

**PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD**  
**Thursday, May 19, 2022, 9:00 a.m.**  
**Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building**  
**301 Centennial Mall South, Lincoln, Nebraska**  
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**AGENDA**

**A. Opening 9:00 a.m.**

**B. Notice of Meeting (Adopt Agenda)**

*The Nebraska Real Property Appraiser Board will meet in executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation that is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. The Board will exit executive session at 9:30 a.m. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete review of the above-mentioned items. The Board will not take action on agenda items C, D, E, and F until executive session is completed.*

**C. Credentialing as a Nebraska Real Property Appraiser** ..... 1-17

- 1. New Applicants for Certified Residential Credential through Education, Experience, and Examination
  - a. CR22004
- 2. New Applicants for Certified General Credential through Education, Experience, and Examination
  - a. CG22009
- 3. Pending Applications
  - a. CR22001
  - b. CG22005

**D. Registration as an Appraisal Management Company**

**E. Consideration of Compliance Matters**

**F. Consideration of Other Executive Session Items** ..... 1-36

- 1. 2022.03
- 2. Personnel Matters

**G. Welcome and Chair’s Remarks (Public Agenda 9:30 am)**

**H. NRPAB Employee Recognition Award**

**I. Board Meeting Minutes**

- 1. Approval of April 21, 2022 Meeting Minutes ..... 1-14

**J. Director’s Report**

- 1. Real Property Appraiser and AMC Counts and Trends
  - a. Real Property Appraiser Report ..... 1-4
  - b. Temporary Real Property Appraiser Report ..... 5
  - c. Supervisory Real Property Appraiser Report ..... 6
  - d. Appraisal Management Company Report ..... 7
- 2. Director Approval of Applicants
  - a. Real Property Appraiser Report ..... 8
  - b. Education Activity and Instructor(s) Report ..... 9-10
- 3. 2021-22 NRPAB Goals and Objectives + SWOT Analysis ..... 11-13

## **K. Financial Report and Considerations**

1. April Financial Report
  - a. Budget Status Report ..... 1-3
  - b. MTD General Ledger Detail Report ..... 4-8
  - c. Financial Charts ..... 9-11
2. FY 2021-22 Budget Amendment ..... 12-13
3. Per Diems
  - a. Hermsen – May 9, 2022 City of Omaha - Housing Affordability Action Plan Session
  - b. Downing – May 18, 2022 Applicant Informal Conference
4. Applicant Appraisal Review Services Contracts ..... 14-28
  - a. Applicant Appraisal Review Services Contract #99528 Amendment Request
  - b. Applicant Appraisal Review Services Contracts #99529 Amendment Request

## **L. General Public Comments**

## **M. Consideration of Education/Instructor Requests**

## **N. Unfinished Business**

## **O. New Business**

## **P. Legislative Report and Business**

1. Title 298
2. Other Legislative Matters

## **Q. Administrative Business**

1. Guidance Documents
  - a. 22-01: Education Activity Instructor Application Requirements ..... 1-4
2. Internal Procedural Documents
3. Forms, Applications, and Procedures
  - a. Application for Preliminary Criminal History Review: Applicant for Credentialing as a Nebraska Real Property Appraiser or More than 10% Owner of an Appraisal Management Company ..... 5-6
  - b. Application for Nebraska Real Property Appraiser Temporary Credential ..... 7-13
  - c. Application for Renewal of Nebraska Real Property Appraiser Temporary Credential ..... 14-16
  - d. 2023-2024 Application for Two-Year Renewal of Nebraska Trainee Real Property Appraiser Credential ..... 17-24
  - e. 2023-2024 Application for Renewal of Nebraska Real Property Appraiser Credential ..... 15-34
  - f. Real Property Appraiser Credential Renewal Questions and Answers ..... 35-38
  - g. Nebraska Real Property Appraiser Continuing Education Requirements ..... 39-45
  - h. Real Property Appraiser Credential Renewal Application Procedures ..... 46-57

## **R. Other Business**

1. Board Meetings
  - a. 2022 Strategic Planning – June 15, 2022; TBD
2. Conferences/Education
  - a. City of Omaha - Housing Affordability Action Plan Session (Hermsen Report)
3. Memos from the Board
4. Quarterly Newsletter
5. Appraisal Subcommittee
6. The Appraisal Foundation
  - a. TAF May Newsletter ..... 1-2
  - b. TAF April State Regulator Newsletter ..... 3-4
  - c. Appraiser Qualifications Board Q&As
    - i. Partial PAREA Adoption and Experience Requirements ..... 5

7. Association of Appraiser Regulatory Officials
8. In the News

**S. Adjourn**

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

**April 21, 2022 Meeting Minutes**

**A. OPENING**

Chairperson Thomas Luhrs called to order the April 21, 2022 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m., in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

**B. NOTICE OF MEETING**

Chairperson Luhrs announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at [www.nebraska.gov](http://www.nebraska.gov) on April 11, 2022. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material ([https://appraiser.ne.gov/board\\_meetings/](https://appraiser.ne.gov/board_meetings/)). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Thomas Luhrs of Imperial, Nebraska, Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, Cody Gerdes of Lincoln, Nebraska, and Kevin Hermsen of Gretna, Nebraska were present. Also present were Director Tyler Kohtz, Business and Licensing Program Manager Allison Nesper, and Business and Education Program Manager Katja Duerig, who are all headquartered in Lincoln, Nebraska.

**ADOPTION OF THE AGENDA**

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

Board Member Walkenhorst moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Downing seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

Board Member Downing moved to come out of executive session at 9:51 a.m. Board Member Walkenhorst seconded the motion. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

Break from 9:51 a.m. to 10:00 a.m.

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

Chairperson Luhrs welcomed all to the April 21, 2022 meeting of the Nebraska Real Property Appraiser Board. Roger Morrissey was the only member of the public present.

#### **H. NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION PRESENTATION**

Director Kohtz introduced Frank Daley, Executive Director of the Accountability and Disclosure Commission, the state agency that regulates personal financial disclosure and conflicts of interest, political committee organization, campaign financing, and lobbying as they apply to state and executive branch officials. Director Daley expressed appreciation to the Board for the invitation to provide information about some of the laws and rules and regulations that apply to board members as state government officials. He explained to the Board that every profession has a code of conduct or ethics, and as board members of a public body, they need to follow the Nebraska Political Accountability and Disclosure Act.

With the intention of presenting the basic information of what laws apply and how they apply to board members, Director Daley gave each board member a summary of the accountability laws. Director Daley followed the outline of his handout as he covered and expanded on each topic. The first topic of discussion addressed the statements of financial interests. Only the Board's executive director is required to submit a statement of financial interest, so Director Daley did not provide much detail regarding this requirement.

Director Daley then discussed Conflict of Interest. He explained that a person has a conflict of interest as a state public official if faced with taking an official action or making an official decision that could result in a financial benefit or a financial detriment to the official, whether it is to the official, an immediate family member of the official, or business with which the official is associated. He explained that "business with which you are associated," has a very broad definition, and noted that as a member of the Board, an association with an entity could become a conflict of interest if something related to that entity comes before the Board for a decision. Director Daley added that a business is a for-profit or non-profit entity, so an association with a church or club could create a conflict of interest. Director Daley went on to explain that "immediate family member," is defined as a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes. Nebraska law provides a process for dealing with conflicts. As an example, Director Daley discussed the process for a hypothetical scenario in which a board member has financial interest in an education provider that the Board wishes to contract with for an education offering. In this hypothetical scenario a board member that sits on the education provider's board would have a financial gain if the Board approved the contract with the education provider. He advised that if one believes he or she has a potential conflict of interest, it must be disclosed in writing to the Accountability and Disclosure Commission on the Commission forms. The Commission will review the situation, vote, and respond in writing. The Commission's decision will be whether or not the public official may participate in the matter or must abstain.

Director Daley noted that in many states a public official or public employee cannot have a contract with a government entity, but that there is no absolute ban on such contracts in Nebraska. However, there are exceptions regarding entering into a contract with government entities, and those exceptions do require steps that will ensure all business dealings and processes are aboveboard and open to public view. As an example, Director Daley once again discussed the process for a hypothetical scenario in which a board member has financial interest in an education provider that the Board wishes to contract with for an education offering.

According to Director Daley, state law does not prohibit public officials from accepting gifts, but there are guidelines that must be followed. Lobbyists and the principals of lobbyists are prohibited from giving gifts with a value of more than \$50.00 per month. There is an exception for food and drink for immediate consumption, said Director Daley. He advised that, if a board member is to accept something of value, the board member ought to know the source of that gift.

The final topic discussed by Director Daley was that of nepotism, or the act of hiring, promoting, or advancing a family member in state government, including the initial appointment and transfer to other positions in state government. Director Daley acknowledged the size of staff, and mentioned that nepotism is unlikely to occur within an agency this small, but that every public official or employee must be aware of it.

Public Member Roger Morrissey requested permission to speak. Chairperson Luhrs granted permission. Mr. Morrissey asked if Senators or Congresspeople are subject to these laws. Director Daley responded that the laws he described are all in Nebraska state statute, therefore they apply to Nebraska legislators, but not U.S. Senators or Congresspeople.

Director Daley closed by recognizing that the Commission is indeed an enforcement agency, however, the problems they see most often stem from a lack of knowledge about the law. The Commission's goal is to provide information needed, so that state government officials can comply with state law. Director Kohtz thanked Director Daley.

Chairperson Luhrs thanked Director Daley for the informative presentation.

## **I. BOARD MEETING MINUTES**

### **1. APPROVAL OF MARCH 17, 2022 MEETING MINUTES**

Chairperson Luhrs asked for any additions or corrections to the March 17, 2022 meeting minutes. With no discussion, Chairperson Luhrs called for a motion. Board Member Walkenhorst moved to adopt the March 17, 2022 meeting minutes as presented. Board Member Downing seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs called for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

## **J. DIRECTOR'S REPORT**

### **1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS**

#### **a. Real Property Appraiser Report**

Director Kohtz presented seven charts outlining the number of real property appraisers as of April 21, 2022 to the Board for review. The Director reported that he had no comments and asked for any questions or comments. There was no discussion.

#### **b. Temporary Real Property Appraiser Report**

Director Kohtz presented three charts outlining the number of temporary credentials issued as of March 31, 2022 to the Board for review. The Director reported that temporary credentials are trending above the historic numbers, and reported that there is no logical reasoning for the upward trend. Director Kohtz asked for any questions or comments. There was no discussion.

#### **c. Supervisory Real Property Appraiser Report**

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of April 21, 2022 to the Board for review. The Director reported that there were no changes in trends and that he had no specific comments. Director Kohtz asked for any questions or comments. There was no further discussion.

#### **d. Appraisal Management Company Report**

Director Kohtz presented two charts outlining the number of AMCs as of April 21, 2022 to the Board for review. Director Kohtz indicated that he had no comments and asked for any questions or comments. There was no discussion.

### **2. DIRECTOR APPROVAL OF APPLICANTS**

#### **a. Real Property Appraiser Report**

Director Kohtz presented the Real Property Appraiser Report to the Board for review showing real property appraiser applicants approved for credentialing by the Director, and the real property appraiser applicants approved to sit for exam by the Director, for the period between March 8, 2022 and April 11, 2022. The Director asked for any questions or comments. There was no further discussion.

#### **b. Education Activity and Instructors Report**

Director Kohtz presented the Education Activities and Instructors Report to the Board for review showing education activities and instructors approved by the Director for the period between March 8, 2022 and April 11, 2022. The Director asked for any questions or comments. There was no further discussion.

### **3. 2021-22 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS**

Director Kohtz presented the 2021-22 NRPAB Goals and Objectives and SWOT Analysis to the Board for review and provided a status update. The Director guided the Board to goals related to Laws, Rules, and Guidance Documents. Director Kohtz announced that LB707 passed final reading on April 12, 2022. According to BLPM Nespor, the Governor signed the bill yesterday, April 20, 2022. The Director moved on to goals related to Public Information, specifically, the short-term goal to 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. Director Kohtz reported BLPM Nespor will attempt to build the message screen on the NRPAB website, and indicated that the Dreamweaver software has finally been installed on her computer, so work will begin soon on this. According to the Director, if BLPM Nespor finds that the coding is too complicated, the agency will enter a work item for CIO to complete the work. Director Kohtz stated that he had no other comments and asked for any questions or comments. There was no further discussion.

## **K. FINANCIAL REPORT AND CONSIDERATIONS – APRIL 2022**

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

The receipts and expenditures for March were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the March Data Processing Expense of \$3,275.98. The Director reported that this expense is higher than usual because it includes the January and February IMS Services bills. Payment of the January bill was held due to an incorrect charge issue, but that issue was resolved and the bill is paid. The Director noted a Publication & Print Expense of \$9.25, which is for Board Member Kevin Hermsen's nameplate in the board meeting room. Next, Director Kohtz informed the Board that the \$550.00 expense for Conference Registration is for his registration to the Spring AARO Conference. Finally, the Director brought attention to the \$279.00 expense for Video Equipment, and informed the Board that this expenditure was for the Polycom extension mics. Director Kohtz indicated that expenditures for the month of March totaled \$28,233.53, and the year-to-date expenditures for the fiscal year are \$252,440.64, which amounts to 60.37 percent of the budgeted expenditures for the fiscal year; 75.07 percent of the fiscal year has passed.

The Director turned the Board's attention to revenues and remarked that March was another strong month. Director Kohtz reported that revenues for March were \$26,055.55, and that the year-to-date revenues for the fiscal year are \$333,051.88, which amounts to 94.27 percent of the projected revenues for the fiscal year. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then brought attention to the MTD General Ledger for March. The Director noted an entry under "Payee/Explanation" named, "CORRECTIONAL SERICES, DEPARTM," and informed the Board that this entry represents the payment to Cornhusker State Industries for Board Member Hermsen's nameplate. Director Kohtz asked for any questions or comments. There was no further discussion.



Director Kohtz presented three graphs showing expenses, revenues, and cash balance. The Director once again pointed out the expenditures and revenues for the month of March for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. The Director then remarked that the cash balance for the AMC Fund is \$353,603.97, the Appraiser Fund is \$423,321.16, and the overall cash balance for both funds is \$776,925.13. The Director asked for any questions or comments. There was no further discussion.

Board Member Downing moved to accept and file the March 2022 financial reports for audit. Board Member Gerdes seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs asked for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

## **2. PER DIEMS**

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

## **L. GENERAL PUBLIC COMMENTS**

Chairperson Luhrs asked for any public comments. Roger Morrissey indicated that he had no comments at present, but might have a question later in the meeting. With no comments, Chairperson Luhrs moved on to Consideration of Education/Instructor requests.

## **M. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS: No discussion.**

## **N. UNFINISHED BUSINESS**

### **1. NEBRASKA SECRETARY OF STATE – RECORDS DIVISION SCANNING SERVICES UPDATE**

Director Kohtz announced that BLPM Nespors had prepared a report outlining the progress made on the SOS Records Division Scanning Services project in the form of an email printed out at every board member's seat. The Director invited BLPM Nespors to present an update to the Board. BLPM Nespors provided a brief summary of the content found in her email, and reported that staff's initial request for funding for this project was based on two sample files. BLPM Nespors continued, now that the project is 45% complete, staff has better understanding of the average file size. Unfortunately, the test files were smaller than average, and there is more scanning to do than expected. BLPM Nespors estimated that the actual total cost of scanning will come to \$6,750.00. Director Kohtz requested an additional \$2,250.00 to have the remaining paper real property appraiser files scanned by Nebraska Secretary of State – Records Division. Board Member Walkenhorst moved to approve the additional \$2,250.00 to have the remaining paper real property appraiser files scanned by Nebraska Secretary of State – Records Division. Board Member Downing seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs asked for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye. Upon conclusion of the vote, BLPM Nespors noted that she has reviewed three of the files scanned and the only two pages were missed, which were the backs of college transcripts that contained boilerplate text.

## **O. NEW BUSINESS**

### **1. PAVE ACTION PLAN TO ADVANCE PROPERTY APPRAISAL AND VALUATION EQUITY**

Director Kohtz presented the PAVE Action Plan to Advance Property Appraisal and Valuation Equity to the Board for review. The Director remarked that this report was commissioned by the President's administration to promote appraisal and valuation equity, and includes thirteen federal agencies and offices. According to the PAVE Action Plan, throughout the 20th century, people of color were denied equitable access to housing as federal, state, and local governments systematically implemented discriminatory policies that led to housing segregation. These policies contributed to a gap between the values of homes in communities of color and predominantly white neighborhoods.

The Director then reported the following agency (federal) actions to advance valuation equity as outlined in the PAVE Action Plan:

- Strengthening guardrails against unlawful discrimination in all stages of residential valuation.
  - Clarify the application of the Fair Housing Act and ECOA to the appraisal industry to ensure appraisers have clear guidance on antidiscrimination obligations under current federal laws.
  - Address potential bias in the use of technology-based valuation tools through rulemaking related to Automated Valuation Models (AVMs).
- Enhancing fair housing/fair lending enforcement and driving accountability in the industry.
  - Strengthen coordination among supervisory and enforcement agencies to identify discrimination in appraisals and other valuation processes.
- Building a well-trained, accessible, and diverse appraiser workforce.
  - Update appraiser qualification criteria related to appraiser education, experience, and examination requirements to lower barriers to entry in the appraiser profession.
  - Increase engagement with states' appraisal regulatory agencies to help remove barriers to entry and advance diversity in the appraiser workforce.
  - Require appraisal anti-bias, fair housing, and fair lending training for all appraisers who conduct appraisals for federal programs and work with the appraisal industry to require such trainings for all appraisers.
- Empowering consumers to take action.
- Giving researchers and enforcement agencies better data to study and monitor valuation bias.

Director Kohtz then turned attention to the following items identified by the Task Force that it will assess in the coming months:

- Expanded use of alternatives to traditional appraisals as a means of reducing the prevalence and impact of appraisal bias.
- Use of value estimate ranges instead of an exact amount as a means of reducing the impact of racial or ethnic bias in appraisals.
- The potential use of alternatives and modifications to the sales comparison approach that may yield more accurate and equitable home valuation.
- Public sharing of aggregated historical appraisal data to foster development of unbiased valuation methods.

Chairperson Luhrs thanked Director Kohtz for summarizing the report, and asked if there is anything the Board should do now in response. Director Kohtz replied that it is important to be aware that the federal agencies are moving in this direction, for example, bias and diversity training is already in the current USPAP Update course, and relevant changes to the Real Property Appraiser Qualifications Criteria and USPAP are likely. Chairperson Luhrs asked if it is possible to share the PAVE Action Plan with all Nebraska real property appraisers. The Director recommended a Memo From the Board. Chairperson Luhrs remarked that he would like the report to be sent out with bullet points outlining what the Director shared with the Board. The other board members expressed their agreement. The Director asked for a motion to approve a Memo From the Board to bring attention to the PAVE Action Plan, and informed the Board that he will draft a memo and send it to all board members for review. If any board member express concerns that cannot be easily rectified, the memo will be held for the Board's discussion at the May meeting. Chairperson Luhrs thanked the Director and asked for a motion. Board Member Downing moved to authorize a Memo From the Board to send to the appraiser membership regarding inequities in appraisal practice highlighted in the PAVE Action Plan. Board Member Walkenhorst seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs asked for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

## **2. NEW TEMPORARY ASSISTANT ATTORNEY GENERAL ASSIGNMENT – LYNN MELSON**

Director Kohtz announced that AAG Nigro has taken a different job, and that the Board has been assigned a new temporary Assistant Attorney General. Lynn Melson is the Board's representative until a new permanent appointment is made. The Director asked for any questions or comments. There was no discussion.

**P. LEGISLATIVE REPORT AND BUSINESS**

**1. CURRENT LEGISLATION**

Director Kohtz presented the final legislative report of the current session to the Board for review. The Director provided a brief summary for each bill included in the report.

**LB707** – This bill is a collection of banking and finance bills, including the Board’s bill to change provisions of the Real Property Appraiser Act (LB706). AM1859 replaced all original language in LB707 with the new language. Director Kohtz reported LB707 passed Final Reading on April 12, 2022.

**LB709** – This bill changes requirements relating to preliminary applications under the Occupational Board Reform Act. AM1936 makes substantive changes to LB709 and incorporates provisions from two other bills, Senator Briese's LB263 and Senator McCollister's LB1153. Senator McCollister filed AM2707 on April 7, 2022, which included a majority exemption from LB709 for the Department of Banking and the Real Estate Commission. Director Kohtz discussed the relationship between these agencies and the NRPAB with Senator McCollister’s office, along with the NRPAB’s background review program, and followed this discussion with an email requesting that the NRPAB be considered for the same exemption from LB709. The last motion was to return to committee (no vote). This bill will not reappear on the agenda during this session.

**LB742** – This bill requires that meeting minutes be kept in writing or as an electronic file. Director Kohtz reported LB742 passed Final Reading on April 12, 2022.

**LB769** – This bill requires certain state employees to submit to fingerprinting and criminal history record checks. Director Kohtz reported LB769 passed Final Reading on April 12, 2022.

**LB908** – This bill provides additional requirements for virtual conferencing under the Open Meetings Act. Director Kohtz reported LB908 passed Final Reading on April 12, 2022.

**LB1011** – This bill provides, changes, and eliminates provisions relating to appropriations. This is the State’s mid-biennium budget request bill that includes the Board’s request for additional appropriations due to employee position reclassification. LB1011 was returned by the Governor with his signature, but with line-item vetoes that were overridden by the Legislature, becoming law on April 7, 2022.

Director Kohtz asked for any other questions or comments. There was no further discussion.

**2. TITLE 298:** No discussion.

### **3. OTHER LEGISLATIVE MATTERS**

#### **a. LR372**

Director Kohtz presented Legislative Resolution 372 concerning a potential study to determine if the Nebraska Real Property Appraiser Act should be updated to the Board for review. The Director reported that this is the standard resolution that gives Bill Marienau the authority to work with the Board on bill drafting. The Director asked for any questions or comments. There was no discussion.

Director Kohtz asked the Board if it had any other legislative matters that it wished to discuss. There was no further discussion.

### **Q. ADMINISTRATIVE BUSINESS**

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

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

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

##### **a. NRPAB United States Citizenship Attestation Form**

Director Kohtz presented the proposed NRPAB United States Citizenship Attestation Form to the Board for consideration. The Director reported that staff discovered that there is a third option for citizenship in Nebraska state law that was not present on the form, and that the form as presented includes the option for a non-citizen who is not a qualified alien under the federal Immigration and Nationality Act. Director Kohtz informed the Board that the NRPAB United States Citizenship Attestation Form appears in multiple applications and the plan is to request approval for this one page and add it to each application with no other changes. Chairperson Luhrs indicated that he agreed with this strategy and asked for a motion. Board Member Downing moved to approve the NRPAB United States Citizenship Attestation Form as presented. Board Member Gerdes seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs asked for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

### **R. OTHER BUSINESS**

#### **1. BOARD MEETINGS**

Director Kohtz brought attention to the annual strategic planning meeting, and informed the Board that this usually takes place around the regular meeting in June, which is on June 16th this year. Chairperson Luhrs remarked that the board members who travel normally do so on Wednesday morning and attend the strategic planning meeting in the afternoon; the regular meeting is then held Thursday morning. Board Member Walkenhorst indicated that he would have a conflict in the afternoon on the day of the June meeting, and Board Member Downing indicated that she has a potential conflict in the afternoon the day before the June meeting. Board Member Downing then asked, if she were unable to travel to Lincoln for the strategic planning meeting, could she join remotely? Director Kohtz indicated that the strategic planning meeting could be held by virtual conferencing. Board Member Downing indicated that she is not sure if the conflict will materialize or not, but if virtual conferencing is an option, then she is comfortable with June 15th. There were no other conflicts cited by any other board members for the afternoon of June 15th.

*(Continued on page 11)*

*(Continued from page 10)*

The Director noted that the strategic planning meeting will be tentatively planned for June 15th in the afternoon, but that the strategic planning meeting will be placed on the May agenda for discussion and finalization. The Director asked for any more comments or questions. There was no further discussion.

