how issues uncovered during property identification process relate to complexity. Also, focus on complex ownership issues

### III. Positive or Negative Locational Influences

#### A. Recognize Population/Employment Trends

- B. Determine and discuss relationships between employment, population, and residential units (Single Unit Residential vs. 2-4 Unit Residential) over time

### IV. Residential Market Analysis/Highest and Best Use

- A. Market Analysis Issues Related to Highest and Best Use for Complex Properties

- B. **Special Assessments**
- V. **Review Sections III and IV with Mentor**
- A. Ensure key analytical issues related to market conditions and highest and best use are effectively addressed.
- VI. **Physical Characteristics of Complex Properties – identify and discuss**
- A. **Unique Design Features**
  - B. **High Quality/Amenity Properties**
  - C. **Over-improvements**
  - D. **Physical Deficiencies of Improvements**
  - E. **Functional Inadequate and Super Adequate Impact**
- VII. **Vacant Sites (Including View Amenities, Surplus Land)**
- A. Develop exercises that contain issues covered under Site and Cost Approaches
- VIII. **Use of Key Statistical Concepts**
- A. Develop appropriate statistical tools to be used in development of opinion of value
  - B. Explain and support their application
- IX. **Key Market Driving Influences**
- A. Determine most appropriate units of comparison (market drivers)
  - B. Identify market preferences for characteristics and amenities (e.g., parking, # beds, # baths, GLA)
- X. **Review Sections VI thru IX with Mentor**
- A. Ensure key analytical issues related to market conditions and highest and best use are effectively addressed
  - B. Confirm appropriate items have been identified and analyzed for proper application in determination of opinion of value
- XI. **Site Valuation and Cost Approaches**
- A. **Site Valuation**
    - 1. Extract comparable land/site sales data that will adequately support adjustments for contributing value of unique attributes associated with complex vacant sites (view, entitlements, amenities, surplus/excess land)
  - B. **Develop a supportable Land/Site Valuation - using the following methods:**
    - 1. Allocation
    - 2. Market extraction
    - 3. Ground rent capitalization
    - 4. Land residual method; and
    - 5. Sales comparison
  - C. **Construction Costs**
    - 1. Exercises related to high amenity structures
    - 2. Discuss local cost influences
  - D. **Functional Obsolescence**
    - 1. Distinguish between curable and incurable forms
    - 2. Analyze and support conclusions on obsolescence, including lack thereof, associated with complex properties
  - E. **External Obsolescence**
    - 1. Analyze and support conclusions on obsolescence, including lack thereof, associated with complex properties



**XII. Review Section XI with Mentor**

- A. Ensure the Cost Approach has been performed properly.

**XIII. Sales Comparison Approach****A. Sales Concessions**

1. Is the subject property subject to sales concessions?
2. Identify and discuss application (or not) of any sales concessions in comparable data based on market norms
3. Cash equivalency related to financing terms

**B. Identifying and Applying Atypical Adjustments – develop support related to the following:**

1. High amenity custom quality adjustments
2. Site adjustments
3. Adjustment support/matched pairs, statistical methods
4. Adjustment support for unique one-off property sales including those with Accessory Dwelling Units

**XIV. Review Section XIII with Mentor**

- A. Ensure the sales comparison approach has been performed properly.

**XV. Income Approach****A. 1-4 Unit Appraisals**

1. Perform collection of comparable rent data
2. Complex rental adjustments
3. Understand and apply impact of complex amenities
4. Factor for Expense allocations between comparable transactions

**B. Unique 2-4 unit assignments – discuss the following:**

1. Location premiums within PUD/condo
2. Impact of rent control or subsidies
3. Student housing
4. Seasonal and short-term rentals

**C. GRM analysis**

1. Non-market rent impact on GRM
2. Perform reconciliation of GRM indicators

**XVI. Review Section XV with Mentor**

- A. Review the Income approach to value and ensure proper analysis and support for conclusions

**XVII. Writing and Reasoning Skills****A. Data Presentation**

1. Develop presentation of data in tables, charts, and graphs as appropriate
2. Express succinct narrative using active voice, direct statements, shorter words, shorter paragraphs and placing the bottom-line up front
3. Underscore proper and understandable use of English
  - a. Have another proofread whenever possible

**B. Discussion of Approaches to Value**

1. Adjust depth of discussion to the intended user(s)

**C. Support for Conclusions**

1. Clearly state conclusions throughout the report. Each conclusion requires credible support and logical reconciliation

**D. Summary of Data and Reconciliation of Value Approaches**

1. Summarize the quantity, quality, reliability, and relevance of data available for application in each approach performed. The reconciliation and final value opinion must be consistent with the conclusions of this summary regarding the most germane approach to value

**XVIII. Review Section XVII with Mentor**

- A. Ensure understanding of effective appraisal report presentation and required content

- B. Ensure compliance with Standards Rule 2-2



# APPENDIX

## GUIDE NOTES

# GUIDE NOTES

## AQB GUIDE NOTE 1 (GN-1) AQB GUIDANCE FOR REQUIRED CORE CURRICULUM CONTENT

Guide Note 1 (GN-1) contains guidance for curriculum content with subtopics listed under each education module (I through XIV) listed. The subtopics in Guide Note 1 are used in developing examination content outlines for each respective credential level and may also be amended from time-to-time to reflect changes in technology or in the Body of Knowledge. The hours shown for each educational module are the minimums required; students may complete more than the minimum required for each module.

Candidates for a real property appraiser credential should carefully review the educational modules below, keeping in mind that some modules only apply to certain classifications. For example, education module IX (*Advanced Residential Applications and Case Studies*) is only required for the Certified Residential classification. Also, education module XIII (*General Appraiser Income Approach*) is required for the Certified General classification but no others. As a result, candidates should structure their education program giving careful consideration to the credential being sought.

### I. BASIC APPRAISAL PRINCIPLES (required for the Trainee Appraiser, Licensed Residential, Certified Residential, and Certified General classifications) 30 HOURS

- A. Real Property Concepts and Characteristics
  - 1. Basic Real Property Concepts
  - 2. Real Property Characteristics
  - 3. Legal Description
- B. Legal Considerations
  - 1. Forms of Ownership
  - 2. Public and Private Controls
  - 3. Real Estate Contracts
  - 4. Leases
- C. Influences on Real Estate Values
  - 1. Governmental
  - 2. Economic
  - 3. Social
  - 4. Environmental, Geographic, and Physical
- D. Types of Value
  - 1. Market Value
  - 2. Other Value Types
- E. Economic Principles
  - 1. Classic Economic Principles
  - 2. Application and Illustrations of the Economic Principles
- F. Overview of Real Estate Markets and Analysis
  - 1. Market Fundamentals, Characteristics, and Definitions
  - 2. Supply Analysis
  - 3. Demand Analysis
  - 4. Use of Market Analysis
- G. Ethics and How They Apply in Appraisal Theory and Practice
- H. Valuation Bias, Fair Housing, and/or Equal Opportunity

### II. BASIC APPRAISAL PROCEDURES (required for the Trainee Appraiser, Licensed Residential, Certified Residential, and Certified General classifications) 30 HOURS

- A. Overview of Approaches to Value

- B. Valuation Procedures
    1. Defining the Problem
    2. Collecting and Selecting Data
    3. Analyzing
    4. Reconciling and Final Value Opinion
    5. Communicating the Appraisal
  - C. Property Description
    1. Geographic Characteristics of the Land/Site
    2. Geologic Characteristics of the Land/Site
    3. Location and Neighborhood Characteristics
    4. Land/Site Considerations for Highest and Best Use
    5. Improvements - Architectural Styles and Types of Construction
    6. Special Energy-Efficient Characteristics of the Improvements
  - D. Residential or General Applications
- III. 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT (required for the Trainee Appraiser, Licensed Residential, Certified Residential, and Certified General classifications)**  
*15 HOURS*
- IV. RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE (required for the Licensed Residential and Certified Residential classifications)**  
*15 HOURS*
- A. Residential Markets and Analysis
    1. Market Fundamentals, Characteristics, and Definitions
    2. Supply Analysis
    3. Demand Analysis
    4. Use of Market Analysis
  - B. Highest and Best Use
    1. Test Constraints
    2. Application of Highest and Best Use
    3. Special Considerations
    4. Market Analysis
    5. Case Studies
- V. RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH (required for the Licensed Residential and Certified Residential classifications)**  
*15 HOURS*
- A. Site Valuation
    1. Methods
    2. Case Studies
  - B. Cost Approach
    1. Concepts and Definitions
    2. Replacement/Reproduction Cost New
    3. Accrued Depreciation
    4. Methods of Estimating Accrued Depreciation
    5. Case Studies
- VI. RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES (required for the Licensed Residential and Certified Residential classifications)**  
*30 HOURS*
- A. Valuation Principles & Procedures - Sales Comparison Approach
  - B. Valuation Principles & Procedures - Income Approach
  - C. Finance and Cash Equivalency
    1. Identification of Seller Concessions and Their Impact on Value
  - D. Financial Calculator Introduction
  - E. Identification, Derivation, and Measurement of Adjustments
  - F. Gross Rent Multipliers
  - G. Partial Interests
  - H. Reconciliation
  - I. Case Studies and Applications
- VII. RESIDENTIAL REPORT WRITING AND CASE STUDIES (required for the Licensed Residential and Certified Residential classifications)**  
*15 HOURS*
- A. Writing and Reasoning Skills
  - B. Common Writing Problems
  - C. Form Reports
  - D. Report Options and USPAP Compliance
  - E. Case Studies
- VIII. STATISTICS, MODELING AND FINANCE (required for the Certified Residential and Certified General classifications)**  
*15 HOURS*
- A. Statistics
  - B. Valuation Models (AVM's and Mass Appraisal)
  - C. Real Estate Finance
- IX. ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES (required for the Certified Residential classification)**  
*15 HOURS*
- A. Complex Property, Ownership, and Market Conditions
  - B. Deriving and Supporting Adjustments
  - C. Residential Market Analysis
  - D. Advanced Case Studies
    1. Seller Concessions
    2. Special Energy-Efficient Items (i.e., "Green Buildings")
- X. GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE (required for the Certified General classification)**  
*30 HOURS*
- A. Real Estate Markets and Analysis
    1. Market Fundamentals, Characteristics, and Definitions

2. Supply Analysis
3. Demand Analysis
4. Use of Market Analysis

- B. Highest and Best Use
  1. Test Constraints
  2. Application of Highest and Best Use
  3. Special Considerations
  4. Market Analysis
  5. Case Studies

**XI. GENERAL APPRAISER SALES COMPARISON APPROACH (required for the Certified General classification)**

*30 HOURS*

- A. Value Principles
- B. Procedures
- C. Identification and Measurement of Adjustments
- D. Reconciliation
- E. Case Studies
  1. Seller Concessions
  2. Special Energy-Efficient Items (i.e., “Green Buildings”)

**XII. GENERAL APPRAISER SITE VALUATION AND COST APPROACH (required for the Certified General classification)**

*30 HOURS*

- A. Site Valuation
  1. Methods
  2. Case Studies
- B. Cost Approach
  1. Concepts and Definitions
  2. Replacement/Reproduction Cost New
  3. Accrued Depreciation
  4. Methods of Estimating Accrued Depreciation
  5. Case Studies

**XIII. GENERAL APPRAISER INCOME APPROACH (required for the Certified General classification)**

*60 HOURS*

- A. Overview
- B. Compound Interest
- C. Lease Analysis
- D. Income Analysis
- E. Vacancy and Collection Loss
- F. Estimating Operating Expenses and Reserves
- G. Reconstructed Income and Expense Statement
- H. Stabilized Net Operating Income Estimate
- I. Direct Capitalization
- J. Discounted Cash Flow
- K. Yield Capitalization
- L. Partial Interests
- M. Case Studies

**XIV. GENERAL APPRAISER REPORT WRITING AND CASE STUDIES (required for the Certified General classification)**

*30 HOURS*

- A. Writing and Reasoning Skills
- B. Common Writing Problems
- C. Report Options and USPAP Compliance
- D. Case Studies

# AQB GUIDE NOTE 2 (GN-2)

AQB GUIDANCE FOR CRITERIA IMPLEMENTATION

RETIRED, OCTOBER 2005

# AQB GUIDE NOTE 3 (GN-3)

## AQB GUIDANCE FOR CRITERIA IMPLEMENTATION

THIS GUIDE NOTE RELATES TO THE SCOPE OF PRACTICE FOR THE LICENSED RESIDENTIAL AND CERTIFIED RESIDENTIAL CLASSIFICATIONS IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA.

With respect to the *Real Property Appraiser Qualification Criteria* for the Licensed Residential and Certified Residential classifications:

*The scope of practice identified herein represents the consensus of the Appraiser Qualifications Board. The Federal Financial Institutions Regulatory Agencies, as well as other agencies and regulatory bodies, permit the Certified Residential (or Licensed) classification to appraise properties other than those identified within these Criteria. Individuals should refer to agency regulations and state law to determine the type of property that may be appraised by the Certified Residential (or Licensed) appraiser.*

# AQB GUIDE NOTE 4 (GN-4)

## AQB GUIDANCE FOR CRITERIA IMPLEMENTATION

THIS GUIDE NOTE RELATES TO PRACTICUM COURSES TO BE USED FOR EXPERIENCE CREDIT, AS SPECIFIED IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA.

Under “Criteria Applicable to All Appraiser Classifications” in the *Real Property Appraiser Qualification Criteria*, Section V Generic Experience *Criteria*, Paragraphs D and E, read as follows:

- D. *There need not be a client in a traditional sense (i.e., a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience. Experience gained for work without a traditional client can meet any portion of the total experience requirement.*
- E. *Practicum courses that are approved by the AQB Course Approval Program or state appraiser regulatory agencies can satisfy the non-client experience requirement. **A practicum course must include the generally applicable methods of appraisal practice for the credential category. Content includes, but is not limited to: requiring the student to produce credible appraisals that utilize an actual subject property; performing market research containing sales analysis; and applying and reporting the applicable appraisal approaches in conformity with USPAP. Assignments must require problem solving skills for a variety of property types for the credential category.** Experience credit shall be granted for the actual classroom hours of instruction, and hours of documented research and analysis as awarded from the practicum course approval process. (Bold added for emphasis)*

The bolded language above sets forth the broad requirements for practicum courses. However, more detailed guidance is needed for developers of such courses, as well as state appraiser regulatory agencies seeking to approve such courses. The following is designed to offer this guidance:

1. General Practicum Course Guidelines
  - a. The time period for any non-residential practicum course should be consistent with the type and complexity of the assignment.
  - b. The time period for a residential practicum course should be consistent with the type and complexity of the assignment.
  - c. Practicum courses that cover multiple property types should allocate appropriate times for each assignment and subject properties should be significantly different from one another to provide appropriate training.
  - d. The maximum number of students per course should be consistent with best practices for proper student/instructor ratios.
  - e. In order for this type of experience to be compliant with USPAP, the student/appraiser must list the course provider for the practicum course as the client and the intended user.
  - f. The intended use of the report should be indicated as, “For experience credit.”
2. Appraisal Assignment Guidelines
  - a. The appraisal should employ all of the approaches to value applicable to the assignment.
  - b. Property types and complexity should be those typically encountered by an appraiser seeking experience within the specified credential category.



- c. The appraisal should indicate the intended user and intended use and should solve typical appraisal problems – e.g., mortgage assignments, tax appeals, estates, etc.
  - d. There should be an identifiable subject property and the student should inspect it.
  - e. The actual subject property may change from time to time, but the property type should remain the same.
  - f. All comparable data researched, analyzed, and used in the assignment should be actual and identifiable market data.
  - g. All comparables utilized should be verified with at least one market participant of the sale/rent – e.g., buyer, seller, or broker – and the student should also inspect the exterior of each comparable utilized.
  - h. The final assignment should be communicated in compliance with the Appraisal Report option of STANDARD 2 of USPAP.
  - i. The final reports should be maintained by the student according to the Record Keeping section of the ETHICS RULE of USPAP.
  - j. The practicum course should result in an appraisal and appraisal report completed in accordance with the current version of USPAP.
3. Instructor Guidelines
- a. An instructor conducting a residential experience practicum course should hold either a Certified Residential or Certified General credential in good standing.
  - b. An instructor conducting a general experience practicum course should hold a Certified General credential in good standing.
  - c. The instructor should demonstrate compliance with the COMPETENCY RULE of USPAP for the type of assignment.
  - d. The instructor should grade and correct all assignments and should ensure USPAP compliance.
  - e. The instructor should meet with the students a minimum of 50% of the course hours during the course.

# AQB GUIDE NOTE 5 (GN-5)

## AQB GUIDANCE FOR CRITERIA IMPLEMENTATION

THIS GUIDE NOTE RELATES TO RECIPROCITY, TEMPORARY PRACTICE, RENEWALS, AND APPLICATIONS FOR THE SAME CREDENTIAL IN ANOTHER JURISDICTION, AS SPECIFIED IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA.

Under “*Criteria Applicable to All Appraiser Classifications*” in the *Criteria*, Section II Existing Credential Holders, reads as follows:

*Existing credential holders in good standing in any jurisdiction shall be considered in compliance with current Appraiser Qualifications Board Real Property Appraiser Qualification Criteria if they have passed an AQB approved qualifying examination for that credential. This applies to reciprocity, temporary practice, renewals, and applications for the same credential in another jurisdiction. All credential holders must comply with ongoing requirements for continuing education and state renewal procedures.*

The intent of the AQB is to allow current credential holders who are in good standing within their jurisdictions to obtain reciprocal credentials, temporary practice permits, renewals of existing credentials, and an equivalent credential in another jurisdiction without having to meet the current AQB *Criteria*. If an appraiser holds a valid appraiser credential supported by an AQB approved examination, the appraiser will be deemed by the AQB to be in full compliance with the current *Criteria*.

For example, if a Certified General credential holder who received a credential prior to adoption of the current *Criteria* in one jurisdiction were to relocate to another jurisdiction after adoption of the current *Criteria*, for AQB purposes that existing “home” state credential would be sufficient to support an equivalent credential in the “new” state. The credential holder would be deemed to have met the current *Criteria* for education, experience and examination.

The AQB understands that the individual Title XI jurisdictions must operate in compliance with applicable state laws with regard to reciprocity, temporary practice, renewals, and applications for the same credential in another jurisdiction. While Title XI jurisdictions are only required to meet the AQB *Criteria*, existing state laws may require that these minimums be exceeded. It is possible that a jurisdiction, because of existing law, might require an applicant for an equivalent credential from another jurisdiction to meet all of the current AQB *Criteria* (i.e., education, experience, and examination) in order to obtain the credential in their jurisdiction.

For example, consider an appraiser who holds a Certified General credential in State A and decides to relocate to State B. State B must apply both AQB *Criteria* and State law in determining whether the appraiser from State A qualifies for an appraiser credential in State B. While the AQB considers the valid existing credential in State A to be adequate documentation of conformance to AQB *Criteria*, some State laws might require the appraiser to submit a complete application, including appropriate documentation of experience, education, and successful exam completion. This new application requirement might involve some of the following issues:

- Depending on the wording of the State law, this could mean that the appraiser from State A would have to conform to the current *Criteria* to obtain a credential from State B. Among other things, the appraiser would have to reconstruct his/her appraisal education, perhaps going back as much as 20 to 30 years. The State, then, would have to determine whether that education conformed to the current AQB *Criteria* as implemented by State law.
- Virtually all appraiser education obtained prior to 2008 was provided in what is considered the “integrated” approach. If State B does not accept integrated educational courses, the appraiser from State A would be required to obtain 300 hours of education acceptable under current *Criteria*, plus a college degree, to qualify for a Certified General credential in State B.

It was not the AQB's intent to impose such hardships on appraisers or regulatory agencies. It was the intent of the AQB in drafting the language in Section II of "Existing Credential Holders" that jurisdictions would recognize those appraisers that held credentials prior to the adoption of the current *Criteria*. The acceptance of the existing credential holders would provide for a smooth transition from prior *Criteria* to the current (and beyond) *Criteria*.

The AQB encourages jurisdictions to examine their statutes and regulations and initiate any changes that might be necessary to facilitate a smooth transition.

# AQB GUIDE NOTE 6 (GN-6)

## AQB GUIDANCE FOR CRITERIA IMPLEMENTATION

THIS GUIDE NOTE RELATES TO THE VERIFICATION OF EXPERIENCE CREDIT AS SPECIFIED IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA.

Under “*Criteria Applicable to All Appraiser Classifications*” in the *Criteria*, Section V.G. (Generic Experience *Criteria*) reads as follows:

- G. *The verification for experience credit claimed by an applicant shall be on forms prescribed by the state certification/licensing agency, which shall include:*
1. *Type of property;*
  2. *Date of report;*
  3. *Address of appraised property;*
  4. ***Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;***
  5. *Number of actual work hours by the trainee/applicant on the assignment; and*
  6. *The signature and state certification number of the supervising appraiser, if applicable. Separate appraisal logs shall be maintained for each supervising appraiser, if applicable.*

*(Bold added for emphasis)*

As indicated above, the *Criteria* mandates that the forms used to verify experience credit include all of the identified items. Five of the six items listed are fairly self-explanatory; however, the AQB has received inquiries regarding the intent of item #4 above (the bolded text).

It is the intent of the AQB that the verification of experience clearly identifies three things under item #4:

- 1) A description of the work performed by the trainee or applicant;
- 2) The scope of the review performed by the supervising appraiser; and
- 3) The level of supervision performed by the supervising appraiser.

Although the scope of review and level of supervision performed by the supervising appraiser might appear to be redundant at first glance, they are not. For example, in certain assignments a supervising appraiser might determine that a lesser level of supervision is required, but that might not impact the level of review performed.

The AQB recognizes that assignments may differ significantly; therefore, the level of review and supervision by the supervising appraiser may also differ from assignment to assignment. Also, depending on the assignments involved, it might be expected that the supervising appraiser’s level of review and supervision diminish over time as the trainee/applicant gains competency.

The following page includes an example of an experience log that includes the information required by the *Criteria*. The attached is merely one possible example of an experience log. Any format that includes the items listed under Section V.G., Generic Experience *Criteria*, as specified in the *Real Property Appraiser Qualification Criteria*, is acceptable.

It should be noted that experience logs or other forms prescribed by a state appraiser regulatory agency to verify experience credit might appear very different, including requiring substantially more information than is identified in the example below. However, as stated above, all forms must, at a minimum, include the items listed under Section V.G., “Generic Experience *Criteria*,” as specified in the *Real Property Appraiser Qualification Criteria*.

Date of Report	Property Address, City, State, Zip	Type of Property (SFR, Condo, 2-4 Units)	Description Of Applicant’s Work Performed	Scope of Supervising Appraiser’s Review	Scope of Supervising Appraiser’s Supervision	Number of Actual Hours Worked By Applicant
1/3/08	123 Oak Street Washington, DC 20005	SFR	Neighborhood, subject and comp data research and analyses, interior/ exterior property inspection, cost/ sales comparison approaches, final reconciliation	Reviewed workfile and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property (first SFR appraisal for applicant)	7
6/7/08	455 Pine Street Washington, DC 20005	SFR	Neighborhood, subject and comp data research and analyses, interior/ exterior property inspection, cost/ sales comparison approach, final reconciliation	Reviewed workfile and report, verified all comparable data and analyses, verified homeowner’s association info, discussed with applicant, co-signed appraisal report	Oversight of comparable data selection and analyses, provided direction in site value analysis used in cost approach, did not physically inspect subject property	7
1/10/09	202 Spruce Street Washington, DC 20005	SFR	Neighborhood, subject and comp data research and analyses, interior/ exterior property inspection, cost/ sales comparison/ income approaches, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Review of comparable data selection and analyses, did not physically inspect subject property	10
1/24/09	115 Pennsylvania Ave. Washington, DC 20005	Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/ exterior property inspection, cost/ sales comparison/ income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property (first commercial appraisal for applicant)	30

Date of Report	Property Address, City, State, Zip	Type of Property (SFR, Condo, 2-4 Units)	Description Of Applicant's Work Performed	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Number of Actual Hours Worked By Applicant
8/14/09	200 S Broadway Washington, DC 20005	Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Oversight of comparable data selection and analyses, provided direction in DCF analysis used in income approach, did not physically inspect subject property	40
1/10/10	300 Capitol Avenue Washington, DC 20005	Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report	Review of comparable data selection and analyses, did not physically inspect subject property	40
2/12/10	144 Elm Avenue Washington, DC 20005	Golf Course	Completed entire appraisal process	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal	Completed entire appraisal process	60

Thomas D. Trainee  
Applicant/Trainee Appraiser

Sally A. Supervisor  
Supervisory Appraiser

State  
Certification No.

# AQB GUIDE NOTE 7 (GN-7)

THIS GUIDE NOTE RELATES TO DEGREE PROGRAMS IN REAL ESTATE REVIEWED BY THE AQB, AND THEIR APPLICABILITY TOWARDS THE QUALIFYING EDUCATION SPECIFIED IN THE REQUIRED CORE CURRICULUM.  
RETIRED, JANUARY 2015

# AQB GUIDE NOTE 8 (GN-8)

THIS GUIDE NOTE RELATES TO THE COLLEGE-LEVEL EDUCATIONAL REQUIREMENTS AS SPECIFIED IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA THAT BECAME EFFECTIVE ON JANUARY 1, 2008.  
RETIRED, JANUARY 2015



# AQB GUIDE NOTE 9 (GN-9)

THIS GUIDE NOTE RELATES TO THE BACKGROUND CHECK REQUIREMENTS AS SPECIFIED IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA EFFECTIVE ON JANUARY 1, 2017.

Under “*Criteria Applicable to All Appraiser Classifications*” in the *Real Property Appraiser Qualification Criteria*, Section VII. Background Checks, reads as follows:

*All applicants for a real property appraiser credential shall possess a background that would not call into question public trust.*

Some jurisdictions have been performing background checks since the implementation of real property appraiser credentialing, while others have not. This Guide Note is intended to provide additional guidance, in particular to those jurisdictions with little to no experience in evaluating an applicant’s background as part of the applicant’s overall fitness for licensure or certification.

## EXAMPLES OF ISSUES TO CONSIDER

Some of the types of background issues that state appraiser regulatory agencies might consider include, but are not limited to, applicants who have:

- (1) Had an appraiser license or certification revoked in any governmental jurisdiction.
- (2) Been convicted of, or pled guilty or *nolo contendere* to, a crime involving moral turpitude.
- (3) Been convicted of any crime *that is substantially related* to the qualifications, functions, or duties of the profession of real estate appraisal.
- (4) Performed any act, which if done by the holder of a real property appraiser credential, would be grounds for revocation or suspension of such a credential.
- (5) Knowingly made a false statement of material fact required to be disclosed in an application for any professional license or certification.
- (6) Been prohibited from participating in the affairs of an insured depository institution pursuant to Section 19(a) of the Federal Deposit Insurance Act (12 U.S.C. Section 1829).

## SUBSTANTIAL RELATIONSHIP

A crime or act may be deemed substantially related to the qualifications, functions, or duties of an appraiser if, to a substantial degree, it evidences present or potential unfitness of a person applying for or holding a real property appraiser credential to perform the functions authorized by the credential. Examples of the types of crimes or acts include, but are not limited to, the following:

- (1) Taking, appropriating, or retaining the funds or property of another.
- (2) Forging, counterfeiting, or altering any instrument affecting the rights or obligations of another.
- (3) Evasion of a lawful debt or obligation, including but not limited to tax obligations.
- (4) Traffic in any narcotic or controlled substance in violation of law.

- (5) Violation of a relation of trust or confidence.
- (6) Theft of personal property or funds.
- (7) Crimes or acts of violence or threatened violence against persons or property.
- (8) The commission of any crime or act punishable as a sexually related crime.
- (9) Misrepresentation of facts or information on the appraisal license or certification application.
- (10) Cheating on an examination for a real property appraiser credential.

### REHABILITATION

Upon a determination that an applicant's background is inconsistent with public trust, state appraiser regulatory agencies should consider all evidence related to the extent an applicant is rehabilitated, including testimony or other documentation demonstrating things such as:

- (1) The effect of the passage of time since the most recent act or crime.
- (2) Restitution by the applicant to any person who has suffered monetary losses.
- (3) Judicial relief from the consequences of criminal convictions resulting from immoral or antisocial acts, including but not limited to release from probation, finding of factual innocence, a completed program of diversion, or other comparable orders of a court.
- (4) Successful completion or early discharge from probation or parole.
- (5) Abstinence from the use of controlled substances or alcohol for not less than two years if the crime or offense is attributable in part to the use of controlled substances or alcohol.
- (6) Payment of any fine or other imposed monetary penalty.
- (7) Stability of family life and fulfillment of parental and familial responsibilities subsequent to the act or conviction.
- (8) Completion of, or sustained enrollment in, formal education or vocational training courses for economic self-improvement.
- (9) Discharge of, or bona fide efforts toward discharging adjudicated debts or monetary obligations to others.
- (10) Mitigating facts or circumstances that reasonably indicate that an applicant will perform appraisal-related activities honestly, fairly, and ethically.
- (11) Correction of business practices resulting in injury to others or with the potential to cause such injury.
- (12) Significant or conscientious involvement in community, church, or privately-sponsored programs designed to provide social benefits.
- (13) New and different social and business relationships from those that existed at the time of the act or crime.
- (14) Change in attitude from that which existed at the time of the act or crime, as evidenced by any or all of the following:
  - a) Testimony of applicant.
  - b) Evidence from family members, friends, or other persons familiar with applicant's previous conduct and his or her subsequent attitudes and behavioral patterns.
  - c) Evidence from probation or parole officers or law enforcement officials competent to testify as to applicant's social adjustments.

