

PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Thursday, September 15, 2022, 9:00 a.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska

AGENDA

A. Opening 9:00 a.m.

B. Notice of Meeting (Adopt Agenda)

The Nebraska Real Property Appraiser Board will meet in executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation that is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. The Board will exit executive session at 9:30 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 Appraiser1-16

- 1. New Applicants for Trainee Credential
 - a. T22021
- 2. Pending Applications
 - a. CR22005
 - b. CG22009

D. Registration as an Appraisal Management Company

E. Consideration of Compliance Matters

F. Consideration of Other Executive Session Items1-5

- 1. 2202.06
- 2. Personnel Matters

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

H. Board Meeting Minutes

- 1. Approval of August 18, 2022 Meeting Minutes 1-10

I. Director’s Report

- 1. Real Property Appraiser and AMC Counts and Trends
 - a. Real Property Appraiser Report 1-4
 - b. Temporary Real Property Appraiser Report 5
 - c. Supervisory Real Property Appraiser Report 6
 - d. Appraisal Management Company Report 7
- 2. Director Approval of Applicants
 - a. Real Property Appraiser Report 8
 - b. Education Activity and Instructor(s) Report 9-12
- 3. 2022-23 NRPAB Goals and Objectives + SWOT Analysis 13-15

J. Financial Report and Considerations

- 1. August Financial Report
 - a. Budget Status Report 1-3
 - b. MTD General Ledger Detail Report 4-10
 - c. Financial Charts 11-14
- 2. Per Diems

K. General Public Comments

L. Consideration of Education/Instructor Requests

M. Unfinished Business

- 1. Renewal Season Temporary Employee

N. New Business

- 1. Open At-Large Licensed Real Estate Broker Position 1
- 2. GLINT Enhanced Teammate Engagement Survey 2-3

O. Legislative Report and Business

- 1. Title 298
 - a. Summary of Proposed Changes to Title 298 September 6, 2022 Draft 1-8
 - b. Title 298_Draft September 6, 2022 9-87
 - c. ASC, AAG, and GPRO Preliminary Review of Proposed Changes to Title 298 88-92
- 2. Other Legislative Matters

P. Administrative Business

- 1. Guidance Documents
- 2. Internal Procedural Documents
- 3. Forms, Applications, and Procedures

Q. Other Business

- 1. Board Meetings
- 2. Conferences/Education
- 3. Memos from the Board
- 4. Quarterly Newsletter
 - a. Summer 2022 Edition of The Nebraska Appraiser 1-15
- 5. Appraisal Subcommittee
- 6. The Appraisal Foundation
 - a. TAF August State Regulator Newsletter 16-17
 - b. TAF September Newsletter 18-19
- 7. Association of Appraiser Regulatory Officials
 - a. AARO Quarterly Update – 9.1.2022 20-21
- 8. In the News

R. Adjourn

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

August 18, 2022 Meeting Minutes

A. OPENING

Chairperson Thomas Luhrs called to order the August 18, 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 on August 12, 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/). 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 and Business and Licensing Program Manager Allison Nespor, who are headquartered in Lincoln, Nebraska. Business and Education Program Manager Katja Duerig was absent and excused.

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 Downing moved to adopt the agenda as printed. Board Member Gerdes 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 9:04 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 9:37 a.m. Board Member Gerdes seconded the motion. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

Break from 9:38 a.m. to 10:00 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Luhrs welcomed all to the August 18, 2022 meeting of the Nebraska Real Property Appraiser Board and indicated that he had no comments. Roger Morrissey was the only member of the public present.

H. BOARD MEETING MINUTES

1. APPROVAL OF JULY 21, 2022 MEETING MINUTES

Chairperson Luhrs asked for any additions or corrections to the July 21, 2022 meeting minutes. With no discussion, Chairperson Luhrs called for a motion. Board Member Hermsen moved to approve the July 21, 2022 meeting minutes as presented. Board Member Gerdes 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.