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

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

**4. QUARTERLY NEWSLETTER**

**a. Spring 2022 Edition of The Nebraska Appraiser**

Director Kohtz presented the Spring 2022 Edition of The Nebraska Appraiser to the Board for consideration. The Director remarked that the only featured article in this newsletter is a summary of the Board's legislative bill. The Director asked for questions or comments. With no discussion, Board Member Walkenhorst moved to approve the Spring 2022 Edition of The Nebraska Appraiser as presented. Board Member Hermsen seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs called for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

**5. APPRAISAL SUBCOMMITTEE**

**a. ASC Meeting: June 8, 2022**

Director Kohtz announced that the ASC will hold its next meeting on June 8, 2022. The Director asked for any questions or comments. There was no discussion.

**b. ASC December 8, 2021 Meeting Minutes**

Director Kohtz presented the ASC December 8, 2021 meeting minutes to the Board for review. The Director informed the Board that he had no comments and asked for any questions or comments. There was no discussion.

**6. THE APPRAISAL FOUNDATION**

**a. TAF April Newsletter**

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

**b. The Appraisal Foundation Statement on Biden Administration's PAVE Plan**

Director Kohtz presented The Appraisal Foundation's Statement on Biden Administration's PAVE Plan to the Board for review. The Director reported that, according to the statement, The Appraisal Foundation has undertaken the following initiatives to ensure that there is no place for bias and discrimination in the appraisal profession:

- Conducting a comprehensive review of the Ethics Rule in USPAP to ensure it is clear that bias and discrimination are prohibited.
- Retaining the prominent fair housing firm Relman Colfax to review current standards, qualifications, and courses as well as any future proposed changes to the standards and qualifications through a fair housing lens.

- Including bias as it relates to USPAP as a central component of required continuing education for all appraisers.
- Providing public notice, exposure drafts and opportunities for public participation for work product of the Appraisal Standards Board and Appraiser Qualifications Board.
- Publishing final Standards and Qualifications Criteria at least 30 days prior to the effective date.
- Developing an alternative pathway for an appraiser to gain experience hours without a supervisory appraiser. The first modules adhering to this pathway, PAREA, are expected to be available in the first half of this year.
- Monitoring the demographics of the profession and making that data publicly available.
- Reducing barriers to entry to the appraisal profession by creating a pathway from a licensed credential to certified residential credential without a college degree.
- Supporting the public release of appraisal data sets and the development of a centralized database for all complaints alleging bias or discrimination in the appraisal process.

Director Kohtz asked for any questions or comments. There was no further discussion.

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

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

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

The Board reviewed CG22010R, L22002, CG22005, CR22001, CG21030, and CR22002. Chairperson Luhrs asked for motions on CG22010R, L22002, CG22005, CG21030, and CR22002.

Board Member Walkenhorst moved to take the following action:

**CG22010R / Approve as certified general real property appraiser. Issue written advisory reminding applicant to answer all questions truthfully on all future applications to the Board.**

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

Board Member Walkenhorst moved to take the following action:

**L22002 / Approve to sit for exam and authorize Director to issue credential as a licensed residential real property appraiser upon providing evidence of successful completion of the national uniform licensing and certification examination and providing the necessary fees. Send redacted copy of USPAP Compliance Review Report and issue written advisory regarding the analysis of sales within the past three years.**

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

Board Member Walkenhorst moved to take the following action:

**CG22005 / Provide redacted copy of USPAP Compliance Review Report, request written response to USPAP Compliance Review Report, and invite to informal conference. Assign Board Member Downing.**

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

Board Member Walkenhorst moved to take the following action:

**CG21030 / Approve to sit for exam and authorize Director to issue credential as a certified general real property appraiser upon providing evidence of successful completion of the national uniform licensing and certification examination and providing the necessary fees.**

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

Board Member Walkenhorst moved to take the following action:

**CR22002 / Approve real property appraisal practice experience logs and authorize staff to continue processing the application in accordance with the Guidance Document 21-02 procedures.**

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

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



**E. CONSIDERATION OF COMPLIANCE MATTERS**

Chairperson Luhrs asked for a motion for compliance matters. Board Member Walkenhorst moved to take the following action for the compliance matter listed:

**21-05 / Close.**

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

**F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS:** No discussion.

**S. ADJOURNMENT**

Board Member Walkenhorst moved to adjourn the meeting. Board Member Hermsen seconded the motion. Motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye. At 11:04 a.m., Chairperson Luhrs adjourned the April 21, 2022 meeting of the Real Property Appraiser Board.

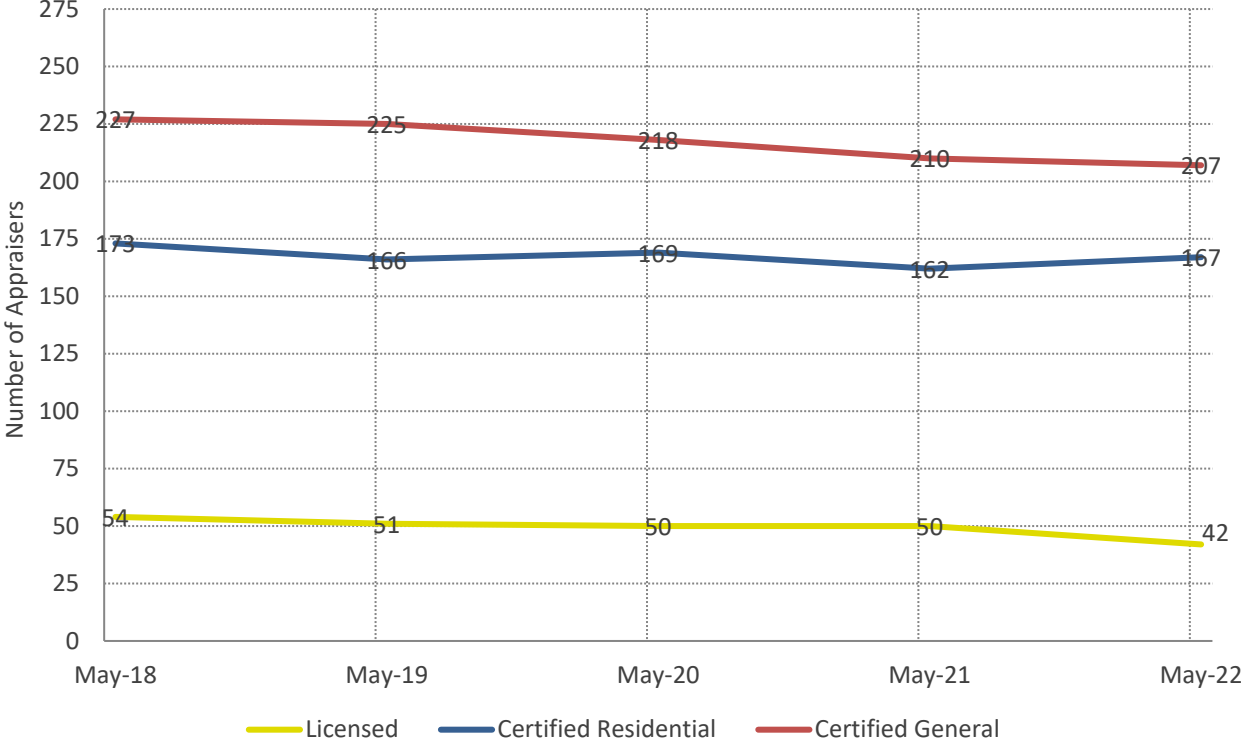
Respectfully submitted,

Tyler N. Kohtz  
Director

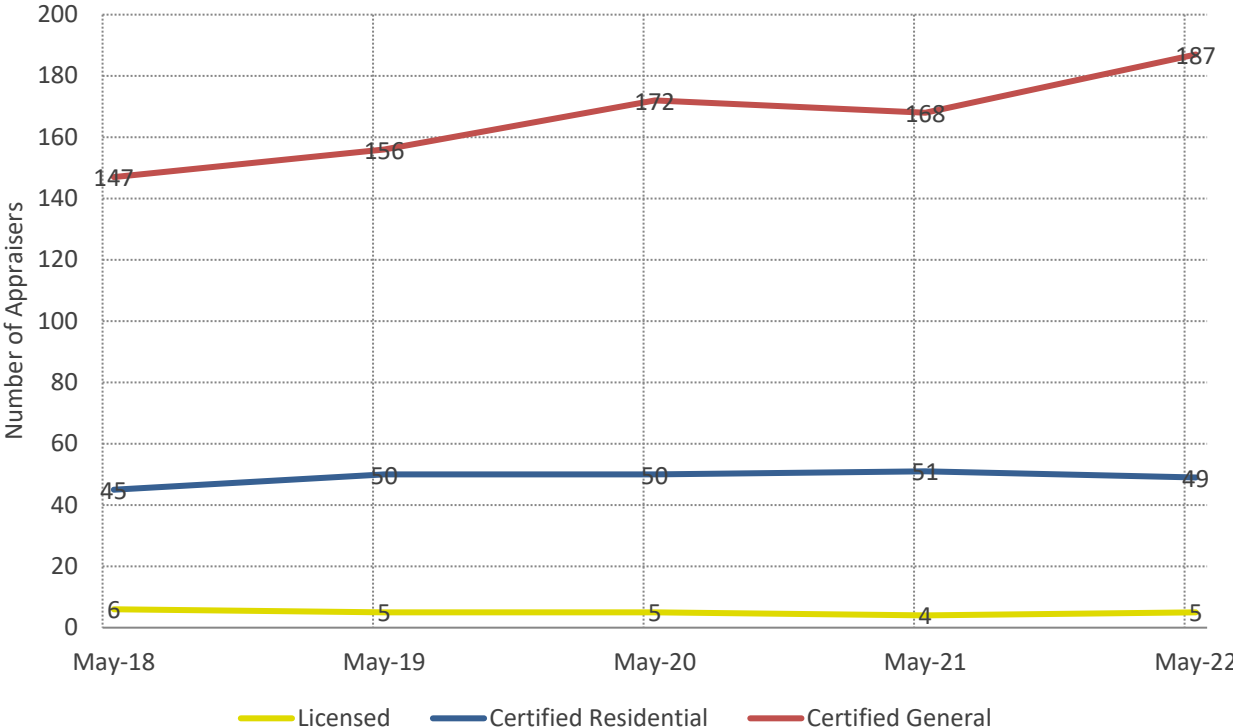
These minutes were available for public inspection on April 28, 2022, in compliance with Nebraska Revised Statute § 84-1413 (5).

# Real Property Appraiser Report

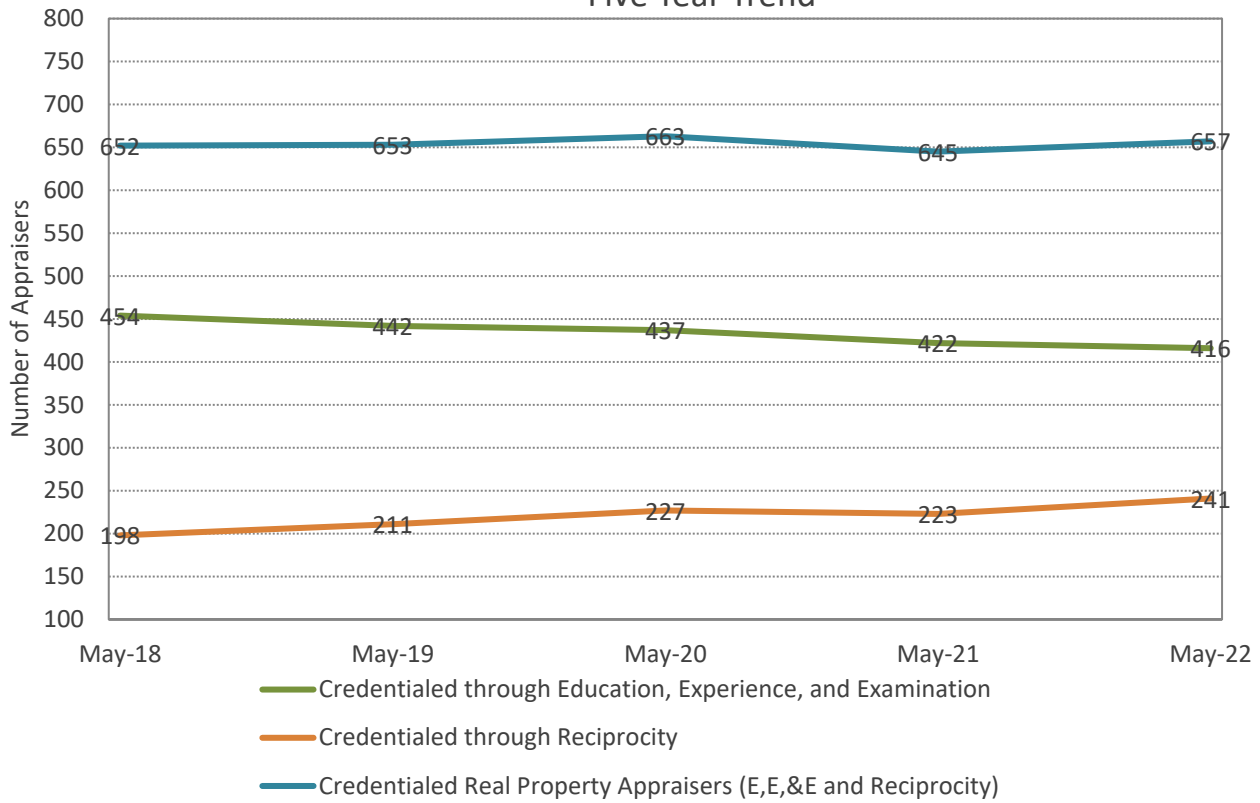
Real Property Appraisers Credentialed through Education, Experience, and Examination (not including Trainee) - Five Year Trend



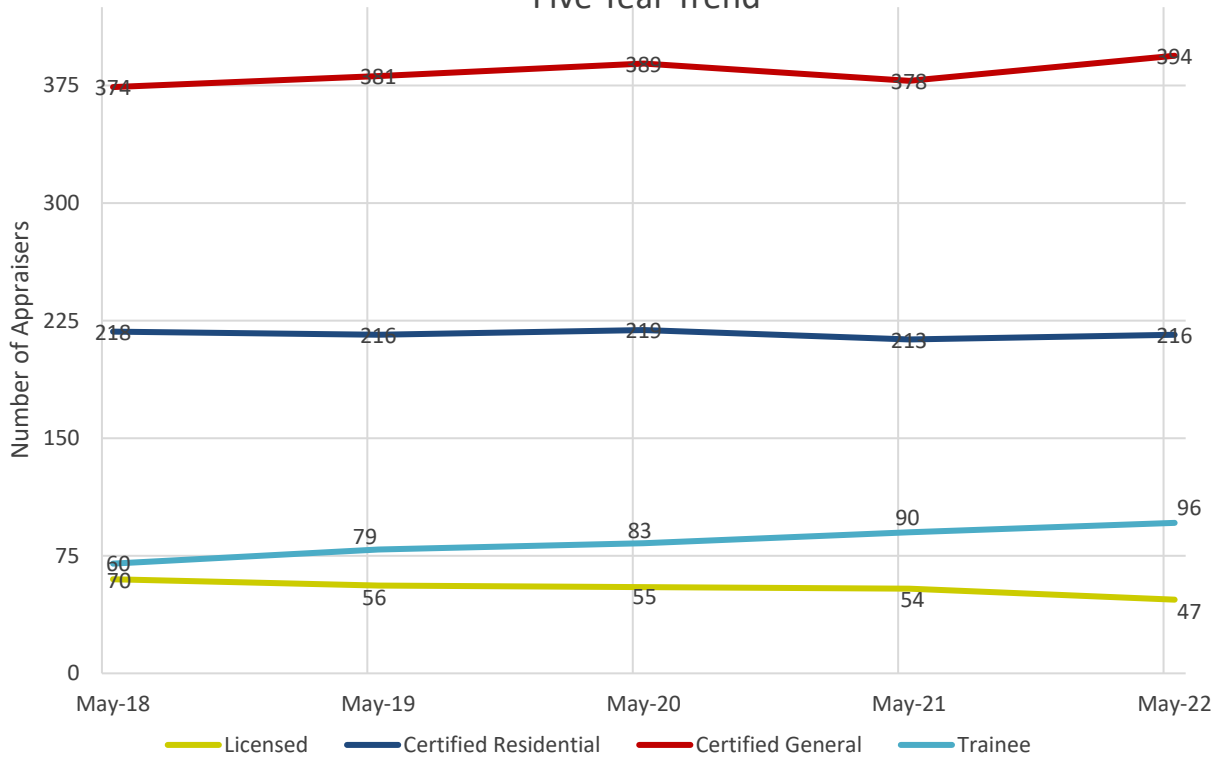
Real Property Appraisers by Classification Credentialed through Reciprocity - Five Year Trend



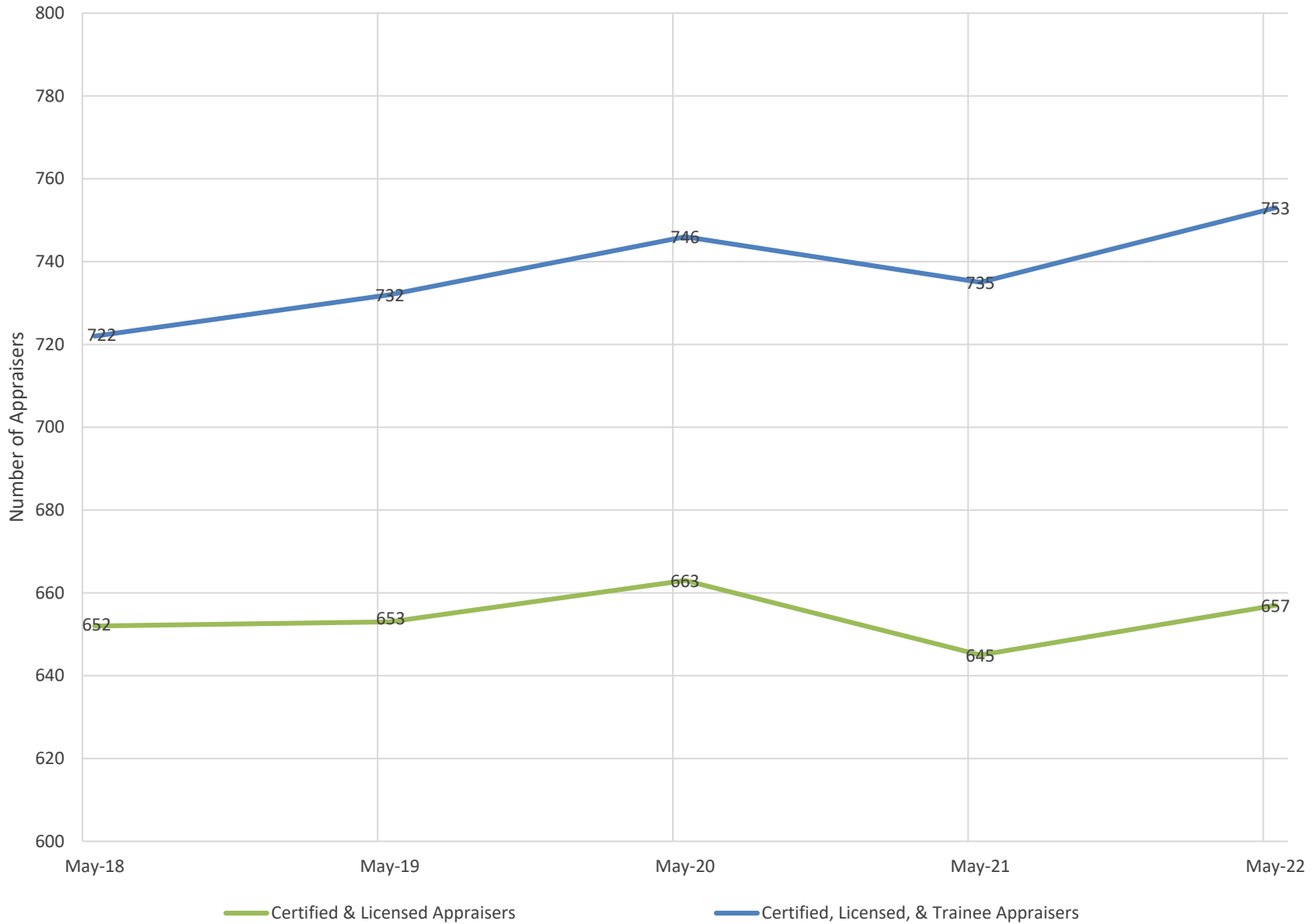
### Total Real Property Appraisers (not including Trainee) - Five Year Trend



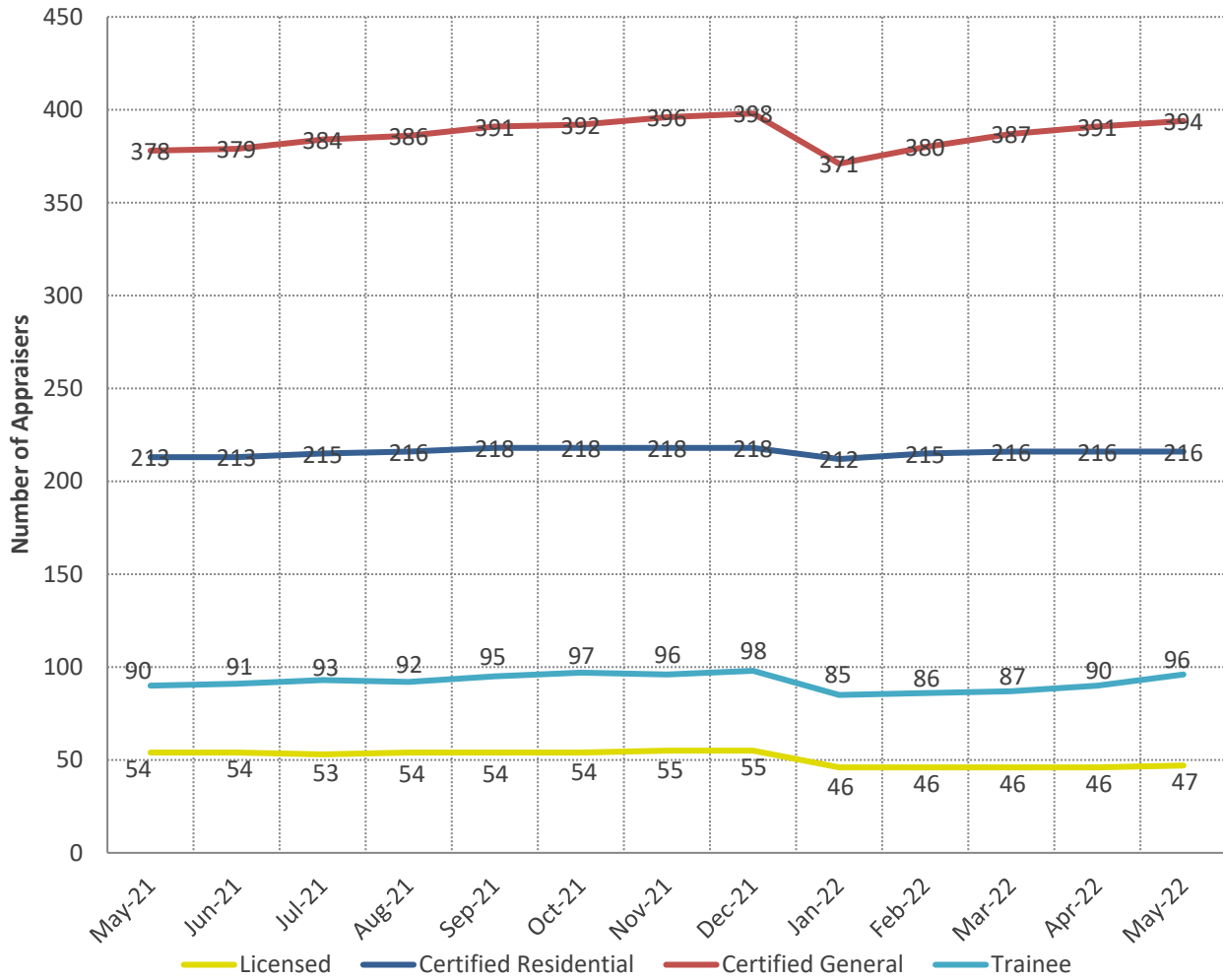
### Total Real Property Appraisers by Classification - Five Year Trend