- d) Evidence from psychiatrists or other persons competent to testify with regard to psychiatric or emotional disturbances.

The above is intended to be illustrative, not exhaustive. State appraiser regulatory agencies, in performing their due diligence when examining an applicant's qualifications for a real property appraiser credential, may elect to include additional items not identified in this Guide Note. Likewise, state appraiser regulatory agencies may determine, based on their own experience and history, that some of the items identified in this Guide Note may not be applicable to an applicant seeking a real property appraiser credential in that jurisdiction.

# AQB GUIDE NOTE 10 (GN-10)

THIS GUIDE NOTE RELATES TO THE COLLEGE-LEVEL EDUCATION REQUIREMENTS FOR THE CERTIFIED RESIDENTIAL CLASSIFICATION AS SPECIFIED IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA THAT BECAME EFFECTIVE MAY 1, 2018.

Section III. B. 3. of the “Qualifying Education” requirements for the Certified Residential credential in the *Real Property Appraiser Qualification Criteria* states that Certified Residential applicants may obtain a credential by successfully completing 30 semester hours of college-level courses that cover each of the following topic areas and hours:

- a. English Composition (3 semester hours);
- b. Microeconomics (3 semester hours);
- c. Macroeconomics (3 semester hours);
- d. Finance (3 semester hours);
- e. Algebra, Geometry, or higher mathematics (3 semester hours);
- f. Statistics (3 semester hours);
- g. Computer Science (3 semester hours);
- h. Business or Real Estate Law (3 semester hours); and
- i. Two elective courses in any of the topics listed above or accounting, geography, agricultural economics, business management, or real estate (3 semester hours each).

The intent of this guidance is to assist regulatory agencies and applicants with determining which types of college-level courses may count toward these requirements. Although several course titles are provided as acceptable options, the content of the course is far more meaningful than the actual title. Therefore, there may be acceptable courses that contain similar content but do not have titles referenced in this Guide Note.

1. **English Composition** – *English Composition is the professional field of writing.*

Possible alternative course titles for this section include, but are not limited to: College Composition; Descriptive / Critical / Expository / Technical / Public / Business / Professional Writing; Foundations of the English Language; Writing Fiction; Writing Creative Non-Fiction; or Rhetoric and Writing.

2. **Microeconomics** – *The study of individuals, households, and firms’ behavior in decision making and allocation of resources. It generally applies to markets of goods and services and deals with individual and economic issues.*

Most college-level education on this topic includes the word “microeconomics” in the course title.

3. **Macroeconomics** – *Studies of the behavior and performance of an economy as a whole. It focuses on the aggregate changes in the economy such as unemployment, growth rate, gross domestic product, and inflation.*

Most college-level education on this topic includes the word “macroeconomics” in the course title.

4. **Finance** – *The management of revenues; the conduct or transaction of money matters generally, especially those affecting the public, as in the fields of banking investment.*

Possible alternative course titles for this section include, but are not limited to: Corporate Finance; Introduction to Business; Financial Markets and Institutions; International Business Finance; Principles of Finance; or Real Estate Finance and Investment.

5. **Algebra, Geometry, or Higher Mathematics** – *Higher mathematics includes advanced portions of mathematics beyond ordinary arithmetic, geometry, and algebra.*

Possible alternative course titles for this section include, but are not limited to: Algebra; Applied Math; Calculus; Differential Equations; Finite Mathematics; Geometry; Logic; Precalculus; Probability and Statistics; or Trigonometry.

6. **Statistics** – *Branch of mathematics concerned with collection, classification, analysis, and interpretation of numerical facts, for drawing inferences based on their quantifiable likelihood (probability). Statistics can interpret aggregates of data too large to be intelligible by ordinary observation because such data (unlike individual quantities) tend to behave in a regular, predictable manner. It is subdivided into descriptive statistics and inferential statistics.*

Possible alternative course titles for this section include, but are not limited to: Applied Linear Models; Bayesian Theory and Data Analysis; Business Statistics; Exploratory Data Analysis; Introduction to Statistics; Multivariate Data Analysis; Non-Parametric Theory and Data Analysis; Probability Statistics; Sampling; Statistical Analysis; Statistical Reasoning; Statistical Methods; or Time Series Analysis.

7. **Computer Science** – *A branch of science that deals with the theory of computation or the design of computers.*

Possible alternative course titles for this section include, but are not limited to: The Computer Science Profession; Introduction to Computer Science / Computers / Information Technology / Programming / Software Systems / Software Development / Web Development; Data Management; Database Fundamentals; Integrated Computer Applications; Object Oriented Programming; or System Administration.

8. **Business or Real Estate Law** – *Business law, sometimes called mercantile law or commercial law, refers to the laws that govern the dealings between people and commercial matters. There are two distinct areas of business law: regulation of commercial entities through laws of partnership, company, bankruptcy, and agency; and regulation of the commercial transactions through the laws of contract. The course titles will typically include compliance, risk, legal framework, and writing contracts.*

*Real estate law is a branch of civil law that covers the right to possess, use, and enjoy land and the permanent man-made additions attached to it.*

Possible alternative course titles for this section include, but are not limited to: Business Law for Accountants; Corporate Law Compliance; Drafting Policies and Procedures; Enterprise Risk Management; Financial Ethics; Legal Aspects of Real Estate; The Legal Environment of Business; Business Organization Law; or Writing Contracts.

9. **Two elective courses in accounting, geography, agricultural economics, business management, or real estate.**

**Accounting** – *Accounting is the system of recording and summarizing business and financial transactions and analyzing, verifying, and reporting the results.*

Possible alternative course titles for this section include, but are not limited to: Accounting Principles; Financial Accounting; Financial Markets and Institutions; Managerial Accounting; or Real Estate Market Analysis.

**Geography** – *Geography is the study of the physical features of the earth and its atmosphere, and of human activity as it affects and is affected by these, including the distribution of populations and resources, land use, and industries.*

Possible alternative course titles for this section include, but are not limited to: GIS Data Capture; Introduction to Geographic Information; Physical Geography; or World / Regional Geography.

**Agricultural Economics** – *An applied field of economics concerned with the application of economic theory in optimizing the production and distribution of food and fiber — a discipline known as agronomics.*

Possible alternative course titles for this section include, but are not limited to: Agribusiness Management; Agricultural Management Principles; Concepts in Agricultural Economics; Issues in Agriculture; Microeconomic Concepts in Agricultural Economics; or Quantitative Methods and Price Analysis.

**Business Management** – *The activities associated with running a company, such as controlling, leading, monitoring, organizing, and planning.*

Possible alternative course titles for this section include, but are not limited to: Business Marketing; Human Resource Management; Organizational Behavior; or Operations Management.

**Real Estate** – *Real estate is the property, land, buildings, air rights above the land and underground rights below the land.*

Possible alternative course titles for this section include, but are not limited to: Commercial Lease Analysis; Fundamentals of Investment Analysis; Fundamentals of Real Estate Transactions; Managing Commercial Properties; Market Analysis; Real Estate Economics; Real Estate Finance; Real Estate Procedures; or Real Estate Studies.

# AQB GUIDE NOTE 11 (GN-11)

THIS GUIDE NOTE RELATES TO THE PRACTICAL APPLICATIONS OF REAL ESTATE APPRAISAL (PAREA) REQUIREMENTS AS SPECIFIED IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA EFFECTIVE ON JANUARY 1, 2021.

## AQB GUIDANCE FOR DELIVERY METHODS AND TECHNIQUES IN PAREA TRAINING

Guide Note 11 (GN-11) contains guidance for the delivery of PAREA training. The suggested delivery methods and techniques follow each of the required content areas as identified in the PAREA section of the Criteria, and are abbreviated using the following legend:

Method	Abbreviation
Computer Based Learning	CBL
Video Gaming	VG
Video Tutorial	VT
Virtual Assistant	VA
Virtual Reality Training	VRT

These delivery methods and techniques may be amended from time-to-time to reflect changes in technology or required PAREA content.

## PRACTICAL APPLICATIONS OF REAL ESTATE APPRAISAL (PAREA)

The goal of the following is to suggest potential technologically based delivery methods that could be used in the development of exercises, examples, simulations, case studies, and applications as are appropriate to create practical experience expected to be gained by an appraiser seeking a license credential with respect to the content outline in Section 3. PAREA providers may utilize some, all or a combination of the well-established methods described above. Providers are encouraged to utilize a variety of methodologies to ensure a comprehensive experience resulting in participants having sufficient practical experience to enable success in obtaining an appraisal license or certification.

## MINIMUM CONTENT REQUIREMENTS – LICENSED RESIDENTIAL CLASSIFICATION

### I. Introduction

#### A. General Considerations and Responsibilities [CBL, VT]

1. Discuss respecting the public trust
2. Review and comment on Appraiser Independence Requirements
3. Review and comment on the responsibilities to clients regarding reconsideration of value requests and other communication

#### *Methods and Techniques*

- *Highlight USPAP considerations (e.g. improper influence, prior services) [VT, VG]*
- *Demonstrate Appraiser Independence Requirements (AIR) and other regulatory guidance, with examples of acceptance and unacceptable conditions [CBL, VT, VG]*

**B. Appraisal Basics - Software and Tools [CBL, VT, VRT]**

1. Overview of software options (vendors) and common forms
2. Overview of Common tools: measuring devices, cameras, etc.

*Methods and Techniques*

- Identify various appraisal-related technology tools [VT, VA]
- Introduce and demonstrate the use of appraisal software [VA, VG, CBL]
- Identify and demonstrate the use of various measuring tools [VA, VG, CBL]
- Require completion of training on a base level camera as well as instruction on camera etiquette – obtaining consent to photograph certain subjects, such as children, personal effects, etc. [VT, VA, VG]
- Develop challenges around Graham-Leach-Bliley Act, Privacy/Information Security [VT, VA, VG]

**II. Problem Identification****A. Understanding Assignment Parameters [CBL, VG, VT, VA]**

1. Perform initial review of order/engagement letter, determine authoritative lines of communication. Provide interactive exercises in extracting key information from engagement letter.

**B. Understanding Assignment Elements and Competency Issues [VG, VT, VA, VRT]**

1. Examine appraisal request and other documents provided (e.g. title reports, surveys, purchase contract) to determine key assignment elements (Standards Rule 1-2(a)–Standards Rule 1-2(d), and the SCOPE OF WORK RULE), and/or contractual obligations. Determine relevant appraisal assignment conditions. Understanding client, intended use, intended users, engagement letter terms, various assignment types, basis for assignment conditions, extraordinary assumptions, and hypothetical conditions.
2. Provide exercises for defining the problem. Goal is for participant to establish appropriate steps in appraisal process.
3. Exercises should contain overlays introducing key engagement items that could affect scope of work.
4. Ensure that the exercise demonstrates impact on both assignment conditions and elements.
5. Include exercises where appraiser can identify during problem definition process the existence of possible extraordinary assumptions and/or hypothetical conditions.
6. Demonstrate how competency issues are identified and will be resolved.

**C. Market, Neighborhood, and Subject Property Research [CBL, VT, VA, VRT]**

1. Utilize preliminary online/archival research to gain basic market area and subject property information.
2. Must develop the general area and neighborhood market analysis.
  - a. Overview of available data sources for market area information.
3. Retrieval/analysis of preliminary information necessary for understanding subject site and improvements.
4. Review of public record information including site and improvement information.
5. Utilization of MLS/online sites as a verification source.
6. Based on information gathered above, develop and explain key relevant property characteristics {Standards Rule 1-2(e)}.

*Methods and Techniques*

- Perform a sample neighborhood “fly-by” with characteristics as specified above being identified [VT, VA, VRT].
- Review simulated MLS data to evaluate supply/demand [VT, VA, VG, CBL].
- Review public and private sources (e.g., proprietary data, Trulia, Zillow) [VT, VA, CBL].
- Analyze information from simulations to reveal trends on growth, values, prices, marketing times [VT, VA, VG, CBL].
- Collect data on simulated neighborhood using multiple examples and iterations (e.g., census, population trends, imitated zoning) [VT, VA, VG, CBL].
- Visually illustrate typical area boundaries (e.g., roadways, natural boundaries, zoning clusters) using multiple examples [VT, CBL, VG].
- Use simulated data tools (e.g., MLS, aggregators) to identify and determine price trends, market supply (current and historical information) [VT, VA, CBL].
- Using simulated property record system, obtain attributes of a subject property [VA, CBL].



**D. Obtaining Preliminary Subject Property Information [CBL, VG, VT, VA, VRT]**

1. Simulate setting the inspection appointment with related requests/requirements
2. Determine how you will verify individual providing access
3. Review of inspections and reports provided by others and discuss their application and disclosure in the assignment

*Methods and Techniques*

- Create multiple scenarios to determine the adequacy of inspections (i.e., personal inspection, inspection by third party, and virtual inspection) and third-party reports to ensure an appropriate Scope of Work [VA, CBL]
- Create multiple scenarios (using good and bad examples) for inspection scheduling, communication, verification of data, etc. [VT, VA, VG]
- Conduct specific Q&A examples with virtual agent/broker, tenant, property owner, etc. [VT, VA, VG]

**III. Review Sections I and II with Mentor**

- A. Ensure the problem identification process was performed properly leading to an appropriate scope of work.
- B. Review research performed to evaluate suitability and that the quantity of information will be satisfactory for later development and analysis.

**IV. Property Identification and Inspection along with Initial Site Identification [CBL, VG, VA, VRT]**

- A. Research available information sources including public records
- B. Zoning, general plan information
  1. Identify where to locate all sources of information
  2. Verification of revisions to zoning/general plan
  3. Variances, use restrictions
- C. Environmental issues, flood zone/earthquake information. Identify and explain unusual issues
  1. Location of relevant research information
  2. Communicate any unusual findings to the client to confirm whether assignment is to be completed

*Methods and Techniques*

- Demonstrate zoning map and analysis [VT/VA/CBL]
- Demonstrate flood map system and analysis [VT/VA/CBL]
- Demonstrate earthquake map and analysis [VT/VA/CBL]
- Demonstrate sample GIS system and analysis [VT/VA/CBL]

**V. Verification of Neighborhood and Market Area [CBL, VT, VA, VRT]**

- A. Conduct virtual inspection/review of subject's market area
- B. Explain various influences
- C. Identify and explain trends/characteristics in the defined neighborhood and market area

*Methods and Techniques*

- Virtual neighborhood tours identifying positive and negative influences [VT, VA, VRT]
- Demonstrate use of web-based mapping tools (e.g. Google Earth, Google Maps) and how to use analytics [VT, VA, CBL]

**VI. Subject Site Inspection [CBL, VT, VA, VRT]**

- A. Verify similarity to plat, Observation of site utility, its surrounding influences, and possible conditions that could impact value or marketability
- B. Analysis of site improvements and useable site area.
  1. Determine and explain how useable site area relates to surrounding properties

**C. Identify and discuss various site amenities. Include exercises that include various levels of impact on value**

*Methods and Techniques*

- Illustrate different site conditions, offer multiple options within each example, provide description choices, demonstrate appropriate analyses of scenarios [VT, VA, VRT]

**VII. Subject Property Improvements Inspection [CBL, VT, VA, VRT]**

**A. Overview**

1. Types/quality of construction
2. Floor plan issues, determination of room counts
3. Observable condition factors and description of upgrades
4. Recognition of potential/existing adverse influences

**B. Conduct a virtual physical inspection to determine relevant physical characteristics**

**C. Provide a thorough description of improvements**

*Methods and Techniques*

- Provide multiple examples (variety) of architecture, material types for exterior and interior surfaces, condition, quality, mechanicals, electrical systems and provide exercises for proper identification and analysis [VT, CBL]
- Identify physical and functional obsolescence, lack of conformity [VT, CBL]

**VIII. Measuring the Subject Property Improvements [CBL, VG, VT, VA, VRT]**

**A. Exercises to include methods and ultimately determination of:**

1. Basements
2. Stairways & vaulted ceiling areas
3. Below grade living area (split level)
4. Accessory dwelling units, outbuildings, etc.
5. Awareness of special assignment conditions
6. Common rounding practices

**B. Include virtual exercises in measuring subject properties**

**C. Other sources for obtaining GLA**

**IX. Sketch Completion [CBL, VT, VRT]**

**A. Include sketch completion exercises**

**B. Exercises must include final GLA determination (what areas should be extracted from GLA)**

*Methods and Techniques*

- Demonstrate sketch measurement software applications using computers, tablets, handheld devices, etc. for various home designs (e.g., 1-story, 2-story, split-level, bi-level) [VT, VA, VG, VRT]
- Include multiple variations (e.g., bay windows, overhangs, open space 2nd story, basements, etc.) [VT, VA, VG, VRT]
- Include various tools (e.g., laser, roller, tape, etc.) [VT, VA, VG, VRT]
- Calculate square footage from plans and specs [VT, VA, VG, VRT]
- Complete several examples on a sketch program [VT, VA, VG, VRT]

**X. Review Sections IV thru IX with Mentor**

**A. Ensure all elements of inspection process have been performed properly, including neighborhood, site, and improvements**

**XI. Market Analysis/Highest and Best Use [CBL, VRT, VA, VT]****A. Highest and Best Use**

1. Overview of pertinent data, including actual current/proposed/potential alternative use and communication of highest and best use

**B. Performing Neighborhood and Market Research**

1. Identify the market area boundaries, physical characteristics, and specific property location relevant to the analysis of the subject property.
2. Identify the trends and characteristics in the defined neighborhood and market area.

*Methods and Techniques*

- Provide exercises reviewing and analyzing various property and site characteristics related to property use and the factors for determining highest and best use [CBL, VRT, VA, VG]
- Provide exercises reviewing market information, including maps, satellite images, aerial photographs, economic data, census data and analysis from third parties to determine boundaries, physical characteristics, and other factors relevant to the subject market area [CBL, VRT, VA, VT, VG]
- Provide exercises reviewing market and neighborhood information such as maps, plat maps, satellite images, aerial photographs, economic data, census data, etc. to determine neighborhood boundaries, characteristics and trends related to the analysis of the subject property [CBL, VRT, VA, VT, VG]

**XII. Review Section XI with Mentor**

- A. Ensure key analytical issues related to market conditions and highest and best use are effectively addressed**

**XIII. Process of Sales Analysis [CBL, VG, VT, VA, VRT]****A. Identify the best sources of sales data for use in case studies including:**

1. MLS
2. City/County (public) transfer records
  - a. How to verify
3. Data providers
4. Appraiser office files
  - a. Confidentiality concerns
5. Real estate agents/brokers
  - a. How to verify

**B. Select the same or similar property types, uses, and characteristics.**

1. Identify elements of comparison
2. Develop exercises for various property types

**C. Identify all relevant current listings, expired listings, withdrawn listings, offers (if available), FSBO, closed sales, and pending sales***Methods and Techniques*

- Demonstrate a typical MLS search, and other less common search options [VT/VA]
- Perform searches to identify applicable sales from a group of potential transactions [VT/VA/VG/CBL]
- Develop and demonstrate rationale for selection of sales [VT/VG/CBL]
- Conduct an interactive interview (incorporating checklist) on sales data confirmation [VT/VA]
- Research prior sales history with simulated data sites (e.g., assessor, public records, proprietary sources) [VT/VG/CBL]
- Identify appropriate elements of comparison [VT/VA/CBL]
- Introduce confidentiality issues related to use of non-public information [VT/VA/VG]
- Update workfile with results, incorporate electronic vs. paper vs. combination [VT/VA]

**XIV. Review Section XIII with Mentor**

- A. Ensure all necessary steps in highest and best use analysis and market analysis were performed properly. Review data source material to assure sufficient information has been identified for further application.**

**XV. Valuation Approaches and Techniques [CBL, VG, V, VA, VRT]**

- A. Consider each approach to value and explain the appropriateness based on the intended use of the assignment. Select the data considered most meaningful and relevant.**

**B. Sales Comparison Approach**

1. Analyze quality and quantity of data
  - a. Identify relevant units of comparison
  - b. Data and information collected must be analyzed for comparability and consistency
2. Select the sales that are considered the most appropriate for subject property comparability (demonstrate the process)
  - a. Identify and apply appropriate adjustments to comparable transactions based on differences to the subject property. Demonstrate applicable tools and methods, including:
    1. Paired sales analysis
    2. Statistical and other graphic analysis
    3. Trend analysis
    4. Qualitative differences, including:
      - i. Relative comparison analysis
      - ii. Ranking analysis
3. Discuss and reconcile key elements developed in the sales comparison approach

*Methods and Techniques*

- *Using simulated data, identify applicable approach(es) to value [VT, VG, CBL]*
- *Complete multiple sales comparison analyses using previously selected data for both vacant land and improved sites, incorporating applicable techniques to estimate appropriate adjustments [VT, VG, CBL]*
- *Add complexity at a basic level for commonly encountered external influences, super-adequacies, functional obsolescence [VT, VA, VG, CBL]*
- *Develop value opinions for multiple scenarios [VT, VG, CBL]*
- *Demonstrate proper and improper examples of reconciliation, develop appropriate reconciliation [VT, VG, CBL]*

**C. Cost approach**

1. Develop site value of the subject as vacant using recognized methods or techniques
  - a. Include contributory value of site improvement
2. Discuss use of replacement or reproduction cost
  - a. Develop supportive data for the cost calculations
  - b. Calculate cost new for the improvements
  - c. Calculate depreciation (demonstrate and apply types, consider market trends)
  - d. Discuss and reconcile key elements developed in the cost approach

*Methods and Techniques*

- *Complete a basic cost new, utilize several different cost approach models [VT, VG, CBL]*
- *Develop credible opinions of site value [VT, VG, CBL]*
- *Add basic level complexity (e.g., new homes, remodeled homes, homes having inadequacies) [VT, VA, VG, CBL]*
- *Develop supportable depreciation estimates, age-life method, add basic level complexities (e.g., repairs, obsolescence) [VT, VG, CBL]*
- *Develop indicated values by the cost approach [VT, VG, CBL]*
- *Demonstrate proper and improper examples of reconciliation, develop appropriate reconciliation on multiple examples [VT, VA, VG, CBL]*

**D. Income approach**

1. Collection and verification of pertinent rental data (actual vs. contract)
2. Determine appropriate GRM (Gross Rent Multiplier)
3. Discuss and reconcile key elements developed in the income approach

*Methods and Techniques*

- *Develop appropriate comparison factors involved for gross rental estimate, sources [VT, VG, CBL]*
- *Identify comparables using simulated data sources (e.g., MLS, interviews, proprietary sources, door knocking, etc.) for rental information [VT, VA, CBL]*
- *Develop credible opinions of market rent [VT, VG, CBL]*
- *Develop GRM's from simulated comparable properties [VT, VG, CBL]*

- Develop indicated values by the income approach [VT, VG, CBL]
- Demonstrate proper and improper examples of reconciliation, develop appropriate reconciliation [VT, VG, CBL]

#### XVI. Review Section XV with Mentor

- Ensure all approaches to value were adequately considered and completed in supportable fashion (including cost and/or income approaches if performed)

#### XVII. Final Reconciliation [CBL, VG, VT, VA, VRT]

- Analyze and discuss accuracy and sufficiency of data
- Analyze and discuss strengths and weaknesses of each approach to value and their applicability to the subject property
- Analyze and discuss consistency of data and development
- Analyze and discuss the quality and quantity of data
- Review calculations
- Develop the final opinion of value along with the rationale for your conclusions

##### *Methods and Techniques*

- Demonstrate multiple scenarios using the various approaches to analyze their strengths and weaknesses [VT, VA, VG, CBL]
- Perform check for accuracy of math and calculations [VT, VA, VG, CBL]
- Demonstrate proper and improper examples of reconciliation, develop appropriate reconciliation [VT, VA, VG, CBL]

#### XVIII. Review Section XVII with Mentor

- Ensure final reconciliation was performed properly and determine appropriate reporting

#### XIX. Appraisal Report Development/Delivery [CBL, VG, VT, VA, VRT]

##### A. Report Development

- Standards Rule 2-1 minimum standard (not misleading, sufficient, assumptions, etc.)
  - Ability to describe the subject property and comparable properties used in the analysis (ensure compliance with STANDARD 2)
    - Technical terms
    - Common industry phrases and descriptors
    - Fair lending do's and don'ts
    - Identify relevant information using industry typical approaches and technologies
  - Ability to describe a market area and a neighborhood (same subset as above)
  - Report format
    - Comply with all applicable assignment elements and conditions
    - Awareness and compliance with state and federal regulatory requirements
    - Describe scope of work
    - Ensure applicable appropriate addenda, exhibits, photos, etc. are included
    - Understand adequacy/relevance/integrity of photos, maps, and exhibits – how/where to upload in a report
  - Certification
    - Ensure familiarity with pre-printed content and applicability.
    - Develop exercises on completion of workfile documents
    - Demonstrate an ability to store and compile documents

##### *Methods and Techniques*

- Complete appraisal reports using several styles (e.g., forms such as 1004, condo, 2-4 units, short narrative) [VG, CBL]
- Provide samples of prior service disclosures (i.e., certifications) [VT, VA]

- Provide opportunities to create multiple versions of required exhibits (e.g., photos, sketches, maps) using simulated data [VT, VA, VG, CBL]
- Provide sample certifications, include correct and incorrect examples [VT, VA, VG, CBL]
- Provide sample limiting conditions, include correct and incorrect examples [VT, VA, VG, CBL]
- Verify required contents of workfile, incorporating examples of items that should/should not be included [VT, VA, VG, CBL]
- Demonstrate/use document storage examples (e.g., password, back-up) [VT, VA, CBL]

## XX. Review Section XIX with Mentor

- A. Ensure that the key components of an appraisal report and report format are appropriate for assignment(s)

## XXI. Communication of Assignment Results [CBL, VT, VA, VRT]

### A. Adequacy and relevance of information

1. USPAP compliance
2. Assignment conditions

### B. Understand common Client-specific requirements – additional comparable sales, inclusion of active listings in the report, supplemental exhibits, etc.