I. 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 August 18, 2022 to the Board for review. The Director reported that the number of real property appraisers in Nebraska has gone up over the past few months. While this is mainly due to an increased number of reciprocal credentials, Director Kohtz acknowledged that the rate of decline of "Nebraska resident" appraisers (those credentialed through education, experience, and examination) is slowing from year to year, which is a good sign. The Director asked for any questions or comments. There was no further discussion.

b. Temporary Real Property Appraiser Report

Director Kohtz presented three charts outlining the number of temporary credentials issued as of July 31, 2022 to the Board for review. The Director reported that he had no specific comments and 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 August 18, 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 August 18, 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 July 7, 2022 and August 9, 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 July 7, 2022 and August 9, 2022. The Director asked for any questions or comments. There was no further discussion.

3. 2022-23 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

Director Kohtz presented the 2022-23 NRPAB Goals and Objectives and SWOT Analysis to the Board for review and provided a status update. The Director brought attention to goals related to Laws, Rules, and Guidance Documents, and reported that the ASC and AGO have provided comments on the current Title 298 draft that have already been incorporated into the next draft. The agency is waiting to hear back from GPRO. Director Kohtz moved on to goals related to Administration, and remarked that the supervisory real property appraiser list derived from the credential renewal application was completed in July. Finally, the Director guided the Board to goals related to Financials, and said that the FY2023-25 Biennial Budget Request is prepared and will be reviewed in this meeting. Director Kohtz asked for any questions or comments. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS – AUGUST 2022

1. APPROVAL OF JULY RECEIPTS AND EXPENDITURES

The receipts and expenditures for July were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the Employee Assistance Program expense of \$37.08 and stated that this is an annual fee for employee counseling services for family issues, chemical dependency, and other issues causing employees problems. The Director moved on to the Postage Expense of \$591.70, and reported that the notices were sent by certified mail to those real property appraisers selected for random criminal history record checks related to renewal of their credentials, which is why the Postage Expense is higher than normal this month. Director Kohtz then brought attention to the Data Processing Expense of \$4,882.64. According to the Director, much of this expenditure was due to finishing the potential supervisory real property appraiser contact list project. The Director reported that the \$2,028.50 Publication & Print Expense represents the final billing for the appraiser file scanning project completed in July. Director Kohtz then guided the Board's attention to the Accounting & Auditing Services expense of \$1,037.00. The Director noted that this is an annual assessment for pre-auditing and accounting services completed by DAS for the agency. Director Kohtz indicated that expenditures for the month of July totaled \$29,972.34, which amounts to 6.24 percent of the budgeted expenditures for the fiscal year; 8.49 percent of the fiscal year has passed.

The Director turned the Board's attention to revenues and stated that the Board has started the fiscal year strong. Director Kohtz reported that revenues for July were \$27,201.42, which amounts to 6.41 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 July, and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz presented three graphs showing expenses, revenues, and cash balances. The Director once again pointed out the expenditures and revenues for the month of July 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 \$352,231.73, the Appraiser Fund is \$367,445.83, and the overall cash balance for both funds is \$719,677.56. The Director asked for any questions or comments. There was no further discussion.

Board Member Walkenhorst moved to accept and file the July 2022 financial reports for audit. 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, Hermesen, and Luhrs voting aye.

2. 2023-2025 Biennial Budget

Director Kohtz presented the 2023-2025 Biennial Budget Request, along with a document named, "2023-2025 Biennial Budget Request Highlights" to the Board for consideration. The Director informed the Board that he was not going to go through each document individually, but wanted to bring attention to the specifics in the request as detailed in the highlights document. The 2023-2025 Biennial Budget Request includes the following:

- Detailed narratives explain the Board's statutory authority, mission, vision, goals, objectives, management processes, services delivery, and budget issues.
- The base appropriation for the Budget Request Issues is \$415,564.00, and the Personal Service Limit is \$184,942.00.
- Budget Request Issues are the budget changes that are not included in the base appropriation. Except for the Enterprise Issues, these were the issues discussed by the Board at its strategic planning meeting in June. The following Budget Request Issues are included in the 2023-2025 Biennial Budget Request:
 - The Board is requesting funding for one additional FTE Administrative Specialist classified position. The Board intends to redirect base funds for temporary services utilized for real property appraiser renewals to this position as the temporary duties would be included in the new position's duties. The Board also intends to redirect partial overtime and comp time base funds to this position as the need for overtime would be reduced significantly. This Budget Request Issue results in an increase to the base appropriation of \$45,201.00 for FY 23-24 and \$47,790.00 for FY 24-25.