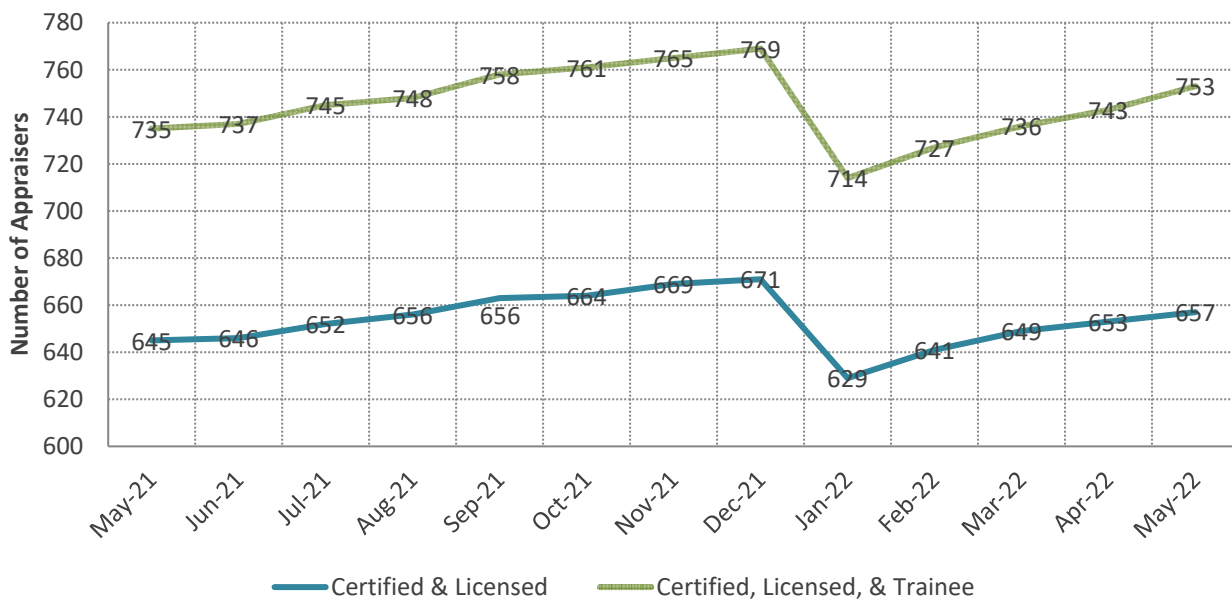
Total Real Property Appraisers - Five Year Trend



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

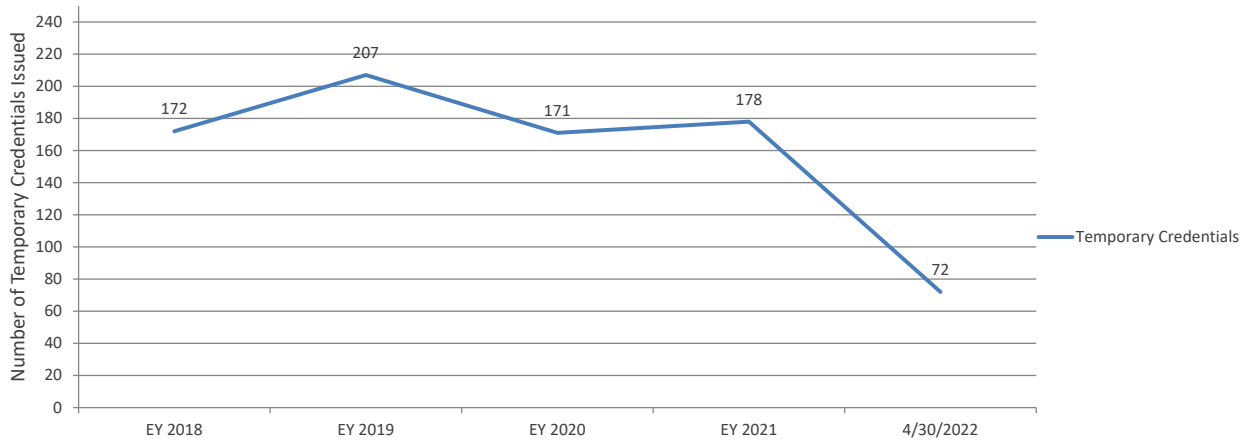


### Total Real Property Appraisers - Thirteen Month Trend

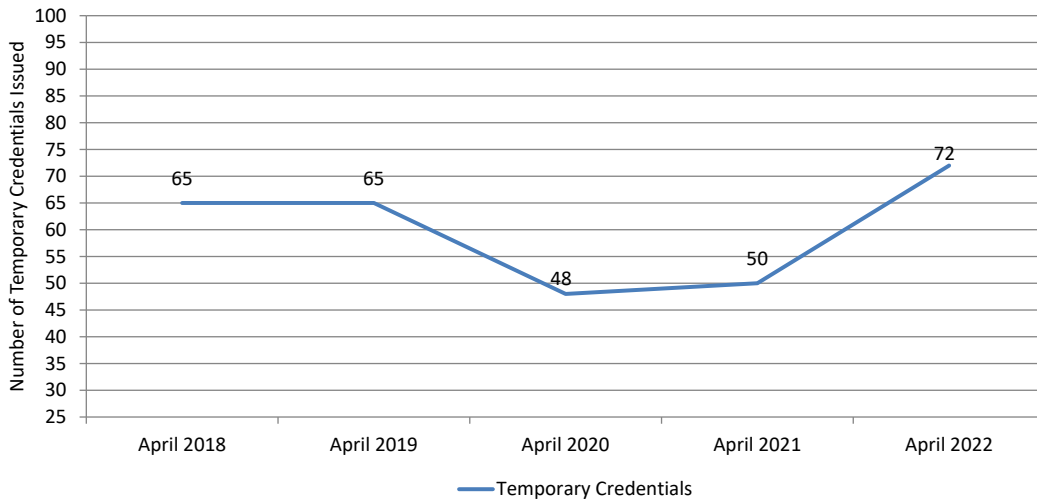


## Temporary Real Property Appraiser Report

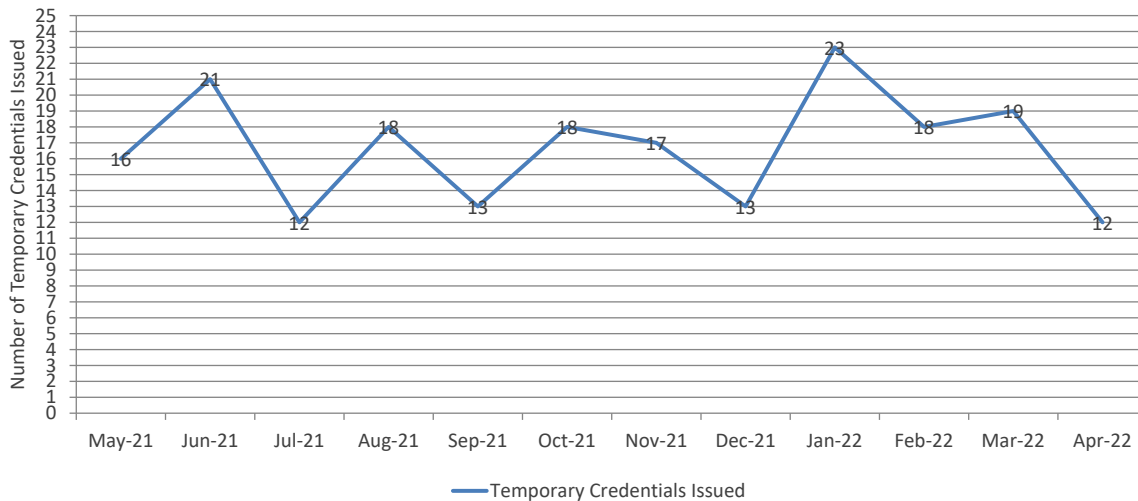
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



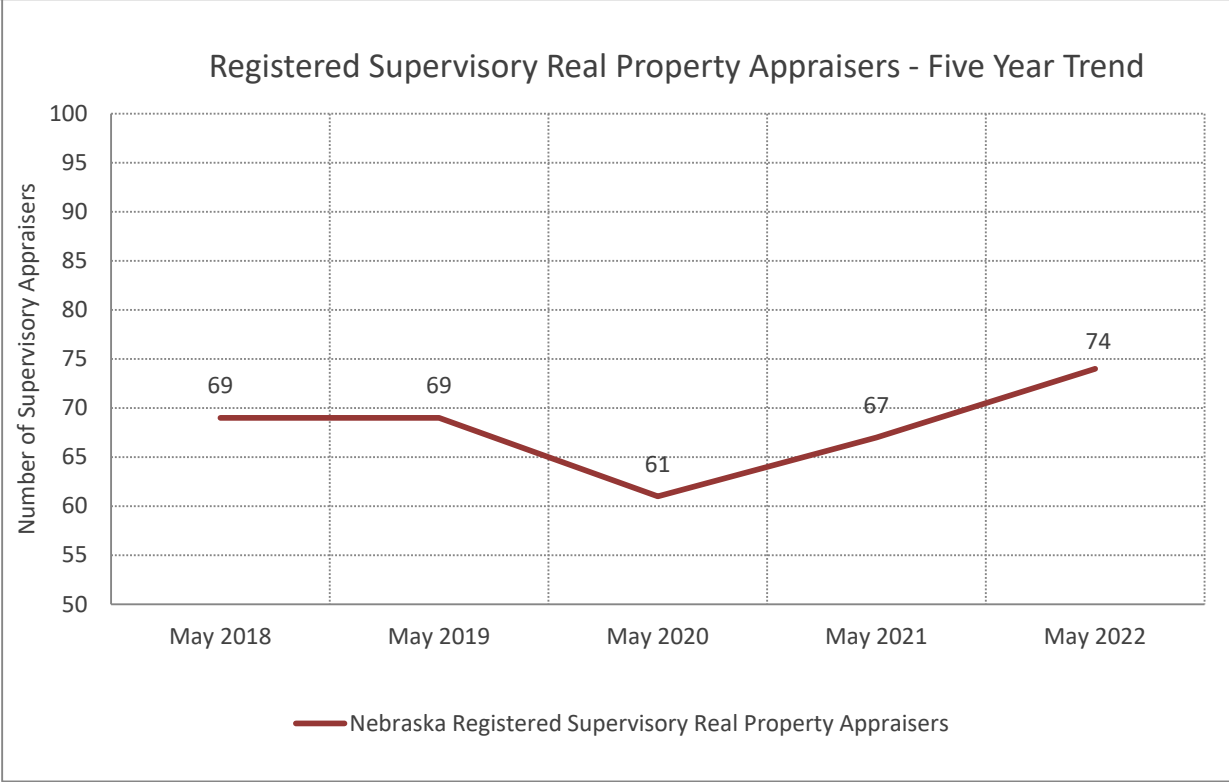
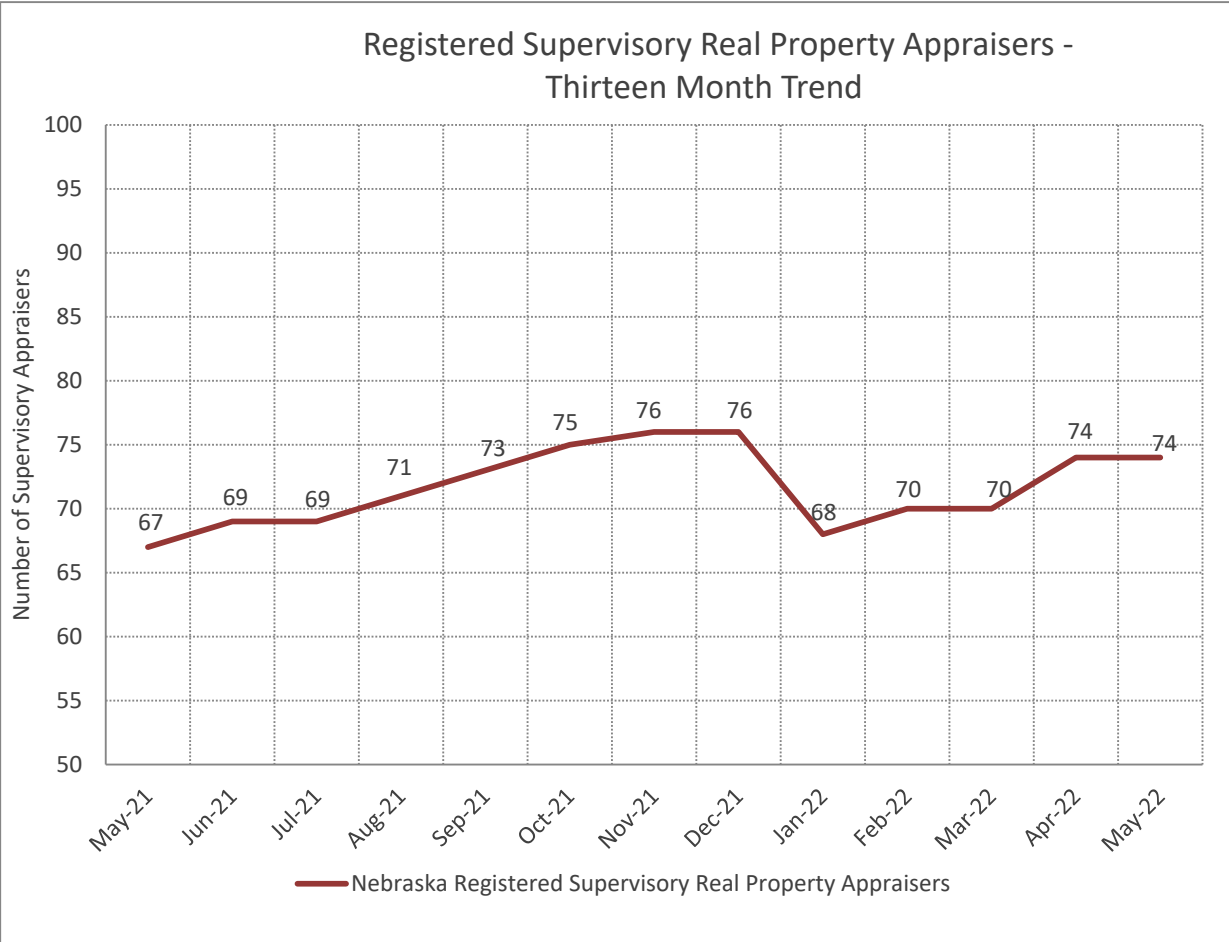
Year-to-date Temporary Real Property Appraiser Credentials Issued - Five Year Trend



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

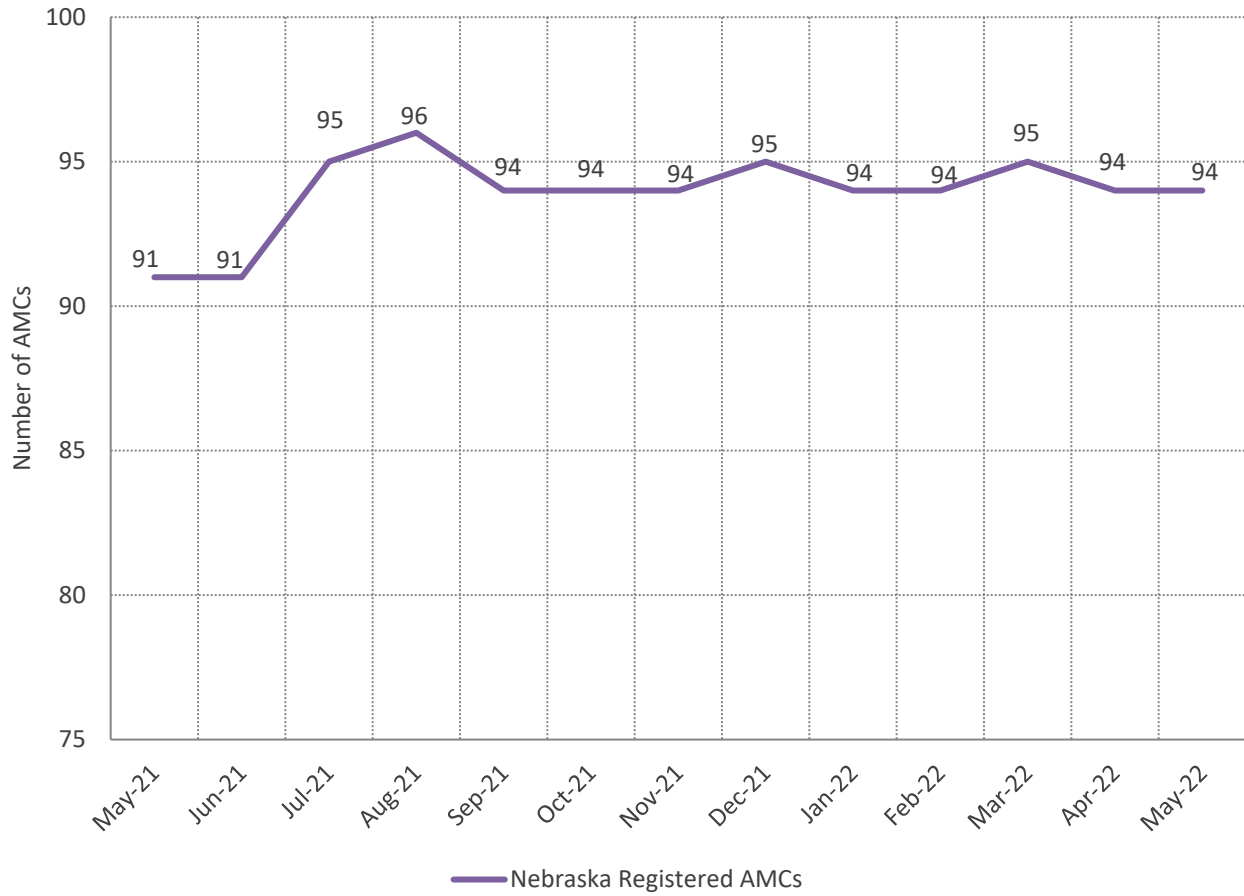


# Supervisory Real Property Appraiser Report



# Appraisal Management Company Report

## Appraisal Management Companies - Thirteen Month Trend



## Appraisal Management Companies - Five Year Trend





# NEBRASKA REAL PROPERTY APPRAISER BOARD

## DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

April 12, 2022 – May 4, 2022

<i>New Trainee Real Property Appraisers</i>		
T2022006	Mary Grooms	Approved April 15, 2022 with advisory, no supervisor
T2022007	Andrea Leathers	Approved April 15, 2022 with advisory, no supervisor
T2022008	Cody McCutcheon	Approved April 22, 2022 with advisory, no supervisor
<i>New Licensed Residential Real Property Appraisers through Reciprocity</i>		
L22003R	Elizabeth Stowe	Approved May 4, 2022
<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG2022018R	Kyle Redfearn	Approved April 27, 2022
<i>Renewed Real Property Appraiser Credentials</i>		
CG2017024R	Bryan Lockard	Approved April 25, 2022
CG2018009	Ryan Omel	Approved April 28, 2022
L 920168	Stanley Mlotek	Approved May 2, 2022

**NEBRASKA REAL PROPERTY APPRAISER BOARD**  
**DIRECTOR APPROVAL OF EDUCATION ACTIVITY AND INSTRUCTOR(S) APPLICANTS**

April 12, 2022 – May 4, 2022

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
<i>New Qualifying Education Activities and Instructors</i>					
McKissock, LLC	1223104.03	15	Live Webinar: 2020-2021 15-hr National USPAP Course	Robert Abelson Mel Black Dan Bradley Robert McClelland Josh Walitt Alan Hummel Sam Martin	May 4, 2022
McKissock, LLC	1223405.03	30	Live Webinar: Basic Appraisal Principles	Robert Abelson Mel Black Dan Bradley Patrick Kelly Robert McClelland Josh Walitt Sam Martin	May 4, 2022
McKissock, LLC	1223406.03	30	Live Webinar: Basic Appraisal Procedures	Robert Abelson Mel Black Dan Bradley Patrick Kelly Robert McClelland Josh Walitt Sam Martin	May 4, 2022

*New Continuing Education Activities and Instructors*

McKissock, LLC	2223107.03	7	Live Webinar: 2022-2023 7-hour National USPAP Update Course	Robert Abelson Dan Bradley Charles Fisher Charles Huntoon Phylicia Lloyd Robert McClelland Julie Molendorp Jo Traut Josh Walitt Mel Black Robert Frazier Alexander Gilbert Alan Hummel Sam Martin	May 4, 2022
McKissock, LLC	2223408.03	3	Live Webinar: Appraising Condominium Units	Robert Abelson Dan Bradley Charles Fisher Charles Huntoon Phylicia Lloyd Robert McClelland Julie Molendorp Jo Traut Josh Walitt Alexander Gilbert Alan Hummel	May 4, 2022

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

	<b>SHORT TERM GOALS / OBJECTIVES</b>	<b>EXPECTED COMPLETION DATE</b>	<b>STATUS/GOAL MET</b>	<b>LONG TERM GOALS / OBJECTIVES</b>	<b>EXPECTED COMPLETION DATE</b>	<b>NOTES</b>
<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, and April 11, 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**

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

STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 04/30/22

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

Percent of Time Elapsed = 83.29

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
<b><u>BUDGETED FUND TYPES - EXPENDITURES</u></b>						
<b>510000 PERSONAL SERVICES</b>						
511100 PERMANENT SALARIES-WAGES	145,603.03	12,300.55	116,399.44	79.94		29,203.59
511300 OVERTIME PAYMENTS	1,503.00		3,984.77	265.12		2,481.77-
511600 PER DIEM PAYMENTS	9,100.00	500.00	4,400.00	48.35		4,700.00
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	443.59	9,937.84	86.50		1,551.30
512200 SICK LEAVE EXPENSE	3,136.00		600.33	19.14		2,535.67
512300 HOLIDAY LEAVE EXPENSE	8,154.00		6,362.08	78.02		1,791.92
<b>Personal Services Subtotal</b>	<b>181,487.17</b>	<b>13,244.14</b>	<b>141,684.46</b>	<b>78.07</b>	<b>0.00</b>	<b>39,802.71</b>
515100 RETIREMENT PLANS EXPENSE	12,928.72	954.26	10,279.69	79.51		2,649.03
515200 FICA EXPENSE	13,839.64	923.81	10,000.99	72.26		3,838.65
515500 HEALTH INSURANCE EXPENSE	32,903.00	2,741.90	27,419.00	83.33		5,484.00
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>242,723.61</b>	<b>17,864.11</b>	<b>190,949.22</b>	<b>78.67</b>	<b>0.00</b>	<b>51,774.39</b>
<b>520000 OPERATING EXPENSES</b>						
521100 POSTAGE EXPENSE	2,988.99	116.11	2,120.61	70.95		868.38
521300 FREIGHT	200.00					200.00
521400 DATA PROCESSING EXPENSE	31,736.82	1,536.84	22,717.06	71.58		9,019.76
521500 PUBLICATION & PRINT EXPENSE	3,470.40	528.43	2,236.68	64.45		1,233.72
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	978.70	9,818.11	86.49		1,533.31
524900 RENT EXP-DUPR SURCHARGE	3,859.00	321.59	3,215.90	83.34		643.10
527100 REP & MAINT-OFFICE EQUIP	500.00					500.00
531100 OFFICE SUPPLIES EXPENSE	4,214.40	501.58	3,055.16	72.49		1,159.24
532100 NON CAPITALIZED EQUIP PU	200.00					200.00
532280 VIDEO EQUIP	300.00		408.30	136.10		108.30-
533100 HOUSEHOLD & INSTIT EXP	235.00		68.00	28.94		167.00
534900 MISCELLANEOUS SUPPLIES EXPENSE	50.00					50.00

STATE OF NEBRASKA  
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Budget Status Report  
As of 04/30/22