1. Demonstrate the ability to meet client expectations conveyed through the engagement letter or other instruction methods
2. Adequate support for analysis

### C. Explain and support rationale for excluding any of the traditional approaches

1. Explain and support reconciliation
2. Explain all assumptions

### D. Explain and support all extraordinary assumptions and hypothetical conditions (state their use may have effect on assignment results)

#### *Methods and Techniques*

- Ensure adequacy and relevancy of information in report [VT, VG, CBL]
- Demonstrate examples of reports containing information specifically required by clients, regulators, or applicable assignment conditions [VA, VT, VG, CBL]
- Ensure accuracy and consistency of information throughout report [VT, VG, CBL]
- Provide various report samples that contain both adequate and inadequate communication [VT, VA]
- Provide opportunities to review and correct errors in reports [VT, VA, VG, CBL]
- Provide opportunities to review and correct inappropriate assumptions, extraordinary assumptions and hypothetical conditions [VT, VA, VG, CBL]
- Provide various samples of appropriate and inappropriate requests for corrections, clarifications and Reconsiderations of Value, demonstrating appropriate responses (e.g., no changes, modifications to report, requirement for new assignment, etc.) [VT, VA, VG, CBL]

## XXII. Review Section XXI with Mentor

- A. Ensure understanding of effective appraisal report presentation and required content

- B. Ensure compliance with Standards Rule 2-2

## MINIMUM CONTENT REQUIREMENTS – CERTIFIED RESIDENTIAL CLASSIFICATION

### I. Problem Identification

#### A. Relevant Scope of Work and Competency Issues Involved [CBL, VG, VT, VA, VRT]

1. Develop exercises on how competency issues will be resolved.
2. Conduct a preliminary analysis to ensure an appropriate Scope of Work

#### *Methods and Techniques*

- Provide sample engagement letters for review and analysis [VT, VA, CBL]
- Provide samples of complex residential properties (e.g., ADUs, 2-4 unit group homes, student housing, short-term rentals, co-ops, leaseholds, etc.) [VT, VA, CBL]

- Perform required research using simulated data (e.g., public sources, proprietary databases) [VT, VA, VG, CBL]

## II. Review Section I with Mentor

- Ensure understanding of how issues uncovered during property identification process relate to complexity. Also, focus on complex ownership issues

## III. Positive or Negative Locational Influences [CBL, VG, VT, VA, VRT]

- Recognize Population/Employment Trends
- Determine and discuss relationships between employment, population, and residential units (Single Unit Residential vs. 2-4 Unit Residential) over time

## IV. Residential Market Analysis/Highest and Best Use [CBL, VRT, VG, VT]

- Market Analysis Issues Related to Highest and Best Use for Complex Properties
- Special Assessments

### Methods and Techniques

- Provide exercises reviewing and analyzing various property and site characteristics that would be considered complex in nature, including current and proposed use; include consideration of the factors for determining highest and best use [CBL, VRT, VG, VT]
- Provide exercises reviewing data from public records, title records, CCR documents, etc., that describe current and planned special assessments for various property ownership types (one family, condominium, planned unit developments, Cooperative, etc.) to determine impact on market analysis [CBL, VRT, VG, VT]

## V. Review Section III and IV with Mentor

- Ensure key analytical issues related to market conditions and highest and best use are effectively addressed

## VI. Physical Characteristics of Complex Properties [CBL, VG, VA, VRT]

- Unique Design Features
- High Quality/Amenity Properties
- Over-improvements
- Physical Deficiencies of Improvements
- Functional Inadequate and Super Adequate Impact

## VII. Vacant Sites (Including View Amenities, Surplus Land) [CBL, VG, VT, VA, VRT]

- Develop exercises that contain issues covered under Site and Cost Approaches

### Methods and Techniques

- Identify and analyze impact of complex property characteristics (e.g., atypical size, view, design, historical ranking) [VT, VA, VG]
- Exercises comparing and analyzing typical homes with outliers [VT, VG, CBL]
- Exercises identifying and understanding the influence of locational influences through observation and comparison [CBL, VG, VT, VA, VRT]

## VIII. Use of Key Statistical Concepts [CBL, VG, VT, VA, VRT]

- Develop appropriate statistical tools to be used in development of opinion of value
- Explain and support their application

## IX. Key Market Driving Influences [CBL, VT, VA, VRT]

- Determine most appropriate units of comparison (market drivers)

**B. Identify market preferences for characteristics and amenities (e.g., parking, # beds, # baths, GLA)***Methods and Techniques*

- Complete exploratory data analysis and generate representative sample data to identify different unit price indicators by requiring candidate to analyze several options and select the option with the most robust statistical results [VT, VG, CBL]
- Express several types of simulated data with the candidate building models which generate the most accurate and reliable results [VT, VG, CBL]
- Incorporate in all exploratory data analysis exercises utilizing relevant descriptive statistics (e.g., median, mean, mode, standard deviation, coefficient of variation) [VT, VG, CBL]

**X. Review Sections VI thru IX with Mentor**

- A. Ensure key analytical issues related to market conditions and highest and best use are effectively addressed**
- B. Confirm appropriate items have been identified and analyzed for proper application in determination of opinion of value**

**XI. Site Valuation and Cost Approaches****A. Site Valuation**

1. Extract comparable land/site sales data that will adequately support adjustments for contributing value of unique attributes associated with complex vacant sites (view, entitlements, amenities, surplus/excess land)

**B. Develop a supportable Land/Site Valuation - using the following methods:**

1. Allocation
2. Market extraction
3. Ground rent capitalization
4. Land residual method; and
5. Sales comparison

**C. Construction Costs**

1. Exercises related to high amenity structures
2. Discuss local cost influences

**D. Functional Obsolescence**

1. Distinguish between curable and incurable forms
2. Analyze and support conclusions on obsolescence, including lack thereof, associated with complex properties

*Methods and Techniques*

- Develop multiple samples that use each of the basic site valuation techniques [VT, VA, VG, CBL]
- Develop multiple samples that use multiple techniques to estimate cost new [VT, VA, VG, CBL]
- Develop multiple examples to estimate functional obsolescence [VT, VA, VG, CBL]
- Develop an indicated value of a complex property using the cost approach [VT, CBL]

**XII. Review Section XI with Mentor**

- A. Ensure the Cost Approach has been performed properly.**

**XIII. Sales Comparison Approach****A. Sales Concessions**

1. Is the subject property subject to sales concessions?
2. Identify and discuss application (or not) of any sales concessions in comparable data based on market norms
3. Cash equivalency related to financing terms



**B. Identifying and Applying Atypical Adjustments – develop support related to the following:**

1. High amenity custom quality adjustments
2. Site adjustments
3. Adjustment support/matched pairs, statistical methods
4. Adjustment support for unique one-off property sales including those with Accessory Dwelling Units

*Methods and Techniques*

- *Develop multiple exercises requiring identification and determination of impact of sales concessions (e.g., assumption of closing costs, payments made outside of transaction) [VT, VA, VG, CBL]*
- *Develop multiple exercises using statistical techniques (e.g., paired sales analysis, regression analysis) to analyze simulated data and estimate adjustments [VT, VA, VG, CBL]*

**XIV. Review Section XIII with Mentor**

- A. Ensure the sales comparison approach has been performed properly.**

**XV. Income Approach****A. 1-4 Unit Appraisals**

1. Perform collection of comparable rent data
2. Complex rental adjustments
  - a. Understand and apply impact of complex amenities
  - b. Factor for Expense allocations between comparable transactions

**B. Unique multi-unit assignments – discuss the following:**

1. Location premiums within PUD/condo
2. Impact of rent control or subsidies
3. Student housing
4. Seasonal and short-term rentals

**C. GRM analysis**

1. Non-market rent impact on GRM
2. Perform reconciliation of GRM indicators

*Methods and Techniques*

- *Provide exercises extracting expense information via market participant interviews (e.g., agents/brokers, property managers, prior property information) [VT, VG, CBL]*
- *Provide exercises identifying and analyzing unique property characteristics (e.g., view, physical characteristics, parking limitations, floor location) [VT, VG, CBL]*
- *Provide exercises identifying and analyzing non-market rent on GRM [VT, VG, CBL]*

**XVI. Review Section XV with Mentor**

- A. Review the Income approach to value and ensure proper analysis and support for conclusions**

**XVII. Writing and Reasoning Skills****A. Data Presentation**

1. Develop presentation of data in tables, charts, and graphs as appropriate
2. Express succinct narrative using active voice, direct statements, shorter words, shorter paragraphs and placing the bottom-line up front
3. Underscore proper and understandable use of English
  - b. Have another proofread whenever possible

**B. Discussion of Approaches to Value**

1. Adjust depth of discussion to the intended user(s)

**C. Support for Conclusions**

1. Clearly state conclusions throughout the report. Each conclusion requires credible support and logical reconciliation

**D. Summary of Data and Reconciliation of Value Approaches**

1. Summarize the quantity, quality, reliability, and relevance of data available for application in each approach performed. The reconciliation and final value opinion must be consistent with the conclusions of this summary regarding the most germane approach to value

*Methods and Techniques*

- *Ensure accuracy and consistency of information throughout report [VT, VG, CBL]*
- *Provide various report samples that contain both adequate and inadequate communication [VT, VA]*
- *Provide opportunities to review and correct errors in reports [VT, VG, CBL]*
- *Provide opportunities to review and correct inappropriate assumptions, extraordinary assumptions and hypothetical conditions [VT, VG, CBL]*
- *Provide various samples of appropriate and inappropriate requests for corrections, clarifications and Reconsiderations of Value, demonstrating appropriate responses (e.g., no changes, modifications to report, requirement for new assignment, etc.) [VT, VG, CBL]*

**XVIII. Review Section XVII with Mentor**

- A. Ensure understanding of effective appraisal report presentation and required content**
- B. Ensure compliance with Standards Rule 2-2**

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APPRAISER QUALIFICATION **P.155**



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APPRAISER QUALIFICATIONS BOARD

## Appraiser Qualifications Board

### Summary of Actions

### CAP Policies and Procedures

### January 1, 2022

On August 24, 2021, the Appraiser Qualifications Board (AQB) adopted modifications to the *Real Property Appraiser Qualification Criteria (Criteria)*. Many of these changes were related to education requirements so the Course Approval Program (CAP) Policies and Procedures were updated to reflect these changes. These policies and procedures will go into effect on January 1, 2022.

Other than expository edits, this below list on pages 1-2 includes all substantive changes to the CAP Policies and Procedure documents. You can view all edits to the CAP Policies and Procedures in the marked-up document starting on page 3.

### Definitions

Several definitions were edited to be consistent with the *2022 Criteria* with no substantive change to meanings. The definitions of Hybrid Education and Continuing Education with Exam were added. A definition of Learning Management System (LMS) was also included due to the addition of the delivery mechanism approval. Definitions of Integrated Course and Modular Course were removed.

### Synchronous and Classroom Courses

Synchronous and classroom courses have equivalent requirements under the *2022 Criteria*. As such, any course submitted and approved for classroom and/or synchronous approval will be approved for both. Changes were made to be consistent with the *2022 Criteria*. You can read the [2022 Criteria Summary of Actions here](#).

### Student Manual/Syllabus

Section 4.E. was added to identify information which a student must be given prior to the course.

### Asynchronous Education

Section 5 was changed from requirements for distance education to be only about asynchronous education due to the *Criteria* change that classroom and synchronous courses are equivalent. Additional course delivery mechanism approval entities were added consistent with the *2022 Criteria*.



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## **Equivalent USPAP Education**

Course titles for equivalent USPAP courses may now be obtained by contacting the Foundation.

## **Practicum Course Approval**

Practicum courses can now be offered via distance education. Requirements for practicum instructors were modified so that practicum instructors must meet or exceed the qualifications of a Supervisory Appraiser.

## **Delivery Mechanism Approval**

A new section on delivery mechanism approval was added as a subsection within Section 4. This section pertains to education providers using CAP delivery mechanism approval.



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# Course Approval Program Policies and Procedures

Effective January 1, 2022





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**AQB CAP Policies and Procedures**  
**Revised January 2022**



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## Introduction

The Appraiser Qualifications Board (AQB) of The Appraisal Foundation has established the Course Approval Program (CAP) at the request of and as a service to state appraiser regulatory agencies and providers of real estate appraisal education.

~~The AQB hopes~~ This voluntary program ~~will provide~~ provides a minimum level of acceptance for real estate appraisal education courses meeting the *Real Property Appraiser Qualification Criteria (Criteria)* as established by the AQB. ~~This approval will enable state regulators to uniformly grant educational hours to appraisers.~~

The AQB was assisted in the development of CAP by three special task forces consisting of persons with outstanding qualifications as appraisers, state regulators, education providers and/or appraisal educators. These individuals devoted many hours to this difficult task and we are deeply indebted to them for their efforts.

On August 24, 2021, the AQB adopted proposed distance education changes to the 2022 *Criteria* which added the AQB/The Appraisal Foundation as an alternative delivery mechanism approval entity for asynchronous distance education. The AQB received requests to expand the number of delivery mechanism approval platforms to decrease the cost of the approval process, the sometimes-excessive approval time frames, and constraints on education provider innovation and technological advancement. The AQB concluded that synchronous courses are equivalent to in-classroom courses and, thus only asynchronous courses would remain subject to increased requirements for approval of its platform delivery system; those requirements no longer would apply to synchronous courses.

The adoption and implementation of the *Real Property Appraiser Qualification Criteria (Criteria)* created a need to better identify existing appraisal education content in light of the new criteria requirements. A course matrix was developed that will assist in analyzing what subject matter areas are addressed by existing education courses. This process will enable appraisers and state regulators to uniformly grant education hours to appraisers.

~~When developing CAP, consideration was given to both the current status of real estate appraisal education and to future educational offerings.~~ As the real estate appraiser education qualification criteria ~~continue to~~ and technology evolve, CAP will evolve accordingly.



~~APPRAISER QUALIFICATIONS BOARD~~  
~~COURSE APPROVAL PROGRAM~~  
~~POLICIES AND PROCEDURES~~

## Section 1. Program Purposes/Definitions and Participation

- A. The Appraiser Qualifications Board (AQB) of The Appraisal Foundation (~~TAF~~ ~~establishes the Foundation~~) established this Course Approval Program (CAP) to offer a voluntary national system for the approval of real property appraisal courses ~~of instruction~~ that satisfy the education criteria established by the AQB for the licensure and certification of real estate appraisers pursuant to Title XI of the Financial Institutions Recovery, Reform, and Enforcement Act (FIRREA).
- B. The Delivery Mechanism Approval (DMA) as part of the AQB Course Approval Program (CAP) reviews and ensures the approved delivery mechanism asynchronous course meets the below minimal requirements:
1. The number of hours being claimed for approval are the number of hours it takes to complete the course.
  2. The Learning Management System (LMS) is sufficient
  3. The course is optimized for students to be engaged and learn during the course.
- ~~B-C.~~ Specific purposes of this Program are:
1. To assist state appraiser regulatory agencies in the task of reviewing and awarding credit for courses to be applied toward the education requirement for initial real estate appraiser licensure or certification (i.e., "Qualifying Education" [QE] requirements) and the education requirements for retention of real estate appraiser licensure or certification (i.e., "Continuing Education" [CE] requirements).



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2. To encourage the development and availability of education programs for licensed and certified real estate appraisers.
3. To encourage the development and implementation of *consistent standards* for the approval or recognition of education for licensed and certified real estate appraisers among the various state appraiser regulatory agencies, and to thereby:
  - a. Standardize the review of appraisal education and;
  - b. Promote reciprocity among states with regard to both appraiser education and licensure/certification.
4. To provide a secure website for posting approved courses that will be available to state regulatory agencies for review of approved material and to reduce ~~paper work~~paperwork for all participants of CAP.
5. To provide a course equivalency matrix ~~for conversion of existing and new courses to~~that adheres to Guide Note 1 in the Real Property Appraiser Qualification Criteria.



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### **IMPORTANT NOTE:**

6. To encourage education provider innovation and technological advancement.
  
- 6.7. “Courses” of the Course Approval Program shall refer to Qualifying Education (QE) or Continuing Education (CE). “Courses” do not refer to Practicum Courses for the purposes of gaining experience, which are addressed in a separate section.
  
- D. Participation in CAP by educational providers is not mandatory. Similarly, state appraiser regulatory agencies are not obligated to utilize or recognize this program. Education providers that have obtained CAP approval of their course(s) must still satisfy any requirements for course approval or recognition promulgated by a state in which approval is sought.
  
- E. The AQB may consult an advisory panel, as needed, to assist in providing recommendations to improve CAP. This panel may include representatives from state appraiser regulatory agencies, education providers, and others.
  
- F. The AQB may at any time conduct an audit of any approved course to verify that course is being conducted in accordance with CAP Policies and Procedures.

## Section 2: Definitions

**Asynchronous Distance Education** -- Any distance education course ~~that does not require a where the instructor and student to take the course at interaction is non-simultaneous; the students progress at their own pace and follow a specific time (i.e. tied to a live, active, verbal presentation by an instructor).~~ structured course content and quiz/exam schedule. Examples of asynchronous courses include: internet or web-based courses ~~or CD-ROM based training.~~

**Classroom Education** – Any course delivered in a setting where there is no geographical separation between the instructor(s) and student(s). Also sometimes referred to as “live” or “traditional” education.

**Continuing Education (CE)** – Appraisal education that is creditable toward the renewal of a trainee, ~~license~~ licensed, or certified ~~classification~~ credential. All continuing education must be a minimum of 2 hours in length.

**Continuing Education with Exam (CEE or CE/E)** – A continuing education course that includes a closed-book, proctored, final examination.

**Course** – An ~~education~~ educational offering that includes student material, instructor material, learning objectives, timed outline, a matrix (if applicable), and a final examination (if applicable). Each individual delivery method comprises one course.

**Course Approval Period** – ~~Classroom courses are approved for three years from the date~~ The dates of approval by the AQB. ~~Distance education courses are approved for up to three years from the date of approval by the AQB or the delivery mechanism approval, whichever comes first (beginning and end date) for a course.~~

**Course Owner** – Any school, organization, person, or other entity that owns the proprietary rights to a course. Course owners may have developed their own materials or may have purchased the proprietary rights to course materials. Course owners are responsible for the actions of any secondary providers ~~which~~ that utilize AQB approved educational material.

**Creditable Classroom Hour** – Fifty minutes of ~~teaching~~ instruction out of each sixty-minute segment.



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**Delivery Method** – Courses may be delivered to students in one of ~~three~~these formats: classroom (in-person), synchronous ~~Distance Education, asynchronous, or Asynchronous Distance Education,~~any combination thereof (hybrid).

**Distance Education** – Appraisal education that is creditable toward either QE or CE and where there is geographical separation of student and instructor.

**Final Examination** – End-of-course, closed-book, proctored cumulative assessment.

**Integrated Course** – ~~A course which is based upon the Real Property Appraiser Qualification Criteria Guide Note 1 and contains any mix of modules.~~ **Hybrid Education** – Also known as blended courses. These are learning environments that allow for both in-person and distance education (synchronous or asynchronous) interaction.

**Joint Course Owner** - Any combination of schools, organizations, individuals, or other entities that own the proprietary rights to a course. Joint course owners may have jointly developed the course materials or may have purchased proprietary rights to the course materials. Each of the joint course owners is responsible for the actions of all secondary providers that utilize AQB approved educational material.

**Learning Management System (LMS)** - A software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs.

**Material Revision** – Changes and developments in the real estate field have a substantial impact on the appraisal profession. Course owners are expected to review and revise course materials as necessary for errors or deficiencies, and changes and developments within the industry. Changes made to a course ~~which~~that substantially ~~affect~~modify course materials will be considered a “material revision.”

1. ~~Modular Course~~ – A course which is based upon the Real Property Appraiser Qualification Criteria Guide Note 1 and contains the prescribed number of hours per module.

**IMPORTANT NOTE:** *There is no requirement that any course title mirror the major module topic.*





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**Presentation Ready** – Free of major methodological, spelling, mathematical and reference errors. No course is considered to be without error; however, significant errors or a series of minor errors will not be acceptable.

**Proctoring** – The observation of the test taker by an outside party(ies) to ensure the test taker is not using any unauthorized outside materials or aids while taking the examination. The observation may take many forms including but not limited to the physical presence of a proctor, remote proctoring (including video observation, or electronic monitoring), and/or bio-metric proctoring.

**Qualifying Education (QE)** – Appraisal education that is creditable toward obtaining a trainee, licensed, or certified classification credential. All qualifying education must be a minimum of 15 hours in length and include a closed-book, proctored, final examination.

**Secondary Provider** – A school, organization, person, or other entity that purchases rights to (but not proprietary rights), or otherwise lawfully acquires from a course owner AQB approved course material. The secondary provider may independently conduct a course using such acquired course materials subject to CAP Policies &and Procedures.

**Significant Deficiencies** – Errors in the course material that result in a course not being “presentation ready.” These errors may include, but are not limited to: incorrect definitions, references, techniques and/or application of techniques, or any error whichthat impacts the learning objectives of the course. Also, a course may contain a series of errors whichthat might not be considered significant individually, but in the aggregate affects the overall quality of the course material; therefore, the course would be found to have significant deficiencies.

**Synchronous Distance Education** – Any distance education course that requires a student to be engaged at a specific time (i.e., simultaneously tied to a live, active, verbal presentation by an instructor). The presentation may be delivered via any number of different technologies including the internet, satellite, or other telecommunications device where the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting.

~~C.A. Participation in CAP by education providers is not mandatory. Similarly, state appraiser regulatory agencies are not obligated to utilize or recognize this program. Education providers that have obtained CAP approval of their course(s) must still~~



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~~satisfy any requirements for course approval or recognition promulgated by a state in which approval is sought.~~

- ~~D. The AQB will consult an advisory panel, as needed, to assist in providing recommendations to improve CAP. This panel may include representatives from the state appraiser regulatory agencies, education providers and others.~~
- ~~E. The AQB may at any time conduct an audit of any approved course to verify that course is being conducted in accordance with the rules and regulations of the CAP approval.~~

## Section ~~2~~3: Course Approval Overview

- A. Any school, organization, person, or other entity that owns the proprietary rights to a course is eligible to apply for course approval under CAP. ~~Secondary providers cannot submit courses to CAP.~~
- B. IMPORTANT NOTE:** All education providers submitting courses to CAP must comply with all federal and state laws and regulations governing accessibility for disabled learners, including, but not limited to, the Americans with Disabilities Act.
- ~~B-C.~~ States wishing to approve qualifying education courses **only** for qualifying education may do so. This program allows for course approval for both qualifying and/or continuing education, but states may be more restrictive.
- ~~D.~~ Initial course approval commences on the date of approval granted by the AQB ~~and~~. Courses will be approved for ~~up to~~ a maximum of three (3) years. ~~Distance education~~ ~~Asynchronous~~ courses may be approved for up to a maximum of three (3) years from the date of AQB approval or the expiration of the ~~distance education~~ ~~asynchronous~~ delivery method certification, whichever is less.
- ~~C-E.~~ Education providers are required to maintain course content ~~in that~~ ~~complies with~~ current ~~form which includes~~ appraisal theory, methodology, and USPAP requirements. Courses that include USPAP citations and references must be updated as necessary to reflect changes to USPAP. ~~(see Appendix III).~~



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**D.F.** CAP approval does not apply retroactively (prior to the date approval is initially granted).

**E.G.** After receiving course approval, the course owner may represent in any advertising or other materials that the course is a CAP approved course, provided that:

1. The number of hours awarded by the AQB by module(s) are indicated; and
2. ~~All CAP approved course advertisements include~~ The exact title and hours that were approved by the AQB are listed; and
3. The education provider makes clear that "CAP Approved" or "AQB Approved" refers to the materials only and not ~~course providers-the education provider(s).~~

**H.** ~~Each delivery method of aA classroom/synchronous and an asynchronous course will require a separate applications. application and separate delivery system approvals~~

**F.I.** A course with an asynchronous element requires delivery mechanism approval.

**G.J.** Multiple courses may not be combined to reduce the total amount of application fees paid.

**H.K.** The identity of an applicant during the application and course review process shall be disclosed only to those persons directly involved in the process.

**I.L.** Applicants may not state in any advertising or other materials that a course is being or has been submitted to the AQB for review. If an applicant violates this provision, the AQB may suspend the review of the course in question until the violation is corrected. If the violation is not corrected within thirty (30) days of notice, then the application may be declined.



## Section ~~3~~-4: Application for Initial Course Approval

### A. Course owners seeking initial AQB approval of their courses must:

1. Complete ~~the online~~ application;
2. Electronically submit in a PDF format all information required by the application; and
3. Submit ~~the appropriate~~ initial application fee(s) as determined by The Appraisal Foundation, which can be found in Appendix 4-I.

### B. A complete application and course materials must be submitted in electronic format. ~~The submission of an application for QE including modules or subtopics other than those listed in the Real Property Appraiser Qualification Criteria will result in an application being returned without action electronically. Course material that is outside of listed modules and subtopics contain topics or subtopics not found in the Required Core Curriculum and Guide Note 1, but is~~ still considered appraisal education ~~will be listed under electives~~, may be approved as an elective (as shown on the matrix).

### C. Current Offering and Presentation Method

1. The course must be a current offering that is presented by traditional classroom methods or distance learning methods as described in the AQB ~~Real Property Appraiser Qualification Criteria~~ ~~Real Property Appraiser Qualification Criteria~~.
2. All courses submitted must be presentation ready.
3. ~~Distance education~~ Asynchronous courses must include supporting documentation for course delivery approval.

### D. Course Submission Requirements



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1. **4.—Course Description.** The application materials must include a course description, which that clearly describes the content of the course.
2. **Learning Objectives.** The application materials must include learning objectives that:
  - a. Are appropriate for a qualifying and/or continuing education course;
  - b. Clearly state the specific knowledge and/or skills students are expected to acquire by completing the course;
  - c. Are consistent with the course description;
  - d. Are consistent with the textbook and/or other instructional materials;
  - e. Are reasonably achievable within the number of classroom hours allotted for the course; and
  - f. Include material to adequately cover the depth and breadth of the required topic area.
3. **Final Examination(s).** When applicable (for all QE and for some CE if a state requires it), courses must have appropriate testing of content that is covered in the course. The course examination(s) must comply with the following criteria:
  - a. The examination(s) must contain a sufficient number of questions to adequately test the subject matter covered in the course;
  - b. The amount of time devoted to examinations must be appropriate for the course;
  - c. Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated course learning objectives;
  - d. Successful completion of the examination(s) requires the student to answer a minimum of 70% of the examination questions correctly;
  - e. Examination questions must be written in a clear and unambiguous manner;



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f. The examination must be proctored; and

g. No open book exams are permitted.

E. 2.—Student Manual/Syllabus – Students must be given the following information prior to the course.

1. Course learning objectives

2. Contact information for questions related to the course

3. Typical response time for content-related questions

4. Technical requirements (if distance education course)

5. Contact information for technical support (if distance education course)

6. Course overview/description

7. Information regarding course exam(s) and knowledge check(s)

8. Previous course recommendations (if applicable)

9. Criteria for completion

10. Acknowledgment that learner has read and understands all these policies

## Content Approval

### Course Submission Requirements Specific to Content Approval:

A. Course Matrix (QE Courses). The application materials must include a course matrix reflecting hours of credit per module(s) and subtopic(s) based upon Guide Note 1 of the 2015current Criteria. The 15-Hour National USPAP Course (or its equivalent) does not require breakout of the matrix topics.

B. 3.—Timed Outline. An outline that accounts for the general flow and recommended time spent on topics contained within a course.



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~~4. **Learning Objectives.** The application materials must include a statement of specific learning objectives which:~~

~~a. **a.** Are appropriate for a qualifying and/or continuing education course;~~

~~b. **a.** **b.** Clearly state the specific knowledge and/or skills students are expected to acquire by completing the course;~~

~~c. **a.** **c.** Are consistent with the course description;~~

~~d. **a.** **d.** Are consistent with the textbook and/or other instructional materials;~~

~~e. **a.** **e.** Are reasonably achievable within the number of classroom hours allotted for the course; and~~

~~f. **a.** **f.** Include material to adequately cover the depth and breadth of the required topic area.~~

**C. 5.—Student/Instructor Materials.** Student and instructor materials to be used by students and the instructor for the course must:

**1. a.—**Cover the subject matter in sufficient depth to achieve the stated course learning objectives;

**2. b.—**Provide appropriately balanced coverage of the subject matter in view of the stated course learning objectives and module(s)/subtopic(s);



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~~3.~~ ~~c.~~ Reflect current ~~knowledge~~ theory, methods, and practice techniques; and

~~4.~~ ~~d.~~ Not contain significant deficiencies.

~~2.1.~~ ~~6.~~ Final Examination(s). Courses must have appropriate testing of each module(s) covered in the course. The course examination(s) must comply with the following criteria:

~~a.~~ ~~a.~~ The examination(s) must contain a sufficient number of questions to adequately test the subject matter covered in the course;

~~b.a.~~ ~~b.~~ The amount of time devoted to examinations must be appropriate for the course;

~~e.a.~~ ~~c.~~ Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated course learning objectives;

~~d.~~ Successful completion of the examination(s) requires the student to answer a minimum of 70% of the examination questions correctly.

~~e.~~ Examination questions must be written in a clear and unambiguous manner;

~~f.~~ The examination must be proctored; and

~~d.a.~~ ~~g.~~ No open book exams are permitted.

D. ~~7.~~ Instructor Qualifications Policy. The course owner must have a written policy regarding instructor qualifications that requires the use of instructors who satisfy, at a minimum, at least one of the following qualification requirements:





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1. ~~a.~~—A ~~baccalaureate~~bachelor's degree in any field and three (3) years of experience directly related to the subject matter to be taught;
2. ~~b.~~—A master's degree in any field and one (1) year of experience directly related to the subject matter to be taught;
3. ~~c.~~—A masters or higher degree in a field that is directly related to the subject matter to be taught;
4. ~~d.~~—Five (5) years of real estate appraisal teaching experience directly related to the subject matter to be taught; or
5. ~~e.~~—Seven (7) years of real estate appraisal experience directly related to the subject matter to be taught.

### E. ~~g.~~—Additional Course Owner Policies must include the following:

1. ~~a.~~—Attendance Policy – For classroom courses, the course owner must have a written attendance policy that requires student attendance to be verified in accordance with the AQB Criteria. For distance education courses, the course owner must utilize a method acceptable to the AQB for ensuring student achievement of the classroom hour equivalent.
2. ~~b.~~—~~Course Scheduling Policy~~—~~The course owner must have established a policy on~~ Course scheduling that provides for a maximum of eight (8) classroom hours of instruction in any given day and for appropriate breaks during each class session.
3. ~~c.~~—Record Retention Policy - The course owner must maintain, for a period of at least five (5) years, accurate records of students' course completion and to provide, within a reasonable period of time, course completion letters or certificates for students who satisfactorily completed a course.
4. ~~9.~~—~~The AQB Course Approval Program~~CAP will not accept applications for courses that rely upon a textbook as the primary instructional material.

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Textbooks are permitted to be used as a background reference for a course; however, textbooks will not be reviewed as the course. The submission must contain sufficient stand-alone instructional materials supporting the specific course learning objectives which that enable the CAP Program to review the content and the requested hours of credit.

**Delivery Mechanism Approval**

For education providers submitting courses for asynchronous delivery mechanism approval:

**Number of Hours**

A. The education provider must ensure the number of hours being claimed are the number of hours it takes to complete the course.

B. The education provider must use the below table to calculate the length of the required course materials. The below table will be on the application.

Curriculum Item	Time
Text	One minute for every 200 words
Video	The duration of the video
Text Assessment	One minute per question (read/complete)
Math Assessment	Estimated time (read/complete)
Assignment	Estimated time (read/complete)

Courses that are currently approved in the textbook format will continue to be CAP approved until the current expiration of the course. At expiration, renewals will not be accepted and all courses in this format must be rewritten and submitted as initial

**C. Curriculum Items:**

1. Assignment. A task that is more complex than a text assessment (e.g., case studies, adjustment grids).
2. Estimated time. The education provider recommends how long the curriculum item takes, which the course reviewer will verify.