- The Board is requesting additional funding for CIO and technology maintenance for bug repairs, security functions, and for modifications to the Board's technology systems to address changes to the Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AMC Rule, AQB CAP Program Guidelines, and Title XI. This Budget Request Issue results in an increase to the base appropriation of \$1,608.00 for FY 23-24 and \$1,608.00 for FY 24-25.
- The Board is requesting additional funding for Appraisal Applicant Review Contractors that conduct USPAP compliance reviews of applicants' appraisal reports to assist with the Board's determination as to if the real property appraisal practice experience meets the Real Property Appraiser Qualifications Criteria as promulgated by the Appraiser Qualifications Board of The Appraisal Foundation and the Uniform Standards of Professional Appraisal Practice (“USPAP”) as promulgated by the Appraisal Standards Board of The Appraisal Foundation. This Budget Request Issue results in an increase to the base appropriation of \$6,000.00 for FY 23-24 and \$7,500.00 for FY 24-25.
- As requested by the State Budget Division, “2023-2025 Teammate Salary Increase” is included as an issue to estimate the cost of employee salary increases equivalent to 5% for FY24 and FY25 each. This Budget Request Issue results in an increase to the base appropriation of \$9,877.00 for FY 23-24 and \$20,251.00 for FY 24-25.
- As requested by the State Budget Division, “2023-2025 Teammate Health Insurance” is included as an issue to estimate the cost to the agency for employee health insurance with an increase equivalent to 4% for FY24 and FY25 each. This Budget Request Issue results in an increase to the base appropriation of \$1,316.00 for FY 23-24 and \$2,685.00 for FY 24-25.
- The Department of Administrative Services charges an assessment based on usage. The Board's request includes the necessary adjustments based on the changes to assessments for the 2023-25 biennial budget cycle. This Budget Request Issue results in an increase to the base appropriation of \$1,113.00 for FY 23-24 and \$1,113.00 for FY 24-25.

The Director then summarized FY 23-24, and informed the Board that the budget request for FY 23-24 totals \$480,680.00; an increase of \$65,116.00 over the base allocation. The projected expenditures for FY 23-24 are \$392,813.00, and the projected revenues for FY 23-24 are \$390,128.00. The Appraiser Fund balance is expected to be \$393,866.00 at the end of FY 23-24, and the AMC Fund balance is expected to be \$333,145.00 at the end of FY 23-24. Finally, Director Kohtz summarized FY 24-25, and informed the Board that the budget request for FY 24-25 totals \$496,511.00; an increase of \$80,947.00 over the base allocation. The projected expenditures for FY 24-25 are \$405,764.00, and the projected revenues for FY 24-25 are \$417,903.00. The Appraiser Fund balance is expected to be \$405,094.00 at the end of FY 24-25, and the AMC Fund balance is expected to be \$334,056.00 at the end of FY 24-25.

Director Kohtz then asked for any questions or comments related to the 2023-2025 Biennial Budget Request. Chairperson Luhrs commented that, “It looks like we’re going to stay afloat.” The Director agreed that the agency is in good shape financially. Board Member Downing moved to approve the 2023-2025 Biennial Budget Request 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.

3. PER DIEMS

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

K. GENERAL PUBLIC COMMENTS

Chairperson Luhrs asked for any public comments. Roger Morrissey requested to speak. The Chairperson invited Mr. Morrissey to make a comment. Mr. Morrissey stated that the annual Commercial Real Estate Summit in Omaha has up to one thousand attendees from all over the real estate industry, and that it is the premier event for commercial real estate in the area. Morrissey opined that even the networking breaks are valuable for appraisers. Mr. Morrissey informed the Board that he considers the summit to be important continuing education and that the speakers and panels are all excellent. Mr. Morrissey then expressed support for the 2022 Commercial Real Estate Summit to be approved for 6 hours rather than 5.25 as recommended by staff, as the quarter hour is not helpful for reporting education to those licensing entities that require continuing education. Morrissey finished by recommending the 2022 Commercial Real Estate Summit to those present at the meeting. Chairperson Luhrs thanked Mr. Morrissey for the information. With no further comments, Chairperson Luhrs moved on to Consideration of Education/Instructor requests.