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

Percent of Time Elapsed = 83.29

<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>		
541100	ACCTG & AUDITING SERVICES	1,037.00		1,037.00	100.00		
541200	PURCHASING ASSESSMENT	90.00		83.00	92.22		7.00
541500	LEGAL SERVICES EXPENSE	35,000.00		2,280.00	6.51		32,720.00
541700	LEGAL RELATED EXPENSE	7,000.00		13.50	.19		6,986.50
542100	SOS TEMP SERV-PERSONNEL	7,680.00		4,440.16	57.81		3,239.84
547100	EDUCATIONAL SERVICES	1,532.50		38.00	2.48		1,494.50
554900	OTHER CONTRACTUAL SERVICE	41,855.25	862.00	22,538.75	53.85		19,316.50
556100	INSURANCE EXPENSE	21.00		47.76	227.43		26.76-
556300	SURETY & NOTARY BONDS	26.00					26.00
559100	OTHER OPERATING EXP	897.92		120.00	13.36		777.92
<b>Major Account 520000 Total</b>		<b>155,825.70</b>	<b>4,845.25</b>	<b>76,029.65</b>	<b>48.79</b>	<b>0.00</b>	<b>79,796.05</b>
<b>570000 TRAVEL EXPENSES</b>							
571100	BOARD & LODGING	4,938.00	96.00	2,713.44	54.95		2,224.56
571600	MEALS-NOT TRAVEL STATUS	100.00					100.00
571800	TAXABLE TRAVEL EXPENSES	1,867.26		902.41	48.33		964.85
572100	COMMERCIAL TRANSPORTATION	1,950.00					1,950.00
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	9,553.76	7.02	4,462.30	46.71		5,091.46
575100	MISC TRAVEL EXPENSES	1,012.25	2.50	198.50	19.61		813.75
<b>Major Account 570000 Total</b>		<b>19,621.27</b>	<b>105.52</b>	<b>8,276.65</b>	<b>42.18</b>	<b>0.00</b>	<b>11,344.62</b>
<b>BUDGETED EXPENDITURES TOTAL</b>		<b>418,170.58</b>	<b>22,814.88</b>	<b>275,255.52</b>	<b>65.82</b>	<b>0.00</b>	<b>142,915.06</b>
<b>SUMMARY BY FUND TYPE - EXPENDITURES</b>							
2	CASH FUNDS	418,170.58	22,814.88	275,255.52	65.82		142,915.06
<b>BUDGETED EXPENDITURES TOTAL</b>		<b>418,170.58</b>	<b>22,814.88</b>	<b>275,255.52</b>	<b>65.82</b>	<b>0.00</b>	<b>142,915.06</b>

**BUDGETED FUND TYPES - REVENUES**

**470000 REVENUE - SALES AND CHARGES**

471100	SALE OF SERVICES	350.00-	25.00-	275.00-	78.57		75.00-
471120	QUALIFYING ED COURSE FEES	750.00-	150.00-	700.00-	93.33		50.00-
471121	CONTINUING ED NEW FEES	1,250.00-	675.00-	1,500.00-	120.00		250.00
471122	CONTINUING ED RENEWAL FEES	100.00-	10.00-	120.00-	120.00		20.00



STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 04/30/22

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

Percent of Time Elapsed = 83.29

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475150 CERTIFIED GENERAL NEW FEES	7,500.00-	600.00-	9,600.00-	128.00		2,100.00
475151 LICENSED NEW FEES	300.00-		1,200.00-	400.00		900.00
475152 FINGERPRINT FEES	2,580.00-	497.75-	3,484.25-	135.05		904.25
475153 CERTIFIED RESIDENTIAL NEW	2,400.00-		2,100.00-	87.50		300.00-
475154 CERTIFIED GENERAL RENEWAL	80,025.00-	1,100.00-	87,450.00-	109.28		7,425.00
475155 LICENSED RENEWAL	11,000.00-		10,175.00-	92.50		825.00-
475156 FINGERPRINT AUDIT PROGRAM FEES	2,900.00-	20.00-	3,050.00-	105.17		150.00
475157 CERTIFIED RESIDENTIAL RENEWAL	50,875.00-		54,175.00-	106.49		3,300.00
475161 TEMPORARY CERTIFIED GENERAL	9,000.00-	550.00-	8,100.00-	90.00		900.00-
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-	12,000.00-	115,500.00-	91.67		10,500.00-
475167 CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168 CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234 APPLICATION FEES	26,550.00-	2,750.00-	28,300.00-	106.59		1,750.00
476101 LATE PROCESSING FEES	5,000.00-	250.00-	3,325.00-	66.50		1,675.00-
<b>Major Account 470000 Total</b>	<b>341,280.00-</b>	<b>18,627.75-</b>	<b>343,154.25-</b>	<b>100.55</b>	<b>0.00</b>	<b>1,874.25</b>
<b>480000 REVENUE - MISCELLANEOUS</b>						
481100 INVESTMENT INCOME	6,250.00-	884.62-	9,119.44-	145.91		2,869.44
481101 AMC INVESTMENT INCOME	5,750.00-					5,750.00-
484500 REIMB NON-GOVT SOURCES		16.36-	431.92-			431.92
486500 MISCELLANEOUS ADJUSTMENT			125.00			125.00-
<b>Major Account 480000 Total</b>	<b>12,000.00-</b>	<b>900.98-</b>	<b>9,426.36-</b>	<b>78.55</b>	<b>0.00</b>	<b>2,573.64-</b>
<b>BUDGETED REVENUE TOTAL</b>	<b>353,280.00-</b>	<b>19,528.73-</b>	<b>352,580.61-</b>	<b>99.80</b>	<b>0.00</b>	<b>699.39-</b>
<b>SUMMARY BY FUND TYPE - REVENUE</b>						
2 CASH FUNDS	353,280.00-	19,528.73-	352,580.61-	99.80		699.39-
<b>BUDGETED REVENUE TOTAL</b>	<b>353,280.00-</b>	<b>19,528.73-</b>	<b>352,580.61-</b>	<b>99.80</b>	<b>0.00</b>	<b>699.39-</b>

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.471100.		438551	04/01/22	RC	RB	NRPAB DEPOSIT 220401	6659287		25.00-
			471100 SALE OF SERVICES									25.00-
<hr/>												
25310	079	000	53105018.471120.		438695	04/04/22	RC	RB	NRPAB DEPOSIT 220404	6660606		150.00-
			471120 QUALIFYING ED COURSE FEES									150.00-
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25310	079	000	53105018.471121.		438695	04/04/22	RC	RB	NRPAB DEPOSIT 220404	6660606		550.00-
25310	079	000	53105018.471121.		439539	04/08/22	RC	RB	NRPAB DEPOSIT 220408	6666166		25.00-
25310	079	000	53105018.471121.		439970	04/12/22	RC	RB	NRPAB DEPOSIT 220412	6669222		75.00-
25310	079	000	53105018.471121.		442393	04/26/22	RC	RB	NRPAB DEPOSIT 220426	6682903		25.00-
			471121 CONTINUING ED NEW FEES									675.00-
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25310	079	000	53105018.471122.		441348	04/20/22	RC	RB	NRPAB DEPOSIT 220420	6677558		10.00-
			471122 CONTINUING ED RENEWAL FEES									10.00-
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25310	079	000	53105018.475150.		439539	04/08/22	RC	RB	NRPAB DEPOSIT 220408	6666166		300.00-
25310	079	000	53105018.475150.		439970	04/12/22	RC	RB	NRPAB DEPOSIT 220412	6669222		300.00-
			475150 CERTIFIED GENERAL NEW FEES									600.00-
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25310	079	000	53105018.475152.		438551	04/01/22	RC	RB	NRPAB DEPOSIT 220401	6659287		90.50-
25310	079	000	53105018.475152.		439970	04/12/22	RC	RB	NRPAB DEPOSIT 220412	6669222		45.25-
25310	079	000	53105018.475152.		440446	04/14/22	RC	RB	NRPAB DEPOSIT 220414	6671891		90.50-
25310	079	000	53105018.475152.		440906	04/18/22	RC	RB	NRPAB DEPOSIT 220418	6674645		135.75-
25310	079	000	53105018.475152.		441348	04/20/22	RC	RB	NRPAB DEPOSIT 220420	6677558		45.25-
25310	079	000	53105018.475152.		441743	04/21/22	RC	RB	NRPAB DEPOSIT 220421	6678936		45.25-
25310	079	000	53105018.475152.		442813	04/28/22	RC	RB	NRPAB DEPOSIT 220428	6685615		45.25-
			475152 FINGERPRINT FEES									497.75-
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25310	079	000	53105018.475154.		442497	04/25/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220214	6682388		550.00-
25310	079	000	53105018.475154.		442813	04/28/22	RC	RB	NRPAB DEPOSIT 220428	6685615		550.00-
			475154 CERTIFIED GENERAL RENEWAL									1,100.00-
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25310	079	000	53105018.475156.		442497	04/25/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220214	6682388		10.00-
25310	079	000	53105018.475156.		442813	04/28/22	RC	RB	NRPAB DEPOSIT 220428	6685615		10.00-
			475156 FINGERPRINT AUDIT PROGRAM FEES									20.00-
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25310	079	000	53105018.475161.		438551	04/01/22	RC	RB	NRPAB DEPOSIT 220401	6659287		50.00-
25310	079	000	53105018.475161.		439210	04/06/22	RC	RB	NRPAB DEPOSIT 220406	6663373		50.00-
25310	079	000	53105018.475161.		440446	04/14/22	RC	RB	NRPAB DEPOSIT 220414	6671891		50.00-

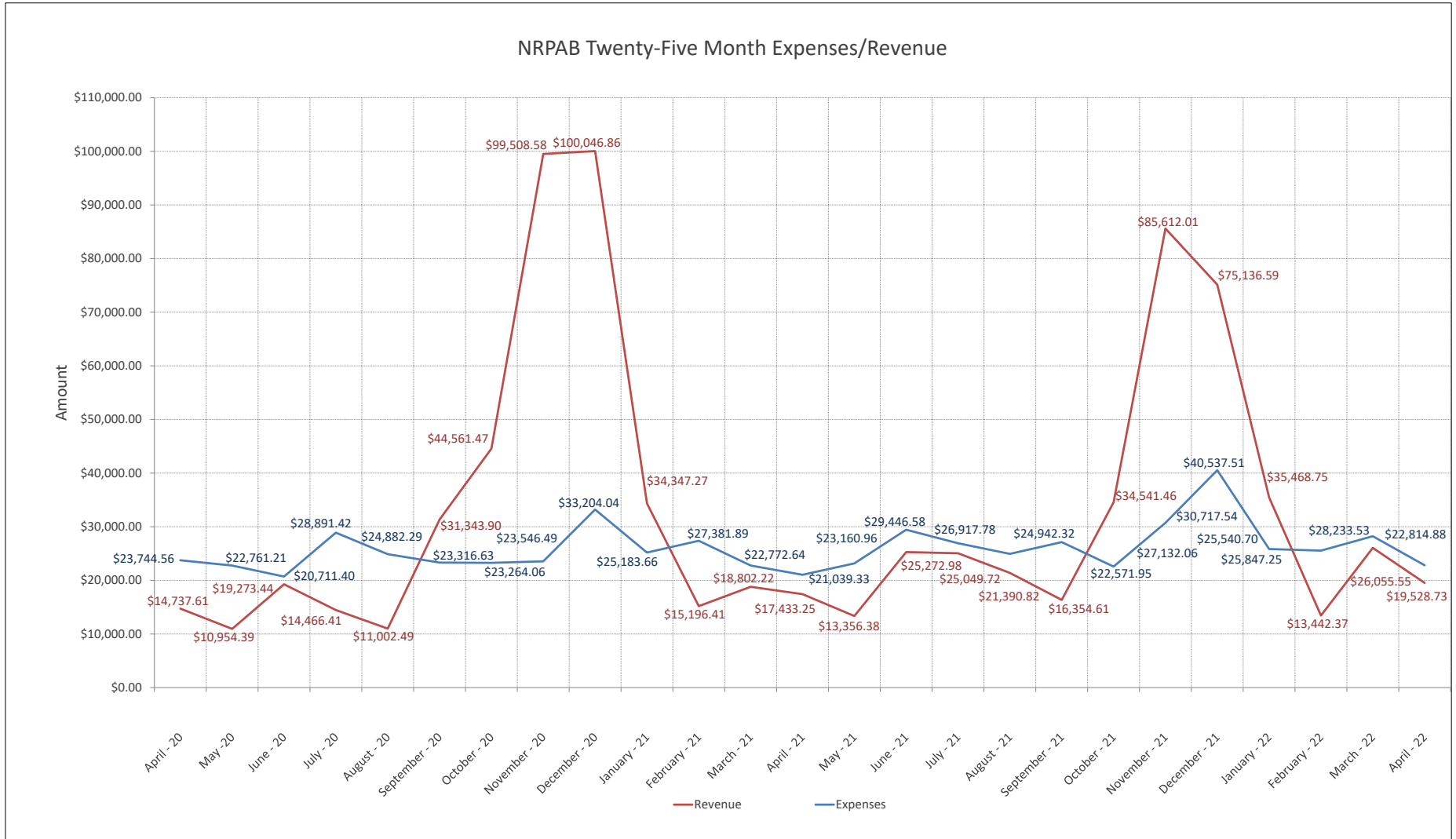
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.475161.		441348	04/20/22	RC	RB	NRPAB DEPOSIT 220420	6677558		100.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									550.00-
25310	079	000	53105018.475234.		438551	04/01/22	RC	RB	NRPAB DEPOSIT 220401	6659287		400.00-
25310	079	000	53105018.475234.		439210	04/06/22	RC	RB	NRPAB DEPOSIT 220406	6663373		100.00-
25310	079	000	53105018.475234.		439970	04/12/22	RC	RB	NRPAB DEPOSIT 220412	6669222		150.00-
25310	079	000	53105018.475234.		440446	04/14/22	RC	RB	NRPAB DEPOSIT 220414	6671891		1,000.00-
25310	079	000	53105018.475234.		440906	04/18/22	RC	RB	NRPAB DEPOSIT 220418	6674645		450.00-
25310	079	000	53105018.475234.		441348	04/20/22	RC	RB	NRPAB DEPOSIT 220420	6677558		350.00-
25310	079	000	53105018.475234.		441743	04/21/22	RC	RB	NRPAB DEPOSIT 220421	6678936		150.00-
25310	079	000	53105018.475234.		442813	04/28/22	RC	RB	NRPAB DEPOSIT 220428	6685615		150.00-
Total for Object			475234 APPLICATION FEES									2,750.00-
25310	079	000	53105018.476101.		442497	04/25/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220214	6682388		125.00-
25310	079	000	53105018.476101.		442813	04/28/22	RC	RB	NRPAB DEPOSIT 220428	6685615		125.00-
Total for Object			476101 LATE PROCESSING FEES									250.00-
25310	079	000	53105018.481100.		17807159	04/25/22	JE	G	OIP March 2022 1.33709%	6682611		485.74-
Total for Object			481100 INVESTMENT INCOME									485.74-
25310	079	000	53105018.484500.		17838779	04/28/22	JE	G	P Card Rebate for 1st Qtr 2022	6686853		16.36-
Total for Object			484500 REIMB NON-GOVT SOURCES									16.36-
25310	079	000	53105018.511100.		3164136	04/06/22	T2	7	PAYROLL LABOR DISTRIBUTION	6657759		4,006.76
25310	079	000	53105018.511100.		3164242	04/20/22	T2	7	PAYROLL LABOR DISTRIBUTION	6669976		3,988.69
Total for Object			511100 PERMANENT SALARIES-WAGES									7,995.45
25310	079	000	53105018.511600.		3164136	04/06/22	T2	7	PAYROLL LABOR DISTRIBUTION	6657759		325.00
Total for Object			511600 PER DIEM PAYMENTS									325.00
25310	079	000	53105018.512100.		3164136	04/06/22	T2	7	PAYROLL LABOR DISTRIBUTION	6657759		135.09
25310	079	000	53105018.512100.		3164242	04/20/22	T2	7	PAYROLL LABOR DISTRIBUTION	6669976		153.16
Total for Object			512100 VACATION LEAVE EXPENSE									288.25
25310	079	000	53105018.515100.		3164137	04/06/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6657759		310.13
25310	079	000	53105018.515100.		3164243	04/20/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6669976		310.12
Total for Object			515100 RETIREMENT PLANS EXPENSE									620.25
25310	079	000	53105018.515200.		3164137	04/06/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6657759		

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.515200.		3164243	04/20/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6669976		287.82
			515200 FICA EXPENSE									600.50
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25310	079	000	53105018.515500.		3164137	04/06/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6657759		891.12
25310	079	000	53105018.515500.		3164243	04/20/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6669976		891.12
			515500 HEALTH INSURANCE EXPENSE									1,782.24
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25310	079	000	53105018.521100.		17757428	04/15/22	JE	G	POSTAGE DUE MAR 2022	6674919		116.11
25310	079	000	53105018.521100.		17785996	04/20/22	JE	G	NRPAB POSTAGE MAR 2022	6679336		40.64-
			521100 POSTAGE EXPENSE									75.47
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25310	079	000	53105018.521400.		49452816	04/13/22	PV	V	AS - OCIO - IMSERVICES	6672313		1,081.94
			521400 CIO CHARGES									1,081.94
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25310	079	000	53105018.521500.		49515895	04/19/22	PV	V	SECRETARY OF STATE	6677964		528.43
			521500 PUBLICATION & PRINT EXP									528.43
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25310	079	000	53105018.524600.		17666853	04/07/22	JE	G	RENT & LB530 APR 2022 - OTHER	6658199		939.94
25310	079	000	53105018.524600.		17720501	04/11/22	JE	G	NRPAB RENT APR 2022	6669544		328.98-
25310	079	000	53105018.524600.		49515895	04/19/22	PV	V	SECRETARY OF STATE	6677964		25.19
			524600 RENT EXPENSE-BUILDINGS									636.15
<hr/>												
25310	079	000	53105018.524900.		17666853	04/07/22	JE	G	RENT & LB530 APR 2022 - OTHER	6658199		321.59
25310	079	000	53105018.524900.		17720501	04/11/22	JE	G	NRPAB RENT APR 2022	6669544		112.56-
			524900 RENT EXP-DEPR SURCHARGE									209.03
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25310	079	000	53105018.531100.		17463033	04/01/22	JE	G	OFFICE DEPOT FEB 2022	6628057		501.58
25310	079	000	53105018.531100.		17697691	04/05/22	JE	G	NRPAB OFFICE DEPOT FEB 2022	6663972		175.55-
			531100 OFFICE SUPPLIES EXPENSE									326.03
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25310	079	000	53105018.539500.		49348795	04/04/22	PC	V	Purchase Card Offset	6661516		96.00
25310	079	000	53105018.539500.		17685166	04/04/22	J1	G	PURCHASE CARD TRANSACTION	6661589		96.00-
			539500 PURCHASING CARD SUSPENSE									
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25310	079	000	53105018.554900.		49288264	04/01/22	PV	V	REALCORP	6657045		500.00
25310	079	000	53105018.554900.		49354289	04/05/22	PV	V	PATROL, NEBRASKA STATE	6663980		226.25
			554900 OTHER CONTRACTUAL SERVICES									726.25
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25310	079	000	53105018.571100.		17685166	04/04/22	J1	G	PURCHASE CARD TRANSACTION	6661589		62.00

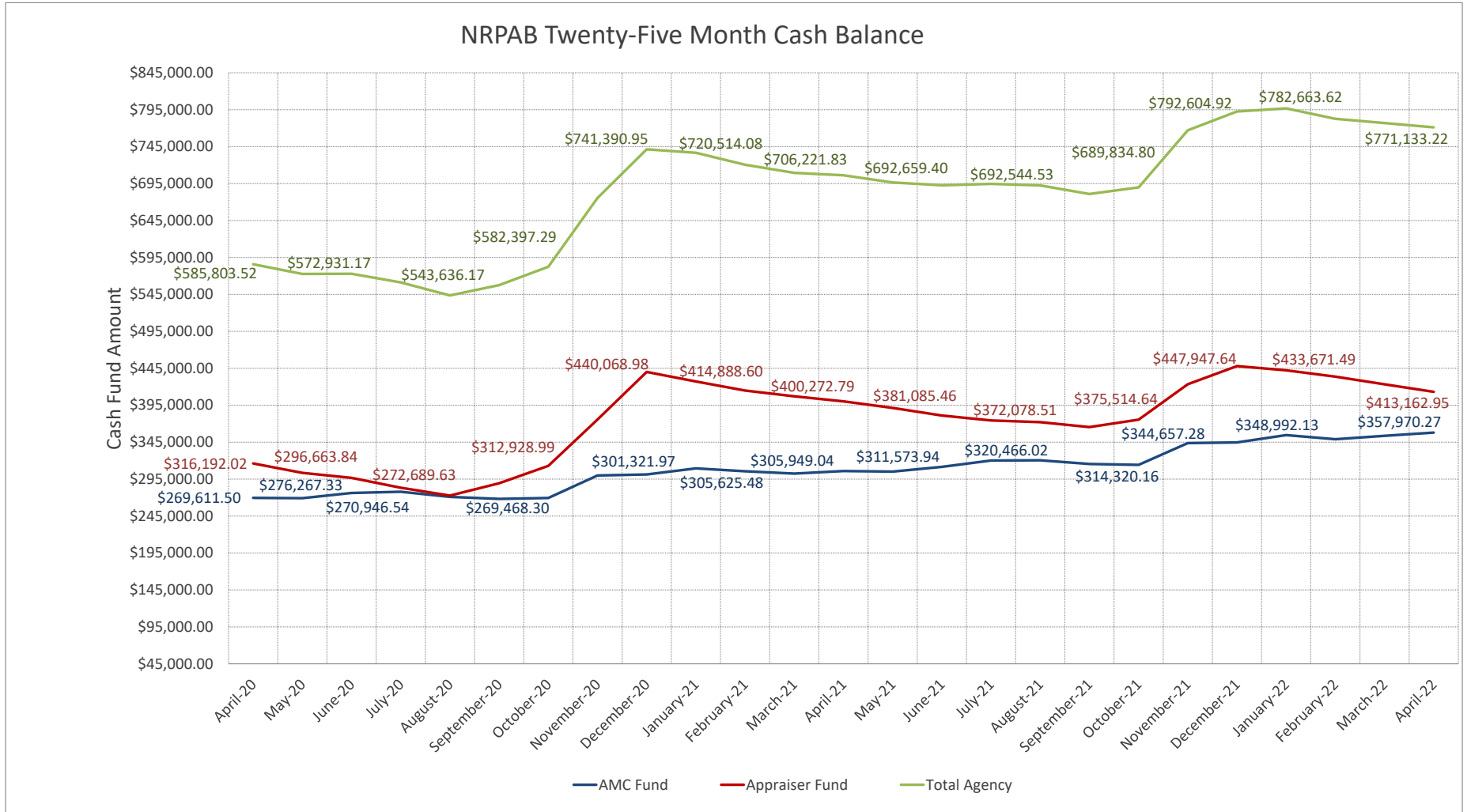
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
Total for Object			571100	LODGING								62.40
25310	079	000	53105018.574500.		49287692	04/01/22	PV	V	WALKENHORST, WADE	6656336		4.56
Total for Object			574500	PERSONAL VEHICLE MILEAGE								4.56
25310	079	000	53105018.575100.		49287692	04/01/22	PV	V	WALKENHORST, WADE	6656336		1.62
Total for Object			575100	MISC TRAVEL EXPENSE								1.62
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									8,133.72
25320	079	000	53105200.475165.		438694	04/04/22	RC	RB	NRPAB AMC DEPOSIT 220404	6660600		1,500.00-
25320	079	000	53105200.475165.		440905	04/18/22	RC	RB	NRPAB AMC DEPOSIT 220418	6674650		4,500.00-
25320	079	000	53105200.475165.		441326	04/20/22	RC	RB	NRPAB AMC DEPOSIT 220420	6677544		1,500.00-
25320	079	000	53105200.475165.		441927	04/22/22	RC	RB	NRPAB AMC DEPOSIT 220422	6680461		1,500.00-
25320	079	000	53105200.475165.		442392	04/26/22	RC	RB	NRPAB AMC DEPOSIT 220426	6682906		1,500.00-
25320	079	000	53105200.475165.		442814	04/28/22	RC	RB	NRPAB AMC DEPOSIT 220428	6685612		1,500.00-
Total for Object			475165	AMC REGISTERED RENEWAL								12,000.00-
25320	079	000	53105200.481100.		17807159	04/25/22	JE	G	OIP March 2022 1.33709%	6682611		398.88-
Total for Object			481100	INVESTMENT INCOME								398.88-
25320	079	000	53105200.511100.		3164136	04/06/22	T2	7	PAYROLL LABOR DISTRIBUTION	6657759		2,157.35
25320	079	000	53105200.511100.		3164242	04/20/22	T2	7	PAYROLL LABOR DISTRIBUTION	6669976		2,147.75
Total for Object			511100	PERMANENT SALARIES-WAGES								4,305.10
25320	079	000	53105200.511600.		3164136	04/06/22	T2	7	PAYROLL LABOR DISTRIBUTION	6657759		175.00
Total for Object			511600	PER DIEM PAYMENTS								175.00
25320	079	000	53105200.512100.		3164136	04/06/22	T2	7	PAYROLL LABOR DISTRIBUTION	6657759		72.87
25320	079	000	53105200.512100.		3164242	04/20/22	T2	7	PAYROLL LABOR DISTRIBUTION	6669976		82.47
Total for Object			512100	VACATION LEAVE EXPENSE								155.34
25320	079	000	53105200.515100.		3164137	04/06/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6657759		167.00
25320	079	000	53105200.515100.		3164243	04/20/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6669976		167.01
Total for Object			515100	RETIREMENT PLANS EXPENSE								334.01
25320	079	000	53105200.515200.		3164137	04/06/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6657759		168.36
25320	079	000	53105200.515200.		3164243	04/20/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6669976		154.95
Total for Object			515200	FICA EXPENSE								323.31