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## **Learning Management System**

**A. All Learning Management Systems (LMS) must undergo initial review for adequacy and meet the below requirements:**

- 1. User-friendly. Students are easily able to access and navigate through the LMS.**
- 2. Technological adequacy. Students are able to complete the course without major issues, such as timeouts, glitches, pages not loading, and website crashes.**
- 3. Technological Support. Students are able to contact support for any technological issues. Response time must be adequate and previously disclosed.**
- 4. Instructor Support. Students are able to contact the Instructor for any knowledge-based questions. Response time must be adequate and previously disclosed.**

**B. If an education provider switches to a different LMS, the Foundation must be notified and a new initial review of the LMS must be performed.**

## **Optimized Learning**

**A. The course must be optimized for students to be attentive and learn during the course by making sure:**

- 1. Learner-to-Content interactivity is adequate. Students must have knowledge of content upon course completion via:**
  - a. Knowledge Checks. There must be an adequate number of questions per each module objective for appropriate self-assessment and learning reinforcement. The education provider must include an explanation for why the correct answer is the best answer; and**
  - b. Knowledge Testing. The purpose of knowledge testing is to test and prove mastery of content. The education provider must use at least one**



of the following two methods to test knowledge:

1. Cumulative Quiz. If a final exam is *not* required, at the end of the course there must be a course quiz with at least five (5) questions based on learning objectives for the course and a 3:1 bank. The course quiz must be successfully completed with a minimum of a 70% score. If the student does not achieve a 70%, the student must have the ability to review the course and repeat the assessment with the banked questions until a 70% is achieved; and/or

2. Final Exam. If a final exam *is* required, the final exam must have an adequate number of questions per each course objective and follow all requirements in section 4. D. 3. of these policies.

2. Learner-to-Instructor response time is adequate and previously disclosed.

3. The education provider must submit a policy on student identity verification. Student attestation is an acceptable verification method.

B. A variety of learning formats are encouraged, but not required (e.g., click-to-view text content, interactive exercises, video and/or audio content).



## Section 5: Asynchronous Education

~~Asynchronous applications.~~

## Section 4. Criteria Specific to Approval of Distance Education

- A. ~~Distance~~ education must contain a closed book, proctored final examination or appropriate course mechanisms that demonstrate knowledge of subject matter as required by the *Real Property Appraiser Qualification Criteria* as stated in Section III (E)(7) and (F)(6).
- B. Electronic access to the distance education course must provide administrative rights to allow the course reviewer to access the course, quizzes, and examinations without having to take the course in sequential order ~~or~~ and without having to take quizzes or examinations to proceed with the course. Further, all website links must be valid and active until completion of the review process. If any changes occur, the CAP Administrator must be notified.
- C. A transcript of the distance education course must be ~~sent to CAP~~ submitted in a PDF format.
- D. Course delivery mechanism approval must be obtained from one of the following sources:
1. ~~The AQB~~; or
  - 4.2. An AQB approved organization providing approval of course design and delivery; ~~or~~ (such as The Appraisal Foundation or other independent approved entity); or
  - 2.3. An accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an



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accrediting agency that is recognized by the U.S. Secretary of Education,  
that awards academic credit for the distance education courses; or

~~3.4.~~ ~~3.~~ A qualifying college for content approval with a distance education  
delivery program that approves the course design and delivery that  
incorporate interactivity.

~~B.~~ A distance education ~~An asynchronous~~ course can be submitted to CAP without  
external delivery mechanism approval; however, ~~once the distance education  
course receives content approval through CAP,~~ the delivery mechanism approval  
must be submitted to CAP within 90 days, or the course must be resubmitted for  
initial course approval with appropriate fees.

~~C.~~ Synchronous distance education may be subject to a discounted review fee ~~if the  
classroom version of the course~~ There is already CAP-approved and the  
synchronous distance presentation of the materials will substantially follow the  
classroom presentation (with the addition of quizzes and other monitoring methods  
as required for distance education). Please refer to the appendix for fee information.

~~D. G. Joint Presentation of Distance Education~~ ~~In the event two providers jointly offer a  
distance education course, only the provider responsible for the course~~  
exception: equivalent USPAP Courses must have delivery mechanism is required to  
meet the requirements of Section 4(D) above. ~~approval prior to CAP submission.~~

~~Contact the CAP Administrator for a listing of AQB-approved organizations that  
review distance education course delivery mechanisms.~~

~~E.~~ If a course is submitted to CAP with the intention of having the course reviewed under  
CAP delivery mechanism approval, education providers must follow the requirements  
related to this in Section 3.

~~F.~~ Courses submitted for classroom or synchronous approval, if approved, will receive  
approval for both classroom and synchronous delivery.



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## Section 5. ~~Criteria Specific to Approval of~~ 6: Qualifying Education

Applications for approval of QE shall include the following (in addition to any requirements specific to an initial application, renewal application, or ~~distance education~~ asynchronous application):

- A. Course Length and Content. The course must be a real estate appraisal course with a minimum of fifteen (15) classroom hours of instruction, including final examination time, and must comply with the Required Core Curriculum in the *Real Property Appraiser Qualification Criteria*.
- B. Each application for qualifying education ~~will~~ must include a course matrix completed by the education provider to reflect credit hours by module(s) and subtopic(s) of the course as shown in Guide Note 1 of the *Real Property Appraiser Qualification Criteria*. The matrix can be found in Appendix II.
- C. Approval of a course for QE will include:
  1. An assignment of ~~classroom credit~~ instructional hours and final examination hours;
  2. The AQB course matrix reflecting credit hours per module(s) and subtopic(s);  
and
  3. Approval as a CECEE course (with final examination hours) and a CE course (without final examination hours-).





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## **Section 6. ~~Criteria Specific to Approval of~~7: Continuing Education**

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~~Applications~~Courses submitted for approval of CE shall be a minimum of two (2) classroom hours of instruction on real estate appraisal or related topics such as, but not limited to, ~~these example topics~~ identified in the *Real Property Appraiser Qualification Criteria*, section F. 3.



## **Section 7. ~~Criteria Specific to Approval of 8:~~ Equivalent USPAP Education**

- A. **Education** providers must submit to ~~the AQBCAP~~ any USPAP courses they have developed for equivalency review and approval.
- B. Equivalent USPAP course developers must follow the USPAP Equivalency Checklist as well as the Functional Specifications ~~for Developing Distance Education USPAP Courses and Requirements for Gaining an Equivalency Rating for Asynchronous Delivery~~ (if applicable).
- C. An equivalent ~~distance education asynchronous~~ USPAP course must ~~receive distance education:~~
1. ~~Submit the course for content and delivery mechanism approval through CAP, or~~
  - ~~4.2.~~ ~~Submit external asynchronous delivery method approval (if applicable) prior to submission for CAP content approval.~~
- ~~E.~~ ~~Equivalent courses must be titled:~~
1. ~~{Insert USPAP Cycle Years} Contact the Foundation for the required titles of the 15-Hour Equivalent USPAP Course~~
- ~~C.D.~~ ~~{Insert USPAP Cycle Years} and the 7-Hour Equivalent USPAP Update Course.~~
- ~~D.E.~~ The ~~Appraisal Foundation~~ ~~Foundation's~~ USPAP final examinations must be utilized for all USPAP courses that require a closed-book, proctored final examination. For more information on obtaining the ~~Appraisal Foundation~~ ~~Foundation's~~ USPAP final examination and examination retake policies, please refer to the "Procedures for Offering the National USPAP Courses."
- ~~E.F.~~ A ~~15-Hour Equivalent USPAP Course~~ does not require breakout of the matrix topics.
- ~~F.G.~~ USPAP courses cannot be renewed.



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## Section ~~8-~~9: Course Renewal Requirements

- A. **Approval Period:** - Courses will have a maximum approval period of three (3) years, with the exception of USPAP courses (see above) and ~~distance education~~ asynchronous courses (which can expire earlier depending on the approval dates of the delivery mechanism). The approval date of a renewal course will begin on the day following the expiration date of the current approval. ~~Distance Asynchronous~~ education courses will have a maximum approval of up to three years from AQB approval or expiration of ~~distance education asynchronous~~ delivery mechanism ~~certification approval~~, whichever is less.
- B. **Renewal Submission Requirements**
1. Any CAP-approved course, except USPAP, may be renewed up to ~~a maximum of two~~ (2) times after initial approval. Reasonable course revisions and updates that improve courses or keep them current are encouraged; however, if such revisions are so extensive that they substantially alter the scope of the course and effectively create a new and different course, an initial application and fee will be required. ~~Providers will be notified within 15 business days after course renewal submission if an initial application/fee will be required~~ Education providers must notify the CAP Administrator if the course has changed substantially.
  2. Material revisions do not include updates to USPAP references in the course.
  - ~~2.3.~~ 3.4. Course renewal fees ~~shall can~~ be determined by The Appraisal Foundation ~~as outlined~~ found in Appendix 4I.
  - ~~3.4.~~ 4.5. Courses submitted for renewal must include a detailed document of any material revisions made to the course (commonly referred to as a “roadmap of changes”). Additionally, if material revisions are made, the course material must be submitted, and all revisions must be highlighted.
  - ~~4.5.~~ 5.6. All courses ~~Renewal submissions~~ for qualifying education must ~~contain~~ include the completed course matrix reflecting course hours per module(s) and subtopic(s) as applicable to the course shown in the *Real Property Appraiser Criteria*.



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~~5-6.~~ All ~~distance~~ asynchronous courses must have a current approval for course design and delivery in accordance with these policies.

~~6-7.~~ Owners of approved courses are not required to submit course materials or other supplemental course information with the renewal application if no material revisions have been made.

~~7-8.~~ In addition to material revisions, course owners need to identify and explain in detail any significant revisions to education provider policies.

9. If a course is not renewed by its expiration date, an educational provider may submit the course within thirty (30) days of the expiration subject to a late fee per Appendix I.

10. Renewal submissions for all courses must be submitted to CAP no earlier than six (6) months before course expiration.

C. Notification of Renewal and Submission Timeframe

As a courtesy to course owners, the CAP Administrator will send ~~two notifications~~ a notification with instructions on how to renew ~~by~~ at least 90 and 60 days prior to course expiration. ~~The renewal application, along with the required renewal fee (found in Appendix 1), is due no later than 30 days prior to expiration of the course or an initial application (along with the appropriate fee) will be required. Also, renewal applications filed after expiration will require an application for initial course approval.~~



## Section ~~9~~-10: Course Resubmission/Withdrawal Requirements

- A. If the AQB finds deficiencies in a course, a resubmission of the course will be required within 90 days of receipt of a letter ~~indicating the outlining~~ deficiencies in the course. For any content deficiencies, the course owner must make the corrections to the course or may opt to withdraw the course from CAP.
- B. ~~For any~~ if a reallocation of hours in the matrix is requested, within 90 days of receipt of a letter from CAP, the course owner can agree to the reallocation, appeal the decision ~~to the AQB~~, withdraw the course from CAP, or resubmit the course by changing the content of the course to agree with the original matrix allocation request.
- C. Courses are required to contain current material, theory, and ~~methodologies~~ methodology. If a course is materially revised during the ~~three-year~~ approval period, it must be resubmitted as an initial application for review and approval. The application must include the completed course matrix for course equivalency to the *Real Property Appraiser Qualification Criteria*. Fees for this review ~~are as established by The Appraisal Foundation~~ can be found in Appendix II.
- D. Resubmissions must include a ~~separate~~ document that specifically addresses all the deficiencies or objections identified by the AQB and ~~needs to explain~~ explains how the ~~course applicant~~ education provider has satisfied each deficiency or objection. All revised material must be shaded, coded, or otherwise designated to quickly aid in the review process. The course applicant shall remove all original electronically-submitted files for the course and electronically submit clearly labeled ~~replacement files~~. ~~Material revisions do not include updates to USPAP courses which are considered a new application as revised files.~~
- E. If a course is not approved by the AQB, the course owner may, at any time within 90 days of the AQB's rejection notice, resubmit the course for reconsideration. Two resubmissions are permitted and the education provider ~~will be responsible for~~ any ~~must pay~~ resubmission fees ~~as established by The Appraisal Foundation~~ found in Appendix I.



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1. Resubmissions made after 90 days of the AQB's rejection notice will be treated as an initial application ~~for initial approval~~ and will be charged the initial course review fee. If a course is rejected after two resubmissions, ~~then~~ the course will be treated as an initial application with applicable fees as ~~established by The Appraisal Foundation~~ found in Appendix 4].



## Section ~~10~~-11: Course Owner/Joint Course Owners/Secondary Provider Responsibilities

- A. Course approval granted to a course owner or joint course owners shall be considered as extending to any entity or secondary provider that conducts or sponsors the course under the auspices or written authorization of the course owner. ~~Secondary providers who wish to utilize CAP approval for the course, must follow all relevant CAP policies and procedures.~~ The course owner must:
1. Inform the ~~Course Approval Program~~CAP Administrator ~~using the template that can be found in writing, Appendix IV~~ when the course materials/rights are sold to a secondary provider. ~~The notification must include the entity name, state/end date of the agreement, the secondary provider delivery mechanism approval certificate website link (if a distance education course), and the specific courses attributable to the secondary provider.~~
- B. Course owners must require the secondary provider to:
1. Utilize the course owner's materials (including textbook and examinations, if any) without any change in the materials; ~~and. The course must also be offered~~ for the same number of ~~classroom~~ hours as approved by CAP.
  2. Conduct the course in accordance with the course owner's policies relating to instructor qualifications, student attendance, course scheduling, ~~record retention~~, and course prerequisites (if applicable) or its own policies if they meet the minimum CAP requirements. Course owners must assume full responsibility and the consequence thereof (including withdrawal of CAP approval) in the event the secondary provider violates any of the provisions of these policies.
  3. Obtain approval of the delivery ~~system~~mechanism in accordance with these policies if the course will be offered ~~by distance education~~asynchronously. Course owners *and* secondary providers need to obtain approval of the delivery system.
  4. Clearly state in any advertising that the course has been purchased from the course owner (who shall be specifically named), and that any AQB approval





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has been granted to that course owner and not to any secondary provider. If a secondary provider does not wish to utilize CAP approval, any and all references to "AQB CAP approval" must be deleted from the course materials and advertising.

- C. CAP approval expires ~~based on the CAP expiration date of the original~~ approval period ~~for all entities—course owner and secondary provider—~~ regardless of the possibility of differing expiration dates for AQB approved distance education entities.
- D. Secondary providers are not eligible to submit courses for CAP approval. Only owners or joint course owners as defined in these policies are eligible to have a course approved by CAP. In the event that the course owner or joint course owners sell the proprietary rights of a CAP-approved course, the course owner or joint course owners must inform the CAP Administrator in writing within 30 days of such sale.
- E. CAP approval of a course does not automatically transfer to a new course owner or joint course owners. The new owner(s) will be required to certify in writing that they will abide by all requirements pertaining to the CAP-approved course, including administration of the course and delivery method. The new owner must also certify that they will be responsible for the actions of all approved secondary providers associated with the course. In the event that the new owner(s) wish to change the course as approved, a new application for CAP approval must be submitted, ~~meeting all the requirements for a new course submission.~~
- F. If proprietary rights to a course are transferred to a new course owner, the expiration date of course approval will remain the same as the original expiration date of issue to the previous owner.
- ~~G.~~ G-H. ~~G.~~ In the event of multiple course owners, the course must be submitted for CAP approval by all course owners at the same time. Approval will be extended to all schools, organizations, persons, or other entities that own the proprietary rights to the course and appear on the course approval application. In the event of any changes to the course as approved, all course owners must make the approved changes and certify in writing to the CAP Administrator that the changes have been made to the course.



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**H.I.** **IMPORTANT NOTE:** The course owner is responsible for monitoring any secondary providers or entities that offer the course, ensuring that all provisions of these policies and procedures and all requirements of AQB approval are complied with at all times when the approved course is offered.



## Section ~~11.~~ 12: Withdrawal of Approval by the AQB

Course approval may be withdrawn at any time by the AQB upon finding any of the following:

- A. Course material is not contemporary with all current appraisal practice, including any references to the *Uniform Standards of Professional Appraisal Practice* (*USPAP*).
- B. The course owner submitted ~~to the AQB any~~ false or misleading information ~~in connection with an application~~ when applying for course approval.
- C. A course is not being conducted in the manner represented to the AQB at the time approval was requested, or a course no longer complies with the criteria for approval.
- D. The course owner does not enforce all ~~information and the~~ policies ~~required by the that were submitted to~~ CAP application, including but not limited to course prerequisites, instructor qualifications, record retention, student attendance ~~or, and~~ course scheduling.
- E. The course owner utilizes classroom facilities that do not provide an appropriate learning environment.
- F. The course owner misrepresents approval of a course by the AQB in any manner. This includes, but is not limited to, failure to represent in any advertising or other material that the number of classroom hours and/or topic coverage awarded by the AQB is different than the actual number of scheduled classroom hours or topics covered in the course.
- G. The course owner misrepresents the course.
- H. Failure of course owners to notify the AQB of courses sold to secondary providers.
- I. Failure of the course owners to notify the AQB that the proprietary rights have been sold to a new course owner(s).



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## Section ~~12.~~13: Practicum Course Approval

CAP Policies and Procedures also apply to practicum courses submitted for review.

This section addresses issues unique to practicum courses.

- A. Purpose and Credit: The purpose of the practicum course is to provide students with the opportunity to apply current material, theory, and methodologies by completing instructor supervised appraisal assignments. Practicum experience may be submitted to fulfill portions of state required experience credits for appraisal licensing and certification. However, no practicum course experience hours will be approved for fulfillment of any education (QE or CE) requirements.
- ~~B. Delivery: Because of the practical, hands-on nature of the practicum course, course instruction and supervision must be face-to-face. Distance education is not a viable delivery option for practicum courses.~~
- C.B. Learning Objectives: Because the practicum course is focused on the practical application of current material, theories, and methodologies, the practicum course learning objectives should focus on what skills will be applied and practiced as opposed to subject matter topics (please note that a CAP topic matrix is not applicable). Application materials must include specific learning objectives for each practicum course module. All submitted learning objectives should:
1. Be appropriate for a practicum course and consistent with the practicum course description and Guide Note 4 in the *Real Property Appraiser Qualification Criteria*;
  2. Clearly state the specific knowledge and/or skills students are expected to apply by participating in the practicum course;
  3. Be consistent with the practicum materials;
  4. Be reasonably achievable considering the number of experience hours allocated; and
  5. Adequately cover the depth and breadth of the required application of a topic area.



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**D.C. Work Assignments:** A work assignment is an appraisal completed in the practicum course. Work assignments must follow the guidelines below:

~~1. The practicum course materials or syllabus must provide for in-class work assignments and out-of-class work assignments to accomplish the stated learning objectives.~~

1. The time period for any experience credit to be granted in a practicum course must be consistent with the type and complexity of the assignment.

2. The course must include a written policy for the assignment of hours to be earned for each work assignment.

3. All work assignments must be in compliance with the current version of USPAP including requirements for the intended user and intended use.

~~2. Work assignments must be communicated in compliance with either the Self-Contained or Summary Appraisal report options of Standard 2 of USPAP and final reports must be maintained by the student according to the Record Keeping section of the ETHICS RULE of USPAP.~~

**E.D. Prerequisites:** Because the practicum course is focused on the application of material, theory and methodologies, the course owner must have established Basic Appraisal Principles, Basic Appraisal Procedures, and a course on USPAP as minimum prerequisites.

**F.E. Practicum Instructor Qualification Policy:** The practicum course owner must have a written policy outlining practicum instructor qualifications that require, at a minimum, the following qualifications: the instructor to meet or exceed the qualifications of a Supervisory Appraiser as noted in Supervisory Appraiser Requirements Section I. B.

~~1. The instructor must meet or exceed the following appraisal experience requirements:~~

~~a. Five years of full-time appraisal experience in the last 10 years for a residential focused practicum course.~~



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- ~~b.~~ ~~Seven years of full-time general appraisal experience in the last 10 years for a general focused practicum course.~~
  - ~~2.~~ ~~Hold at least a baccalaureate degree.~~
  - ~~3.~~ ~~Hold a current state issued appraisal credential (residential certification or general certification) that matches or exceeds the level of experience that the practicum student will pursue. The practicum instructor's state credential should be issued by the same state as the practicum student is applying for experience.~~
  - ~~4.~~ ~~Be in compliance with the COMPETENCY RULE of USPAP for the types of assignments prepared during the practicum course.~~
- ~~G.~~ ~~Practicum Instructor Guidelines: The practicum course owner must have a written policy of instructor guidelines that, at a minimum, requires:~~
- ~~1.~~ ~~The practicum instructor to meet with students for a minimum of 50% of the practicum course hours.~~
- ~~H.F.~~ ~~require the practicum instructor to grade and correct all work assignments to a minimum of USPAP compliance. The practicum course must outline a policy on how to ensure USPAP compliance.~~
- ~~2.~~ ~~The practicum instructor must sign off as supervisory appraiser on all work assignments (the appraisals completed as part of the practicum course) completed by the student.~~
- ~~I.G.~~ ~~Practicum Course Owner's Policies: Submitted policies must include the following:~~
- ~~1.~~ ~~Instructor/Student Ratio - The practicum course owner must have a written policy defining appropriate instructor-to-student ratios. Stated ratios must be enforced with student enrollment ceilings.~~
  - ~~2.~~ ~~Attendance Policy - The practicum course owner must have a written attendance policy that requires student attendance to be verified in accordance with the AQB Criteria. For non-instruction portions of the practicum courses where attendance cannot be proctored by an on-site~~



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official approved by the presenting entity, there must be a method acceptable to the AQB for ensuring student achievement of the practicum experience hours.

3. **Course Scheduling Policy** - The practicum course owner must have established a policy on practicum course scheduling that provides for a maximum of eight (8) practicum hours of instruction in any given day and for appropriate breaks during each practicum session.
4. **Record Retention Policy** - The practicum course owner must maintain, for a period of at least five (5) years, accurate records, including copies of each practicum appraisal assignment and respective reviews for grading purposes of students' practicum course completion and to provide, within a reasonable period of time, completion letters or certificates for students who satisfactorily completed a practicum course.

**J.H.** **Subject Property Selection and Practicum Data:** The practicum course must have a policy for the selection of the subject property or properties. This policy must provide for the following:

1. The appropriate property type and complexity for the credential category the practicum course was developed.
2. If more than one subject property, the appropriate mix of properties to provide appropriate experiential training.
3. Student inspection of the subject property or properties.
4. Student verification, with at least one market participant, of comparable sales and rentals.
5. The authenticity of the subject property and all data used in the practicum course (must be actual and identifiable in the market).

**K.I.** **Review Fees:** The fees for practicum course review will be based on an hourly rate of the estimated time necessary for the **course** reviewer to review the course.





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## Section ~~13.~~14: Amendments to Policies and Procedures

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- A. Amendments to these Policies and Procedures may be made by the AQB without advance notice to course applicants or other parties and will be effective upon the date of adoption by the AQB.
- B. Course owners will be required to comply with the Policies and Procedures in effect at the time of approval or renewal. However, the AQB will make every attempt to provide reasonable notice of such amendments to course education providers before they become effective.

# APPENDIX I

## Course Approval Program (CAP) Course Fee Schedule (Effective 1/15/21/2022)

- A. Course owners seeking AQB approval of their courses must submit their course(s) via the online application system and submit the appropriate application fee(s) with credit card only ~~as described in paragraph B.~~
- B. An application fee(s) must be paid for each course submitted by an applicant for initial review and approval as either a qualifying or continuing education course. Additional fees may be required by other entities for approval of distance education courses. The application fee for each course shall be determined according to the following fee schedule, which is based on the number of actual classroom hours *including* examination time.

CAP FEES	
<b>Qualifying Education-Initial Submission</b>	
15-Hour USPAP Equivalency	\$2,400300
15-29 Hours	\$2,400300
30-59 Hours	\$2,500700
60+ Hours	\$2,9003,100
Synchronous Distance Education*	\$500
<b>Qualifying Education-Renewal</b>	
Renewal - All QE Courses	\$500550
<b>Continuing Education-Initial Submission</b>	
7-Hour USPAP Equivalency	\$1,500600
2-13 Hours	\$1,500600
14-29 Hours	\$1,800900
30-59 Hours	\$2,400300
60+ Hours	\$2,400600
Synchronous Distance Education*	\$500
Continuing Education-Renewal - All CE Courses	\$450
<b>Delivery Mechanism Approval (DMA)</b>	
2-13 Hours	\$400
14-29 Hours	\$500
30-59 Hours	\$600
60+ Hours	\$700
Renewal - All CEDMA Courses	\$400200
<b>Other Fees</b>	
Late Fee for Renewal of a Course (must be renewed within 30 days of its expiration)	QE: \$200 in addition to the regular renewal fee CE: \$160 in addition to the regular renewal fee
Material Revisions to Course Content	Initial fee is required for any material revision in a course.
Practicum Courses	Fees are based on an hourly rate of the estimated time necessary to complete a review of a course.
Resubmission	Fees are based on an hourly rate (\$175200/per hour) of the estimated time necessary to complete a re-review of a course.

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<b>Refunds</b>	The application fee is non-refundable except when an application is cancelled and returned by the CAP Administrator due to incompleteness of the application or ineligibility of the applicant. An administrative fee of \$175 will be charged to the applicant in this case.
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~~Synchronous distance education fees are subject to CAP Policies, Section 4(F). The fee for synchronous distance education does not apply to USPAP equivalent course submissions.~~

## APPENDIX II

### Topic Guide Note 1 (Matrix)

<b>CORE CURRICULUM CONTENT</b>	
<b>Basic Appraisal Principles</b>	
<b>A.</b>	<b>Real Property Concepts &amp; Characteristics</b>
	1. Basic Real Property Concepts
	2. Real Property Characteristics
	3. Legal Description
<b>B.</b>	<b>Legal Consideration</b>
	1. Forms of Ownership
	2. Public and Private Controls
	3. Real Estate Contracts
	4. Leases
<b>C.</b>	<b>Influences on Real Estate Values</b>
	1. Governmental
	2. Economic
	3. Social
	4. Environmental, Geographic, and Physical
<b>D.</b>	<b>Types of Value</b>
	1. Market Value
	2. Other Value Types
<b>E.</b>	<b>Economic Principles</b>
	1. Classic Economic Principles
	2. Application and Illustrations of the Economic Principles
<b>F.</b>	<b>Overview of Real Estate Markets and Analysis</b>
	1. Market Fundamentals, Characteristics, and Definitions
	2. Supply Analysis
	3. Demand Analysis
	4. Use of Market Analysis
<b>G.</b>	<b>Ethics and How They Apply in Appraisal Theory and Practice</b>
<b>H.</b>	<b>Valuation Bias, Fair Housing, and/or Equal Opportunity</b>
	<b>Exam Hours</b>
	<b>TOTAL=30 HOURS</b>



# The Appraisal FOUNDATION

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Standards and Appraiser Qualifications

APPRAISER QUALIFICATIONS BOARD

<b>Basic Appraisal Procedures</b>	
<b>A.</b>	<b>Overview of Approaches to Value</b>
<b>B.</b>	<b>Valuation Procedures</b>
	<b>1. Defining the Problem</b>
	<b>2. Collecting and Selecting Data</b>
	<b>3. Analyzing</b>
	<b>4. Reconciling and Final Value Opinion</b>
	<b>5. Communicating the Appraisal</b>
<b>C.</b>	<b>Property Description</b>
	<b>1. Geographic Characteristics of the Land/Site</b>
	<b>2. Geologic Characteristics of the Land/Site</b>
	<b>3. Location and Neighborhood Characteristics</b>
	<b>4. Land/Site Considerations for Highest and Best Use</b>
	<b>5. Improvements - Architectural Styles and Types of Construction</b>
<b>D.</b>	<b>Residential or General Applications</b>
	<b>Exam Hours</b>
	<b>TOTAL=30 HOURS</b>
<b>15-Hour National USPAP Course (or its equivalent)</b>	
	<b>Instructional Hours</b>
	<b>Exam Hours</b>
	<b>TOTAL=15 HOURS</b>
<b>Residential Market Analysis and Highest and Best Use</b>	
<b>A.</b>	<b>Residential Markets and Analysis</b>
	<b>1. Market Fundamentals, Characteristics, and Definitions</b>
	<b>2. Supply Analysis</b>
	<b>3. Demand Analysis</b>
	<b>4. Use of Market Analysis</b>
<b>B.</b>	<b>Highest and Best Use</b>
	<b>1. Test Constraints</b>
	<b>2. Application of Highest and Best Use</b>
	<b>3. Special Considerations</b>
	<b>4. Market Analysis</b>
	<b>5. Case Studies</b>
	<b>Exam Hours</b>



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APPRAISER QUALIFICATIONS BOARD

	TOTAL=15 HOURS
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# The Appraisal FOUNDATION

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<b>Residential Appraiser Site Valuation and Cost Approach</b>	
<b>A.</b>	<b>Site Valuation</b>
	1. Methods
	2. Case Studies
<b>B.</b>	<b>Cost Approach</b>
	1. Concepts and Definitions
	2. Replacement/Reproduction Cost New
	3. Accrued Depreciation
	4. Methods of Estimating Accrued Depreciation
	5. Case Studies
	Exam Hours
	<b>TOTAL=15 HOURS</b>
<b>Residential Sales Comparison and Income Approaches</b>	
<b>A.</b>	<b>Valuation Principles and Procedures - Sales Comparison Approach</b>
<b>B.</b>	<b>Valuation Principles and Procedures - Income Approach</b>
<b>C.</b>	<b>Finance and Cash Equivalency</b>
	1. Identification of Seller Concessions and Their Impact on Value
<b>D.</b>	<b>Financial Calculator Introduction</b>
<b>E.</b>	<b>Identification, Derivation, and Measurement of Adjustments</b>
<b>F.</b>	<b>Gross Rent Multipliers</b>
<b>G.</b>	<b>Partial Interests</b>
<b>H.</b>	<b>Reconciliation</b>
<b>I.</b>	<b>Case Studies and Applications</b>
	Exam Hours
	<b>TOTAL=30 HOURS</b>
<b>Residential Report Writing and Case Studies</b>	
<b>A.</b>	<b>Writing and Reasoning Skills</b>
<b>B.</b>	<b>Common Writing Problems</b>
<b>C.</b>	<b>Form Reports</b>
<b>D.</b>	<b>Report Options and USPAP Compliance</b>
<b>E.</b>	<b>Case Studies</b>
	Exam Hours
	<b>TOTAL=15 HOURS</b>
<b>Statistics, Modeling and Finance</b>	