L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS

The Board reviewed an application for the Planit Omaha continuing education activity, titled “2022 Commercial Real Estate (CRE) Summit” (2221455.14). Director Kohtz presented a Memo to the Board explaining that Planit Omaha requested 7 hours of continuing education for Nebraska credentialed appraisers, but review of the activity materials indicate that 5.25 hours are eligible for approval in accordance with the Real Property Appraiser Qualifications Criteria. A discussion regarding the activity content and the language found in the Criteria took place. Board Member Gerdes asked Director Kohtz if time was liberally applied to reach the 5.25 hours. Director Kohtz responded that it was, and continued by saying, for example the highlights and program overview section also includes special guest introduction, deal of the year, development of the year, and UNO scholarship recipient. Although it is unclear how much of this can be considered to be instruction, the full twenty-five minutes was included during the review. Board Member Gerdes thanked the Director for the explanation regarding the seminar and what the Criteria states. There was no further discussion. Chairperson Luhrs asked for a motion on 2022 Commercial Real Estate (CRE) Summit. Board Member Gerdes moved to approve the following education activity as listed:

Planit Omaha

2022 Commercial Real Estate (CRE) Summit (2221455.14) – 5 Hours CE

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.

The Board then reviewed the applications for the American Society of Farm Managers and Rural Appraisers (“ASFMRA”) education activities titled, “2022-2023 7 Hour National USPAP Course (A114)” (2223142.01), and “Appraisal of Water Rights Seminar” (2223448.01). Director Kohtz presented an August 12, 2022 letter from ASFMRA, in which the organization reports that the 2022-2023 7 Hour National USPAP Course (A114) was offered by the organization and completed by Nebraska credentialed appraisers on July 28, 2022, and the Appraisal of Water Rights Seminar was offered by the organization and completed by Nebraska credentialed appraisers on August 4, 2022. ASFMRA is requesting that the Board consider approving the two education activities with an effective date that allows for those who completed the activities to receive credit. The Director informed the Board that the applications for these activities were received on July 18, 2022, both applications were incomplete at the time of application. The application deficiencies were addressed by ASFMRA, and the applications were considered to be complete on July 26, 2022. Director Kohtz remarked that the procedures outlined in Title 298 do not allow staff to approve an education activity with an effective date other than the date on which the final review and approval takes place. The Director informed the Board that all requirements for approval have been met for both education activities, and the applications were complete as of July 26, 2022. The Board held a brief discussion regarding the timelines and its authority to set the effective date. Director Kohtz indicated that the Nebraska Real Property Appraiser Act requires that Nebraska credentialed real property appraisers complete education activities approved by the Board, but is silent on the approval process as far as it concerns the effective date of approval. In addition, Title 298 allows for the Board’s discretion as to what the effective date is. Board Member Walkenhorst moved to approve the following education activities, effective July 26, 2022:

ASFMRA

2022-2023 7 Hour National USPAP Course (A114) (2223142.01) – 7 Hours CE

Appraisal of Water Rights Seminar (2223448.01) – 8 Hours CE

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.

M. UNFINISHED BUSINESS: No discussion.

N. NEW BUSINESS

1. RENEWAL SEASON TEMPORARY EMPLOYEE

Director Kohtz reported that during the next few weeks the process of hiring a full-time SOS temporary employee to assist with credential renewals will begin. The Director noted that the employee will be on staff from the beginning of October through mid-January. The Director asked for any questions or comments. There was no further discussion.

O. LEGISLATIVE REPORT AND BUSINESS

1. TITLE 298

Director Kohtz reiterated his comments related to Laws, Rules, and Guidance Documents made during his 2022-23 NRPAB Goals and Objectives and SWOT Analysis status update to the Board under the Director's Report. The Director added that the comments from the ASC and AGO have already been addressed in the next draft; none of those comments have resulted in substantial changes. The Director asked for any questions or comments. There was no discussion.