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.515500.		3164137	04/06/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6657759		479.83
25320	079	000	53105200.515500.		3164243	04/20/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6669976		479.83
Total for Object			515500 HEALTH INSURANCE EXPENSE									959.66
25320	079	000	53105200.521100.		17785996	04/20/22	JE	G	NRPAB POSTAGE MAR 2022	6679336		40.64
Total for Object			521100 POSTAGE EXPENSE									40.64
25320	079	000	53105200.521400.		49452816	04/13/22	PV	V	AS - OCIO - IMSERVICES	6672313		454.90
Total for Object			521400 CIO CHARGES									454.90
25320	079	000	53105200.524600.		17720501	04/11/22	JE	G	NRPAB RENT APR 2022	6669544		328.98
25320	079	000	53105200.524600.		49515895	04/19/22	PV	V	SECRETARY OF STATE	6677964		13.57
Total for Object			524600 RENT EXPENSE-BUILDINGS									342.55
25320	079	000	53105200.524900.		17720501	04/11/22	JE	G	NRPAB RENT APR 2022	6669544		112.56
Total for Object			524900 RENT EXP-DEPR SURCHARGE									112.56
25320	079	000	53105200.531100.		17697691	04/05/22	JE	G	NRPAB OFFICE DEPOT FEB 2022	6663972		175.55
Total for Object			531100 OFFICE SUPPLIES EXPENSE									175.55
25320	079	000	53105200.554900.		49354289	04/05/22	PV	V	PATROL, NEBRASKA STATE	6663980		135.75
Total for Object			554900 OTHER CONTRACTUAL SERVICES									135.75
25320	079	000	53105200.571100.		17685166	04/04/22	J1	G	PURCHASE CARD TRANSACTION	6661589		33.60
Total for Object			571100 LODGING									33.60
25320	079	000	53105200.574500.		49287692	04/01/22	PV	V	WALKENHORST, WADE	6656336		2.46
Total for Object			574500 PERSONAL VEHICLE MILEAGE									2.46
25320	079	000	53105200.575100.		49287692	04/01/22	PV	V	WALKENHORST, WADE	6656336		.88
Total for Object			575100 MISC TRAVEL EXPENSE									.88
Total for Business Unit		53105200	AMC LICENSING									4,847.57-
Total for Division		000										3,286.15
Total for Agency		053	REAL PROPERTY APPRAISER BD									3,286.15

# Financial Report and Considerations - Financial Charts

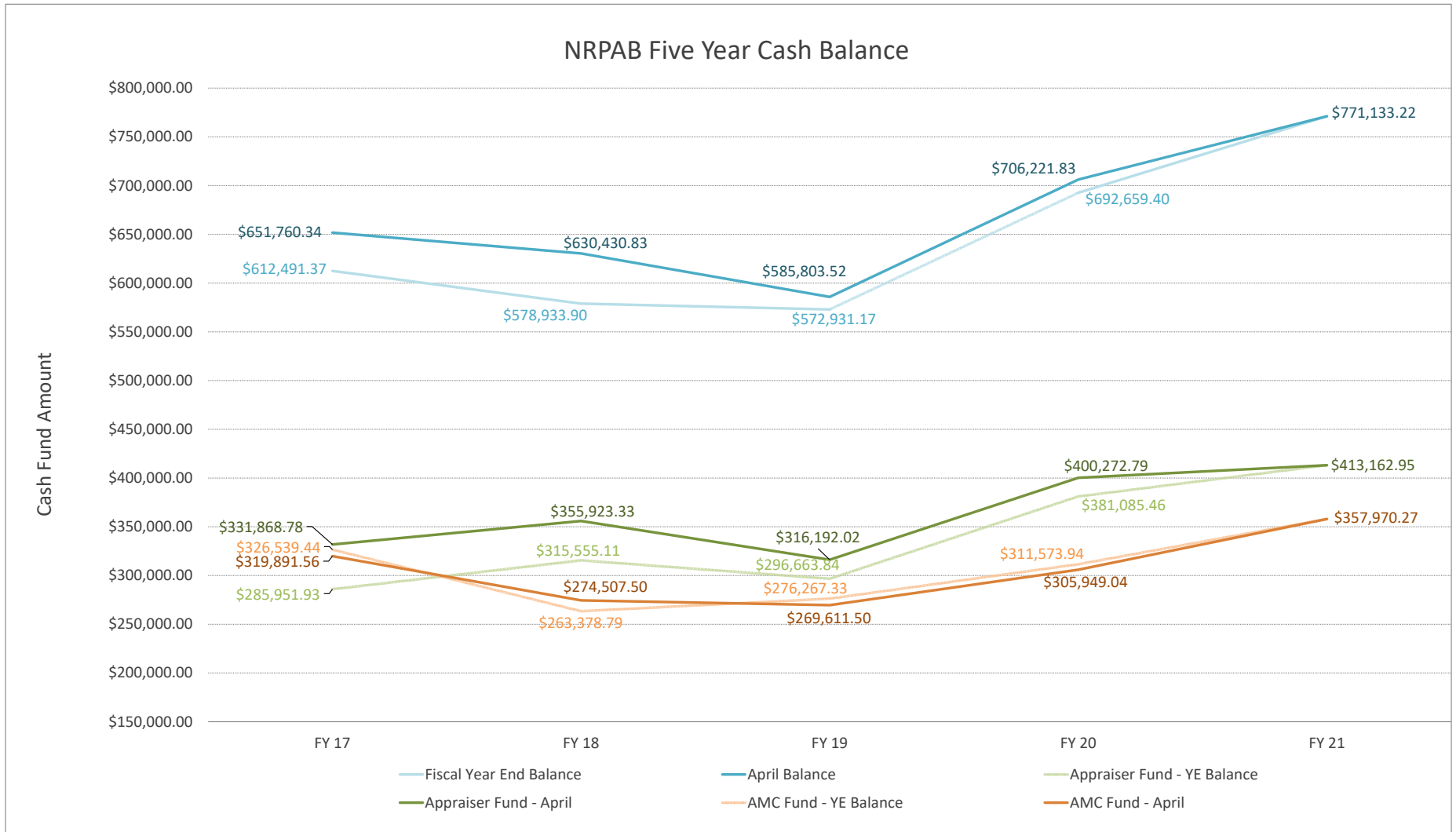


# Financial Report and Considerations - Financial Charts





# Financial Report and Considerations - Financial Charts



Account	Object Code	Budgeted Fund Types	Budgeted Amount	Budgeted Amount	Budgeted Amount	FY 21 Expenditures	FY 21 Expenditures		
Personal Service Expenditures			Current	W/ Encumbrances	Proposed	4/26/2022	FYE Projected		
25310	51100	Permanent Salaries - Wages	\$140,527.00	\$145,603.03	\$147,874.03	\$116,399.44	\$142,851.19	\$2,271.00 added for AS to BEPM Reclassification per LB1011	
25310	511200	Temporary Salaries - Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	511300	Overtime Payments	\$1,503.00	\$1,503.00	\$1,503.00	\$3,984.77	\$3,984.77		
25310	511600	Per Diem Payments	\$9,100.00	\$9,100.00	\$9,100.00	\$4,400.00	\$6,100.00		
25310	511700	Employee Bonuses	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00		
25310	511800	Comp Time Payments	\$1,502.00	\$1,502.00	\$1,502.00	\$0.00	\$0.00		
25310	512100	Vacation Leave Expenses	\$11,267.00	\$11,489.14	\$11,489.14	\$9,937.84	\$12,641.58		
25310	512200	Sick Leave Expenses	\$3,136.00	\$3,136.00	\$3,136.00	\$600.33	\$756.41		
25310	512300	Holiday Leave Expenses	\$8,154.00	\$8,154.00	\$8,154.00	\$6,362.08	\$8,910.90		
25310	512500	Funeral Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Personal Service Subtotals</b>			<b>\$176,189.00</b>	<b>\$181,487.17</b>	<b>\$183,758.17</b>	<b>\$141,684.46</b>	<b>\$176,244.85</b>		
Employee Benefit Expenditures			Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount		
25310	515100	Retirement Plan Expenses	\$12,532.00	\$12,928.72	\$13,098.72	\$10,279.69	\$12,100.43	\$170.00 added for AS to BEPM Reclassification per LB1011 \$173.00 added for AS to BEPM Reclassification per LB1011  \$2,000.00 moved to CIO Charges (521400).	
25310	515200	FICA Expenses	\$13,479.00	\$13,839.64	\$14,012.64	\$10,000.99	\$11,700.09		
25310	515400	Life & Accident Ins Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	515500	Health Insurance Expenses	\$32,903.00	\$32,903.00	\$30,903.00	\$27,419.00	\$30,160.90		
25310	516300	Employee Assistance Pro	\$37.08	\$37.08	\$37.08	\$37.08	\$37.08		
25310	516400	Unemployment Comp Ins Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	516500	Workers Comp Premiums	\$1,528.00	\$1,528.00	\$1,528.00	\$1,528.00	\$1,528.00		
<b>Employee Benefit Subtotals</b>			<b>\$60,479.08</b>	<b>\$61,236.44</b>	<b>\$59,579.44</b>	<b>\$49,264.76</b>	<b>\$55,526.50</b>		
Operating Expenses			Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount		
25310	521100	Postage Expenses	\$2,500.00	\$2,988.99	\$2,988.99	\$2,120.61	\$2,352.83		20392- Potential Supervisory Real Property Appraiser List Derived from Application for Renewal of Nebraska Real Property Appraiser Credential Question (\$8,400.00); 14261-AMC Renewal Online Application and Interface (\$59,325.00) = \$67,725.00 projects expenditures. \$62,177.92 added.  \$6,750.00 approved for SOS Records Management Scanning Project - \$5,796.00 added.  \$500.00 moved to CIO Charges (521400).  \$125.00 added for Polycom Extension Mic purchase (\$279.00). \$800.00 moved to CIO Charges (521400). \$125.00 moved to CIO Charges (521400).  \$30,000.00 moved to CIO Charges (521400). \$6,900.00 moved to CIO Charges (521400).  \$3,180.00 moved to CIO Charges (521400). \$1,400.00 moved to CIO Charges (521400). \$15,000.00 moved to CIO Charges (521400).
25310	521200	Comm Exp-Voice/Data	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	521300	Freight	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00		
25320	521400	CIO Charges	\$29,890.00	\$31,736.82	\$92,715.74	\$22,717.06	\$97,715.74		
25310	521500	Publication & Print Expense	\$3,000.00	\$3,470.40	\$9,266.40	\$2,236.68	\$8,986.68		
25310	521900	Awards Expense	\$150.00	\$150.00	\$150.00	\$28.00	\$28.00		
25310	522100	Dues & Subscription Expense	\$350.00	\$350.00	\$350.00	\$698.66	\$698.66		
25310	522200	Conference Registration	\$1,080.00	\$1,080.00	\$1,080.00	\$1,065.00	\$1,065.00		
25310	539500	Purchasing Card Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25320	524600	Rent Expense - Buildings	\$11,279.00	\$11,351.42	\$11,351.42	\$9,818.11	\$11,775.51		
25310	532200	Personal Computing Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25320	524900	Rent Exp - Dupr Surcharge	\$3,859.00	\$3,859.00	\$3,859.00	\$3,215.90	\$3,859.08		
25310	527900	Personal Comput Equip R & M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25320	527100	Rep & Maint - Office Equip	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00		
25310	532260	Voice Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	532280	Video Equip	\$300.00	\$300.00	\$425.00	\$408.30	\$408.30		
25310	531100	Office Supplies Expense	\$3,200.00	\$4,214.40	\$3,414.40	\$3,055.16	\$3,321.16		
25310	532100	Non-Capitalized Equip PU	\$200.00	\$200.00	\$75.00	\$0.00	\$0.00		
25310	533100	Household & Instit Expense	\$235.00	\$235.00	\$235.00	\$68.00	\$204.00		
25310	534900	Misc Supplies Expense	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00		
25310	527960	Voice Equip Repair & Maint	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	541100	Acctg & Auditing Services	\$1,037.00	\$1,037.00	\$1,037.00	\$1,037.00	\$1,037.00		
25310	541200	Purchasing Assessment	\$90.00	\$90.00	\$90.00	\$83.00	\$83.00		
25310	541400	HRMS Assessment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	541500	Legal Services Expense	\$35,000.00	\$35,000.00	\$5,000.00	\$2,280.00	\$3,080.00		
25310	541700	Legal Related Expense	\$7,000.00	\$7,000.00	\$100.00	\$13.50	\$13.50		
25310	541900	Settlements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	542100	SOS Temp Serv - Personnel	\$7,680.00	\$7,680.00	\$4,500.00	\$4,440.16	\$4,440.16		
25310	547100	Educational Services	\$1,500.00	\$1,532.50	\$132.50	\$38.00	\$76.00		
25310	554900	Other Contractual Service	\$40,000.00	\$41,855.25	\$26,855.25	\$22,538.75	\$26,779.75		
25310	555200	Non-Capitalized Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	556100	Insurance Expense	\$21.00	\$21.00	\$21.00	\$47.76	\$47.76		

25310	556300	Surety & Notary Bonds	\$26.00	\$26.00	\$26.00	\$0.00	\$0.00	
25310	559100	Other Operating Expenses	\$897.92	\$897.92	\$0.00	\$120.00	\$120.00	\$897.92 moved to CIO Charges (521400).
<b>Operating Expenses Subtotals</b>			<b>\$150,044.92</b>	<b>\$155,825.70</b>	<b>\$163,922.70</b>	<b>\$76,029.65</b>	<b>\$166,092.13</b>	
<b>Travel Expenses</b>			<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	
25310	571100	Lodging	\$4,650.00	\$4,938.00	\$4,288.00	\$2,713.44	\$3,906.48	\$650.00 moved to Publication and Print Expenses (521500)
25310	571600	Meals - Taxable	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$400.00 moved to Publication and Print Expenses (521500)
25310	571800	Meals - Travel Status	\$1,771.00	\$1,867.26	\$1,467.26	\$902.41	\$1,321.05	
25310	572100	Commercial Transportation	\$1,950.00	\$1,950.00	\$0.00	\$0.00	\$0.00	\$1,950.00 moved to Publication and Print Expenses (521500)
25310	573100	State-Owned Transportation	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	
25310	574500	Personal Vehicle Mileage	\$9,136.00	\$9,553.76	\$7,116.76	\$4,462.30	\$6,753.26	\$2,136.00 moved to Publication and Print Expenses (521500). \$301.00 moved to CIO Charges (521400)
25310	574600	Contractual Serv - Travel Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	575100	Misc Travel Expenses	\$966.00	\$1,012.25	\$352.25	\$198.50	\$252.00	\$660.00 moved to Publication and Print Expenses (521500)
<b>Travel Expenses Subtotals</b>			<b>\$18,773.00</b>	<b>\$19,621.27</b>	<b>\$13,524.27</b>	<b>\$8,276.65</b>	<b>\$12,232.79</b>	
<b>Capital Outlay</b>			<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	
25310	583000	Furniture & Office Equipment	\$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	
<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>Operating Expenditures Subtotals</b>			<b>\$229,297.00</b>	<b>\$236,683.41</b>	<b>\$237,026.41</b>	<b>\$133,571.06</b>	<b>\$233,851.42</b>	
<b>Expenditures Subtotals</b>			<b>\$405,486.00</b>	<b>\$418,170.58</b>	<b>\$420,784.58</b>	<b>\$275,255.52</b>	<b>\$410,096.27</b>	

## Nespor, Allison

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**From:** Jill Bauermeister <bauermeister1@msn.com>  
**Sent:** Tuesday, May 10, 2022 7:54 AM  
**To:** Nespor, Allison  
**Subject:** Applicant # [REDACTED]

Allison,

I am completing the review's for:

Applicant # [REDACTED]  
[REDACTED] SF Residential

Applicant # [REDACTED]  
[REDACTED] 2-4 Unit Residential

As of the present time I have exceeded the 4 hours (SF Residential) and 5 hours (2-4 Unit Residential) and reviews are not complete.

Both reports have extensive supplemental and narrative addendums thus review time has increased above the typical number of hours.

I believe it will take me a total of 8 hours for the SF Residential and 10 hours for the 2-4 Unit Residential reviews.

Please let me know if this is acceptable with the board.

Thank you

Jill Bauermeister  
Bauermeister Appraisal Services, Inc  
6525 Windflower Rd  
Lincoln, NE 68521  
402-270-0401

RECEIVED  
via email  
MAY 03 2022  
BY: *adn*



99528

## 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 JILL L BAUERMEISTER ("Contractor"), who holds credential number CG280012 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: [REDACTED]

Credential Applied For: CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

Appraisal Report(s): [REDACTED] 1 UNIT RESIDENTIAL

**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 \$125.00 per hour for such services provided. The total compensation for services provided shall not exceed \$500.00. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Upon completion of the services, Contractor shall provide an invoice to the Agency, which outlines applicant number, appraisal reports reviewed, services performed, hours billed and total amount billed.
- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

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

- A. Contractor covenants that 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 3<sup>rd</sup> day of May, 2022.

**CONTRACTOR**

Jill Bauermeister  
JILL L BAUERMEISTER, Contractor

CG280012  
Credential Number

5.3-2022  
Date

**NEBRASKA REAL PROPERTY APPRAISER BOARD**

Tyler N. Kohtz  
Tyler N. Kohtz, Director

5/3/22  
Date



RECEIVED  
via email  
MAY 03 2022  
BY: *alr*



99529

## 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 JILL L BAUERMEISTER (“Contractor”), who holds credential number CG280012 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: [REDACTED]

Credential Applied For: CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

Appraisal Report(s): [REDACTED]

2-4 UNIT RESIDENTIAL

**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 \$125.00 per hour for such services provided. The total compensation for services provided shall not exceed \$625.00. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Upon completion of the services, Contractor shall provide an invoice to the Agency, which outlines applicant number, appraisal reports reviewed, services performed, hours billed and total amount billed.
- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

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

- A. Contractor covenants that 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 3<sup>rd</sup> day of May, 2022.

**CONTRACTOR**

Jill Baummeister  
JILL L. BAUERMEISTER, Contractor

CG280012  
Credential Number

5-3-2022  
Date

**NEBRASKA REAL PROPERTY APPRAISER BOARD**

Tyler N. Kohtz  
Tyler N. Kohtz, Director

5/3/22  
Date





# Guidance Document 22-01

Proposed May 19, 2022

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

**SUBJECT:** Education Activity Instructor Application Requirements

**LEGAL REFERENCE:** Neb. Rev. Stat. § 76-2223(1)(m),(n) (Laws 2020, LB808, § 71); Neb. Rev. Stat. § 76-2207.31 (Laws 2018, LB741, § 20); 298 NAC Chapter 6, § 005 (2021);

## SUMMARY OF ACTION

### BACKGROUND

At the Board’s June 18, 2020 regular meeting, the Nebraska Real Property Appraiser Board (“Board”) discussed the Appraisal Subcommittee’s (“ASC”) guidance on COVID-19 providing a waiver allowing for in-class education activities to be offered online without meeting the requirements for online delivery as recommended by the Appraiser Qualifications Board (“AQB”) of The Appraisal Foundation. Specifically, the AQB recommended that continuing education offerings that were originally designed to be presented in a traditional classroom setting be allowed to be offered remotely via distance education, without the delivery mechanism approval set forth in Section III.D.3 of the Real Property Appraiser Qualification Criteria (“Criteria”). At this meeting, the Board moved to allow Supervisory Appraiser and Trainee Courses approved as classroom activities to be presented remotely via distance education under the March 31, 2020 ASC temporary waiver.

At its October 15, 2020 regular meeting, the Board discussed a September 25, 2020 letter from the ASC to State Appraiser Regulatory Officials with the subject, "COVID-19 Relief – Additional Guidance for Continuing Education (CE) and Qualifying Education (QE) delivery," in which the ASC expanded the temporary waiver to allow qualifying education offerings originally designed to be presented in a traditional classroom setting to be offered remotely via distance education, without the delivery mechanism approval set forth in the Criteria, through December 31, 2021. At this meeting, the Board moved to allow continuing and qualifying education activities approved as classroom activities to be presented remotely via distance education under the September 25, 2020 Appraisal Subcommittee temporary waiver.

Due to the temporary waiver granted by the ASC at the recommendation of the AQB, the AQB received overwhelming feedback that the conversion of approved classroom courses to synchronous settings (without further approval) was in great demand and the courses were a success. Because of this experience, the AQB concluded that synchronous education offerings were equivalent to traditional in-person classroom offerings. And, as a result, the AQB saw a need to propose separating synchronous courses from asynchronous courses. Thus, the AQB adopted a new edition of the Criteria on August 24, 2021. Among the updates included in the newest edition of the Criteria, effective as of January 1, 2022 are:

- Synchronous courses will now be considered equivalent to in-person classroom courses.
- Synchronous courses will no longer be required to have delivery mechanism approval under the Criteria and an alternative course delivery mechanism approval for asynchronous courses was introduced.
- Hybrid courses must meet the requirements for each specific course delivery method (e.g., a course that is hybrid synchronous/asynchronous must meet the synchronous requirements for the synchronous portion of the course and the asynchronous requirements for the asynchronous portion of the course).
- Qualifying and continuing education courses may use remote proctoring for exams, including biometric proctoring.

It is the Board's priority to reduce unnecessary regulatory burden and remove barriers for the real property appraiser profession. Just as the AQB experienced, the Board also saw a tremendous response from real property appraisers who were able to take advantage of this new educational opportunity. The Board's change to its education program due to Covid-19 successfully accomplished the Board's objectives and aligns with its mission and vision. As the ASC temporary waiver expired on January 1, 2022, and the new Criteria went into effect on the same date, it was the Board's intent to permanently remove the requirement that a correspondence education activity must be certified by the International Distance Education Certification Center ("IDECC") and adopted Guidance Document 21-04 on October 21, 2021. Guidance Document 21-04 removes the IDECC certification requirement for the Board's approval of a correspondence education activity to be offered by an education provider, or for acceptance of a correspondence education activity as real property appraiser education, if the education activity is approved by the Board or meets or exceeds the requirements for approval as an education activity as outlined in Chapter 6 of Title 298.

These changes have created confusion for education providers regarding the qualifications of an instructor for correspondence (synchronous) education activities resulting in an additional burden being placed on the education providers. The purpose of this guidance document is to provide relief to education providers for instructor identification.

## **ANALYSIS**

The Board shall administer and enforce the Real Property Appraiser Act (“Act”) in accordance with Neb. Rev. Stat. § 76-2223(1)(m). This includes adopting and promulgating rules and regulations to establish minimum standards for education providers, courses, and instructors. In addition, the Board shall do all other things necessary to carry out the Act in accordance with N.R.S. § 76-2223(1)(n).

N.R.S. § 76-2207.31 defines instructor as a person approved by the Board that meets or exceeds the instructor requirements specified in the Real Property Appraiser Act and rules and regulations of the Board and is responsible for ensuring that the education activity content is communicated to the activity's audience as presented to the Board for approval and that the education activity contributes to the quality of real property valuation services provided to the public. A person that communicates assigned materials or a portion of the education activity content under the authorization of the education provider, but is not responsible for the education activity content, is not an instructor.

In accordance with 298 NAC Chapter 6, § 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:

- 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.1);
- Submit written evidence of the instructor applicant’s qualifications related to the activity for which approval is requested (005.02A.2); and
- 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 course (005.02A.3).