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## APPRAISER QUALIFICATIONS BOARD

<b>A.</b>	<b>Statistics</b>
<b>B.</b>	<b>Valuation Models (AVMs and Mass Appraisal)</b>
<b>C.</b>	<b>Real Estate Finance</b>
	<b>Exam Hours</b>
	<b>TOTAL=15 HOURS</b>



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APPRAISER QUALIFICATIONS BOARD

<b>Advanced Residential Applications and Case Studies</b>	
<b>A.</b>	<b>Complex Property, Ownership, and Market Conditions</b>
<b>B.</b>	<b>Deriving and Supporting Adjustments</b>
<b>C.</b>	<b>Residential Market Analysis</b>
<b>D.</b>	<b>Advanced Case Studies</b>
	<b>1. Seller Concessions</b>
	<b>2. Special Energy Efficient Items (i.e., Green Buildings)</b>
	<b>Exam Hours</b>
	<b>TOTAL=15 HOURS</b>
<b>General Appraiser Market Analysis and Highest and Best Use</b>	
<b>A.</b>	<b>Real Estate Markets and Analysis</b>
	<b>1. Market Fundamentals, Characteristics, and Definitions</b>
	<b>2. Supply Analysis</b>
	<b>3. Demand Analysis</b>
	<b>4. Use of Market Analysis</b>
<b>B.</b>	<b>Highest and Best Use</b>
	<b>1. Test Constraints</b>
	<b>2. Application of Highest and Best Use</b>
	<b>3. Special Considerations</b>
	<b>4. Market Analysis</b>
	<b>5. Case Studies</b>
	<b>Exam Hours</b>
	<b>TOTAL=30 HOURS</b>
<b>General Appraiser Sales Comparison Approach</b>	
<b>A.</b>	<b>Value Principles</b>
<b>B.</b>	<b>Procedures</b>
<b>C.</b>	<b>Identification and Measurement of Adjustments</b>
<b>D.</b>	<b>Reconciliation</b>
<b>E.</b>	<b>Case Studies</b>
	<b>1. Seller Concessions</b>
	<b>2. Special Energy Efficient Items (i.e. Green Buildings)</b>
	<b>Exam Hours</b>
	<b>TOTAL=30 HOURS</b>



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APPRAISER QUALIFICATIONS BOARD

<b>General Appraiser Site Valuation and Cost Approach</b>	
<b>A.</b>	<b>Site Valuation</b>
	1. Methods
	2. Case Studies
<b>B.</b>	<b>Cost Approach</b>
	1. Concepts and Definitions
	2. Replacement/Reproduction Cost New
	3. Accrued Depreciation
	4. Methods of Estimating Accrued Depreciation
	5. Case Studies
	Exam Hours
	<b>TOTAL=30 HOURS</b>
<b>General Appraiser Income Approach</b>	
<b>A.</b>	<b>Overview</b>
<b>B.</b>	<b>Compound Interest</b>
<b>C.</b>	<b>Lease Analysis</b>
<b>D.</b>	<b>Income Analysis</b>
<b>E.</b>	<b>Vacancy and Collection Loss</b>
<b>F.</b>	<b>Estimating Operating Expenses and Reserves</b>
<b>G.</b>	<b>Reconstructed Income and Expense Statement</b>
<b>H.</b>	<b>Stabilized Net Operating Income Estimate</b>
<b>I.</b>	<b>Direct Capitalization</b>
<b>J.</b>	<b>Discounted Cash Flow</b>
<b>K.</b>	<b>Yield Capitalization</b>
<b>L.</b>	<b>Partial Interests</b>
<b>M.</b>	<b>Case Studies</b>
	Exam Hours
	<b>TOTAL=60 HOURS</b>
<b>General Appraiser Report Writing and Case Studies</b>	
<b>A.</b>	<b>Writing and Reasoning Skills</b>
<b>B.</b>	<b>Common Writing Problems</b>
<b>C.</b>	<b>Report Options and USPAP Compliance</b>
<b>D.</b>	<b>Case Studies</b>
	Exam Hours



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APPRAISER QUALIFICATIONS BOARD

	TOTAL=30 HOURS
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APPRAISER QUALIFICATIONS BOARD

## APPENDIX III

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# APPENDIX IV

## SECONDARY PROVIDERS TEMPLATE

<b>Provider Name:</b>			
<b>CAP Approved Course Title &amp; Delivery Method:</b>			
<b>Expiration Date of CAP Approved Course:</b>			
<b>Secondary Provider Name</b>	<b>Effective Date of Contract with Secondary Provider</b>	<b>Expiration Date of Contract with Secondary Provider</b>	<b>Delivery Mechanism Approval (provide internet link if IDECC approved)</b>



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APPRAISER QUALIFICATIONS BOARD



Nebraska Real Property Appraiser Board

# Internal Procedural Document

Effective July 15, 2021

Number	Title	Internal Procedure	Board Action History
201701	Endorsement of an Appraiser	Withstanding any legal obligation, the Nebraska Real Property Appraiser Board will not make an endorsement for, referral of, or recommendation of, any appraiser of any classification for an assignment, appointment, membership, or recognition of, to any public or private person or entity. Any person or entity that makes such of a request shall be directed to available public information concerning credential holders.	Adopted by the Board on June 15, 2017
201702	Employee Recognition	An employee or board member may be recognized no more than once annually for his or her excellence through service (not “Years of Service”), contributions, and/or achievements with an award not to exceed \$500.00 in value. An employee or board member may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or Board Chair shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.	Adopted by the Board on June 15, 2017



201703	Employee Reimbursement of Training and Education Tuition	<p>Any request for training or education made by an employee of the Board shall be submitted to the Director in writing. If approved by the Board, the training or education shall be at the Board’s expense unless specified otherwise. Any tuition for training or education attended at the employee’s request, and at the Board’s expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes.</p> <p>In addition, the Board may request that an employee of the Board attend training or education applicable to his or her responsibilities. Any tuition for training or education attended at the Board’s request shall be at the Board’s expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes.</p>	Adopted by the Board on June 15, 2017
201704	AMC Fund Cash Balance	<p>In accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The agency must be properly funded to administer and enforce the act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2021-22, the minimum fund balance for the AMC fund shall be \$211,210.05. This balance includes the following:</p> <ol style="list-style-type: none"> <li>1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2021-22: <math>\\$122,420.10/2 = \\$61,210.05</math>). Justification for this amount includes:</li> </ol>	<p>Adopted by the Board on June 15, 2017</p> <p>Amended April 18, 2019</p> <p>Amended April 23, 2020</p> <p>Amended June 17, 2021</p>

201704  
(Continued)

- a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisal management companies and applications for registration as appraisal management companies. There has been constant pressure at the federal level to make changes to appraiser and appraisal management company regulations; Implementation of the AMC Final Rule and deregulation may result in a drastic decrease in the number of appraisal management companies registered in this state.
  - b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs.
  - c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies.
  - d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.
2. An amount specified for potential litigation. Legal expenses for the most recent matter under the Real Property Appraiser Act exceeded \$50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the AMC fund balance shall include this amount for potential legal expenses.
  3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed database project cost more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The AMC fund balance shall include \$50,000.00 for technology projects.

201705	Real Property Appraiser Fund Cash Balance	<p>In accordance with Neb. Rev. Stat. § 76-2226, the real property appraiser fund shall include a sufficient cash fund balance as determined by the Board. The agency must be properly funded to administer and enforce the Real Property Appraiser Act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2021-22, the minimum fund balance for the real property appraiser fund shall be \$341,532.95. This balance includes the following:</p> <ol style="list-style-type: none"> <li>1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2021-22: <math>\\$283,065.90/2 = \\$141,532.95</math>). Justification for this amount includes: <ol style="list-style-type: none"> <li>a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisers. According to the Appraisal Institute, the average age of an appraiser is 55 years old. Many appraisers will be retiring during the next ten years, and the number of new appraisers entering the profession does not meet market demand.</li> <li>b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs.</li> <li>c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies.</li> <li>d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.</li> </ol> </li> </ol>	<p>Adopted by the Board on June 15, 2017</p> <p>Amended April 18, 2019</p> <p>Amended April 23, 2020</p> <p>Amended June 17, 2021</p>
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201705 (Continued)		<p>e. Due to the Board’s revenue structure, the majority of revenues are received during a two to four month period (November to February). The Board must have adequate funds to administer and enforce the Act during low revenue months.</p> <p>2. An amount specified for potential litigation. Legal expenses for the most recent matter exceeded \$50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the real property appraiser fund balance shall include this amount for potential legal expenses.</p> <p>3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board’s database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed database project cost more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The real property fund balance shall include \$100,000.00 for technology projects.</p>	
201706	Timeliness Requirements for Appraisal Reviews	Any appraiser requested to complete a review of an appraisal or appraisal review must complete the review within 30 days of the date of the contract letter for reviews related to residential properties, and 60 days of the date of the contract letter for reviews related to any other type of property. The postmarked date will be used to determine timeliness for reports returned by mail, and the email or fax date will be used for reports returned by email or fax.	Adopted by the Board on June 15, 2017
201707	Director’s Performance Review	The Director’s performance will be evaluated by the Board prior to the beginning of each fiscal year.	Adopted by the Board on June 15, 2017
201708	Board Staff Clothing Allowance	Upon hire, any full-time employee of the Board shall be granted an allowance of \$100.00 for use on NRPAB promotional clothing. Current Board employees will receive this allowance upon Board approval of this policy for FY 12. After FY 12, this initial allowance is only applicable to newly hired employees, and in the fiscal year the new employee begins work. At the beginning of each fiscal year after an employee has been granted his or her initial allowance, each employee is granted an allowance of \$75.00 for use on NRPAB promotional clothing. This allowance does not carry over from one fiscal year to another.	Adopted by the Board on June 15, 2017

201709	Appraisal Review Services Contractor Fees	<p>NRPAB Subject Matter Expert (“SME”) Services Contractors and NRPAB Applicant Appraisal Review Services (“AARS”) Contactors shall be compensated according to the following schedule (compensation may be prorated on a quarter-hour basis):</p> <p>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</p> <p>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</p> <p>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.</p> <p>Compensation will only be paid if terms of contractual agreement are successfully completed in full. If the contactor’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.</p>	<p>Adopted by the Board on June 15, 2017</p> <p>Amended July 15, 2021</p>
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201710	Contracts for Work and Associated Fees	All work considered to be contractual in nature, along with the fees for that work, must be pre-approved by the Board unless the Board authorizes the Director to enter into contract negotiations for such work. In the case of an emergency, the Director may negotiate and enter into a contractual agreement on the Board's behalf and inform the Board of such contract and reasons for such contract at its next regular meeting. No charges for work considered to be contractual in nature will be paid by the Board unless pre-approved by the Board or agreed upon by the Director prior to the commencement of work. This policy does not include contracts for Standard 3 compliance reviews.	Adopted by the Board on June 15, 2017
201711	Requests for Non-NRPAB Information to be Placed on the Website	Any requests to the Director or NRPAB staff for information to be placed on the website that is not considered to be NRPAB business, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017
201712	Blast Email Requests	Any requests to the Director or NRPAB staff for delivery of an electronic mail communication over the Internet not considered to be NRPAB business, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017

201713	Blast Email Policy	Any electronic mail communication delivered over the Internet by the Director or NRPAB staff, originating from a list and considered to be a “blast email”, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group shall be established on NRPAB letterhead and reviewed by each member of the Board. Each member will have 24 hours to review and respond to the Director or NRPAB staff responsible for executing the electronic mail delivery. After consideration of the responses provided by each board member, 1) the Director will execute the delivery, or at the Director’s discretion, hold the electronic mail communication for discussion and vote at the next board meeting; 2) the responsible NRPAB staff will, upon approval from the Director, or the Board Chair if the Director is not available, execute the delivery. The Director, or the Board Chair if the Director is not available, may stop the electronic mail communication from being delivered, or hold the electronic mail communication for discussion and vote at the next board meeting. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair. <i>Electronic mail communications delivered to more than one recipient by the NRPAB Director, staff, or board members in the everyday course of business is not considered to be a “blast email.”</i>	Adopted by the Board on June 15, 2017
201714	Renewal of Continuing Education Activities	In accordance with 298 NAC CH. 6, § 003.04A, the Director may grant renewal of any continuing education activity provided that the continuing education activity is not required to be resubmitted as specified in 298 NAC CH 6, § 003.03A. Any continuing education activity submitted for renewal that may meet any of the provisions listed under 298 NAC CH 6, § 003.04B, shall be submitted to the Board for consideration.	Adopted by the Board on June 15, 2017
201715	Violation of Time Requirements in Neb. Rev. Stat. § 76-2236 (2)	Any appraiser that failed to successfully complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course within the time frame specified in Neb. Rev. Stat. § 76-2236 (2) shall be notified of such failure in an advisory letter for the first occurrence of failure. Any subsequent failures to complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course shall be presented to the Board for consideration of a Board initiated grievance for violation of N.R.S. § 76-2238 (12).	Adopted by the Board on August 17, 2017  Amended June 21, 2018

201801	Application of Late Processing Fee for Renewal Application Mailed with Insufficient Postage	<p>Any application for renewal of a real property appraiser credential, or renewal of an AMC registration, mailed with postage deemed insufficient by the U.S. Post Office, that is mailed with additional postage within three weeks of the initial postmark, will not be subject to \$25.00 late processing fee for the month in which it is received by the Board if:</p> <ol style="list-style-type: none"> <li>1) Postmark evidence includes the initial mailing date and the date the item was mailed with additional postage, and</li> <li>2) All other requirements for renewal are met by the applicant.</li> </ol>	Adopted by the Board on February 15, 2018
201802	NRPAB Employee Real Property Appraisal Activity	<p>As stated in the NRPAB Employee Handbook under the Conflict of Interest section, "Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs." In order to avoid potential conflicts of interest, acts or conduct which adversely affects the Board's performance or function, or legal liability to the Board, any full-time regular employee of the Board is prohibited from engaging in real property appraisal activity as defined in Neb. Rev. Stat. § 76-2215. Any matter in which a regular full-time employee engages in real property appraisal activity will be addressed in accordance to the discipline policy found in the NRPAB Employee Handbook.</p>	Adopted by the Board on May 17, 2018; effective June 1, 2018.
201901	NRPAB Board Member Investigation Guidelines	<p>A grievance filed by a board member, in an individual capacity, must be in compliance with 298 NAC Chapter 8, § 001.02. If a board member files a grievance as an individual, or submits a report to the Board's office that becomes the subject of a grievance filed by the Board, he or she is strongly recommended to abstain from voting from the point of involvement forward. If any board member is unsure of the need to abstain from voting related to an investigation, no action shall be taken on the matter until the Director receives an opinion from the Attorney General's Office concerning the Respondent's due process rights.</p> <p>The Board will receive an update at each meeting concerning the progress of any matter under investigation. Examples of such updates include, but are not limited to, respondent has been notified of charges and appraisal report and workfile have been requested, SME is in process of completing standard 3-4 review, standard 3-4 review is being evaluated, Respondent is reviewing Standard 3-4 Review Report, evaluating Respondent's response with SME, requested clarification from Respondent related to response provided, and currently working on investigative report and preparing evidence.</p>	Adopted by the Board on April 18, 2019



201902	NRPAB Consent Agreement Negotiation Guidelines	<p>If an investigation discloses evidence that the actions of the person under investigation constitute a violation of the Real Property Appraiser Act, the Appraisal Management Company Registration Act, or Title 298 of the Nebraska Administrative Code, the Board will file a formal complaint through the Board’s Special Assistant Attorney General (SAAG). Under the authorization of the Director, a consent agreement may be negotiated by the SAAG within sixty days from the date of the Board’s decision. If negotiations have stalled, or terms of the consent agreement cannot be reached within sixty days of the Board’s decision, the SAAG will serve the formal complaint upon the Respondent if it has not already been served (negotiations may continue throughout this process).</p> <p>If the terms of a consent agreement are reached, and the agreement is signed by the Respondent, the consent agreement will be submitted to the Board for review. If the Board accepts the consent agreement, the Board Chairperson shall sign the agreement for execution. If the matter is settled through the consent agreement process, no formal hearing will be conducted. The Director will monitor the Respondent’s adherence to the terms specified in the consent agreement. If an issue arises, or a term is not completed, the Director will prepare a report for the Board outlining the matter.</p> <p>If the Board does not accept the terms of the consent agreement, the Board may choose to withdraw from consent agreement negotiations (proceed to formal hearing), or authorize further negotiations by the SAAG. If the Board allows additional negotiations, it may set parameters under which the negotiations may continue.</p>	Adopted by the Board on April 18, 2019
201903	Intent of the NRPAB Regulatory Program	<p>The intent of the Board’s regulatory program is to be educational in practice when possible. In the cases where the evidence does not support the findings, or the findings are deemed minor in nature by the Board, the Board may dismiss the charges. Based on the educational nature of the process, a dismissal letter may include advisement explaining the Board’s findings, or additional voluntary Board recommendations. Such voluntary Board recommendations may include suggested continuing education coursework, an informal conference with Board members, and/or any other course of action the Board deems beneficial to the Respondent.</p>	Adopted by the Board on April 18, 2019

201904	NRPAB Special Assistant Attorney General Grievance Guidelines	<p>If a grievance is filed by the Board’s Special Assistant Attorney General, the Board must obtain separate legal counsel for this grievance. For any grievance not filed by the Board’s Special Assistant Attorney General, he or she may be consulted by the agency at any time during the investigative process. If the Respondent obtains legal counsel, the Board’s Special Assistant Attorney General will be the agency’s primary source of communication with the Respondent.</p> <p>Upon completion of an investigation by the agency, the investigative report and documentation will be submitted to the Special Assistant Attorney General for review. The Special Assistant Attorney General will submit a summary report to the agency with recommendations as how to proceed. The agency will make changes to the investigative report to include the Special Assistant Attorney General’s recommendations if needed.</p> <p>If, at the conclusion of an administrative hearing, the hearing officer determines that the Respondent is guilty of the violation(s), the Board shall take such disciplinary action as the Board deems appropriate. If, at the conclusion of the hearing, the hearing officer determines that no violation(s) occurred, the Board may dismiss the charges, or take any action the Board deems appropriate. Any action other than dismissal shall require consultation with the Special Assistant Attorney General.</p> <p>All consent agreements, final orders, cease and desist orders, formal complaints, administrative hearing motions, or notices/declarations concerning a grievance, shall be prepared by the Board’s Special Assistant Attorney General as authorized by the Director.</p>	Adopted by the Board on April 18, 2019
201905	Documentation Provided to a Respondent during an Investigation	Any document provided to a Respondent during the course of an investigation will have all sensitive or confidential information, as determined by the Director, redacted. Such documentation includes, but is not limited to, grievances, Standard 3-4 Review Reports, and items evidentiary in nature in which the Respondent is requested to provide comment or explanation.	Adopted by the Board on April 18, 2019

201906	NRPAB SME Investigation Guidelines	<p>In accordance with Neb. Rev. Stat. § 76-2239 (1), the Board may contract with qualified persons if technical assistance is required during an investigation. Board’s Director must approve a contract with Subject Matter Expert (SME) prior to proceeding with the investigation. If any additional contracts for technical assistance are required after the initial contract is approved, the Board’s Director and Board Chair must approve the contract.</p> <p>An SME is different than the traditional “review appraiser.” The SME is an integral part of the investigative team as the technical expert regarding appraiser practice and USPAP. The agency relationship with the SME will be interactive throughout the entire process.</p> <p>Upon the Board’s motion to proceed with an investigation, the subject report, workfile, and other documentation as determined by the Director as relevant is provided to SME for Standard 3-4 review. The agency will hold an introductory phone conference with the SME to outline the expectations of the SME. SME is to conduct an evidence-based review of the subject report to determine compliance with USPAP, and must provide support to substantiate all findings of deficiencies stated in the Standard 3-4 review. If questions arise during the review, the SME will communicate those questions with the agency, who may request clarification from the Complainant, Respondent, or other party in writing or another form of communication if necessary, and provide the response back to the SME. SME may request that agency obtain additional information as needed to substantiate Standard 3-4 review findings.</p>	Adopted by the Board on April 18, 2019
201907	Investigation of AMC that Ceases Operation and Fails to Maintain a Surety Bond for One Year	<p>In accordance with Neb. Rev. Stat. § 76-3203 (2), a surety bond shall be maintained until one year after the date that an AMC ceases to operate in Nebraska. If notice is received from an insurer that the surety bond for a registered AMC has been or will be cancelled, and evidence is obtained confirming that the AMC has ceased operation (no longer in business) prior to the expiration of its registration, no grievance will be filed by the Board if no harm to the public has been alleged. If an AMC has resumed operation without providing evidence of surety coverage prior to the expiration of its registration, or the failure to maintain a surety bond has caused harm to the public, a grievance will be filed by the Board for violation of Neb. Rev. Stat. § 76-3202 (2).</p>	Adopted by the Board on July 18, 2019

201908	NRPAB Personal Vehicle Use Policy	A completed NRPAB Personal Vehicle Use Authorization Form signed by the director, or in the case of the director, the Board’s chairperson, must be on file at the Board’s office prior to an employee or board member receiving reimbursement for use of a personal vehicle while on State business (this does not include commuting miles). This authorization may be revoked at any time by the director, or in the case of the director, the Board’s chairperson, if the employee or board member violates any law, rule, policy or procedure as it relates to personal vehicle use. The Board reserves the right to amend or retire this policy at any time.	Adopted by the Board on September 19, 2019
202001	Appraiser-AMC Funds Allocation Procedure	In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing) is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The quarterly workload review for each employee will take place during the first full work week in July, October, January, and April. Each employee will report his or her time spent on appraiser-and AMC-related activities per day in half-hour increments (e.g., Monday: 3.5 hours AMC, 4.5 hours appraiser; Tuesday: 2 hours AMC, 6 hours appraiser) using a method determined by the Director. If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee will report the time spent at 50% for each program. The employee quarterly workload review will be the baseline for determining the allocation between the appraiser and AMC funds for the fiscal year. However, the allocation will also account for projected changes in the numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance as documented during the budget analysis for each fiscal year.	Adopted by the Board on June 18, 2020

202101	Appraisal Review Services Contractor Program Management	<p>In order to maintain an effective appraisal review services contractor program, and to build a history of contractor performance, the Board adopts use of the State of Nebraska Vendor Performance Program (VPP). The NRPAB Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary (SME Report Summary), or if appropriate, the NRPAB Applicant Appraisal Review Services Contactor USPAP Compliance Review Report Summary (Applicant Appraisal Review Contactor Report Summary), will be provided to the Board for review with any USPAP Compliance Review Report obtained by the Board. The Board shall determine whether the contractor performance was satisfactory or not. If the Board determines that a contactor performance was unsatisfactory, the Board will send a notice of such unsatisfactory performance to the contactor in accordance with the procedures of the VPP plan. A copy of the contract; the USPAP Compliance Review Report; the SME Report Summary, or if appropriate, the Applicant Appraisal Review Contactor Report Summary; and any VPP notices will be maintained in a file for each contactor on the Board's W Drive. This contactor file, along with any additional information provided by the Board, shall be utilized to maintain the Board's active appraisal review services contractor list.</p>	Adopted by the Board on June 17, 2021
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STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 05/31/22

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

Percent of Time Elapsed = 91.78

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
<b>BUDGETED FUND TYPES - EXPENDITURES</b>						
<b>510000 PERSONAL SERVICES</b>						
511100 PERMANENT SALARIES-WAGES	147,874.03	11,265.67	127,665.11	86.33		20,208.92
511300 OVERTIME PAYMENTS	1,503.00		3,984.77	265.12		2,481.77-
511600 PER DIEM PAYMENTS	9,100.00	500.00	4,900.00	53.85		4,200.00
511700 EMPLOYEE BONUSES	1,000.00					1,000.00
511800 COMP TIME PAYMENT	1,502.00					1,502.00
512100 VACATION LEAVE EXPENSE	11,489.14	802.08	10,739.92	93.48		749.22
512200 SICK LEAVE EXPENSE	3,136.00	39.20	639.53	20.39		2,496.47
512300 HOLIDAY LEAVE EXPENSE	8,154.00	637.20	6,999.28	85.84		1,154.72
<b>Personal Services Subtotal</b>	<b>183,758.17</b>	<b>13,244.15</b>	<b>154,928.61</b>	<b>84.31</b>	<b>0.00</b>	<b>28,829.56</b>
515100 RETIREMENT PLANS EXPENSE	13,098.72	954.26	11,233.95	85.76		1,864.77
515200 FICA EXPENSE	14,012.64	923.82	10,924.81	77.96		3,087.83
515500 HEALTH INSURANCE EXPENSE	30,903.00	2,741.90	30,160.90	97.60		742.10
516300 EMPLOYEE ASSISTANCE PRO	37.08		37.08	100.00		
516500 WORKERS COMP PREMIUMS	1,528.00		1,528.00	100.00		
<b>Major Account 510000 Total</b>	<b>243,337.61</b>	<b>17,864.13</b>	<b>208,813.35</b>	<b>85.81</b>	<b>0.00</b>	<b>34,524.26</b>
<b>520000 OPERATING EXPENSES</b>						
521100 POSTAGE EXPENSE	2,988.99	70.31	2,190.92	73.30		798.07
521300 FREIGHT	200.00					200.00
521400 DATA PROCESSING EXPENSE	92,715.74	5,922.04	28,639.10	30.89		64,076.64
521500 PUBLICATION & PRINT EXPENSE	9,266.40	4,046.30	6,282.98	67.80		2,983.42
521900 AWARDS EXPENSE	150.00		28.00	18.67		122.00
522100 DUES & SUBSCRIPTION EXPENSE	350.00		698.66	199.62		348.66-
522200 CONFERENCE REGISTRATION	1,080.00		1,065.00	98.61		15.00
524600 RENT EXPENSE-BUILDINGS	11,351.42	973.60	10,791.71	95.07		559.71
524900 RENT EXP-DUPR SURCHARGE	3,859.00	321.59	3,537.49	91.67		321.51
531100 OFFICE SUPPLIES EXPENSE	3,414.40		3,055.16	89.48		359.24
532100 NON CAPITALIZED EQUIP PU	75.00					75.00
532280 VIDEO EQUIP	425.00		408.30	96.07		16.70
533100 HOUSEHOLD & INSTIT EXP	235.00		68.00	28.94		167.00
534900 MISCELLANEOUS SUPPLIES EXPENSE	50.00					50.00
541100 ACCTG & AUDITING SERVICES	1,037.00		1,037.00	100.00		

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Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
541200 PURCHASING ASSESSMENT	90.00		83.00	92.22		7.00
541500 LEGAL SERVICES EXPENSE	5,000.00	880.00	3,160.00	63.20		1,840.00
541700 LEGAL RELATED EXPENSE	100.00		13.50	13.50		86.50
542100 SOS TEMP SERV-PERSONNEL	4,500.00		4,440.16	98.67		59.84
547100 EDUCATIONAL SERVICES	132.50		38.00	28.68		94.50
554900 OTHER CONTRACTUAL SERVICE	26,855.25	3,445.50	25,984.25	96.76		871.00
556100 INSURANCE EXPENSE	21.00		47.76	227.43		26.76-
556300 SURETY & NOTARY BONDS	26.00					26.00
559100 OTHER OPERATING EXP			120.00			120.00-
<b>Major Account 520000 Total</b>	<b>163,922.70</b>	<b>15,659.34</b>	<b>91,688.99</b>	<b>55.93</b>	<b>0.00</b>	<b>72,233.71</b>
<b>570000 TRAVEL EXPENSES</b>						
571100 BOARD & LODGING	4,288.00	288.00	3,001.44	70.00		1,286.56
571600 MEALS-NOT TRAVEL STATUS	100.00					100.00
571800 TAXABLE TRAVEL EXPENSES	1,467.26	61.96	964.37	65.73		502.89
573100 STATE-OWNED TRANSPORT	200.00					200.00
574500 PERSONAL VEHICLE MILEAGE	7,116.76	334.64	4,796.94	67.40		2,319.82
575100 MISC TRAVEL EXPENSES	352.25	16.75	215.25	61.11		137.00
<b>Major Account 570000 Total</b>	<b>13,524.27</b>	<b>701.35</b>	<b>8,978.00</b>	<b>66.38</b>	<b>0.00</b>	<b>4,546.27</b>
<b>BUDGETED EXPENDITURES TOTAL</b>	<b>420,784.58</b>	<b>34,224.82</b>	<b>309,480.34</b>	<b>73.55</b>	<b>0.00</b>	<b>111,304.24</b>

**SUMMARY BY FUND TYPE - EXPENDITURES**

2 CASH FUNDS	420,784.58	34,224.82	309,480.34	73.55		111,304.24
<b>BUDGETED EXPENDITURES TOTAL</b>	<b>420,784.58</b>	<b>34,224.82</b>	<b>309,480.34</b>	<b>73.55</b>	<b>0.00</b>	<b>111,304.24</b>