2. OTHER LEGISLATIVE MATTERS: No discussion.

P. ADMINISTRATIVE BUSINESS

1. GUIDANCE DOCUMENTS: No discussion.

2. INTERNAL PROCEDURAL DOCUMENTS: No discussion.

3. FORMS, APPLICATIONS, AND PROCEDURES: No discussion.

Q. OTHER BUSINESS

1. BOARD MEETINGS: No discussion.

2. CONFERENCES/EDUCATION: No discussion.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER: No discussion.

5. APPRAISAL SUBCOMMITTEE

a. ASC Temporary Waiver Flow Chart

Director Kohtz presented the ASC Temporary Waiver Flow Chart to the Board for review, and reported that this is flow chart was developed to explain the changes made to the ASC temporary waiver request process. The Director asked for any questions or comments. There was no discussion.

6. THE APPRAISAL FOUNDATION

a. TAF August State Regulator Newsletter

Director Kohtz presented the TAF August State Regulator Newsletter to the Board for review. The Director stated that he had no specific comments, and asked for any questions or comments. There was no discussion.

b. TAF Press Release: 2020-21 USPAP Extended for an Additional Year

Director Kohtz presented the TAF press release titled, “Breaking: 2020-21 USPAP Extended for an Additional Year” to the Board for review. The Director informed the Board that the 2020-21 USPAP has been extended for another year by The Appraisal Foundation. Chairperson Luhrs asked if real property appraisers are still required to take the 7-Hour USPAP Update course, even though the version of USPAP hasn’t changed. The Director replied affirmatively. Although the course is still based on the 2020-21 edition of USPAP, it has been updated to address current issues faced by real property appraisers. Director Kohtz also reported that The Appraisal Foundation is removing the end date of USPAP, so there will only be an effective date moving forward. The good news is that the Board will likely not have to have legislation introduced every year, but the bad news is that the consistent routine will be disrupted. The Director asked for any questions or comments. There was no further discussion.

c. Third Exposure Draft of Proposed Changes to USPAP_July 26, 2022

Director Kohtz presented the Third Exposure Draft of Proposed Changes to USPAP_July 26, 2022 to the Board for review. The Director guided the Board to page Q.11, and reported that significant changes were made to the Ethics Rule. The Director remarked that he had no additional comments, and asked for any questions or comments. There was no discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS: No discussion.

8. IN THE NEWS: No discussion.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed T22017, CR22005, and CG22019. Chairperson Luhrs asked for motions on T22017, CR22005, and CG22019.

Board Member Walkenhorst moved to take the following action:

T22017 / Approve as a Trainee real property appraiser.

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:

CR22005 / Provide redacted copy of two USPAP Compliance Review Reports and request written response to USPAP Compliance Review Reports by September 9, 2022.

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:

CG22019 / 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. Provide redacted copy of USPAP Compliance Review Report and issue written advisory directing the applicant to take notice of the findings in the USPAP Compliance Review Report.

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

The Board reviewed 22-01. Chairperson Luhrs asked for a motion for compliance matters. Board Member Walkenhorst moved to take the following action:

22-01 / Dismiss without prejudice.

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

1. 2022.05

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

2. PERSONNEL MATTERS: No discussion.

R. ADJOURNMENT

Board Member Downing moved to adjourn the meeting. Board Member Walkenhorst seconded the motion. Motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye. At 10:50 a.m., Chairperson Luhrs adjourned the August 18, 2022 meeting of the Real Property Appraiser Board.