298 NAC Chapter 6, § 005.02C says, “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.”

Just as with the greater real property appraiser profession, it is the Board's priority to reduce unnecessary regulatory burdens and remove barriers for education providers. Although the definition of instructor allows flexibility to education providers when determining who is an instructor for an education activity, in an effort to be compliant with the requirements of 298 NAC Chapter 6, education providers have submitted up to eleven instructor applications for each education activity since the implementation of the Criteria effective on January 1, 2022. Many education providers are unsure as to what instructor will be teaching an in-class or correspondence education activity at the time it is offered and appear to prefer that the requirements of 298 NAC Chapter 6 are met in the initial submission for approval instead of having to resubmit an activity for approval at a later date once an instructor is identified. Completing the Application for Approval as Instructor for Qualifying Education Activity, Continuing Education Activity, or Supervisory Real Property Appraiser and Trainee Course in Nebraska multiple times for one education activity is a burdensome process for education providers.

## **GUIDANCE**

For the purpose of 298 NAC Chapter 6, § 005.02, application means Application for Approval as a Qualifying Education Activity in Nebraska; Application for Approval as a Continuing Education Activity in Nebraska; Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska; or Application for Renewal as a Continuing Education Activity in Nebraska. In addition, written evidence specified in 298 NAC Chapter 6, § 005.02A is satisfied by submitting a completed education activity application for approval. Any instructor(s) that meet the education provider's instructor qualifications policy, who is/are responsible for ensuring that the activity content is communicated to the activity's audience as approved, must be identified on the education provider's education activity application submitted for approval. Such identification must include first name, last name, email address, phone number, and state the instructor's qualification as specified in 298 NAC Chapter 6, § 005.01. If an education activity is approved in accordance with 298 NAC Chapter 6, §§ 002.02C, 003.02C, or 004.04C, 298 NAC Chapter 6, § 005.02C is also met.



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

Check Number:
Receipt Number:
Board Review Date (if applicable):
Processed By: _____ Date: _____
<b>For Board Use Only</b>

## APPLICATION FOR PRELIMINARY CRIMINAL HISTORY REVIEW: APPLICANT FOR CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER OR MORE THAN 10% OWNER OF AN APPRAISAL MANAGEMENT COMPANY

*The purpose of this application is for the Nebraska Real Property Appraiser 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). Only the information provided by the applicant will be reviewed. This is not an application for credentialing or for registration as an AMC.*

### TYPE OF REVIEW

- REAL PROPERTY APPRAISER
- MORE THAN 10% OWNER OF AN AMC

### APPLICATION FEE

TOTAL FEE DUE WITH APPLICATION: \$~~5100~~0.00

### APPLICANT INFORMATION

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Contact Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_ E-Mail Address Area Code + Phone Number

Business Name (if applicable): \_\_\_\_\_  
Business Name

Mail communications from the Board will be sent to the address given.

## APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application.
- A written statement that details information regarding your current circumstances, including the time since the offense, completion of the criminal sentence, rehabilitation efforts, employment history, and employment aspirations.
- Any documentation in support of your written statement, including court records, communication and documentation related to the completion of the criminal sentence, evidence of rehabilitation, and testimonials.
- A check or money order for \$~~5100~~.00 (*Non-refundable application fee*).

## AFFIDAVIT OF APPLICANT

I hereby attest that:

I have included all required materials and completed the submitted application in its entirety.

I understand that review is based on the information provided by me and not a Criminal History Record Check, and that the Board shall issue a determination in writing based on the information provided by me.

I understand that I may appeal the Board's determination in accordance with the Nebraska Administrative Procedure Act.

I understand that one or more subsequent criminal convictions may invalidate the Board's determination.

I understand that any information obtained during the application process for credentialing or for registration as an AMC may be considered when determining my eligibility, and that such information may invalidate the Board's determination.

I understand that the Board will rescind its decision in writing if additional information or circumstances result in the determination being invalid.

I understand that I may not file another Application for Preliminary Review of Criminal History with the Board within two years after the decision by the Board, except that if action has been taken to remedy disqualification as advised by the Board, another Application for Preliminary Review of Criminal History may be filed with the Board six months after the final decision on the previous preliminary application.

I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
  - a. Check or money order for \$~~5100~~.00 (non-refundable application fee)
  - b. Written Statement
  - c. Supporting information and documentation
3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963  
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68509
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)





## DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?  
 YES  NO  
*If your answer to No. 1 above is yes, have your civil rights been restored?*  
 N/A  YES  NO
2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application?  
 YES  NO
3. Have you been convicted of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application, including a conviction based upon a plea of guilty or nolo contendere?  
 YES  NO
4. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?  
 YES  NO
5. Are there any criminal charges pending against you at this time, or have you been convicted of a misdemeanor criminal offense within the five-year period immediately preceding the date of application?  
 YES  NO
6. Have you surrendered a Nebraska appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**  
 YES  NO
7. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**  
 YES  NO
8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**  
 YES  NO
9. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?  
 YES  NO

*If you answered yes to any of the above questions 1 through 9, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The credential status of an applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the [AppraiserNational](#) Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.*



## APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application form.
- Check or money order for \$150: non-refundable \$100 application fee and \$50 credentialing card fee.
- Recent passport type photo (Copy of driver's license will meet the requirement.).
- Letter of engagement or contract **indicating location(s) and property types of the real property appraisal practice assignment and completion date** (~~completion date is required to be a specific calendar date,~~ location should be a street address, ~~or complete legal description,~~ or assessor's parcel ID number and name of county in which the property is located).

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

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date



## UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

**OR**

I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

**OR**

I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

***I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.***

Print Name: \_\_\_\_\_  
Last
First
Middle

\_\_\_\_\_  
Applicant's Signature
Date

**LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997**

**MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974**

*Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.*

Social Security Number: \_\_\_\_\_

**AFFIDAVIT OF APPLICANT**

The foregoing statements are made for the purpose of procuring a temporary Nebraska Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a temporary Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I understand that any temporary credential issued is expressly limited to a grant of authority to engage in real property appraisal practice required for an assignment in this state. Each temporary credential will expire upon the completion of the assignment or upon the expiration of a period of six months from the date of issuance, whichever occurs first. A temporary credential may be renewed for one additional six-month period.

I expressly agree to comply with all of the provisions of the Real Property Appraiser Act relating to the appropriate classification of credentialing. The board may, upon its own motion, and will, upon the written complaint of any aggrieved person, cause an investigation to be made with respect to an alleged violation of the act by a person who is engaged in, or who has engaged in, real property appraisal practice as a temporary credential holder, and that person will be deemed a real property appraiser within the meaning of the act.

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

I, \_\_\_\_\_, of \_\_\_\_\_, do hereby submit an irrevocable consent  
(Name) (City, State)

that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my real property appraisal practice.



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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned.
2. Along with the application, the following is also required to be included:
  - a. Check or money order for \$150: non-refundable \$100 application fee and \$50 credentialing card fee.
  - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
  - c. Letter of engagement or contract **indicating location(s) and property types of the real property appraisal practice-of assignment and completion dates** (~~completion date is required to be a specific calendar date,~~ location is required to be an address, ~~or complete legal description,~~ or assessor's parcel ID number and name of county in which the property is located). If this information is not included in the letter of engagement, attach confirmation from the client, in the form of an email or other document, of the ~~anticipated calendar completion date and the~~ address(es) or complete legal description(s) If the location is specified by assessor's ~~parcel~~ property ID number(s), the name(s) of the county or counties in which the real property are located is required to be included.
3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN NE 68509-4963  
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 6850998.
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.credentialing@nebraska.gov.

## ADDITIONAL INFORMATION

- Each temporary credential expires upon completion of the real property appraisal practice assignment, or upon the expiration of the six-month period from the date of issuance, whichever date occurs first.
- If an extension is necessary, a request may be made to the Nebraska Real Property Appraiser Board on the form approved by the Board. A temporary credential may be renewed for one additional six-month period.
- Each person engaging in real property appraisal practice for the assignment is required to obtain a temporary credential, or be appropriately credentialed in Nebraska.
- When the real property appraisal practice assignment relates to multiple properties, if each property is listed on a separate engagement letter, separate credentials will be required.
- Application for a temporary credential is valid for one year from the date the application is submitted or upon expiration of the assignment specified within the letter of engagement, whichever occurs first.
- Upon approval of the application, the applicant will be issued a letter notifying him or her of his or her approval as a temporary credential holder, along with the terms of the temporary credential, and a credentialing card in a form approved by the Board.
- An application may be denied at any time during the process if the applicant is found to not meet the requirements of the Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.



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

Processed By: _____	Date: _____
<b>For Board Use Only</b>	

## APPLICATION FOR RENEWAL OF NEBRASKA REAL PROPERTY APPRAISER TEMPORARY CREDENTIAL

### TEMPORARY CREDENTIAL

**CREDENTIAL NUMBER:** \_\_\_\_\_ **BOARD FILE NUMBER:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

### APPLICATION INFORMATION

Date of Application: \_\_\_\_\_

Subject Property Location (Address(es) or Legal Description(s)): \_\_\_\_\_

Subject Property Type: \_\_\_\_\_

~~Initial Assignment Due Date:~~ \_\_\_\_\_ ~~Extension Due Date:~~ \_\_\_\_\_

Reason Extension is Necessary (attach supporting evidence): \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Business Name: \_\_\_\_\_

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

Principal Business Email Address: \_\_\_\_\_ Business Area Code + Phone Number: \_\_\_\_\_

Secondary or Residential Address, if different: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_ Email Address \_\_\_\_\_ Area Code + Phone Number \_\_\_\_\_

Preferred Method of Communication: \_\_\_\_\_





## APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application form.
- Evidence supporting explanation of need for extension.

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

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned.
2. Include supporting documentation.
3. Mail application and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN NE 68509-4963  
Or email to [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov). Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 685098.
4. Questions or concerns may be directed to Board staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov).

## ADDITIONAL INFORMATION

- Each temporary real property appraiser credential expires upon completion of the real property appraisal practice assignment, or upon the expiration of the six-month period from the date of issuance, whichever date occurs first. A temporary credential may be renewed for one additional six-month period.
- Each person engaging in real property appraisal practice for the assignment is required to obtain a temporary credential, or be appropriately credentialed in Nebraska.
- When the appraisal assignment relates to multiple properties, if each property is listed on a separate engagement letter, separate credentials will be required.
- The application for renewal will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board.



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

Check Number:
ASC <del>Appraiser National</del> Registry Checked:
Education Reviewed:
Database Updated:
Credentialing Card Issued:
<b>For Board Use Only</b>

## 2023~~2~~-24~~3~~ APPLICATION FOR TWO-YEAR RENEWAL OF NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

### PRE-ACKNOWLEDGEMENT

I understand that I am required to have completed the required two years of my continuing education cycle to be eligible for renewal. If I have not completed the required 28 continuing education hours prior to submitting my renewal application, my application will not be processed. I understand that an application that is not processed may be returned to me. I understand that I will be responsible for all late processing fees incurred after November 30, 2024~~2~~.

### RANDOM CRIMINAL HISTORY RECORD CHECK PROGRAM FEE

\$10 (Fee due even if you were not randomly selected to submit fingerprints with your application.)

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

\$25 per month or portion of a month

**Each successfully renewed credential holder will receive access to a free, one-time digital download of the 2020-~~2021~~ edition of USPAP.**

### APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: \_\_\_\_\_

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

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at <https://appraiser.ne.gov/>.

Business Name: \_\_\_\_\_

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

Principal Business Email Address: \_\_\_\_\_ Business Area Code + Phone Number: \_\_\_\_\_

Secondary or Residential Address, if different: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

Email Address: \_\_\_\_\_ Area Code + Phone Number: \_\_\_\_\_

## EDUCATION QUESTIONS

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

1. Have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?
- YES  NO
2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?
- Date last USPAP Update completed (month, year): \_\_\_\_\_  YES  NO
- Not applicable, credential issued between January 1 and June 30, 2021, first USPAP Update due in 2023.  N/A

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## DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?
- YES  NO
- If your answer to No. 1 above is yes, have your civil rights been restored?*
- N/A  YES  NO
2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application?
- YES  NO
3. Have you been convicted of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application, including a conviction based upon a plea of guilty or nolo contendere?
- YES  NO
4. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?
- YES  NO
5. Are there any criminal charges pending against you at this time, or have you been convicted of a misdemeanor criminal offense within the five-year period immediately preceding the date of application?
- YES  NO
6. Have you surrendered a Nebraska appraiser credential, or an appraiser credential or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**
- YES  NO
7. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended with the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**
- YES  NO

8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the three-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**

YES  NO

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

YES  NO

***If you answered yes to any of the above questions 1 through 9, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency.***

**APPLICATION CHECKLIST**

- 1.  Completed application form signed on pages 3, 4, and 5.
- 2.  All required education certificates for renewal of your credential are attached, have been submitted through the Education Submission Portal in Appraiser Login, or have already been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). **If the certificates are not attached, submitted through the Education submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**
- 3.  \$10.00 random fingerprint program fee. *The random fingerprint program fee is required regardless of whether you have been selected to submit fingerprint cards.*
- 4.  I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on \_\_\_\_\_. Signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is attached. **OR**  
 I was **not** notified of selection for criminal history record check
- 5.  I am submitting my application for renewal to be postmarked on or prior to November 30, 202~~4~~<sup>2</sup>. **OR**  
 I am **not** submitting my application for renewal postmarked on or before November 30, 202~~4~~<sup>2</sup>. I understand that my application is required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late processing fees. *A \$25 per month late processing fee is charged for each month or portion of a month past the November 30, 202~~4~~<sup>2</sup> renewal deadline.*

***I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed. I understand that an application not processed for any reason may be returned to me. I understand that I will be responsible for any late processing fees that may result.***

Print Name: \_\_\_\_\_  
Last
First
Middle



Applicant's Signature

Date

### UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

**OR**

I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

**OR**

I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

*I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.*

Print Name:

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

**LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997**  
**MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974**

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: \_\_\_\_\_

**AFFIDAVIT OF APPLICANT**

The foregoing statements are made for the purpose of procuring a Nebraska Trainee Real Property Appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a Trainee Real Property Appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

I, \_\_\_\_\_, of \_\_\_\_\_, do hereby submit an irrevocable consent  
(Name) (City, State)

that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my activities as a real property appraiser.



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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## DIRECTIONS

1. Complete entire application. If required information is not provided, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following documentation is also required to be included:
  - a. Check or money order for non-refundable random fingerprint program fee (due even if you were not randomly selected to submit fingerprints with your application) and any applicable late processing fee.
  - b. All copies of certificates for education activities required of the applicant not submitted through the Education Submission Portal in Appraiser Login or previously provided to and approved by the NRPAB.
  - c. Two sets of fingerprints. *Only required if you were notified by the NRPAB to submit fingerprint cards.* The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old. If fingerprints are being submitted electronically, the NRPAB ORI Number is NB920183Z, and the reason fingerprinted is AREN – 76-2233.02 Appraiser Credential Renewal.

If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov> (click ~~2023-2024~~ Renewal Applications link located in menu box on right side of page).

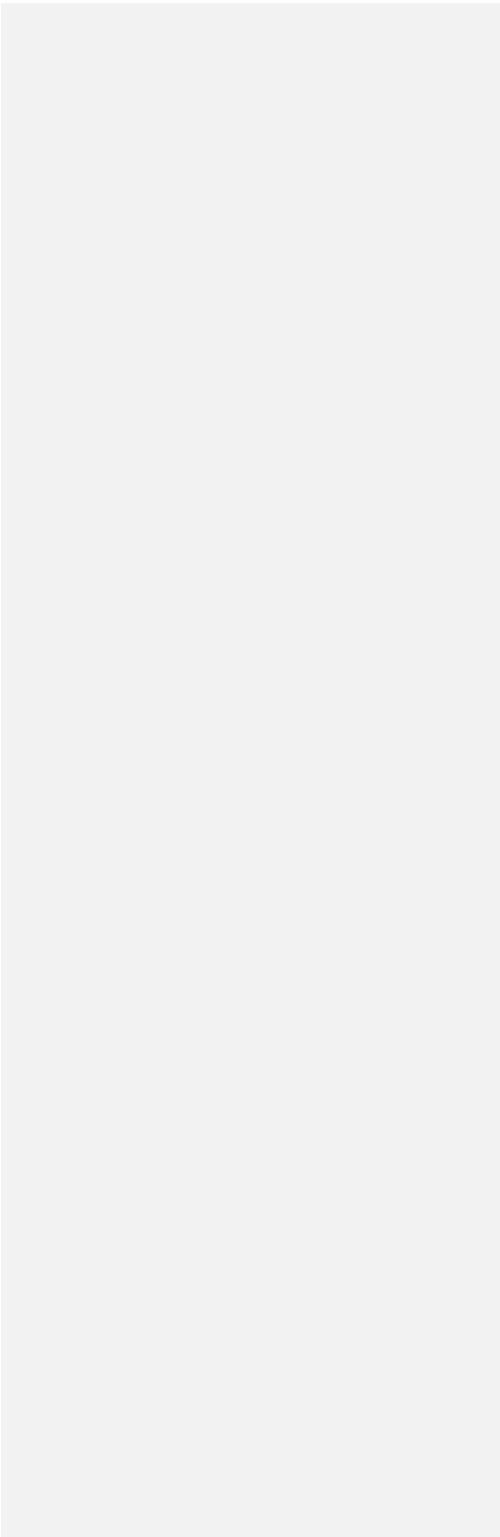
3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963  
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board Staff at 402-471-9015 or [nrpab.renewals@nebraska.gov](mailto:nrpab.renewals@nebraska.gov).

## ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, will remain in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 2024.
- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. Qualifying education, as approved by the board, successfully completed by a credential holder to fulfill the class-hour requirement to upgrade to a higher classification than his or her current classification, will be approved by the board as continuing education. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.
- If any continuing education credit hours being submitted were completed outside of the State of Nebraska, the activity is required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed (jurisdiction of legal residency for online or correspondence activities). If approval cannot be verified, your application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
- The two-year continuing education period for all new ~~credential holders/real property appraiser~~ credentialed prior to July 1 ~~begins at the time the credential is issued-commences on the date of initial credentialing~~ and is completed on December 31 of the following year. The two-year continuing education period for all new ~~credential holders/real property appraiser~~ credentialed ~~on or~~ after July 1 ~~begins with the next January 1 following the issuance of a credential-commences January 1 of the year following the date of initial credentialing~~.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board.
- If all requirements for renewal are not met by November 30, 2024, the credential holder has until July 1, 2024 to meet the requirements. A late processing fee of \$25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2024. The Board's staff will utilize postmark dates to determine late processing fees.
- If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint-based criminal history record check, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions are required to accompany your renewal application. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov>. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check will be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to

be carried out by the Real Property Appraiser Board. If fingerprints were requested and not submitted the application will be considered invalid and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.





Secondary or Residential  
Address, if different:

PO Box or Street Number

City

State

Zip Code + 4

Email Address

Area Code + Phone Number

## EDUCATION QUESTIONS

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

1. If this is the second year of your two-year continuing education period, have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?  
 N/A (first year of two-year continuing education period OR new credential)  YES  NO
2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?  
Date last USPAP Update completed (month, year) or N/A for new credential:  N/A  YES  NO  
If the USPAP Update Course was completed in 202~~2~~<sup>4</sup>, is the certificate of completion attached, has it been submitted through the Education Submission Portal found in Appraiser Login, or has it been previously submitted to and approved by the NRPAB?  N/A  YES  NO

## DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?  
 YES  NO  
*If your answer to No. 1 above is yes, have your civil rights been restored?*  
 N/A  YES  NO
2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application?  
 YES  NO
3. Have you been convicted of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application, including a conviction based upon a plea of guilty or nolo contendere?  
 YES  NO
4. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?  
 YES  NO
5. Are there any criminal charges pending against you at this time, or have you been convicted of a misdemeanor criminal offense within the five-year period immediately preceding the date of application?  
 YES  NO
6. Have you surrendered a Nebraska appraiser credential, or an appraiser credential or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**  
 YES  NO

7. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**

YES  NO

8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the three-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**

YES  NO

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

YES  NO

***If you answered yes to any of the above questions 1 through 9, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency.***

## APPLICATION CHECKLIST

1.  Completed application form signed on pages 4, 5, and 6.
2.  All required continuing education certificates for renewal of your credential are attached, have been submitted through the Education Submission Portal found in Appraiser Login, or have previously been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). If you are in the first year of your continuing education cycle and you were required to complete the 7-Hour USPAP course before December 31, 2022, submit a copy of the certificate of completion for the 7-Hour USPAP Update with this application, or submit a copy through the Education Submission Portal found in Appraiser Login (if not previously submitted to and approved by the NRPAB). **If the certificates are not attached, submitted through the Education Submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**
3.  Credentialing fee, Federal Registry fee, and random fingerprint program fee. *The random fingerprint program fee is required regardless of whether you have been selected to submit fingerprint cards.*
4.  I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on \_\_\_\_\_. Signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is attached. **OR**  
 I was **not** notified of selection for criminal history record check.
5.  I am submitting my application for renewal to be postmarked on or prior to November 30, 2022. **OR**  
 I am **not** submitting my application for renewal postmarked on or before November 30, 2022. I understand that my application is required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have

included all appropriate late processing fees. A \$25 per month late processing fee is charged for each month or portion of a month past the November 30, 202~~4~~<sup>2</sup> renewal deadline.

6.  I am submitting an application for a 1-year renewal. I have attached a certificate of completion for the 7-Hour National USPAP Update Course, or submitted the certificate through the Education Submission Portal in Appraiser Login, if I completed it in 202~~4~~<sup>2</sup> (if not previously submitted to and approved by the NRPAB). **OR**

I am submitting an application for a 2-year renewal. I understand that I am required to have completed the required 2 years of my 2-year continuing education period to be eligible for this option. I also acknowledge that if I have not completed the required 2nd year of my continuing education period, my application will be considered invalid and will not be processed. I understand that I will be responsible for all late processing fees incurred after November 30, 202~~4~~<sup>2</sup>.

***I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed. I understand that an application not processed for any reason may be returned to me. I understand that I will be responsible for any late processing fees that may result.***

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date



**UNITED STATES CITIZENSHIP ATTESTATION FORM**

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

I am a citizen of the United States of America

**OR**

I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

**OR**

I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: \_\_\_\_\_  
Last First Middle

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**UNITED STATES CITIZENSHIP ATTESTATION FORM**

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

I am a citizen of the United States of America

**OR**

I am a qualified alien under the federal Immigration and Nationality Act. *Include a copy of your USCIS documentation.*

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

*I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.*

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date

**LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997**  
**MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974**

*Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.*

Social Security Number: \_\_\_\_\_

**AFFIDAVIT OF APPLICANT**

The foregoing statements are made for the purpose of procuring a Nebraska Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

I, \_\_\_\_\_, of \_\_\_\_\_, do hereby submit an irrevocable consent  
(Name) (City, State)

that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my activities as a real property appraiser.



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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## DIRECTIONS

1. Complete entire application. If required information is not provided, application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following is also required to be included:
  - a. Check or money order for non-refundable credential registration fee, Federal Registry fee, and random fingerprint program fee. If a late processing fee is applicable, include this amount as well. *See below for late processing fee requirements.*
  - b. Any copies of certificates for continuing education activities required of the applicant not submitted through the Education Submission Portal in Appraiser Login or previously submitted to and approved by the NRPAB.
  - c. Copy of certificate for 7-Hour National USPAP Update Course if due in 202~~24~~ and not submitted through the Education Submission Portal in Appraiser Login or previously submitted and approved by the NRPAB, even if the renewal is in the middle of the CE period and no other certificates are required at this time.
  - d. Two sets of fingerprints. *Only required if you were notified by the NRPAB to submit fingerprint cards.* The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old. If fingerprints are being submitted electronically, the NRPAB ORI Number is NB920183Z, and the reason fingerprinted is AREN – 76-2233.02 Appraiser Credential Renewal.

If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/> (click 202~~32~~-202~~43~~ Renewal Applications link located in menu box on right side of page).

3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963  
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board staff at 402-471-9015 or [nrpab.renewals@nebraska.gov](mailto:nrpab.renewals@nebraska.gov).

## ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, shall remain in effect until December 31st of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 202~~24~~.
- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing credential for a two-year period. If you have questions about whether or not you are eligible for a two-year renewal, the Board encourages you to contact the Board's office to determine your eligibility prior to submission. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.
- If any continuing education credit hours being submitted were completed outside of the State of Nebraska, the activity is required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed (jurisdiction of legal residency for online or correspondence activities). If approval cannot be verified, your application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing. The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed after July 1 begins with the next January 1 following the issuance of a credential.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board. The two-year period for this

course begins one day after the course was last completed, or one day after a new credential is issued by the Board. Evidence of completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course is required to be submitted with the application for renewal, or submitted through the Education Submission Portal in Appraiser Login, or previously submitted and approved by the NRPAB prior to December 31 of the year in which the course is required.

- If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint-based criminal history record check, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions are required to accompany your renewal application. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/>. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check will be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board. If fingerprints were requested and not submitted the application will be considered incomplete and will not be processed. You will be responsible for the payment of any late processing fees incurred.
- If all requirements for renewal are not met by November 30, 202~~24~~, the credential holder has until July 1, 202~~23~~ to meet the requirements. A late processing fee of \$25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 202~~24~~. The Board's staff will utilize postmark dates to determine late processing fees.
- If a credential holder who first obtained his or her credential at the current level on or after November 1, 202~~24~~ fails to apply and meet the requirements for renewal by December 31, 202~~24~~, the credential holder may obtain a renewal of their credential by satisfying all requirements for renewal and paying a late processing fee of \$25 per month or portion of a month the credential is not renewed, if the renewal takes place prior to July 1, 202~~23~~.
- Fees for 1-year renewal application: \$275 credentialing fee, \$40 Federal Registry fee, and \$5 random fingerprint program fee, total \$320.
- Fees for 2-year renewal application: \$550 credentialing fee, \$80 Federal Registry fee, and \$10 random fingerprint program fee, total \$640.
- Each successfully renewed credential holder will receive access to a free, one-time digital download of the current edition of USPAP.



## Real Property Appraiser Credential Renewal Questions and Answers

- **“I can’t log in.”**
  - If you have not created a Centurion UserID and password, email [nrpab.appraiserlogin@nebraska.gov](mailto:nrpab.appraiserlogin@nebraska.gov) or call 402-471-9015 to request a Centurion invitation.
  - If you have created a Centurion UserID and password, but are not able to find or click the [Appraiser Login](#) link on the Centurion Welcome page, call 402-471-9015 for assistance in “hooking” your Centurion UserID to your Appraiser Login.
  - If you have forgotten your Centurion password, go to the Board’s website, <https://appraiser.ne.gov/>, click [Appraiser Login](#) at the top of the page, click [Log in via Centurion](#), enter your Centurion Username, and click [Forgot Password](#). The access email will be sent to the email account you used to set up your Centurion UserID. If you don’t know which email account that is, or you no longer have access to the email account, call 402-471-9015.
  - If you have forgotten your Centurion UserID, email [nrpab.appraiserlogin@nebraska.gov](mailto:nrpab.appraiserlogin@nebraska.gov) or call 402-471-9015 to request that information. Board staff can see your UserID but not your Centurion password.
  
- **“Where can I find what I need to take for education?”**
  - Appraiser Login is found on the Board’s website, <https://appraiser.ne.gov/>. Directly under the Nebraska Real Property Appraiser Board banner, click the [Appraiser Login](#) link, then click [Log in via Centurion](#). (If you are unable to log in via Centurion, see the steps above for “I can’t log in.”)
  - In Appraiser Login, click the [Education](#) link on the left side of the page. The Education page will show your continuing education period, next 7-Hour USPAP Update Course year, CE hours remaining in your current CE period, and all continuing education activities you have submitted to the Board’s office for approval in the current CE period. The Hours Remaining total will include hours submitted but not yet approved by Board staff. Click the [Education History](#) link to see all activities submitted since the online education submission portal became active.
  
- **“MY CE period is ~~20212~~-~~20223~~; what do I need by this year to renew?”**
  - o The ~~20214~~-~~20223~~ period indicates that a real property appraiser has until the end of the ~~20232~~ year to complete that education. The exception to this rule is that if the 7-Hour USPAP Update Course is due, it is required to be completed before December 31 of the year it is due, regardless of the CE period. The 7-Hour USPAP Update Course is to be completed at least once every two years. For example, a real property appraiser with a latest 7-Hour USPAP Update Course from 201~~209~~ will be due for the course before December 31, ~~20212~~. Certificates of completion for the 7-Hour USPAP Update Course are required to be submitted with any application for renewal submitted in the year

they were taken, even if it is not the second year of the CE period and no other CE certificates are due with the application.

- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing. Beginning January 1, 2022, for a new real property appraiser credential holder credentialed through reciprocity who held a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board, the two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board and the two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing.

- **“I see provider X is having a 15-Hour USPAP Course in September, can I take it instead of my 7-Hour USPAP Update Course?”**

- No, the reason for this is that the 15-hour course is more general and geared toward teaching the basics to those who are new to the appraisal industry. The update courses spend significant time dealing with changes to USPAP and common problems that are arising. It is the Board’s opinion that these changes and issues are the purpose of the update requirement.

- **“I already have all of my education completed for this cycle; can I take course X this month and use it toward my 202~~32~~-202~~34~~ cycle?”**

- No. Excess credits, or those credits used to make up required CE from a previous cycle, may not be used for another continuing education cycle.

- **“I don’t know which classes are being offered ~~in my area.~~”**

- A list of upcoming continuing education activities is provided on the Board’s website. This list includes only activities reported to the Board by providers. Go to <https://appraiser.ne.gov/>. On the right-hand side of the page, click on Education, then click on Upcoming Qualifying and Continuing Education Activities (pdf).
- Check with education providers for upcoming in-class and correspondence education activity offerings.
- EducationOnline activities can be found using the Approved Education Activity Search link in the menu at the top of the page. Select Online in the Class Type dropdown menu and click Search to see a list of approved online activities. You can sort the list by provider or by activity name by clicking on those tabs at the top of the list of activities found. If you want to see all approved education activities, click Search without filling out any of the fields.

- **“How many credits of online education can I take?”**

- Each continuing education period, a credential holder is required to satisfactorily complete 28 hours of continuing education. All 28 hours may be completed online.

- **“Am I required to complete my education in Nebraska, or can I take courses out of state?”**
  - ~~Continuing education activities completed in another jurisdiction may be accepted by the Board if the activity is approved by the appraiser credentialing authority in that jurisdiction as continuing education. Continuing education activities completed online or by correspondence must be approved by the appraiser credentialing authority in the jurisdiction of legal residency for acceptance if the activities are not already approved in Nebraska at the time they were completed. The Board accepts education taken in other jurisdictions if the activity is approved by the appraiser credentialing authority in that jurisdiction as continuing education.~~ In order to receive credit, a real property appraiser is required to furnish a document of completion for the course that affirms successful completion of the activity.
  
- **“I need my credentialing card, but I don’t know how to get it.”**
  - Go to the Board’s website, <https://appraiser.ne.gov/>, click Appraiser Login, and log in via Centurion. (If you are unable to log in via Centurion, see the steps above for “I can’t log in.”) Click on the Credential link. You can download your current credentialing card and your renewal credentialing card in this interface. You may also call 402-471-9015 and request that Board staff email your credentialing card to you.
  
- **“Is there only a one-year renewal?”**
  - It depends on your continuing education cycle. You can renew your real property appraiser credential for either one or two years as long as you are not in the middle of your CE cycle. *If your CE period is 202~~12~~-202~~23~~, you may only renew for one year.* If your CE period is 202~~01~~-202~~12~~ or 202~~32~~-202~~34~~ (new credential issued 7/1/202~~12~~ or later), you may renew for either one year or two years.
  
- **“How much do I have to pay for renewal of my credential?”**
  - 1-year credential renewals are \$320 (\$275 credentialing fee, \$40 federal registry fee, and \$5 random fingerprint program fee).
  - 2-year credential renewals are \$640 (\$550 for two years’ credentialing fees, \$80 for two years’ federal registry fees, and \$10 for two years’ random fingerprint program fees).
  - 2-year trainee real property appraiser credential renewals are \$10 (two years’ random fingerprint program fees).
  - Late processing fee is \$25 for each month or portion of a month the application is postmarked, hand-delivered, or submitted online on or after December 1, 202~~21~~. (Late processing fee for new credentials issued after November 1, 202~~12~~ starts with applications postmarked, hand-delivered, or submitted online on or after January 1, 202~~23~~.)
  
- **“When do I renew?”**
  - Renewal applications are due by November 30 of the year the credential expires. If applications are not received by that time, real property appraisers can still renew until July 1 of the following year. Beginning December 1, a \$25 late fee per month, or portion of a month, is required to be paid in addition to the credentialing, federal registry, and random fingerprint program fees.

- The online renewal is available in Appraiser Login July 1 of the year the credential expires. First click the [Contact Information](#) link and review and update your contact information as needed. Click on the [Education](#) link and submit any required education activity certificates of completion using the [Upload Completed Activity Certificate for Approval](#) link. Click the [Renew Credential](#) link, answer all of the questions and upload required documents, and pay using a savings or checking account routing number and account number.
  - PDF renewal forms will be available after July 1 on the Board’s website <https://appraiser.ne.gov/>, by clicking the [2023-243 Renewal Applications](#) link in the box on the right side of the page. PDF forms must be completed, printed out, and submitted by mail with a check or money order, or in person with cash, check, or money order (exact amount only, the Board does not have change available).
- **“Since USPAP was not updated, do I have to take the 7-Hour USPAP Update Course if I have already taken the course for the 2020-21 edition of USPAP?”**
    - Yes. A new 2022-2023 7-Hour National USPAP Update Course (and its AQB-approved equivalents) ~~is currently being written by the Appraisal Standards Board of The Appraisal Foundation and will be~~ has been released ~~on October 1, 2021~~. The 2022-2023 course does not contain the same course materials as the 2020-2021 course. If your next 7-Hour USPAP Update Course is due in 2022 or 2023, you must still complete the required 7-Hour USPAP Update Course for the 2020-21 edition of USPAP.

Revised ~~5xx/xx21/2021~~



# **NEBRASKA REAL PROPERTY APPRAISER CONTINUING EDUCATION REQUIREMENTS**

***Effective July 1, 202~~1~~2***

## ***Real Property Appraiser Credential Renewal***

All current credentials issued under the Nebraska Real Property Appraiser Act, other than temporary permits, will remain in effect until December 31 of the designated year. The application for renewal, along with evidence of continuing education completion (if applicable), and two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions (if requested) is due to the Board's office no later than November 30 of the designated year. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing a credential for a two-year period.

Please note the following:

- ~~The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing. Beginning January 1, 2022, for a new real property appraiser credential holder credentialed through reciprocity who held a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board, the two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board and the two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing. If a credential holder was awarded his or her initial credential prior to July 1 of the current year, his or her continuing education period begins in the year of issuance and ends December 31 of the next year. If a credential holder was awarded his or her initial credential after July 1 of the current year, his or her continuing education period begins January 1 of the next year.~~ Only the application for renewal is due to the Board's office by November 30 for any credential holder awarded his or her credential during the current year.

- If a credential holder is in the first year of his or her continuing education cycle and he or she was required to complete the 7-Hour USPAP course before December 31 of the year in which he or she is submitting a renewal application, he or she is required to submit a copy of the certificate of completion for the 7-Hour USPAP Update with a renewal application, or through the Education Submission Portal in Appraiser Login in the year in which the course was required (if not previously submitted to and approved by the NRPAB).

If all required information is not received at the Board's office postmarked by November 30, 202~~1~~2 for paper real property appraiser renewal applications, or date stamped by November 30, 202~~1~~2 for online real property appraiser renewal applications, a credential holder will have until July 1, 202~~2~~3 to meet the requirements. A late processing fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 202~~1~~2. If a credential holder obtained his or her credential at the current level on or after November 1, 202~~1~~2, the late processing fee does not apply until January 1, 202~~2~~3. With the exception of a credential holder who obtained his or her credential at the current level after November 30, 202~~1~~2, but before January 1, 202~~2~~3, all paper real property appraiser renewal applications received postmarked after November 30, 202~~1~~2, and all online real property appraiser renewal applications received date stamped after November 30, 202~~1~~2, will be subject to executive and/or Board review. If an application is incomplete, or the required continuing education documentation has not been provided to the Board, the application will not be processed. An application not processed for any reason may be returned.

The Board may adopt a program of continuing education for individual credentials as long as the program is compliant with the Appraiser Qualifications Board's criteria specific to continuing education.

*The Education Activity Search (link located at the top of the home page of the Board's website at <https://appraiser.ne.gov/>) can be used to find online and classroom activities approved by the Board to meet the continuing education requirements. A calendar of upcoming classroom activities (as reported to the Board) is also available. Click the Education link in the box on the right-hand side of the home page. On the Education page, click the Upcoming Qualifying and Continuing Education Activities (pdf) link.*

## ***Continuing Education Hours***

1. A credential holder is required to satisfactorily complete at least 28 hours of continuing education during his or her designated two-year continuing education period.
2. The required continuing education hours, with the exception of the 7-Hour USPAP Update Course, may be completed at any time during the two-year continuing education period.
3. Each Continuing Education activity is required to be at least 2 hours in length (1 hour = 50 minutes of course instruction).

## ***Online Continuing Education***

1. All 28 hours of continuing education, including the 7-Hour USPAP Update Course, may be taken online.
2. All online activities are required to conform with AQB criteria pertaining to online delivery.

## ***Approved Continuing Education Activities***

1. All continuing education activities, with the exception of those taken in another jurisdiction, are required to be approved by the Board, and to contribute to the maintenance and improvement of the quality of real estate appraisal service provided to the public.
2. Continuing education credit will be awarded for any education activities sponsored or conducted by the Board.
3. Continuing education credit will be awarded for any qualifying education taken to fulfill the class-hour requirement to upgrade to a higher classification, and continuing education credit will be awarded for any qualifying education taken not to fulfill the class-hour requirement to upgrade to a higher classification if examination is completed.
4. No more than fourteen hours may be awarded as continuing education in each two-year continuing education period for participation, other than as a student, in appraisal educational processes and programs, which includes teaching, program development, authorship of textbooks, or similar activities that are determined by the Board to be equivalent to obtaining continuing education. No preapproval will be granted for participation in appraisal educational processes or programs.
5. Continuing education credit will be awarded for any Board-approved supervisory appraiser and trainee course successfully completed by a certified real property appraiser for approval as a supervisory appraiser no more than once during each two-year continuing education period.
6. Continuing education hours will not be awarded for the following activities:
  - Those that are specifically examination preparation in nature
  - Those that deal with office or business skills, such as typing, speed reading, memory improvement, body language, motivation, and similar activities
  - Those which are completed by a challenge examination (testing out of the activity)
  - Meetings held in conjunction with an appraisal firm's general business
  - Orientation courses
7. 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 is indistinguishable in content, cannot be used towards meeting the continuing education requirements within the same two-year continuing education period.

8. The 7-Hour USPAP Update Course or the 7-hour Instructor Recertification course is required to be completed at least once every two years from the time the course was last completed (e.g. USPAP Update taken July 1, 202017. Two years from this date is July 1, 202219. USPAP Update is required to be completed before January 1, 20230). The 4-hour Instructor Recertification course does not fulfill the 7-hour USPAP Update requirement.
9. Continuing education credit will be awarded for participation, other than as a student, in appraisal education processes and programs. Evidence is required to include a written description of the process or program and the credential holder's participation, along with any documents supporting the credential holder's participation, which 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.
10. 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.

### ***Continuing Education Activities Completed in Another Jurisdiction***

1. Continuing education activities completed in another jurisdiction may be accepted by the Board if the activity is approved by the appraiser credentialing authority in that jurisdiction as continuing education. Continuing education activities completed online or by correspondence must be approved by the appraiser credentialing authority in the jurisdiction of legal residency for acceptance if the activities are not already approved in Nebraska at the time they were completed.
2. All activities are required to meet the continuing education requirements of Nebraska to be accepted by the Board.
3. A Nebraska credentialed real property appraiser is required to furnish a document of completion for the course that affirms successful completion of the activity.

## ***Submitting Completion Documents for Continuing Education Credit in Appraiser Login***

When an appraiser submits evidence of completion of an education activity through Appraiser Login for credit, Board staff receive a notice to review the activity (evidence of completion may be submitted at any time). Staff may choose to approve the activity, deny the activity, or hold decision on the activity. The appraiser receives an email from [ocio.nrabNoReply@nebraska.gov](mailto:ocio.nrabNoReply@nebraska.gov), Subject: Completed Activity Certificate Review, that indicates that the request for education credit for the activity was approved, denied, or another action was taken. The message will also include the reason for the action, and any steps required by the appraiser to resolve the matter (if applicable).

Once an education activity submission is approved, and the appraiser receives an approval email, the activity appears on the “Education for Current CE Period” log. There is also a hyperlink at the bottom of this section to show all education history for activities submitted and approved through the Education Submission Portal. Please note that the education history prior to the implementation of the portal is no longer in the system. ~~Appraisers may contact the Board’s office to obtain a historic record of prior continuing education activity submissions.~~

Log into Appraiser Login, click the “Education” button, then click the blue “Upload Completed Activity Certificate for Approval” button:

**Nebraska Real Property Appraiser Continuing Education Requirements**  
 CE Period: 2020-2021  
 7-Hour USPAP Update (Required every two years): 2023  
 CE Hours Remaining: 14

**Upload Completed Activity Certificate for Approval**

Education for Current CE Period								
Name ↕	Number ↕	Hours	Provider Name ↕	Activity Completed Date ↕	CE Period ↕	Approved Date ↕	Status ↕	Education Type ↕
2018-2019 7-Hour Equivalent USPAP Update	2182132	7	Moore Group	02/02/2021	2020-2021	02/02/2021	Approved	
Appraisal of Land Subject to Ground Leases	2142448	7	McKissock	03/24/2021	2020-2021	03/24/2021	Approved	

[Education History](#)

Enter the education activity by searching for and selecting the provider name first, and then the activity name. After selecting the activity, enter the date on which the activity was completed and upload a copy of the evidence of completion document. The Education Activity Number is not required. If you have difficulty submitting an activity, leave the Education Activity Number field blank.

The "Out of State" checkbox is to be used for the submission of an education activity:

1. Physically completed in a state other than Nebraska, or
2. Completed online or by correspondence if the education activity is not already approved by the Nebraska Real Property Appraiser Board.

An education activity will be denied for not meeting the requirement in N.R.S. § 76-2236 (3), if:

1. An education activity physically completed outside of the State of Nebraska is not approved for continuing education credit by the appraiser credentialing authority of the jurisdiction in which the activity is completed at the time of completion; or
2. An education activity completed online or by correspondence, not approved by the Nebraska Real Property Appraiser Board, is not approved for continuing education credit by the appraiser credentialing authority of the jurisdiction in which the credential holder is a legal resident at the time the activity is completed.

#### Add Activity

Provider:

Activity:   
Select Activity after Provider is selected.

Education Activity Number:

Date Activity Completed: \*

Out of State:

Upload Certificate: \*

[Return to your Profile](#)

If you are unable to complete submission of an education activity, please contact the Board's office by email at [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov) or by phone at 402-471-9015.

To submit continuing education activities completed ~~in another jurisdiction outside of the State of Nebraska~~, check the "Out of State" box and upload the evidence of completion. The "Out of State" checkbox is to be used *only* to submit an education activity completed in ~~another jurisdiction, a state other than Nebraska~~. If this option is used for an education activity completed within the State of Nebraska that is not found through the Provider and Activity lists, the request for credit may be denied.

For questions about or problems with the Education Submission Portal, contact the Board's office by email at [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov), or by phone at 402-471-9015.

Evidence of completion of education activities received by mail, email, or fax will be entered by Board staff, and will appear in the Education for Current CE Period and Education History sections of the education page in Appraiser Login. The appraiser will receive an email from [ocio.nrabNoReply@nebraska.gov](mailto:ocio.nrabNoReply@nebraska.gov), Subject: Completed Activity Certificate Review.

- Mail: NRPAB, PO Box 94963, Lincoln NE 68509-4963 (street address: 301 Centennial Mall South, First Floor, Lincoln NE 68509-4963)
- Email: [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov)
- Fax: 402-471-9017



# Real Property Appraiser Credential Renewal Application Procedures

*Effective ~~June 17<sup>xx</sup>~~, 20212*

1. No later than June 1 of each year, the Director will generate an Excel file through OBIEE for real property appraiser credentials expiring December 31 of that year as of May 31. Each real property appraiser randomly selected to submit fingerprints with his or her renewal application for criminal history record check will be notified in writing by certified letter of his or her selection and of the submission procedures and requirements. The certified mail letters to appraisers notifying them of their selection to submit fingerprints will be sent by June 8.
2. The PDF renewal application will be posted to the website no earlier than July 1, but no later than July 10. Renewal procedures and CE requirements will be updated in Appraiser Login and on the Board's website on or shortly after July 1. The online renewal application is available July 1. A renewal application will be accepted as received any time after July 1.
  - a. A memo from the Board, or the summer edition of The Nebraska Appraiser that includes a feature article, will be sent no later than the last day in August reminding appraisers of their upcoming renewal, and of the processes in place to renew their credential.
  - b. In early July, emails will be sent to all credential holders whose credentials are expiring December 31st with the text of the renewal postcard and information regarding any significant changes in procedures or requirements. This email will also notify the credential holder that the online and PDF renewal applications are available.



3. All applications received, whether online or PDF, are reviewed for completeness. Applications that are incomplete due to unanswered questions; missing information, signatures, documentation, or fingerprints; incorrect payment; ineligibility for two-year renewal; fewer than 28 hours CE submitted at the end of the CE period; or no USPAP Update completion documentation submitted if required with the renewal, will be rejected. The applicant's USPAP due date will be verified. The applicant's CE period will be verified to determine whether 28 hours of CE are required with the application. For applicants whose credentials were issued within the past 3 years, the date on which the credential was issued and whether the credential was approved through reciprocity will be verified to determine the beginning date of the two-year CE period in accordance with N.R.S. § 76-2218. Applicants whose applications are incomplete may be offered a specific deadline by which to complete the application, in which case processing can continue. If all elements of an application are present, the application is considered complete. Upon further review, complete applications may be found to have incorrect information, CE activities submitted may be found not to meet requirements, or the ASC registry or background results may reveal undisclosed disciplinary action or criminal history. Complete applications are eventually approved or denied by staff, the Director, or the Board, or are withdrawn by the applicant.
4. The Business and Licensing ~~Program Manager~~Specialist (BLPM) will check each day for new online renewal applications. If all questions have been answered and all necessary additional information has been provided or attached, and the Criminal History Record Check questions have been answered if the applicant was randomly selected to provide fingerprints, the BLPM will mark the application "Accepted" in Initial Staff Review and "Under Review" in Status in the Appraiser Applications and Reviews Interface. The EFW payment will be included in the next EFW file to be built and sent to US Bank. All receipts will be deposited with Treasury Management in accordance with the Internal Control Plan after US Bank confirms receipt of the EFW file. The application will be entered in the Applicant Tracker spreadsheet.
  - a. If the application is late, the BLPM will enter the late processing fees in the appraiser's Payments tab in the Database with the EFW reference number as the payment and receipt numbers. No paper receipt is required as the payment of the late processing fee is itemized in the EFW receipt.
  - b. If additional information or documentation is missing, the applicant was selected to provide fingerprints and answered that he or she was not selected, or the submission is a duplicate of a previously submitted application, the BLPM will mark the application "Rejected" in Initial Staff Review in the Appraiser Applications and Reviews Interface and detail the reason in the text box. The BLPM will change the Status to "Rejected." The BLPM will send the applicant a letter with the reason for rejection and log the letter in the application Communication and Documentation log. The BLPM will verify that any EFW payment is not included in the next EFW file built.