**BUDGETED FUND TYPES - REVENUES**

**470000 REVENUE - SALES AND CHARGES**

471100 SALE OF SERVICES	350.00-	75.00-	350.00-	100.00		
471120 QUALIFYING ED COURSE FEES	750.00-		700.00-	93.33		50.00-
471121 CONTINUING ED NEW FEES	1,250.00-	50.00-	1,550.00-	124.00		300.00
471122 CONTINUING ED RENEWAL FEES	100.00-	30.00-	150.00-	150.00		50.00
475150 CERTIFIED GENERAL NEW FEES	7,500.00-	1,500.00-	11,100.00-	148.00		3,600.00
475151 LICENSED NEW FEES	300.00-	600.00-	1,800.00-	600.00		1,500.00

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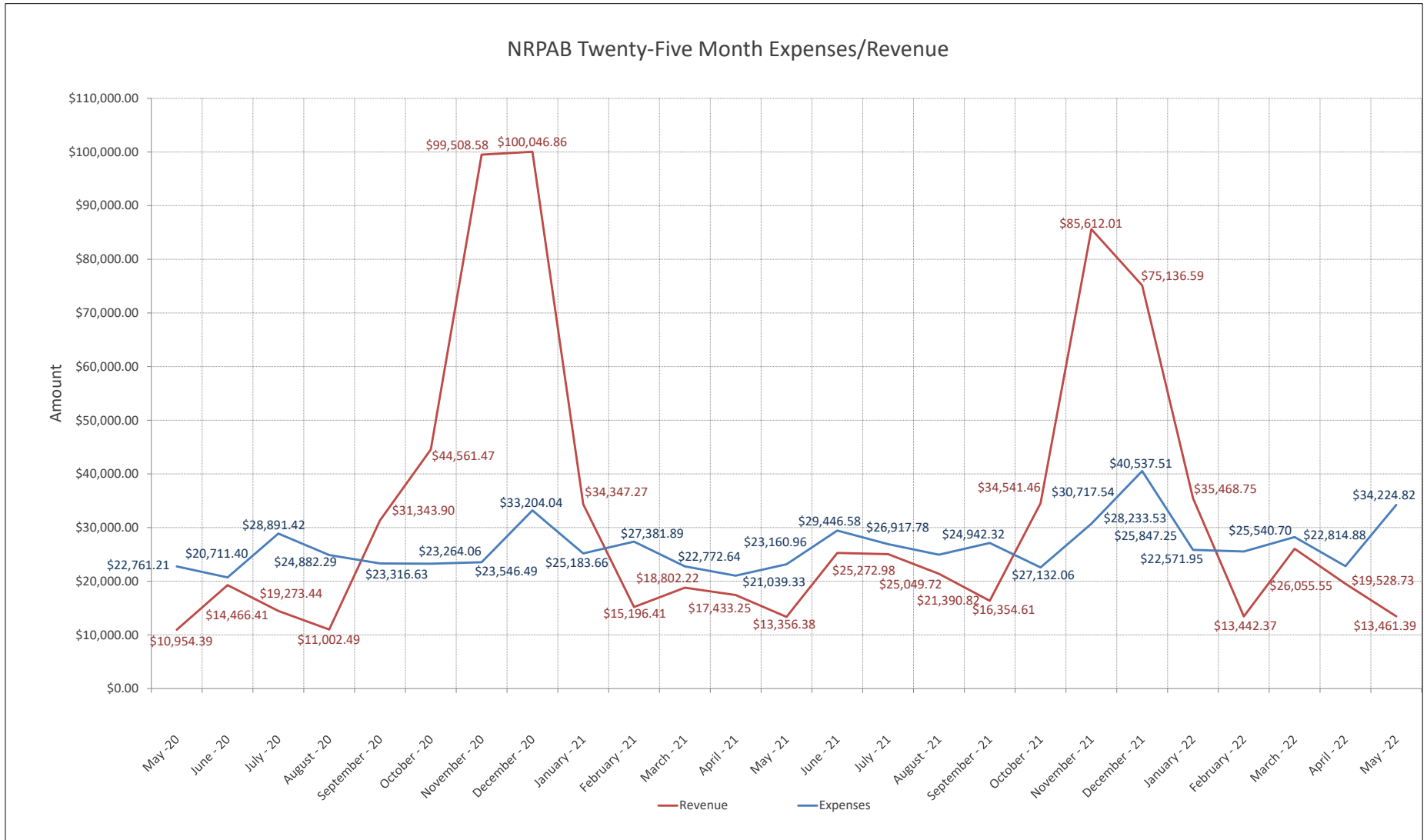
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Percent of Time Elapsed = 91.78

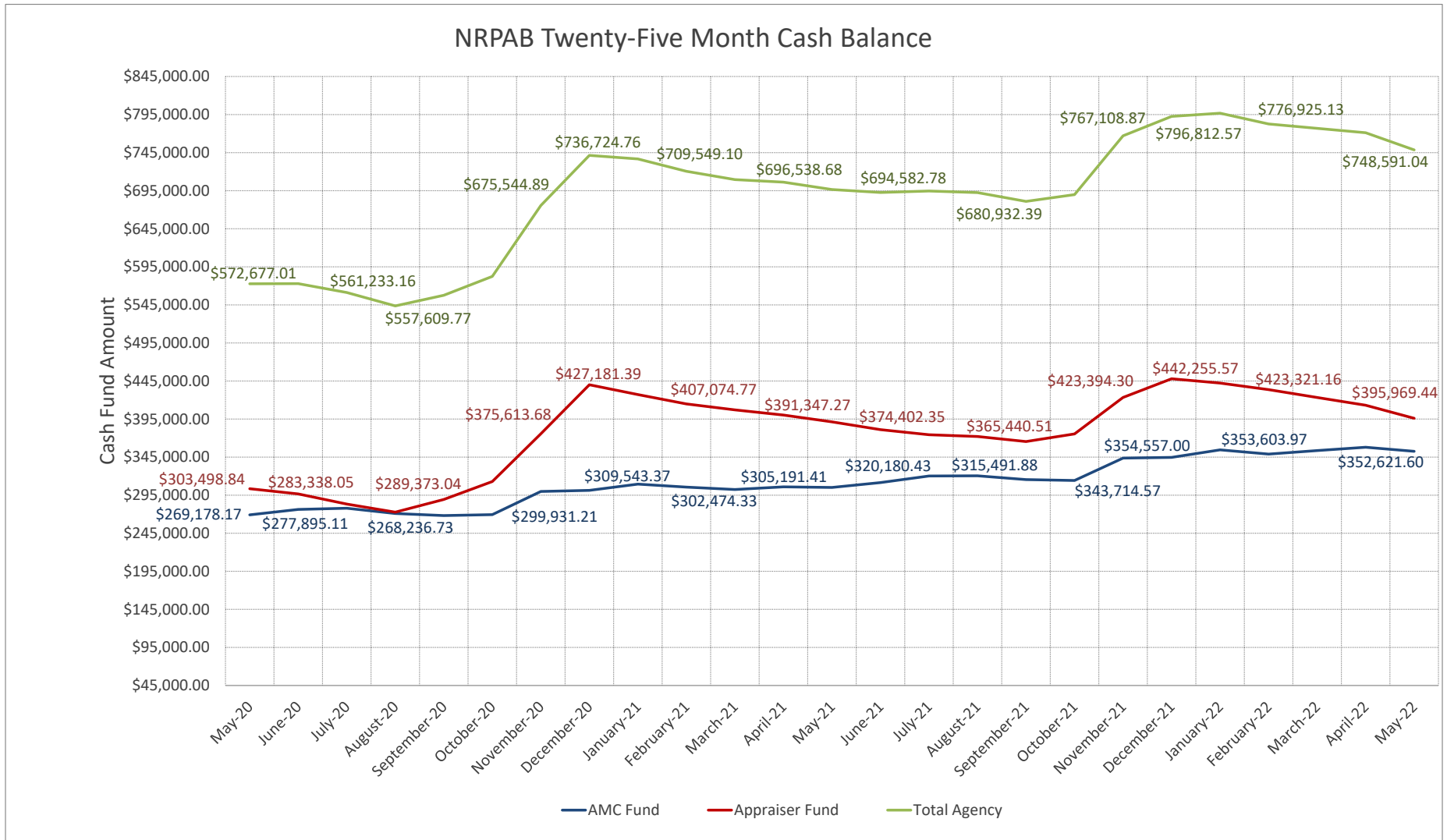
<u>ACCOUNT CODE DESCRIPTION</u>		<u>BUDGETED</u>	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>	<u>PERCENT OF</u>	<u>ENCUMBERANCES</u>	<u>VARIANCE</u>
		<u>AMOUNT</u>	<u>ACTIVITY</u>	<u>ACTUALS</u>	<u>BUDGET</u>		
475152	FINGERPRINT FEES	2,580.00-	271.50-	3,755.75-	145.57		1,175.75
475153	CERTIFIED RESIDENTIAL NEW	2,400.00-		2,100.00-	87.50		300.00-
475154	CERTIFIED GENERAL RENEWAL	80,025.00-		87,450.00-	109.28		7,425.00
475155	LICENSED RENEWAL	11,000.00-	275.00-	10,450.00-	95.00		550.00-
475156	FINGERPRINT AUDIT PROGRAM FEES	2,900.00-	15.00-	3,065.00-	105.69		165.00
475157	CERTIFIED RESIDENTIAL RENEWAL	50,875.00-		54,175.00-	106.49		3,300.00
475161	TEMPORARY CERTIFIED GENERAL	9,000.00-	350.00-	8,450.00-	93.89		550.00-
475163	AMC REGISTERED NEW FEES	12,000.00-		12,000.00-	100.00		
475164	AMC APPLICATION FEES	2,100.00-		2,100.00-	100.00		
475165	AMC REGISTERED RENEWAL	126,000.00-	7,500.00-	123,000.00-	97.62		3,000.00-
475167	CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168	CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234	APPLICATION FEES	26,550.00-	1,600.00-	29,900.00-	112.62		3,350.00
476101	LATE PROCESSING FEES	5,000.00-	350.00-	3,675.00-	73.50		1,325.00-
<b>Major Account 470000 Total</b>		<b>341,280.00-</b>	<b>12,616.50-</b>	<b>355,770.75-</b>	<b>104.25</b>	<b>0.00</b>	<b>14,490.75</b>
<b>480000 REVENUE - MISCELLANEOUS</b>							
481100	INVESTMENT INCOME	6,250.00-	844.89-	9,964.33-	159.43		3,714.33
481101	AMC INVESTMENT INCOME	5,750.00-					5,750.00-
484500	REIMB NON-GOVT SOURCES			431.92-			431.92
486500	MISCELLANEOUS ADJUSTMENT			125.00			125.00-
<b>Major Account 480000 Total</b>		<b>12,000.00-</b>	<b>844.89-</b>	<b>10,271.25-</b>	<b>85.59</b>	<b>0.00</b>	<b>1,728.75-</b>
<b>BUDGETED REVENUE TOTAL</b>		<b>353,280.00-</b>	<b>13,461.39-</b>	<b>366,042.00-</b>	<b>103.61</b>	<b>0.00</b>	<b>12,762.00</b>
<b>SUMMARY BY FUND TYPE - REVENUE</b>							
2	CASH FUNDS	353,280.00-	13,461.39-	366,042.00-	103.61		12,762.00
<b>BUDGETED REVENUE TOTAL</b>		<b>353,280.00-</b>	<b>13,461.39-</b>	<b>366,042.00-</b>	<b>103.61</b>	<b>0.00</b>	<b>12,762.00</b>



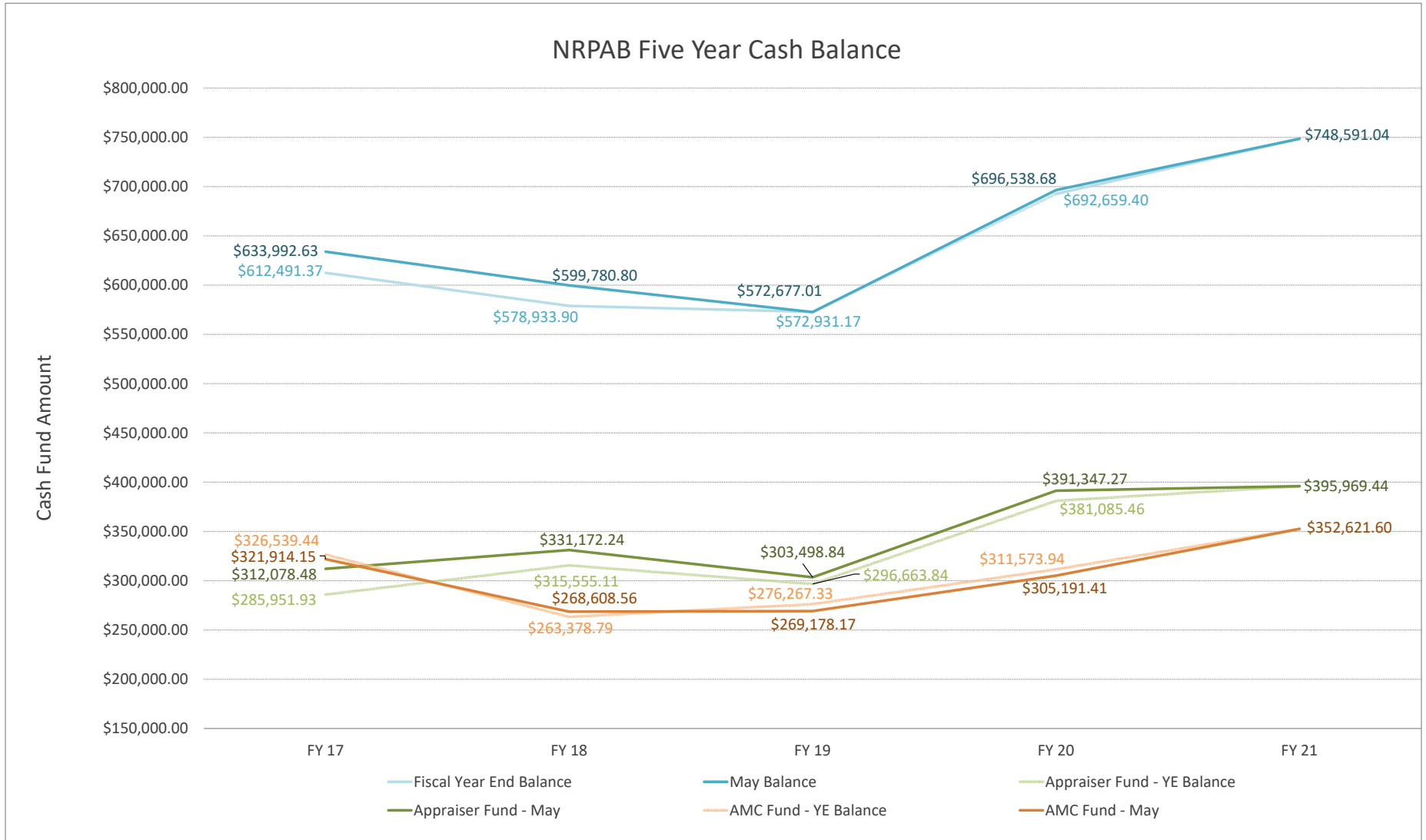
# Financial Report and Considerations - Financial Charts



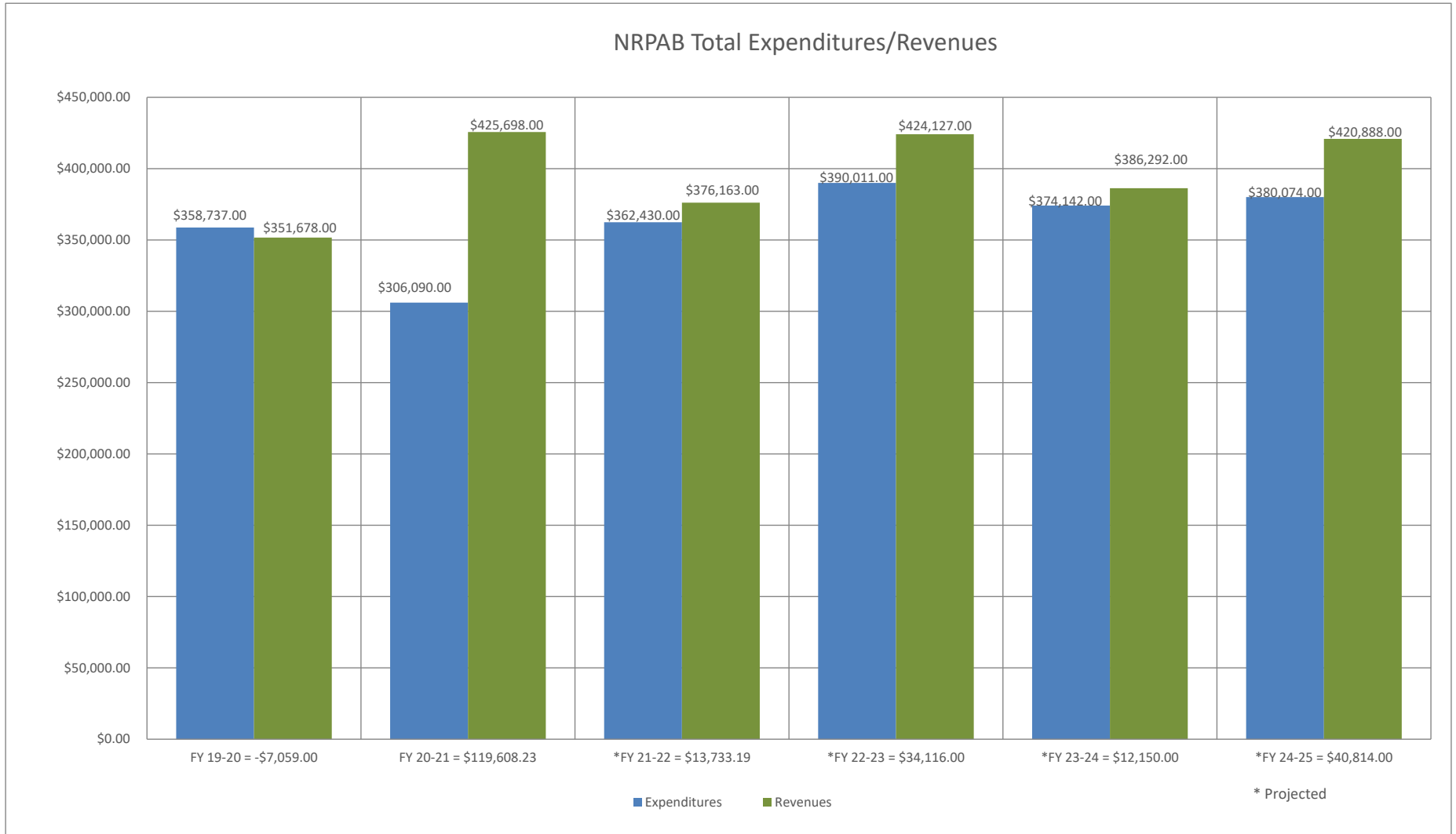
# Financial Report and Considerations - Financial Charts



# Financial Report and Considerations - Financial Charts

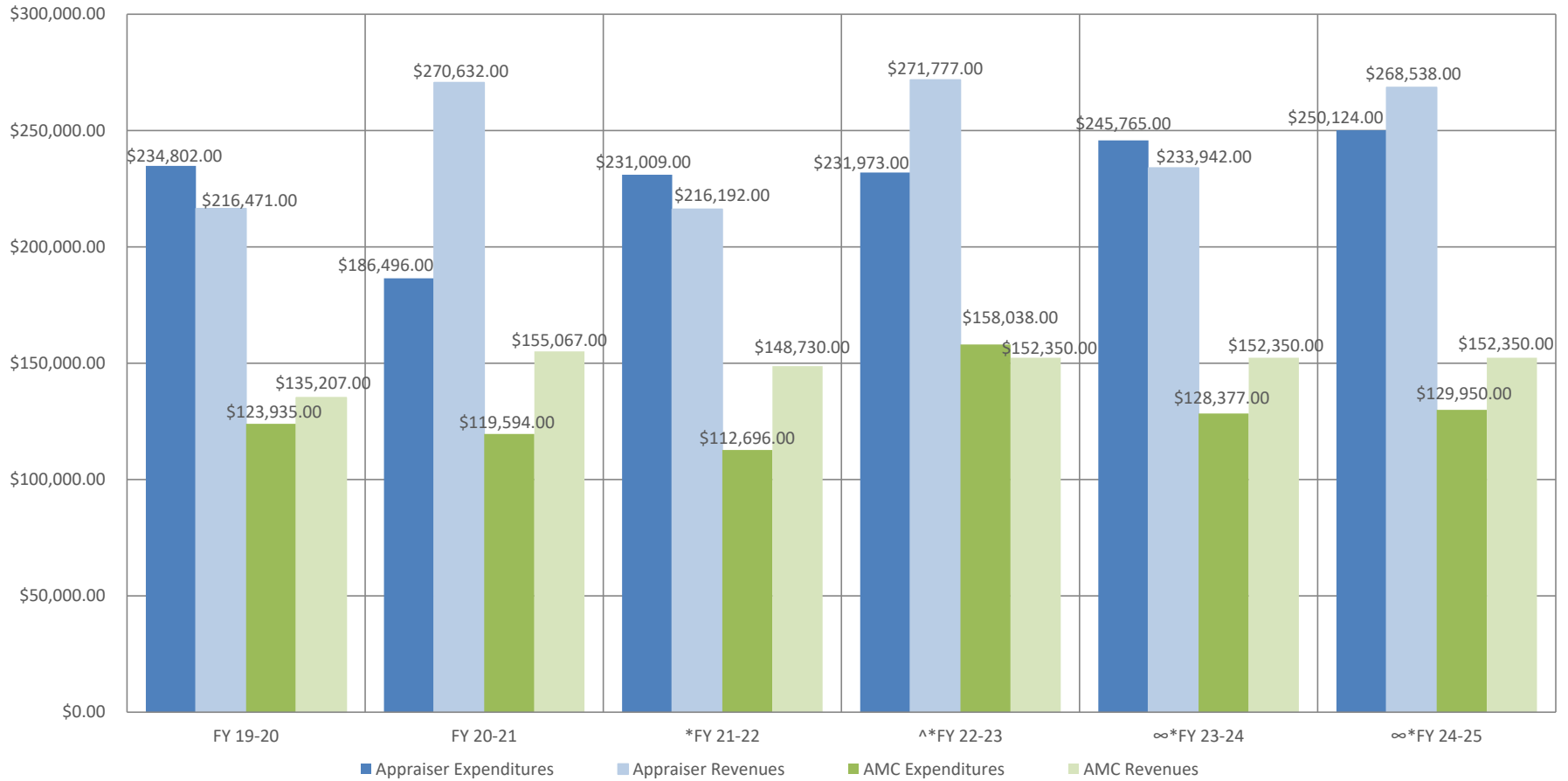


# Appraiser/AMC Revenues



Appraiser/AMC Revenues

AMC - Appraiser Expenditures/Revenues

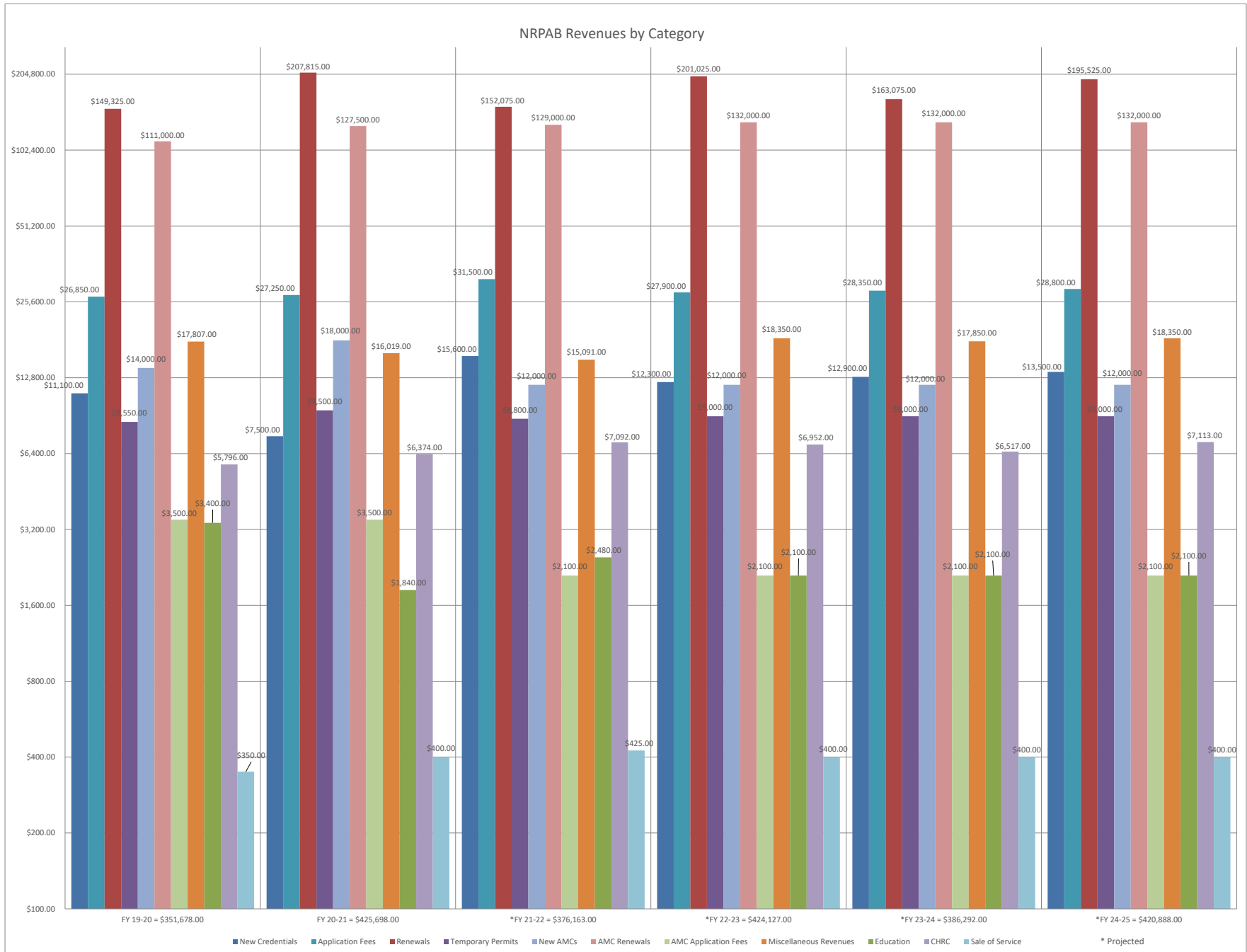


^ Expenditures 80% of Projected Budget for Appraiser Fund and 90% of Projected Budget for AMC Fund (Based on three year end-of-year reconciliation and one time project expenditures)

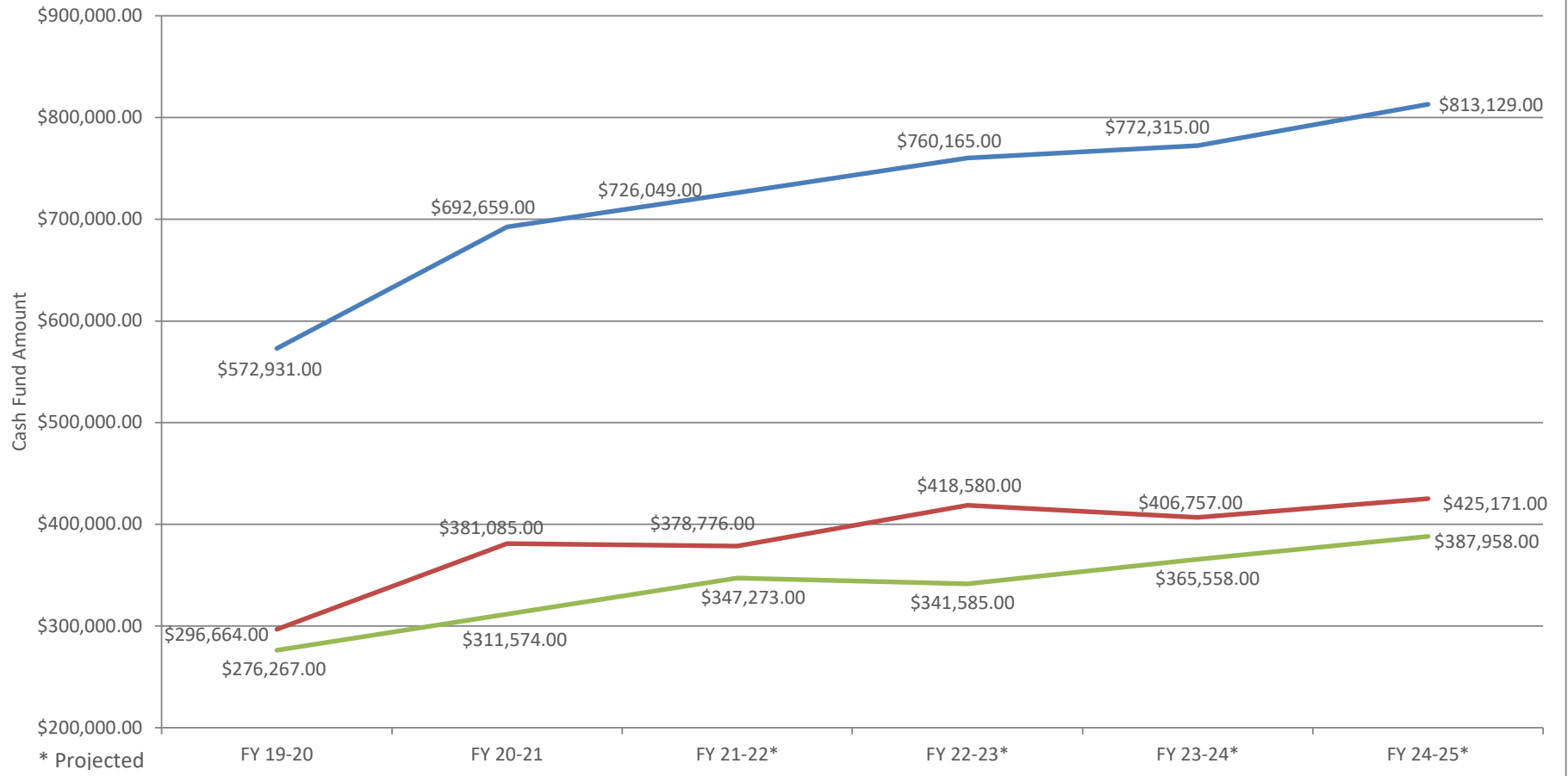
\* Projected Amounts

∞ Expenditures 80% of Projected Budget for Appraiser Fund and 80% of Projected Budget for AMC Fund (Based on three year end-of-year reconciliation and one time project expenditures)