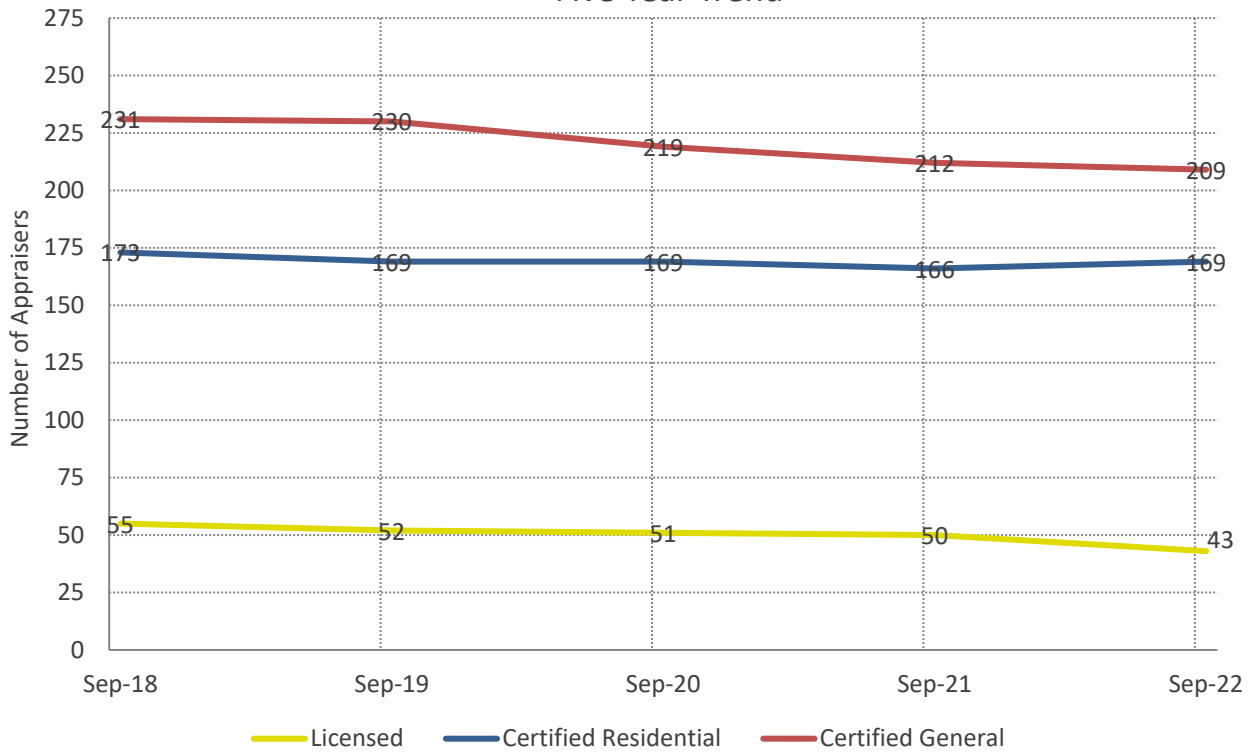
Respectfully submitted,

Tyler N. Kohtz
Director

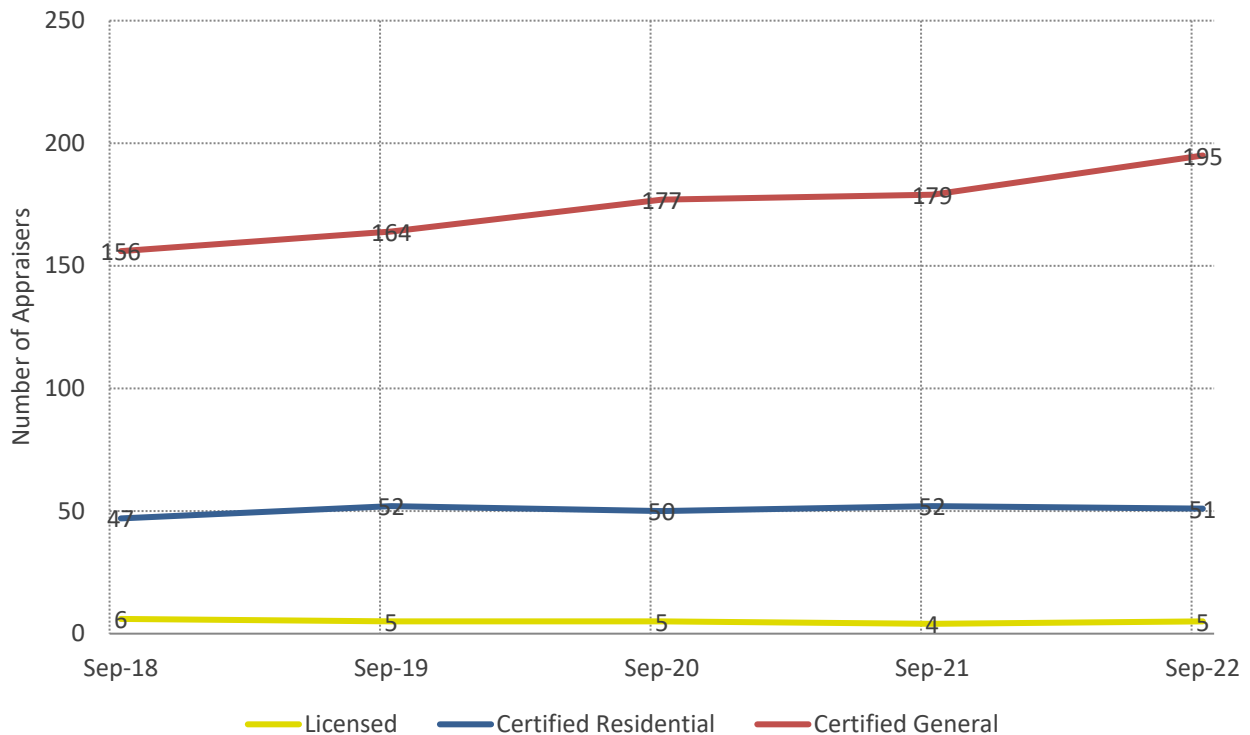
These minutes were available for public inspection on September 1, 2022, in compliance with Nebraska Revised Statute § 84-1413 (5).