5. When paper applications are received at the Board's office, they are initially taken in by the BLPM. The renewal application will be stamped with the received date in accordance with the Internal Control plan. All checks or monies received will be copied and attached to the application. The name of the appraiser, credential number, and renewal period (1 yr or 2 yr) will be written on the copy of the check attached to the application and the copy of the check attached to the deposit. All receipts will be deposited in accordance with the Internal Control plan. The application will be entered in the Applicant Tracker spreadsheet. Applications will be entered in the Appraiser Applications and Reviews Interface in the NRPAB Database as soon as workflow allows. See item 7, below.
  - a. The BLPM will check that all questions are answered and all required signatures are present.
  - b. The BLPM will check the postmark date on the envelope to verify that all late processing fees (if applicable) have been paid. If any late processing fees are included, the BLPM will write a receipt, copy it with the payment, enter the payment of the late processing fees on the Payments tab in the Database, and hold the receipt to be mailed to the applicant after the application is approved or denied. If any late processing fees due are not included, the payment and application will be scanned and logged in the Appraiser Applications and Reviews Interface log, then returned with a letter of explanation. At the applicant's request, the payment and application may be shredded instead of returned.
  - c. If the application is for a two-year renewal, the BLPM will verify if the appraiser is eligible for a two-year renewal. If not, the payment and application will be scanned and logged in the Appraiser Applications and Reviews Interface log, then returned to the applicant with a letter explaining the requirements for a two-year renewal and why the applicant has not met those. At the applicant's request, the payment and application may be shredded instead of returned.
  - d. The application will be marked "Accepted" in Initial Staff Review and "Under Review" in Status or "Rejected" in Initial Staff Review and "Rejected" in Status in the Appraiser Applications and Reviews Interface, as appropriate.

6. If an application is received from an applicant selected for a criminal history record check, and the signed Authorization to Use Fingerprints form has been received, the fingerprints included with the application submission will be checked for compliance with NSP requirements and sent that day to the NSP. All fingerprint cards submitted for appraiser renewals should have AREN - 76-2233.02 as the reason fingerprinted and AREN - 76-2233.02 Appraiser Renewal selected in the dropdown menu on the Authorization to Process sent to NSP with the fingerprint card. If there is no reason shown, or the reason shown is incorrect, an AREN - 76-2233.02 sticker will be placed in the reason fingerprinted box on the card. If the applicant indicates that the fingerprints were electronically submitted, the BLPM will confirm submission with the NSP on the same date, locate the card, and send NSP the card and authorization to process. If the applicant indicates the fingerprint cards and signed Authorization to Use Fingerprints form were mailed and the cards have not been received within 10 days of the mailing date, the BLPM will contact the applicant to request a new set of cards and Authorization form. If no fingerprint cards are received within one month of completion of the online application, the applicant will be notified and the application will be reviewed by the Board at its next regular meeting. All steps will be noted in the Random Fingerprint Tracker and in the CHRC review section of the Database Appraiser Applications and Reviews Interface. The BLPM or renewal processing temporary employee will continue to process the renewal, verifying completeness and updating contact information in the Database and ASC Extranet. The process will stop before issuing the new credentialing card and changing the expiration date in the National Registry. The application will be held at that point until criminal history record check results are received. See item 10, below.
7. Once payment has been accepted and deposited, each PDF application will be manually entered in the Renewal of Real Property Appraiser Credential Application (Manual Entry) interface. Everything will be entered as it appears on the application, even if the information given by the applicant is incorrect (e.g., responses to CE Period and USPAP questions). Short answers to disciplinary questions may be typed in. Longer answers and documents will be scanned and uploaded in the appropriate locations. CE certificates not already on the Education Tab will be scanned to be reviewed and entered. The entire paper application will be held to be scanned as a whole when time permits. From this point forward, processing of electronically submitted applications and PDF applications is the same, except for the final scanning and logging of the paper application at the end of the process.
8. The BLPM or renewal processing temporary employee verifies that the application is complete. During that process the employee will check the application for the following and mark each step as complete in the Appraiser Applications and Reviews Interface, logging all

communications and documents in the Communication and Documentation Log for that application.

- a. The information in the application is accurate and complete. Employee will determine whether the applicant has provided any incorrect/misleading responses (e.g., education completion, disciplinary action, legal action), and all address or personal information fields match the application's information in the database. If there is a discrepancy regarding the address or personal information between the PDF application and database, the database will be updated to reflect the information included on the PDF application. If there is a change in the appraiser's name or Principal Place of Business Contact Information in Appraiser Login or on a PDF application, the ASC registry will be updated with the new information. If clarification is needed on any answers, a letter will be sent to the applicant requesting a response. The appraiser will be asked to respond to the Board's office in writing within ten business days. The Board's Director has authority to approve the response, or the Director may determine that the response will be reviewed by the Board at its next regular meeting.
- b. Verify if it is for a one- or two-year renewal. If the applicant is not eligible for a two-year renewal and this was missed at step 4b, or an online renewal application allowed an incorrect two-year renewal and was accepted at Step 3, the application will be processed as a 1-year renewal and the applicant notified with a letter explaining the requirements for a two-year renewal and why the applicant has not met those. The letter will include a W-9 form to be completed and mailed or emailed back to the Board's office. The letter to the applicant will explain that the W-9 is required in order to process the refund of the overpayment.
- c. Verify the application has all required documents. A complete PDF renewal application includes:
  - i. a completed application form,
  - ii. \$320 check for a timely one-year renewal, \$640 for a timely two-year renewal, or \$10 for a timely Trainee two-year renewal (credentialing fee, federal registry fee, random fingerprint program fee),
  - iii. two sets of fingerprint cards or date fingerprints taken electronically by the Nebraska State Patrol, if applicable,
  - iv. explanations and documents for any "yes" answers to disciplinary questions, and
  - v. all continuing education certificates not previously submitted and approved (or submitted separately by electronic means and not yet

approved) including 7-Hour USPAP Update if due that year and all others if it is the end of the second year in the two-year continuing education cycle;

- vi. late processing fees are required to be included for any application postmarked after November 30 of the current year.

If the PDF renewal application is missing any of the required information for renewal, the application will be scanned, placed in the Appraiser Renewal Interface log in the NRPAB Database, returned to the applicant or the applicant notified, and will not be processed any further. A letter will be sent to the applicant explaining the deficiencies and will be logged in the Appraiser Renewal Interface log. The portions of the review that were completed will be marked as “Complete” in the Application Review Interface. The Status will be set to “Rejected.” The letter will include a W-9 form to be completed and mailed or emailed back to the Board’s office. The letter to the applicant will explain that the W-9 is required in order to process the refund of the payment of fees.

A complete online renewal application includes:

- i. a completed application form,
- ii. \$320 EFW one-year renewal payment, \$640 EFW two-year renewal payment, or \$10 EFW two-year renewal payment (credentialing fee, federal registry fee, random fingerprint program fee),
- iii. two sets of fingerprint cards and signed authorization to use fingerprints form if applicable,
- iv. explanations and documents for any “yes” answers to disciplinary questions, and
- v. all continuing education certificates not previously submitted and approved (or submitted separately by electronic means and not yet approved) including 7-Hour USPAP Update if due that year and all others if it is the end of the second year in the two-year continuing education cycle;
- vi. late processing fees are calculated by the online renewal application system for any application date stamped after November 30 of the current year.

If the online renewal application is missing any of the required information for renewal, the application will not be processed any further. A letter will be sent to the applicant explaining the deficiencies and will be logged in the application log. The portions of the review that were completed will be marked as Complete in the Appraiser Applications and Reviews Interface. The Status will be set to “Rejected.” The letter will include a W-9 form to be

completed and mailed or emailed back to the Board's office. The letter to the applicant will explain that the W-9 is required in order to process the refund of the payment of fees.

- d. Verify that the education certificates required have been received. Verify that all education activities were completed within the appraiser's two-year CE period. The two-year CE period may not begin on January 1 for new credential holders. For applicants whose credentials were issued within the past 3 years, the date on which the credential was issued and whether the credential was approved through reciprocity will determine the beginning date of the two-year CE period in accordance with N.R.S. § 76-2218. If the number of continuing education hours are deficient, the application will not be processed any further. A letter will be sent to the applicant explaining the deficiencies and will be logged in the Appraiser Applications and Reviews Interface log. The portions of the review that were completed will be marked as "Complete" in the Appraiser Applications and Reviews Interface. If the applicant does not choose to remedy the deficiencies and complete the continuing education requirements, the Status will be set to "Rejected" if insufficient hours were submitted and "Denied" if the appropriate number of hours were submitted, but one or more of the activities does not meet requirements for approval (If denial is not clear, application is presented to the Director for decision to deny or take to the Board for decision.). A rejection or denial letter, as appropriate, will be sent and will include a W-9 form to be completed and mailed or emailed back to the Board's office. The letter to the applicant will explain that the W-9 is required in order to process the refund of the payment of fees.
- e. USPAP has a specific date requirement. Often, USPAP is due in the first year of an appraiser's two-year continuing education period. If USPAP is found to not have been completed in a timely manner or not have been completed, employee will consult with the Director regarding how to proceed. The Director has authority to approve the activity in question with or without additional directives (advisory letter), or the Director may determine that the application will go before the Board at its next regular meeting. Applicant will be notified of any action by letter.
- f. For continuing education activities completed in another jurisdiction, the certificate will be submitted to the ~~Administrative Specialist (AS)~~Business and Education Program Manager (BEPM) for verification of approval of the activity in the jurisdiction in which it was completed or the jurisdiction of residence for online and correspondence activities not approved by Nebraska, and entering into the NRPAB Database. The BEPMAS will then assign a continuing education activity number, write the number on the certificate, and return it to the employee processing the application. If BEPMAS cannot verify acceptance as continuing education by the jurisdiction in which the activity was completed or the jurisdiction of residence for online and correspondence activities not approved by

Nebraska, he or she will return the certificate to the employee processing the application and request that employee send letter to appraiser: 1) requesting that appraiser provide supporting documentation evidencing that the activity is accepted as continuing education by the jurisdiction in which the activity was completed or the jurisdiction of residence for online and correspondence activities not approved by Nebraska, or 2) informing appraiser that activity is not accepted for continuing education credit. If the continuing education requirements for renewal are not met, the application will not be processed any further. A letter will be sent to the applicant explaining the deficiencies and will be logged in the application log. The portions of the review that were completed will be marked as "Complete" in the Appraiser Applications and Reviews Interface. If the applicant does not choose to remedy the deficiencies and complete the continuing education requirements, the Status will be set to "Denied." A denial letter be sent and will include a W-9 form to be completed and mailed or emailed back to the Board's office. The letter to the applicant will explain that the W-9 is required in order to process the refund of the payment of fees.

- g. Certificates will then be entered into the NRPAB database. The continuing education acceptance is validated by the NRPAB's records in the database. If the appraiser has not supplied the required documentation, the employee will return the application with all the accompanying documentation or notify the applicant with a letter explaining the continuing education deficiencies. If the continuing education requirements for renewal are not met, the application will not be processed any further. A letter will be sent to the applicant explaining the deficiencies and will be logged in the application log. The portions of the review that were completed will be marked "Complete" in the Appraiser Applications and Reviews Interface. If the applicant does not choose to remedy the deficiencies and complete the continuing education requirements, the Status will be set to "Denied." A denial letter be sent and will include a W-9 form to be completed and mailed or emailed back to the Board's office. The letter to the applicant will explain that the W-9 is required in order to process the refund of the payment of fees. If CE was taken late, the employee will write the year due on the certificate, and enter the activity as having been taken in the CE period to which it is being applied, not the CE period during which it was actually taken. If USPAP was taken late, next USPAP due date will be two years after it was due, not two years after it was actually completed. For CE certificates uploaded by the appraiser in the education interface in Appraiser Login, CE applied to an earlier CE period than the period during which it was actually completed or USPAP applied to an earlier year than the year in which it was completed will have a note added in the Education tab when the CE is approved indicating why the CE period or the USPAP year does not match the date of completion of the activity.
- h. If continuing education is approved, the employee will update the database with the new USPAP due date (If USPAP was taken late, next USPAP due date will be

two years after it was due, not two years after it was actually taken.), along with the new continuing education cycle for the appraiser (if applicable). It is imperative that this be updated to ensure that there is no confusion arising from incorrect data on the Board's website and to ensure that the online renewal application does not allow an appraiser to submit an incorrect 2-year renewal application.

- i. The employee will mark the Education Review as "Complete" in the Appraiser Applications and Reviews Interface. This item will be marked as "Complete" even if the appraiser was not required to submit any CE with the application, to indicate that the employee reviewed and verified that no CE was required and USPAP was not required. The CE Period and year USPAP due updated will be marked as "Complete" if either of those dates were changed.
9. The employee will proceed to verify disciplinary action by utilizing the ASC National Registry. All credential holders will be verified on the ASC National Registry whether they are reciprocal or resident credential holders. This ASC report will be saved as a PDF (or printed off and scanned) and uploaded as a Communication and Documentation log entry in the Appraiser Applications and Reviews Interface. If there is no disciplinary action the ASC review will simply be placed in the renewal application. In the Disciplinary Review section of the Application Review Interface, the Disciplinary Review, NE Disciplinary Action Review, and ASC National Registry Review will be marked as "Complete" and Recommendation set to "Approved". If there is disciplinary action, the employee will highlight it in the ASC report and verify that:
    - a. The Disciplinary action occurred more than 5 years ago.
    - b. The Disciplinary action has been appropriately reported on previous applications (if applicable).

If this is the first time that a disciplinary action has been reported (and the action occurred in a jurisdiction other than Nebraska), the Board's Executive Director will be consulted. The Director will determine whether the employee should proceed with processing, request additional information pertaining to the disciplinary action, or whether the action will be reviewed and voted on by the Board. Disciplinary Review actions will be entered or marked as complete in the Appraiser Applications and Reviews Interface.

10. For applicants required to submit to a criminal history record check, the BLPM will review results received from the Nebraska State Patrol.



- a. If there are no results reported, the Background Results Review will be marked “Complete” and the Recommendation “Approved” selected. The results will be filed for the 2-year retention period.
  - b. If results are reported, but have been previously reviewed and approved, that will be noted in the application log. The Background Results Review will be marked “Complete” and the Recommendation “Approved” selected. The results will be filed for the 2-year retention period.
  - c. If results are reported that have not been previously reviewed, Director Review will be marked “Applicable” and the results given to the Director for review. The Director may request further information from police departments, courts, or the applicant. The Director may approve, deny, or send the application to the board for review. If notification of any sort is to be made to the applicant, or the application will go before the Board, the applicant will be notified in writing. The Director’s review and recommendation and the Board Review and Board Action, if any, will be marked in the CHRC Review and appropriate log entries will be made for all actions and documents. The results will be filed for the 2-year retention period.
11. Late renewal applications requiring Board review will be placed on the agenda for the next board meeting. The Board will be informed of the applicant’s late renewal history: none, a prior late renewal, or multiple prior late renewals. Late renewal applications approved by the Director will be entered in the “Director Approval of Real Property Appraiser Applicants” documents for the next board meeting.
12. Upon the successful completion of the education review, the disciplinary action check, and the CHRC review and Board review, if any, the status of the application will be updated to “Ready for Credentialing” in the Appraiser Applications and Reviews Interface. The required information will be entered under the credentialing card tab in the NRPAB database (credential type, fee amount, registry fee, effective date, expiration date, paid by, form of payment, check or EFW number, and receipt of EFW number). Once these items are entered, the credentialing card will be generated. The employee will enter the credentialing card number in the Applicant Tracker spreadsheet and on the photocopy of the check attached to the deposit or beside the appraiser’s name on the EFW document attached to the deposit. If any late processing fees were paid, the employee will verify that the fees are recorded under the Payments tab in the NRPAB database (fee type, fee amount, paid by, form of payment, check or EFW number, and receipt or EFW number) and record any late processing fees not entered earlier in the process. Date credentialing card is issued will be entered in the Final Processing section of the Appraiser Applications and Reviews Interface.
13. To save the updated information in the database, the employee will click the “update” button at the bottom of the profile or the Appraiser Applications and Reviews Interface.

14. After completing the update in the NRPAB database, the employee will update the ASC extranet with the renewal information (unless applicant is a Trainee). The employee will enter the appropriate information in the Federal Registry Tracker. The date the contact information is updated in the ASC Registry and the date the renewal is entered in the ASC registry will be entered in the final Processing section of the Appraiser Applications and Reviews Interface.
15. The employee will change the Application Status to "Approved." This automatically generates an email to the applicant that the credential has been renewed.
16. The Appraiser will be mailed a postcard with information on how to print the renewed credentialing card and access the current electronic version of USPAP if USPAP has not already been downloaded. Appraisers will be sent a receipt and any advisory letters regarding late application or late USPAP Update in addition to the postcard if late processing fees were paid or USPAP was taken late.
  - a. If fingerprint cards were submitted with a renewal application postmarked on or before November 30 and the results have not been received by December 31, a letter notifying the appraiser that the renewal is approved contingent upon the results of the background check will be sent.
  - b. The employee will review the information shown on the rap sheet received from the NSP and determine if additional review is needed by the Director. The Director may approve the renewal application, request additional information from the applicant, and/or submit the application to the Board for review. If notification of any sort is to be made to the applicant, or the application will go before the Board, the applicant will be notified in writing. If approved, the appraiser will receive the email and postcard stating the renewal is complete.
17. For PDF applications, when the application is fully processed and all requirements have been met, the application, supporting documentation, and copies of any checks and receipts will be scanned and placed in the appraiser's log in the NRPAB Database.
18. Applications will be processed in the order in which they are received. Any renewals received postmarked or date stamped on or before November 30 of the designated year are considered priority and will be processed as soon as possible. For all late applications (those received at the Board's office not postmarked or date stamped by the November 30 deadline) processing will stop after all requirements have been met and verified and before the credentialing card is issued and the expiration date changed in the ASC Extranet. Late applications, once all requirements have been met and verified, will go to the Board for review at the next board meeting. After the Board approves the late applications, the credentialing cards will be issued and the expiration date changed in the ASC Extranet.

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

# NEWSLETTER



Dear Tyler,

This month I wanted to share some updates on work our boards are doing to root out bias and discrimination and promote diversity in the appraisal profession.

The Appraisal Foundation's boards and staff have been closely analyzing the Interagency Task Force on Property Appraisal and Valuation Equity (PAVE) action plan since its release in March, and much of our ongoing work aligns with the report's recommendations.

These efforts include:

- Working closely with federal regulators and leading voices in the fair housing community to conduct a comprehensive review of the Ethics Rule contained in the *Uniform Standards of Professional Appraisal Practice* (USPAP) and examine the 7-Hour USPAP Update Course,
- Retaining Relman Colfax to review all proposed changes to the standards and qualifications produced by The Appraisal Foundation's boards going forward to ensure they are in compliance with fair housing and civil rights laws,
- Forming a new council, the Council to Advance Residential Equity, to be composed exclusively of civil rights and consumer advocates, and
- Examining further recommendations made by the National Fair Housing Alliance in their January report commissioned by the Appraisal Subcommittee. A Board of Trustees task force will examine the current composition of the Board as well as the fees assessed to sponsors of the Foundation to determine what changes should be made to promote diversity on the Foundation's three boards.

## In This Newsletter

**From the President's Desk:**  
**Our continuing work**

**Updates from the AQB**

**Updates from the BVRP**

**Appraiser Talk**

## Upcoming Events

**May 19:** [AQB Public Meeting](#)

## Contact Us

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[www.appraisalfoundation.org](http://www.appraisalfoundation.org)

## Follow Us



## Share this Newsletter

Click [here](#) to get a shareable link of this month's newsletter to share on social media.

This is just a continuation of our efforts to promote diversity, equity and inclusion. I will share ongoing updates with you as we progress in this critical work.

Sincerely,

Dave Bunton  
President

## Updates from the AQB

The AQB has released two new Q&As. These new questions and answers cover:

- [Partial PAREA Adoption and Experience Requirements](#)
- [Personal Property Criteria and the 7-Hour USPAP Update Course](#)

The AQB has also updated the [PAREA provider Q&As](#).

Indiana University Purdue University Indianapolis is the latest school to have an approved degree through the real estate degree review program. Click [here](#) to see the full list of schools.

## Updates from the BVRP

An [exposure draft](#) of a Valuation Brief from the Business Valuation Resource Panel is now available for review and public comment.

The Business Valuation Resource Panel is now accepting all public comments until May 26th. To submit a comment, click [here](#), and the BVRP will review your feedback

## Appraiser Talk

The Appraisal Foundation's podcast Appraiser Talk releases it's newest episode every Monday.

You can check out a full list of published podcasts and listen to each episode [here](#). Click [here](#) to sign up to receive a notification each time a new episode is published.

You can subscribe to Appraiser Talk on Spotify, Apple Podcasts or wherever you get your podcasts. If you have a question you'd like to hear answered on the show, email it to Amy Timmerman at [amy@appraisalfoundation.org](mailto:amy@appraisalfoundation.org).

## About The Appraisal Foundation

The Appraisal Foundation is the nation's foremost authority on the valuation profession. The organization sets the Congressionally authorized standards and qualifications for real estate appraisers, and provides voluntary guidance on recognized valuation methods and techniques for all valuation professionals. This work advances the profession by ensuring appraisals are independent, consistent, and objective. More information on The Appraisal Foundation is available at [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

# NEWSLETTER



Dear Tyler,

To kick off this month's state regulator newsletter, I'm pleased to provide updates on some of the Foundation's efforts focused on education.

We are fully engaged in supporting the Appraiser Qualifications Board as it redoubles its efforts to expand the Real Estate Degree Review Program. This includes a special focus on Historically Black Colleges and Universities, Hispanic serving institutions and tribal and women's colleges.

This month, two schools have had degrees approved by the AQB. Texas Tech University and Indiana University Purdue University of Indianapolis both have had degrees approved by the AQB. You can visit the [Degree Review webpage](#) to review their approval letters and view a full list of schools with approved degrees.

If there is a school in your state that you think would be a good fit for this program, please let us know.

I also wanted to make you aware of the new policies for the Course Approval Program, including a new alternative for Delivery Mechanism Approval. You can learn more on our [website](#), and our team will be discussing the new program at the AARO Conference in May.

Sincerely,

Lisa Desmarais  
Vice President of Appraisal Issues

## Updates on PAREA

By our informal count, 32 states have now approved PAREA to fulfill experience credit either by adoption or by reference.

If your state is in the process of considering PAREA, one of our AQB members would be happy to present at your next meeting to

### In This Newsletter

**From Lisa's Desk: The growth of our education programs**

**Updates on PAREA**

**New Q&As**

**Upcoming AARO Conference**

**Appraiser Talk**

### Upcoming Events

**April 28-30: [Board of Trustees Public Meeting](#)**

**May 19: [AQB Public Meeting](#)**

### Contact Us

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### Follow Us



share more about PAREA and answer any questions you might have. If you are interested in this, please respond to this email, and we will be happy to coordinate that with you.

## New Q&As

The AQB and ASB have both released a series of new Q&As on topics ranging from Sequencing Order for PAREA Modules to Using Rules of Thumb for Market Adjustments.

[Click here](#) to access these new Q&As.

## Upcoming AARO Conference

The Foundation President, AQB and ASB chairs as well as a number of board and staff members will be attending the AARO Conference next month. They will be participating in the following sessions:

- Appraisal Subcommittee and The Appraisal Foundation Updates
- The P's of PAREA: Programs, Policy Statements and Procedures
- Course Approval Program (CAP): New Alternative for Delivery Mechanism Approval

We hope to see you there!

## Appraiser Talk

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You can subscribe to Appraiser Talk on Spotify, Apple Podcasts or wherever you get your podcasts. If you have a question you'd like to hear answered on the show, email it to Amy Timmerman at [amy@appraisalfoundation.org](mailto:amy@appraisalfoundation.org).

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



# Appraiser Qualifications Board Q&A

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Issue Date: April 19, 2022

## Partial PAREA Adoption and Experience Requirements

### **Question:**

I am a state regulator in a state that partially adopted the Practical Applications of Real Estate Appraisals (PAREA) for up to 50% experience for the Licensed Residential credential. How does this affect the experience requirements for the remaining 50% experience? Specifically, the *Real Property Appraiser Qualifications Criteria (Criteria)* states the following for the Licensed Residential (LR) credential.

*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.*

So, does the applicant need to complete the remaining 500 hours of qualifying experience in no fewer than (3) months?

### **Answer:**

The Appraiser Qualifications Board (AQB) recommends approving PAREA programs for the following 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.*

If a participant successfully completes PAREA, the *Criteria* deems the experience requirements satisfied, regardless in which state the participant is seeking a license. However, for partial approval of experience credit given to PAREA participants, it is up to states to determine how the rest of the experience credit should be given.