# NRPAB Financial History/Projections



### NRPAB Cash Balance Projections





## FY 2022-23 Budget Highlights

### Appropriations

	FY2021-22	FY2022-23
CASH FUND	405,486	415,564
PROGRAM TOTAL	405,486	415,564
SALARY LIMIT	176,189	184,942

### Projected Expenditures and Revenues

- Appraiser and AMC Fund Expenditures: \$336,630.00  
Appraiser and AMC Fund Revenues: \$424,126.50
  
- Appraiser Fund Expenditures: \$231,973.00  
Appraiser Fund Revenues: \$271,776.50
  
- AMC Fund Expenditures: \$158,038.00  
AMC Fund Revenues: \$152,350.00

### Proposed Budget Bullet Points

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits (\$246,746.29)
- Board Member Per Diem Payments (\$9,100.00)
- NRPAB Employee Recognition Program (\$1,000.00)
- Intern/Temporary Employee (\$7,830.00)
- Travel - AARO Travel (1 Fall and 1 Spring Conference trip) and board member meeting travel (\$18,737.64)
- Staff Education (\$1,500.00)
- Legal Services (\$35,000.00)
- Other Contractual Services for CHRC and Appraisal Review Services (41,000.00)
- CIO – IM Services expenditures, Network Services expenditures, and software (\$80,262.00)
- Funding for equipment repair and purchase (\$1000.00)
- Other Operating Expenses (overage coverage of \$82.77)



- Budget includes the following changes from the FY 2021-22 appropriations:
  - Salary and Benefits (\$8,068.21)
  - Other Operating Expenses (-\$1,115.15)
  - CIO Expenses: \$372.00 for general expense increases and \$50,000 (FY 20-21 Carryover) for 14261-AMC Renewal Online Application and Interface (\$50,372.00)
  - SOS Temporary Employee Services (\$150.00)
  - Other Contractual Services Expenses (\$1,000.00)
  - Freight (-100.00)
  - Awards (-50.00)
  - Conference Registration (250.00)
  - Surety and Notary Bonds (-\$26.00)
  - Insurance Expense (\$26.00)
  - Travel Expenses (-\$935.36)

**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  
 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

Account	Object Code	Budgeted Fund Types	Budgeted Amount			FY 21 Encumbrances			New W/ Enc.	FY 19 Expenditures	FY 20 Expenditures	FY 21 Expenditures (Projected)	FY 22 Budget		
Personal Service Expenditures				Original Budgeted	% of PSL	% of Budget	Total	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	
25310	51100	Permanent Salaries - Wages	\$140,527.00	79.76%	34.66%	\$5,076.03	\$3,045.62	\$2,030.41	\$145,603.03	\$136,725.76	\$144,790.07	\$144,563.61	\$150,067.69	45,728 x 2080 hours= 95,114.24 (4.00%) + BLPM - \$19,020 x 2080 hours = 39,561.60 (A01014 - 1 Step) + BEPM - \$17,740 x 2080 = 36,899.20 (A01014 - 1 Step) == \$171,575.04	
25310	51120	Temporary Salaries - Wages	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated. Non-PSL "SOS Temp Serv - Personnel" utilized for temporary employees.	
25310	51130	Overtime Payments	\$1,503.00	0.85%	0.37%				\$1,503.00	\$519.57	\$2,327.94	\$4,704.79	\$1,633.48	Standard allocation reduced by \$300.00 for allocation for Employee Recognition Program.	
25310	51160	Per Diem Payments	\$9,100.00	5.16%	2.24%				\$9,100.00	\$4,300.00	\$4,000.00	\$6,600.00	\$9,100.00	Per Diem Payments for 14 meetings, 13 regular and 1 emergency = 7,000.00 - Other use per diem 11 advisory meetings x 100 = 1,100.00; 10 other/public meetings x 100 = 1,000.00 = 9,100.00	
25310	51170	Employee Bonuses	\$1,000.00	0.57%	0.25%				\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	Allocation for Employee Recognition Program to be utilized for Contract employees that obtain a minimum score of "Exceed" (4.0 out of 5.0) in the State Personnel Performance Management System.	
25310	51180	Comp Time Payments	\$1,502.00	0.85%	0.37%				\$1,502.00	\$400.29	\$0.00	\$0.00	\$1,633.48	Standard allocation reduced by \$300.00 for allocation for Employee Recognition Program.	
25310	51210	Vacation Leave Expenses	\$11,267.00	6.39%	2.78%	\$222.14	\$133.28	\$88.86	\$11,489.14	\$8,775.81	\$11,416.62	\$11,943.04	\$12,763.62	45,728 x 172 hours= 7,865.22 + BLPM - 19,020 x 168 hours = 3,195.36 + BEPM - 17,740 x 96 = 1,703.04 == 11,763.62	
25310	51220	Sick Leave Expenses	\$3,136.00	1.78%	0.77%				\$3,136.00	\$1,715.01	\$658.75	\$696.83	\$824.88	45,728 x 10 hours= 457.28 + BLS - 19,020 x 10 hours = 190.20 + AS - 17,740 x 10 = 177.40 == 824.88.	
25310	51230	Holiday Leave Expenses	\$8,154.00	4.63%	2.01%				\$8,154.00	\$7,780.47	\$8,592.79	\$8,273.68	\$7,918.85	45,728 x 96 hours= 4,389.89 + BLS - 19,020 x 96 hours = 1,825.92 + AS - 17,740 x 96 = 1,703.04 == 7,918.85.	
25310	51250	Funeral Leave Expenses	\$0.00	0.00%	0.00%				\$0.00	\$0.05	\$0.00	\$0.00	\$0.00	Amount not allocated.	
Personal Service Subtotals			\$176,189.00	100.00%	43.45%	\$5,298.17	\$3,178.90	\$2,119.27	\$181,487.17	\$160,216.96	\$172,786.17	\$177,781.95	\$184,942.00		
Employee Benefit Expenditures				Budgeted Amount	% of O.E.	% of Budget	Budgeted Amount	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	
25310	51510	Retirement Plan Expenses	\$12,532.00	5.47%	3.09%	\$396.72	\$238.03	\$158.69	\$12,928.72	\$11,675.24	\$12,563.80	\$12,665.34	\$13,188.15	State projected rate (7.5%) PSL total - Temporary Salaries - Per Diem Payments = 175,842.00 == 13,188.15	
25310	51520	FICA Expenses	\$13,479.00	5.88%	3.32%	\$360.64	\$216.38	\$144.26	\$13,839.64	\$11,229.10	\$12,173.21	\$12,310.54	\$14,148.06	State projected rate (7.65%) for salaries under \$142,200 PSL total - Temporary Salaries = 184,942.00 == 14,148.06	
25310	51540	Life & Accident Ins Expenses	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$2,636.48	\$0.00	\$0.00	No longer in use.	
25310	51550	Health Insurance Expenses	\$32,903.00	14.35%	8.11%				\$32,903.00	\$30,866.16	\$29,001.28	\$32,902.80	\$32,903.00	TX - 1,860.04 x 12 = 22,320.48 + BLPM - 523.96 x 12 = 6,287.52 + AS - 357.90 x 12 = 4,294.80 = 32,902.80	
25310	51630	Employee Assistance Pro	\$37.00	0.02%	0.01%				\$37.00	\$37.00	\$37.00	\$37.00	\$37.00	State projected rate of 12.36 per employee x 3 = 37.08	
25310	51640	Unemployment Comp Ins Exp	\$0.00	0.02%	0.01%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.	
25310	51650	Workers Comp Premiums	\$1,528.00	0.67%	0.38%				\$1,528.00	\$1,352.00	\$1,352.00	\$1,528.00	\$1,528.00	State projected rate.	
Employee Benefit Subtotals			\$60,479.00	26.38%	14.92%	\$757.36	\$454.41	\$302.95	\$61,236.44	\$55,159.58	\$57,763.85	\$59,443.76	\$61,804.29		
Operating Expenses				Budgeted Amount	% of O.E.	% of Budget	Budgeted Amount	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	
25310	52110	Postage Expenses	\$2,500.00	1.09%	0.62%	\$488.99	\$445.18	\$43.81	\$2,988.99	\$2,082.96	\$2,077.07	\$2,261.23	\$2,500.00	Based on previous expenditures.	
25310	52120	Comm Exp-Voice/Data	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No longer in use.	
25310	52130	Freight	\$200.00	0.09%	0.05%				\$200.00	\$66.70	\$0.00	\$0.00	\$100.00	Reduced by \$100.00 to meet budget allocation.	
25320	52140	CIO Charges	\$29,890.00	13.04%	7.37%	\$1,846.82	\$1,324.23	\$522.59	\$31,736.82	\$79,800.30	\$25,235.56	\$39,000.00	\$80,262.00	IM Services expenditures (based on FY 2021-22 IM Services - July through April - Special Board approved project expenses) 2,300.00 x 12 = 27,600.00 + Network Services (based on 10 month average) 201 x 12 = 2,412 + 250.00 for software = 30,262.00 + 50,000 in FY 21-22 carryover funding for 14261-AMC Renewal Online Application and Interface.	
25310	52150	Publication & Print Expense	\$3,000.00	1.31%	0.74%	\$470.40	\$470.40	\$0.00	\$3,470.40	\$2,728.02	\$2,143.37	\$8,986.68	\$3,000.00	Based on previous expenditures.	
25310	52190	Awards Expense	\$150.00	0.07%	0.04%				\$150.00	\$28.00	\$28.00	\$28.00	\$100.00	Reduced by \$50.00 to meet budget allocation.	
25310	52210	Dues & Subscription Expense	\$350.00	0.15%	0.09%				\$350.00	\$350.00	\$350.00	\$698.66	\$600.00	AARO raised dues by \$250.00.	
25310	52220	Conference Registration	\$1,080.00	0.47%	0.27%				\$1,080.00	\$515.00	\$0.00	\$1,065.00	\$1,100.00	Projected conference attendance rate of 550.00 - 1 AARO Fall + \$550 - 1 AARO Spring == 1,100.00	
25310	53950	Purchasing Card Suspense	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25320	524600	Rent Expense - Buildings	\$11,279.00	4.92%	2.78%	\$72.42	\$43.46	\$28.96	\$11,351.42	\$13,168.44	\$13,066.95	\$11,775.51	\$11,687.30	1490 Sq ft. x state projected rate of 7.57 per square ft for SOB = 11,279.30 + records storage (34 x 12 = \$408.00) = \$11,687.30	
25310	53220	Personal Computing Equip	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.	
25320	524900	Rent Exp - Dupr Surcharge	\$3,859.00	1.68%	0.95%				\$3,859.00	\$4,872.36	\$4,872.36	\$3,859.08	\$3,859.00	1490 Sq ft. x state projected rate of 2.59 per square ft for SOB = 3,859.10	
25310	52790	Personal Comput Equip R & M	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.	
25320	52710	Rep & Maint - Office Equip	\$500.00	0.22%	0.12%				\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	Standard allocation.	
25310	532260	Voice Equip	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.	
25310	532280	Video Equip	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$408.30	\$0.00	Amount not allocated.	
25310	53110	Office Supplies Expense	\$2,000.00	0.87%	0.49%	\$1,014.40	\$977.04	\$37.36	\$3,014.40	\$1,431.59	\$475.71	\$3,188.82	\$2,000.00	Based on previous expenditures.	
25310	53210	Non-Capitalized Equip PU	\$500.00	0.22%	0.12%				\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	Standard allocation.	
25310	53310	Household & Insttt Expense	\$235.00	0.10%	0.06%				\$235.00	\$65.00	\$0.00	\$68.00	\$235.00	Promotional clothing (75.00 for three existing employees) = 225.00 + Other office supplies (cleaning) = 10.00 == 235.00	
25310	534900	Misc Supplies Expense	\$50.00	0.02%	0.01%				\$50.00	\$0.00	\$67.00	\$0.00	\$50.00	Standard allocation.	
25310	527960	Voice Equip Repair & Maint	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.	
25310	541100	Acctg & Auditing Services	\$1,037.00	0.45%	0.26%				\$1,037.00	\$1,077.00	\$1,013.00	\$1,037.00	\$1,037.00	State projected rate.	
25310	541200	Purchasing Assessment	\$90.00	0.04%	0.02%				\$90.00	\$174.00	\$174.00	\$83.00	\$90.00	State projected rate.	
25310	541400	HRMS Assessment	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.	
25310	541500	Legal Services Expense	\$35,000.00	15.26%	8.63%				\$35,000.00	\$2,080.00	\$200.00	\$3,500.00	\$35,000.00	Standard allocation.	
25310	541700	Legal Related Expense	\$7,000.00	3.05%	1.73%				\$7,000.00	\$7.00	\$15.00	\$13.50	\$7,000.00	Standard allocation.	
25310	541900	Settlements	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.	
25310	542100	SOS Temp Serv - Personnel	\$7,680.00	3.35%	1.89%				\$7,680.00	\$5,933.54	\$8,769.35	\$4,440.16	\$7,830.00	Seasonal Temporary (Office Technician - S01011) = 12,240 x 640 hours (October through mid-January) = \$7,833.6 (2 SOS interns at 40 hours per week). Standard allocation.	
25310	547100	Educational Services	\$1,500.00	0.65%	0.37%	\$32.50	\$11.40	\$21.10	\$1,532.50	\$0.00	\$19.00	\$76.00	\$1,500.00	Appraiser Renewal Fingerprint (10 % of projected 585) 56 x 45.25 = 2,534.00; New Appraiser Fingerprint (total number of projected applications - 62 x 45.25) = 2,805.50; AMC Fingerprint new (6 submission @ 2 per application x 45.25) = \$543.00; AMC Fingerprint renew (1 per application = 88) = 3,982.00 = 9,864.50 ----- 19,875.00, for applicant reviews ---- 13 Grievances (3 Commercial; 4 Ag; 5 Residential) for SME = \$13,625.00 == 43,364.50.	
25310	554900	Other Contractual Service	\$40,000.00	17.44%	9.86%	\$1,855.25	\$543.00	\$1,312.25	\$41,855.25	\$19,830.85	\$15,134.20	\$32,315.00	\$41,000.00	Budgeted amount approximately \$2,000.00 below projected budget expenditures.	
25310	555200	Non-Capitalized Software	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.	
25310	556100	Insurance Expense	\$21.00	0.01%	0.01%				\$21.00	\$20.40	\$20.40	\$47.76	\$47.00	Based on projected expenditures.	
25310	556300	Surety & Notary Bonds	\$26.00	0.01%	0.01%				\$26.00	\$20.19	\$20.19	\$0.00	\$0.00	Amount not allocated.	
25310	559100	Other Operating Expenses	\$1,197.92	0.52%	0.30%				\$1,197.92	\$20.00	\$0.00	\$120.00	\$82.77	Allowed cushion for other operating expenses and expense overruns due to unforeseen matters.	
Operating Expenses Subtotals			\$149,144.92	65.04%	36.78%	\$5,780.78	\$3,814.71	\$1,966.07	\$154,925.70	\$134,271.35	\$73,681.16	\$112,971.70	\$200,080.07		

Travel Expenses			Budgeted Amount	% of O.E.	% of Budget	Budgeted Amount	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	
25310	571100	Lodging	\$4,850.00	2.12%	1.20%	\$288.00	\$172.80	\$115.20	\$5,138.00	\$2,674.61	\$434.85	\$3,906.48	\$4,650.00	Downing: 100.00 per night for 12 occurrences = 1200.00 + Luhrs: 100.00 per night for 12 occurrences = 1200.00 = 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 Standard Allocation.
25310	571600	Meals - Taxable	\$100.00	0.04%	0.02%				\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	
25310	571800	Meals - Travel Status	\$1,871.00	0.82%	0.46%	\$96.26	\$57.76	\$38.50	\$1,967.26	\$0.00	\$0.00	\$1,321.05	\$2,010.00	Downing: State First and Last Day Travel Per Diem 30.98 x 2 = 61.96 x 12 = 743.52 + Luhrs: State First and Last Day Travel Per Diem 30.98 x 2 = 61.96 x 12 = 743.52 == 1,487.00 + AARO Conference Attendance: State Per Diem Rate (Washington, D.C.) x 6 days = 304.16; State Per Diem Rate (Savannah, GA) x 5 days = 217.36 = 484.76 == 2,008.52
25310	572100	Commercial Transportation	\$1,950.00	0.85%	0.48%				\$1,950.00	\$716.73	\$0.00	\$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	0.09%	0.05%				\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	Standard allocation.
25310	574500	Personal Vehicle Mileage	\$9,736.00	4.25%	2.40%	\$417.76	\$250.65	\$167.11	\$10,153.76	\$5,360.12	\$1,383.96	\$6,753.26	\$8,797.64	Downing: 490 miles x .585 = 286.65 per round trip x 12 = 3,439.8; Luhrs: 586 miles x .585 = 342.81 per round trip x 12 = 4,113.72; Hermsen: 90 miles x .585 = 52.65 per round trip x 12 = 631.80; Walkenhorst: 16 miles x .585 = 9.36 per round trip x 12 = 112.32 == 8,297.64 + \$500 miscellaneous expenditures == 8,797.64
25310	574600	Contractual Serv - Travel Exp	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
25310	575100	Misc Travel Expenses	\$966.00	0.42%	0.24%	\$46.25	\$27.75	\$18.50	\$1,012.25	\$337.75	\$40.00	\$252.00	\$1,030.00	Board meeting parking: 8 x 5 = 40 x 12 occurrences = 480.00; Airport Parking 15 per day x 10 = 150.00; misc charges 200 per trip x 2 = 400.00 = 1,030.00
<b>Travel Expenses Subtotals</b>			<b>\$19,673.00</b>	<b>8.58%</b>	<b>4.85%</b>	<b>\$848.27</b>	<b>\$508.96</b>	<b>\$339.31</b>	<b>\$20,521.27</b>	<b>\$9,089.21</b>	<b>\$1,858.81</b>	<b>\$12,232.79</b>	<b>\$18,737.64</b>	
Capital Outlay			Budgeted Amount	% of O.E.	% of Budget	Budgeted Amount	Appraiser	AMC	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	
<b>Capital Outlay Subtotals</b>			<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Operating Expenditures Subtotals		\$229,297.00	100.00%	56.55%	\$7,386.41	\$4,778.08	\$2,608.33	\$236,683.41	\$198,520.14	\$133,303.82	\$184,648.25	\$280,622.00	
Expenditures Subtotals		\$405,486.00		100.00%	\$12,684.58	\$7,956.98	\$4,727.60	\$418,170.58	\$358,737.10	\$306,089.99	\$362,430.20	\$465,564.00	
Budget Funds Revenues		Projected Amount	% of B.F.R.	% of Revenue				Projected Amount	Revenues	Revenues	Revenues	Projected Amount	
25310	471100	Sale of Services	\$350.00	0.10%	0.10%			\$350.00	\$400.00	\$425.00	\$400.00	\$400.00	
25310	472200	Reproduction & Publications	\$0.00	0.00%	0.00%			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	471120	Qualifying Ed Course Fees	\$750.00	0.22%	0.21%			\$1,750.00	\$600.00	\$700.00	\$750.00	\$750.00	Estimated 15 education activities x 50.00 = 750.00
25310	471121	Continuing Ed New Fees	\$1,250.00	0.22%	0.21%			\$1,500.00	\$1,150.00	\$1,600.00	\$1,250.00	\$1,250.00	Estimated 50 education activities x 25.00 = 1,250.00
25310	471122	Continuing Ed Renewal Fees	\$100.00	0.22%	0.21%			\$150.00	\$90.00	\$180.00	\$100.00	\$100.00	Estimated 10 education activities x 10.00 = 100.00
25310	475150	Certified General New Fees	\$7,500.00	2.20%	2.12%			\$8,400.00	\$5,400.00	\$11,700.00	\$9,000.00	\$9,000.00	24 new Reciprocal; 6 new E,E,&E x 300.00
25310	475151	Licensed New Fees	\$300.00	0.09%	0.08%			\$300.00	\$0.00	\$1,800.00	\$1,200.00	\$1,200.00	2 new Reciprocal; 2 new E,E,&E x 300
25310	475152	Fingerprint Fees	\$2,580.00	0.76%	0.73%			\$2,850.75	\$2,488.75	\$4,027.25	\$2,986.50	\$2,986.50	66 CHRC Fees for new appraiser applications x 45.25
25310	475153	Certified Residential New	\$2,400.00	0.70%	0.68%			\$2,400.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	2 new Reciprocal; 5 new E,E,&E x 300
25310	475154	Certified General Renewal	\$80,025.00	23.45%	22.65%			\$82,775.00	\$126,140.00	\$87,450.00	\$122,925.00	\$122,925.00	137 One Year CG renewals x 275.00; 155 Two Year CG Renewals x 550.00
25310	475155	Licensed Renewal	\$11,000.00	3.22%	3.11%			\$12,650.00	\$18,150.00	\$10,450.00	\$14,575.00	\$14,575.00	31 One Year LR renewals x 275.00; 11 Two Year LR Renewals x 550.00
25310	475156	Fingerprint Audit Program Fees	\$2,900.00	0.85%	0.82%			\$2,945.00	\$3,885.00	\$3,065.00	\$3,965.00	\$3,965.00	267 CHRC Program fees for 1 yr renewal x 5.00 = 1,335.00 + 263 CHRC Program fees for 2 yr renewal x 10.00 = 2,630.00 = 3,965
25310	475157	Certified Residential Renewal	\$50,875.00	14.91%	14.40%			\$53,900.00	\$63,525.00	\$54,175.00	\$63,525.00	\$63,525.00	99 One Year CR renewals x 275.00; 66 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	\$0.00	
25310	475160	Temporary Cert Residential	\$0.00	0.00%	0.00%			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	475161	Temporary Certified General	\$9,000.00	2.64%	2.55%			\$8,550.00	\$9,500.00	\$8,800.00	\$9,000.00	\$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	\$0.00	
25310	475234	Application Fees	\$26,550.00	7.78%	7.52%			\$26,850.00	\$27,250.00	\$31,500.00	\$27,900.00	\$27,900.00	180 Temporary credential applications x 100.00 = 18,000.00; 66 Appraiser credential applications x 150.00 = 9,900.00 = 27,900.00.
25310	475166	Licensed Inactive	\$0.00	0.00%	0.00%			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	475167	Certified Residential Inactive	\$300.00	0.09%	0.08%			\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	1 new inactive application x 300.00.
25310	475168	Certified General Inactive	\$300.00	0.09%	0.08%			\$600.00	\$0.00	\$0.00	\$300.00	\$300.00	1 new inactive application x 300.00.
25310	476101	App Late Processing Fees	\$4,000.00	1.17%	1.13%			\$0.00	\$0.00	\$3,225.00	\$3,500.00	\$3,500.00	
25320	475163	AMC Registered New Fees	\$12,000.00	3.52%	3.40%			\$14,000.00	\$18,000.00	\$12,000.00	\$12,000.00	\$12,000.00	6 new AMC registrations x 2,000.00.
25320	475164	AMC Application Fees	\$2,100.00	0.62%	0.59%			\$3,500.00	\$3,500.00	\$2,100.00	\$2,100.00	\$2,100.00	6 new AMC applications x 350.00.
25320	475165	AMC Registered Renewal Fees	\$126,000.00	36.92%	35.67%			\$112,000.00	\$127,500.00	\$129,000.00	\$132,000.00	\$132,000.00	88/94 AMC renewals x 1,500.00
25320	476101	AMC Late Processing Fees	\$1,000.00	0.29%	0.28%			\$0.00	\$0.00	\$750.00	\$750.00	\$750.00	
<b>Budget Fund Revenues Subtotals</b>		<b>\$341,280.00</b>	<b>100.04%</b>	<b>96.60%</b>			<b>\$0.00</b>	<b>\$334,470.75</b>	<b>\$409,678.75</b>	<b>\$365,047.25</b>	<b>\$410,626.50</b>		
Miscellaneous Revenues		Projected Amount	% of Misc	% of Revenue				Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	
25310	481100	Appraiser Investment Income	\$6,250.00	52.08%	1.77%			\$7,479.04	\$5,484.42	\$5,934.29	\$6,000.00	\$6,000.00	Appraiser Fund Investment Income.
25320	481101	AMC Investment Income	\$5,750.00	47.92%	1.63%			\$0.00	\$4,466.69	\$4,874.93	\$5,000.00	\$5,000.00	AMC Fund Investment Income.
25310	485100	Appraiser Fines Forfeits & Penalties	\$0.00	0.00%	0.00%			\$5,313.60	\$0.00	\$0.00	\$0.00	\$0.00	
25320	485101	AMC Fines Forfeits & Penalties	\$0.00	0.00%	0.00%			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	484500	App Reimbursement Non-Govt Sc	\$0.00	0.00%	0.00%			\$0.00	\$4,108.36	\$426.37	\$2,000.00	\$2,000.00	Reimbursement for investigative costs.
25320	484500	AMC Reimbursement Non-Govt S	\$0.00	0.00%	0.00%			\$4,601.27	\$1,600.00	\$5.55	\$500.00	\$500.00	Reimbursement for investigative costs.
25310	486500	Miscellaneous Adjustments	\$0.00	0.00%	0.00%			-\$186.92	\$360.00	-\$125.00	\$0.00	\$0.00	
<b>Miscellaneous Revenues Subtotals</b>		<b>\$12,000.00</b>	<b>100.00%</b>	<b>3.40%</b>			<b>\$0.00</b>	<b>\$17,206.99</b>	<b>\$16,019.47</b>	<b>\$11,116.14</b>	<b>\$13,500.00</b>		
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%			\$0.00	\$0.00	\$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	\$0.00	
<b>Other Financial Sources Subtotals</b>		<b>\$0.00</b>	<b>#DIV/0!</b>	<b>0.00%</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Revenue Subtotals</b>		<b>\$353,280.00</b>	<b>#DIV/0!</b>	<b>100.00%</b>			<b>\$0.00</b>	<b>\$351,677.74</b>	<b>\$425,698.22</b>	<b>\$376,163.39</b>	<b>\$424,126.50</b>		
<b>Operation Line Report</b>		<b>-\$52,206.00</b>	<b>Op %</b>	<b>87.13%</b>			<b>-\$418,170.58</b>	<b>-\$7,059.36</b>	<b>\$119,608.23</b>	<b>\$13,733.19</b>	<b>-\$41,437.50</b>		

Allocation: \$415,564.00  
FY 21 Carryover Allocated: \$50,000.00



# Memo

**To:** Nebraska Real Property Appraiser Board  
**From:** Tyler Kohtz  
**CC:**  
**Date:** 6/9/2022  
**Re:** FY 2022-23 Appraiser-AMC Funds Allocation

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In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing), is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The allocation percentage will be rounded to the nearest half number (40%,45%,50%, etc.) for ease of application.

## **AMC/Appraiser Time Breakdown**

The quarterly workload review for each employee takes place during the first full work week in July, October, January, and April. Each employee reported his or her time spent on appraiser-and AMC-related activities per day in half-hour increments (e.g., Monday: 3.5 hours AMC, 4.5 hours appraiser; Tuesday: 2 hours AMC, 6 hours appraiser). If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee reported the time spent at 50% for each program. The total number of full-time equivalent hours for the agency during the quarterly workload review is 480. The reported 461.5 total hours is the result of paid leave taken during the four weeks under review.