Real Property Appraiser Report

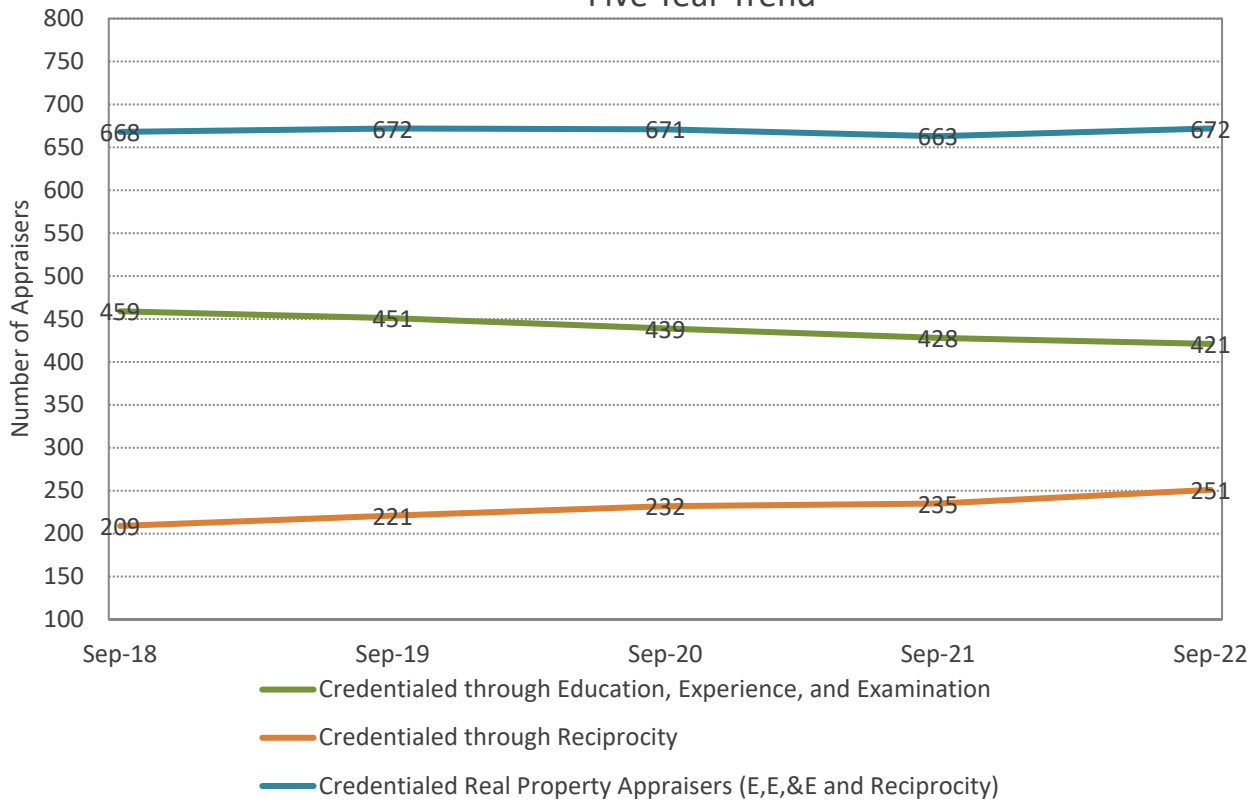
Real Property Appraisers Credentialed through Education, Experience, and Examination (not including Trainee) - Five Year Trend