<b>FY 2021-22 Final</b>	<b>AMC hours</b>	<b>Appraiser hours</b>	<b>General hours</b>	<b>Total hours</b>
Director	2	19	143	
BLS	10.5	47	92.5	
AS	0	97	50.5	
<b>Total</b>	<b>12.5</b>	<b>163</b>	<b>286</b>	<b>461.5</b>
AMC/Appraiser Breakdown	155.5	306		
Percentage	34%	66%		

**FY2022-23 AMC/Appraiser Funds Allocation Analysis**

The quarterly workload review of the first full work week in July, October, January, and April for each employee indicates that 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 FY2022-23, the past, present, and projected numbers and trends for appraiser credentialing, AMC registration, education activities, and compliance, were taken into consideration. The number of new, and renewal of, AMC registrations have stabilized and appear to remain stable for FY2022-23. The number of new real property appraiser credentials has increased during FY2021-22 compared to the previous two years, and are these numbers are expected to continue increasing for FY2022-23. Due to the high volume of AMC renewal activity, and the already existing volume for appraiser related activity, this increase had minimal effect on the allocation in FY2021-22. As such, no additional weight is given to the increase for the FY2022-23 allocation. Also, the projections for the number of real property appraiser renewals indicate that the renewal rates are steady, and no change is expected for FY2022-23. During FY2021-22, BEPM Duerig spent increased time processing and reviewing education activity applications, but this increase has no effect on the allocation as the remainder of time spent for this position is typically allocated to other appraiser related or general functions. Finally, there are no compliance, legislative, or policy matters that would affect the AMC/Appraiser Funds allocation for FY2022-23. The AMC/Appraiser Funds allocation for FY2022-23 will remain at 65% Appraiser Fund and 35% AMC Fund.

<b>Account</b>	<b>Object Code</b>	<b>Budgeted Fund Types</b>	<b>Budgeted Amount</b>	65.00%	35.00%	
<b>Personal Service Expenditures</b>			<b>FY 22-23 Budgeted Amount</b>	Appraiser	AMC	Verification
25310	511100	Permanent Salaries - Wages	\$150,067.69	\$97,544.00	\$52,523.69	\$150,067.69
25310	511200	Temporary Salaries - Wages	\$0.00	\$0.00	\$0.00	\$0.00
25310	511300	Overtime Payments	\$1,633.48	\$1,061.76	\$571.72	\$1,633.48
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	\$1,633.48	\$1,061.76	\$571.72	\$1,633.48
25310	512100	Vacation Leave Expenses	\$12,763.62	\$8,296.35	\$4,467.27	\$12,763.62
25310	512200	Sick Leave Expenses	\$824.88	\$536.17	\$288.71	\$824.88
25310	512300	Holiday Leave Expenses	\$7,918.85	\$5,147.25	\$2,771.60	\$7,918.85
25310	512500	Funeral Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00
<b>Personal Service Subtotals</b>			<b>\$184,942.00</b>	<b>\$120,212.30</b>	<b>\$64,729.70</b>	<b>\$184,942.00</b>
<b>Employee Benefit Expenditures</b>						
25310	515100	Retirement Plan Expenses	\$13,188.15	\$8,572.30	\$4,615.85	\$13,188.15
25310	515200	FICA Expenses	\$14,148.06	\$9,196.24	\$4,951.82	\$14,148.06
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
<b>Employee Benefit Subtotals</b>			<b>\$61,804.29</b>	<b>\$40,172.79</b>	<b>\$21,631.50</b>	<b>\$61,804.29</b>
<b>Operating Expenses</b>						
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	\$100.00	\$65.00	\$35.00	\$100.00
25320	521400	CIO Charges	\$80,262.00	\$19,670.30	\$60,591.70	\$80,262.00
25310	521500	Publication & Print Expense	\$3,000.00	\$1,950.00	\$1,050.00	\$3,000.00
25310	521900	Awards Expense	\$100.00	\$65.00	\$35.00	\$100.00
25310	522100	Dues & Subscription Expense	\$600.00	\$390.00	\$210.00	\$600.00
25310	522200	Conference Registration	\$1,100.00	\$715.00	\$385.00	\$1,100.00
25310	539500	Purchasing Card Suspense	\$0.00	\$0.00	\$0.00	\$0.00
25320	524600	Rent Expense - Buildings	\$11,687.30	\$7,596.75	\$4,090.56	\$11,687.30
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	532280	Video 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
25310	541700	Legal Related Expense	\$7,000.00	\$6,300.00	\$700.00	\$7,000.00
25310	541900	Settlements	\$0.00	\$0.00	\$0.00	\$0.00
25310	542100	SOS Temp Serv - Personnel	\$7,830.00	\$5,089.50	\$2,740.50	\$7,830.00
25310	547100	Educational Services	\$1,500.00	\$975.00	\$525.00	\$1,500.00
25310	554900	Other Contractual Service	\$41,000.00	\$36,000.00	\$5,000.00	\$41,000.00
25310	555200	Non-Capitalized Software	\$0.00	\$0.00	\$0.00	\$0.00
25310	556100	Insurance Expense	\$47.00	\$30.55	\$16.45	\$47.00
25310	556300	Surety & Notary Bonds	\$0.00	\$0.00	\$0.00	\$0.00
25310	559100	Other Operating Expenses	\$82.77	\$53.80	\$28.97	\$82.77
<b>Operating Expenses Subtotals</b>			<b>\$200,080.07</b>	<b>\$117,402.05</b>	<b>\$82,678.02</b>	<b>\$200,080.07</b>
<b>Travel Expenses</b>						
25310	571100	Lodging	\$4,650.00	\$3,022.50	\$1,627.50	\$4,650.00
25310	571600	Meals - Taxable	\$100.00	\$65.00	\$35.00	\$100.00
25310	571800	Meals - Travel Status	\$2,010.00	\$1,306.50	\$703.50	\$2,010.00
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	\$8,797.64	\$5,718.47	\$3,079.17	\$8,797.64



25310	574600	Contractual Serv - Travel Exp	\$0.00	\$0.00	\$0.00	\$0.00
25310	575100	Misc Travel Expenses	\$1,030.00	\$669.50	\$360.50	\$1,030.00
<b>Travel Expenses Subtotals</b>			<b>\$18,737.64</b>	<b>\$12,179.47</b>	<b>\$6,558.17</b>	<b>\$18,737.64</b>
<b>Capital Outlay</b>						
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
<b>Capital Outlay Subtotals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Operating Expenditures Subtotals</b>			<b>\$280,622.00</b>			
<b>Expenditures Subtotals</b>			<b>\$465,564.00</b>	<b>\$289,966.60</b>	<b>\$175,597.40</b>	<b>\$465,564.00</b>
<b>Budget Funds Revenues</b>						
25310	471100	Sale of Services	\$400.00	\$400.00		
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	\$9,000.00	\$9,000.00		
25310	475151	Licensed New Fees	\$1,200.00	\$1,200.00		
25310	475152	Fingerprint Fees	\$2,986.50	\$2,986.50		
25310	475153	Certified Residential New	\$2,100.00	\$2,100.00		
25310	475154	Certified General Renewal	\$122,925.00	\$122,925.00		
25310	475155	Licensed Renewal	\$14,575.00	\$14,575.00		
25310	475156	Fingerprint Audit Program Fees	\$3,965.00	\$3,965.00		
25310	475157	Certified Residential Renewal	\$63,525.00	\$63,525.00		
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	\$27,900.00	\$27,900.00		
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		
25310	476101	App Late Processing Fees	\$3,500.00	\$3,500.00		
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	\$132,000.00		\$132,000.00	
25320	476101	AMC Late Processing Fees	\$750.00		\$750.00	
<b>Budget Fund Revenues Subtotals</b>			<b>\$410,626.50</b>			
<b>Miscellaneous Revenues</b>						
25310	481100	Investment Income	\$6,000.00	\$6,000.00		
25320	481101	AMC Investment Income	\$5,000.00	\$0.00	\$5,000.00	
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	\$2,000.00	\$2,000.00	\$0.00	
25320	484500	AMC Reimbursement Non-Govt Sources	\$500.00	\$0.00	\$500.00	
25310	486500	Miscellaneous Adjustments	\$0.00	\$0.00	\$0.00	
<b>Miscellaneous Revenues Subtotals</b>			<b>\$13,500.00</b>			
<b>Other Financial Sources</b>						
25310	493200	Operating Transfers Out	\$0.00			
<b>Other Financial Sources Subtotals</b>			<b>\$0.00</b>			
<b>Revenue Subtotals</b>			<b>\$424,126.50</b>	<b>\$271,776.50</b>	<b>\$152,350.00</b>	<b>\$424,126.50</b>
<b>Operation Line Report</b>			<b>\$0.00</b>	<b>-\$18,190.10</b>	<b>-\$23,247.40</b>	<b>-\$121,145.00</b>
App FY Expenditures/Revenue w/ Expenditures at 80% of Budgeted (\$231,973.00):				\$39,803.50		
AMC FY Expenditures/Revenue w/ Expenditures at 90% of Budgeted (\$158,038.00):					-\$5,688.00	
Total FY Expenditures/Revenue w/ Expenditures (base expenditures only (\$336,630.00):						\$34,115.50

<b>Account</b>	<b>Object Code</b>	<b>Budgeted Fund Types</b>	<b>Budgeted Amount</b>	60.00%	40.00%	
<b>Personal Service Expenditures</b>			<b>FY 23-24 Budgeted Amount</b>	Appraiser	AMC	Verification
25310	511100	Permanent Salaries - Wages	\$211,521.48	\$126,912.89	\$84,608.59	\$211,521.48
25310	511200	Temporary Salaries - Wages		\$0.00	\$0.00	\$0.00
25310	511300	Overtime Payments	\$500.00	\$300.00	\$200.00	\$500.00
25310	511600	Per Diem Payments	\$9,100.00	\$5,460.00	\$3,640.00	\$9,100.00
25310	511700	Employee Bonuses	\$1,500.00	\$900.00	\$600.00	\$1,500.00
25310	511800	Comp Time Payments	\$500.00	\$300.00	\$200.00	\$500.00
25310	512100	Vacation Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00
25310	512200	Sick Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00
25310	512300	Holiday Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00
25310	512500	Funeral Leave Expenses		\$0.00	\$0.00	\$0.00
<b>Personal Service Subtotals</b>			<b>\$223,121.48</b>	<b>\$133,872.89</b>	<b>\$89,248.59</b>	<b>\$223,121.48</b>
<b>Employee Benefit Expenditures</b>						
25310	515100	Retirement Plan Expenses	\$16,051.61	\$9,630.97	\$6,420.64	\$16,051.61
25310	515200	FICA Expenses	\$17,068.79	\$10,241.27	\$6,827.52	\$17,068.79
25310	515400	Life & Accident Ins Expenses	\$0.00	\$0.00	\$0.00	\$0.00
25310	515500	Health Insurance Expenses	\$39,190.32	\$23,514.19	\$15,676.13	\$39,190.32
25310	516300	Employee Assistance Pro	\$49.44	\$29.66	\$19.78	\$49.44
25310	516400	Unemployment Comp Ins Exp	\$0.00	\$0.00	\$0.00	\$0.00
25310	516500	Workers Comp Premiums	\$1,528.00	\$916.80	\$611.20	\$1,528.00
<b>Employee Benefit Subtotals</b>			<b>\$73,888.16</b>	<b>\$44,332.90</b>	<b>\$29,555.26</b>	<b>\$73,888.16</b>
<b>Operating Expenses</b>						
25310	521100	Postage Expenses	\$2,500.00	\$1,500.00	\$1,000.00	\$2,500.00
25310	521200	Comm Exp-Voice/Data	\$0.00	\$0.00	\$0.00	\$0.00
25310	521300	Freight	\$100.00	\$60.00	\$40.00	\$100.00
25320	521400	CIO Charges	\$33,367.36	\$20,020.42	\$13,346.94	\$33,367.36
25310	521500	Publication & Print Expense	\$3,000.00	\$1,800.00	\$1,200.00	\$3,000.00
25310	521900	Awards Expense	\$100.00	\$60.00	\$40.00	\$100.00
25310	522100	Dues & Subscription Expense	\$600.00	\$360.00	\$240.00	\$600.00
25310	522200	Conference Registration	\$1,100.00	\$660.00	\$440.00	\$1,100.00
25310	539500	Purchasing Card Suspense		\$0.00	\$0.00	\$0.00
25320	524600	Rent Expense - Buildings	\$11,687.30	\$7,012.38	\$4,674.92	\$11,687.30
25310	532200	Personal Computing Equip	\$0.00	\$0.00	\$0.00	\$0.00

25320	524900	Rent Exp - Dupr Surcharge	\$3,859.00	\$2,315.40	\$1,543.60	\$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	\$300.00	\$200.00	\$500.00
25310	532260	Voice Equip	\$0.00	\$0.00	\$0.00	\$0.00
25310	532280	Video Equip	\$0.00	\$0.00	\$0.00	\$0.00
25310	531100	Office Supplies Expense	\$2,000.00	\$1,200.00	\$800.00	\$2,000.00
25310	532100	Non-Capitalized Equip PU	\$500.00	\$300.00	\$200.00	\$500.00
25310	533100	Household & Instit Expense	\$310.00	\$186.00	\$124.00	\$310.00
25310	534900	Misc Supplies Expense	\$50.00	\$30.00	\$20.00	\$50.00
25310	527960	Voice Equip Repair & Maint	\$0.00	\$0.00	\$0.00	\$0.00
25310	541100	Acctg & Auditing Services	\$1,037.00	\$622.20	\$414.80	\$1,037.00
	541200	Purchasing Assessment	\$90.00	\$54.00	\$36.00	\$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
25310	541700	Legal Related Expense	\$7,000.00	\$6,300.00	\$700.00	\$7,000.00
25310	541900	Settlements	\$0.00	\$0.00	\$0.00	\$0.00
25310	542100	SOS Temp Serv - Personnel	\$0.00	\$0.00	\$0.00	\$0.00
25310	547100	Educational Services	\$1,500.00	\$900.00	\$600.00	\$1,500.00
25310	554900	Other Contractual Service	\$47,500.00	\$42,500.00	\$5,000.00	\$47,500.00
25310	555200	Non-Capitalized Software	\$0.00	\$0.00	\$0.00	\$0.00
25310	556100	Insurance Expense	\$47.00	\$28.20	\$18.80	\$47.00
25310	556300	Surety & Notary Bonds	\$0.00	\$0.00	\$0.00	\$0.00
25310	559100	Other Operating Expenses	\$82.77	\$49.66	\$33.11	\$82.77
<b>Operating Expenses Subtotals</b>			<b>\$151,930.43</b>	<b>\$117,758.26</b>	<b>\$34,172.17</b>	<b>\$151,930.43</b>
<b>Travel Expenses</b>						
25310	571100	Lodging	\$4,650.00	\$2,790.00	\$1,860.00	\$4,650.00
25310	571600	Meals - Taxable	\$100.00	\$60.00	\$40.00	\$100.00
25310	571800	Meals - Travel Status	\$2,010.00	\$1,206.00	\$804.00	\$2,010.00
25310	572100	Commercial Transportation	\$1,950.00	\$1,170.00	\$780.00	\$1,950.00
25310	573100	State-Owned Transportation	\$200.00	\$120.00	\$80.00	\$200.00
25310	574500	Personal Vehicle Mileage	\$8,797.64	\$5,278.58	\$3,519.06	\$8,797.64

25310	574600	Contractual Serv - Travel Exp	\$0.00	\$0.00	\$0.00	\$0.00
25310	575100	Misc Travel Expenses	\$1,030.00	\$618.00	\$412.00	\$1,030.00
<b>Travel Expenses Subtotals</b>			<b>\$18,737.64</b>	<b>\$11,242.58</b>	<b>\$7,495.06</b>	<b>\$18,737.64</b>
<b>Capital Outlay</b>						
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
<b>Capital Outlay Subtotals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Operating Expenditures Subtotals</b>			<b>\$244,556.23</b>			
<b>Expenditures Subtotals</b>			<b>\$467,677.71</b>	<b>\$307,206.63</b>	<b>\$160,471.08</b>	<b>\$467,677.71</b>
<b>Budget Funds Revenues</b>						
25310	471100	Sale of Services	\$400.00	\$400.00		
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	\$9,000.00	\$9,000.00		
25310	475151	Licensed New Fees	\$1,500.00	\$1,500.00		
25310	475152	Fingerprint Fees	\$3,122.25	\$3,122.25		
25310	475153	Certified Residential New	\$2,400.00	\$2,400.00		
25310	475154	Certified General Renewal	\$97,075.00	\$97,075.00		
25310	475155	Licensed Renewal	\$11,000.00	\$11,000.00		
25310	475156	Fingerprint Audit Program Fees	\$3,395.00	\$3,395.00		
25310	475157	Certified Residential Renewal	\$55,000.00	\$55,000.00		
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	\$28,350.00	\$28,350.00		
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		
25310	476101	App Late Processing Fees	\$3,000.00	\$3,000.00		
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	\$132,000.00		\$132,000.00	
25320	476101	AMC Late Processing Fees	\$750.00		\$750.00	
<b>Budget Fund Revenues Subtotals</b>			<b>\$372,792.25</b>			
<b>Miscellaneous Revenues</b>						
25310	481100	Investment Income	\$6,000.00	\$6,000.00		
25320	481101	AMC Investment Income	\$5,000.00	\$0.00	\$5,000.00	
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	\$2,000.00	\$2,000.00	\$0.00	
25320	484500	AMC Reimbursement Non-Govt Sources	\$500.00		\$500.00	
25310	486500	Miscellaneous Adjustments	\$0.00	\$0.00	\$0.00	
<b>Miscellaneous Revenues Subtotals</b>			<b>\$13,500.00</b>			
<b>Other Financial Sources</b>						
25310	493200	Operating Transfers Out	\$0.00			
<b>Other Financial Sources Subtotals</b>			<b>\$0.00</b>			
<b>Revenue Subtotals</b>			<b>\$386,292.25</b>	<b>\$233,942.25</b>	<b>\$152,350.00</b>	<b>\$386,292.25</b>
<b>Operation Line Report</b>			<b>\$0.00</b>	<b>-\$73,264.38</b>	<b>-\$8,121.08</b>	<b>-\$81,385.46</b>
			App FY			
			Expenditures/Revenue w/			
			Expenditures at 80% of			
			Budgeted (\$245,765.00):	<b>-\$11,822.75</b>		
			AMC FY			
			Expenditures/Revenue w/			
			Expenditures at 80% of			
			Budgeted (\$128,377.00):		\$23,973.00	
			Total FY			
			Expenditures/Revenue w/			
			Expenditures (base			
			expenditures only -			
			\$374,142.00):			\$12,150.25

<i>Account</i>	<i>Object Code</i>	<i>Budgeted Fund Types</i>		60%	40%	
<i>Personal Service Expenditures</i>			<i>FY 24-25 Budgeted Amount</i>	Appraiser	AMC	Verification
25310	511100	Permanent Salaries - Wages	\$215,789.60	\$129,473.76	\$86,315.84	\$215,789.60
25310	511200	Temporary Salaries - Wages		\$0.00	\$0.00	\$0.00
25310	511300	Overtime Payments	\$500.00	\$300.00	\$200.00	\$500.00
25310	511600	Per Diem Payments	\$9,100.00	\$5,460.00	\$3,640.00	\$9,100.00
25310	511700	Employee Bonuses	\$1,500.00	\$900.00	\$600.00	\$1,500.00
25310	511800	Comp Time Payments	\$500.00	\$300.00	\$200.00	\$500.00
25310	512100	Vacation Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00
25310	512200	Sick Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00
25310	512300	Holiday Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00
25310	512500	Funeral Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00
<b><i>Personal Service Subtotals</i></b>			<b>\$227,389.60</b>	<b>\$136,433.76</b>	<b>\$90,955.84</b>	<b>\$227,389.60</b>
<b><i>Employee Benefit Expenditures</i></b>						
25310	515100	Retirement Plan Expenses	\$16,371.72	\$9,823.03	\$6,548.69	\$16,371.72
25310	515200	FICA Expenses	\$17,395.30	\$10,437.18	\$6,958.12	\$17,395.30
25310	515400	Life & Accident Ins Expenses	\$0.00	\$0.00	\$0.00	\$0.00
25310	515500	Health Insurance Expenses	\$39,190.32	\$23,514.19	\$15,676.13	\$39,190.32
25310	516300	Employee Assistance Pro	\$49.44	\$29.66	\$19.78	\$49.44
25310	516400	Unemployment Comp Ins Exp	\$0.00	\$0.00	\$0.00	\$0.00
25310	516500	Workers Comp Premiums	\$1,528.00	\$916.80	\$611.20	\$1,528.00
<b><i>Employee Benefit Subtotals</i></b>			<b>\$74,534.78</b>	<b>\$44,720.87</b>	<b>\$29,813.91</b>	<b>\$74,534.78</b>
<b><i>Operating Expenses</i></b>						
25310	521100	Postage Expenses	\$2,500.00	\$1,500.00	\$1,000.00	\$2,500.00
25310	521200	Comm Exp-Voice/Data	\$0.00	\$0.00	\$0.00	\$0.00
25310	521300	Freight	\$100.00	\$60.00	\$40.00	\$100.00
25320	521400	CIO Charges	\$33,367.36	\$20,020.42	\$13,346.94	\$33,367.36
25310	521500	Publication & Print Expense	\$3,000.00	\$1,800.00	\$1,200.00	\$3,000.00
25310	521900	Awards Expense	\$100.00	\$60.00	\$40.00	\$100.00
25310	522100	Dues & Subscription Expense	\$600.00	\$360.00	\$240.00	\$600.00
25310	522200	Conference Registration	\$1,100.00	\$660.00	\$440.00	\$1,100.00
25310	539500	Purchasing Card Suspense		\$0.00	\$0.00	\$0.00
25320	524600	Rent Expense - Buildings	\$11,687.30	\$7,012.38	\$4,674.92	\$11,687.30
25310	532200	Personal Computing Equip	\$0.00	\$0.00	\$0.00	\$0.00

25320	524900	Rent Exp - Dupr Surcharge	\$3,859.00	\$2,315.40	\$1,543.60	\$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	\$300.00	\$200.00	\$500.00
25310	532260	Voice Equip	\$0.00	\$0.00	\$0.00	\$0.00
25310	532280	Video Equip	\$0.00	\$0.00	\$0.00	\$0.00
25310	531100	Office Supplies Expense	\$2,000.00	\$1,200.00	\$800.00	\$2,000.00
25310	532100	Non-Capitalized Equip PU	\$500.00	\$300.00	\$200.00	\$500.00
25310	533100	Household & Instit Expense	\$310.00	\$186.00	\$124.00	\$310.00
25310	534900	Misc Supplies Expense	\$50.00	\$30.00	\$20.00	\$50.00
25310	527960	Voice Equip Repair & Maint	\$0.00	\$0.00	\$0.00	\$0.00
25310	541100	Acctg & Auditing Services	\$1,037.00	\$622.20	\$414.80	\$1,037.00
	541200	Purchasing Assessment	\$90.00	\$54.00	\$36.00	\$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
25310	541700	Legal Related Expense	\$7,000.00	\$6,300.00	\$700.00	\$7,000.00
25310	541900	Settlements	\$0.00	\$0.00	\$0.00	\$0.00
25310	542100	SOS Temp Serv - Personnel	\$0.00	\$0.00	\$0.00	\$0.00
25310	547100	Educational Services	\$1,500.00	\$900.00	\$600.00	\$1,500.00
25310	554900	Other Contractual Service	\$50,000.00	\$45,000.00	\$5,000.00	\$50,000.00
25310	555200	Non-Capitalized Software	\$0.00	\$0.00	\$0.00	\$0.00
25310	556100	Insurance Expense	\$47.00	\$28.20	\$18.80	\$47.00
25310	556300	Surety & Notary Bonds	\$0.00	\$0.00	\$0.00	\$0.00
25310	559100	Other Operating Expenses	\$82.77	\$49.66	\$33.11	\$82.77
<b>Operating Expenses Subtotals</b>			<b>\$154,430.43</b>	<b>\$120,258.26</b>	<b>\$34,172.17</b>	<b>\$154,430.43</b>
<b>Travel Expenses</b>						
25310	571100	Lodging	\$4,650.00	\$2,790.00	\$1,860.00	\$4,650.00
25310	571600	Meals - Taxable	\$100.00	\$60.00	\$40.00	\$100.00
25310	571800	Meals - Travel Status	\$2,010.00	\$1,206.00	\$804.00	\$2,010.00
25310	572100	Commercial Transportation	\$1,950.00	\$1,170.00	\$780.00	\$1,950.00
25310	573100	State-Owned Transportation	\$200.00	\$120.00	\$80.00	\$200.00
25310	574500	Personal Vehicle Mileage	\$8,797.64	\$5,278.58	\$3,519.06	\$8,797.64



25310	574600	Contractual Serv - Travel Exp	\$0.00	\$0.00	\$0.00	\$0.00
25310	575100	Misc Travel Expenses	\$1,030.00	\$618.00	\$412.00	\$1,030.00
<b>Travel Expenses Subtotals</b>			<b>\$18,737.64</b>	<b>\$11,242.58</b>	<b>\$7,495.06</b>	<b>\$18,737.64</b>
<b>Capital Outlay</b>						
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
<b>Capital Outlay Subtotals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Operating Expenditures Subtotals</b>			<b>\$247,702.85</b>			
<b>Expenditures Subtotals</b>			<b>\$475,092.45</b>	<b>\$312,655.47</b>	<b>\$162,436.98</b>	<b>\$475,092.45</b>
<b>Budget Funds Revenues</b>						
25310	471100	Sale of Services	\$400.00	\$400.00		
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	\$9,000.00	\$9,000.00		
25310	475151	Licensed New Fees	\$1,800.00	\$1,800.00		
25310	475152	Fingerprint Fees	\$3,258.00	\$3,258.00		
25310	475153	Certified Residential New	\$2,700.00	\$2,700.00		
25310	475154	Certified General Renewal	\$118,525.00	\$118,525.00		
25310	475155	Licensed Renewal	\$14,025.00	\$14,025.00		
25310	475156	Fingerprint Audit Program Fees	\$3,855.00	\$3,855.00		
25310	475157	Certified Residential Renewal	\$62,975.00	\$62,975.00		
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	\$28,800.00	\$28,800.00		
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		
25310	476101	App Late Processing Fees	\$3,000.00	\$3,500.00		
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	\$132,000.00		\$132,000.00	
25320	476101	AMC Late Processing Fees	\$750.00		\$750.00	
<b>Budget Fund Revenues Subtotals</b>			<b>\$406,888.00</b>			
<b>Miscellaneous Revenues</b>						
25310	481100	Investment Income	\$6,000.00	\$6,000.00		
25320	481101	AMC Investment Income	\$5,000.00	\$0.00	\$5,000.00	
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	\$2,000.00	\$2,000.00	\$0.00	
25320	484500	AMC Reimbursement Non-Govt Sources	\$500.00		\$500.00	
25310	486500	Miscellaneous Adjustments	\$0.00	\$0.00	\$0.00	
<b>Miscellaneous Revenues Subtotals</b>			<b>\$13,500.00</b>			
<b>Other Financial Sources</b>						
25310	493200	Operating Transfers Out	\$0.00			
<b>Other Financial Sources Subtotals</b>			<b>\$0.00</b>			
<b>Revenue Subtotals</b>			<b>\$420,388.00</b>	<b>\$268,538.00</b>	<b>\$152,350.00</b>	<b>\$420,888.00</b>
<b>Operation Line Report</b>			<b>\$0.00</b>	<b>-\$44,117.47</b>	<b>-\$10,086.98</b>	<b>-\$54,204.45</b>
			App FY			
			Expenditures/Revenue w/			
			Expenditures at 80% of			
			Budgeted (\$250,124.00):	\$18,414.00		
			AMC FY			
			Expenditures/Revenue w/			
			Expenditures at 80% of			
			Budgeted (\$129,950.00):		\$22,400.00	
			Total FY			
			Expenditures/Revenue w/			
			Expenditures (base			
			expenditures only -			
			\$380,074.00):			\$40,814.00



Nebraska Real Property Appraiser Board

## Fee Schedule

Effective February 17, 2022

<b>Real Property Appraiser Credential Fees</b>	
Real Property Appraiser Credential Application Fee	\$150.00
Real Property Appraiser Criminal History Record Check Fee	\$45.25
Licensed/ Certified Residential/ Certified General Real Property Appraiser Credentialing Fee	\$300.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Federal Registry Fee	\$40.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Renewal Fee	\$275.00
Annual Random Fingerprint Audit Program Maintenance Fee for Renewal of Real Property Appraiser Credential	\$5.00
Real Property Appraiser Renewal Late Processing Fee (For each month or portion of month application is late)	\$25.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credential Application Fee	\$100.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credentialing Fee	\$300.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Examination Fee (Paid to testing service Provider)	
<b>Temporary Real Property Appraiser Credential Fees</b>	
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credential Application Fee	\$100.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credentialing Fee	\$50.00
<b>Appraisal Management Company Registration Fees</b>	
Appraisal Management Company Application Fee	\$350.00
Appraisal Management Company Registration Fee	\$2000.00
Appraisal Management Company Registration Renewal Fee	\$1500.00
Appraisal Management Company Registration Renewal Late Processing Fee (For each month or portion of month application is late)	\$25.00
<b>Real Property Appraiser Education Fees</b>	
New/Resubmission Qualifying Education Activity Fee	\$50.00
New/Resubmission Continuing Education Activity Fee	\$25.00
Continuing Education Activity Renewal Fee	\$10.00
New/Resubmission Seven-Hour Supervisory Appraiser and Trainee Course Fee	\$25.00
<b>Miscellaneous Fees</b>	
Appraiser Corporate Certificate Request/Duplicate Proof of Credentialing Fee	\$25.00
Federally Regulated AMC Reporting Form Processing Fee	\$350.00
Preliminary Criminal History Review Fee (Pre-application review for credentialing applicants and owners of more than 10% of AMCs)	\$50.00