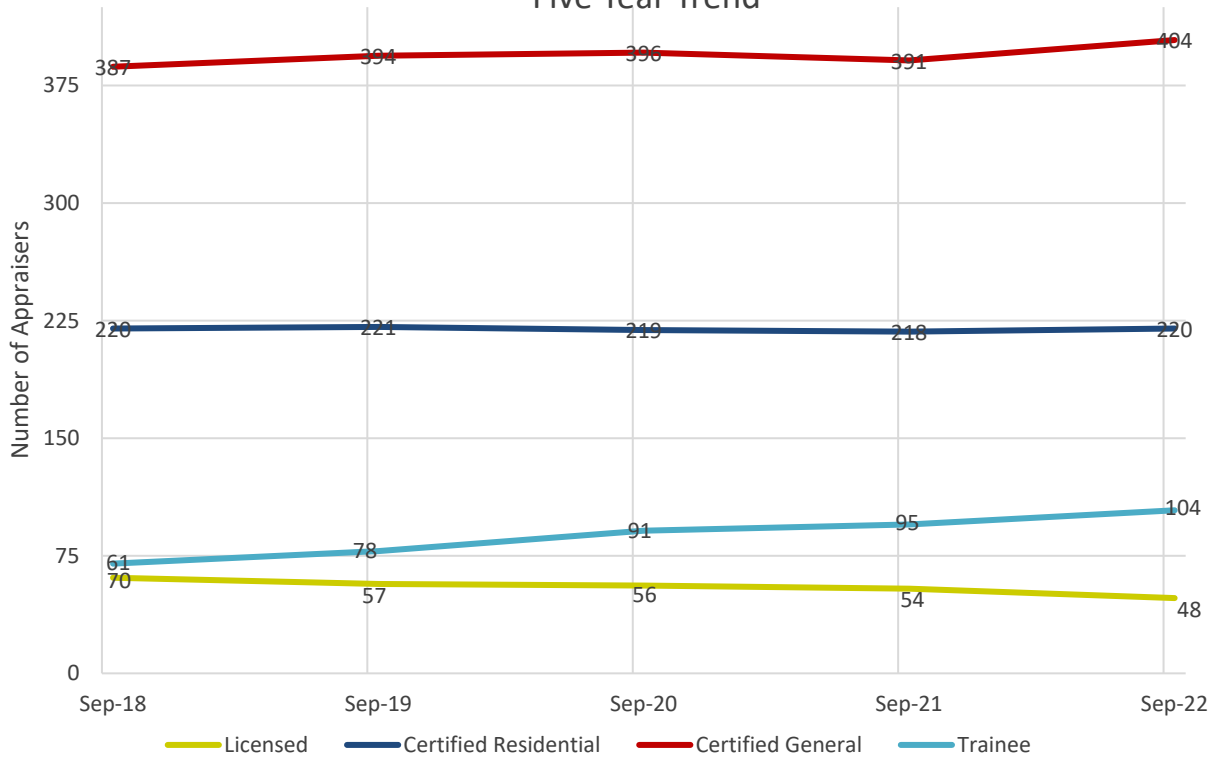
Real Property Appraisers by Classification Credentialed through Reciprocity - Five Year Trend



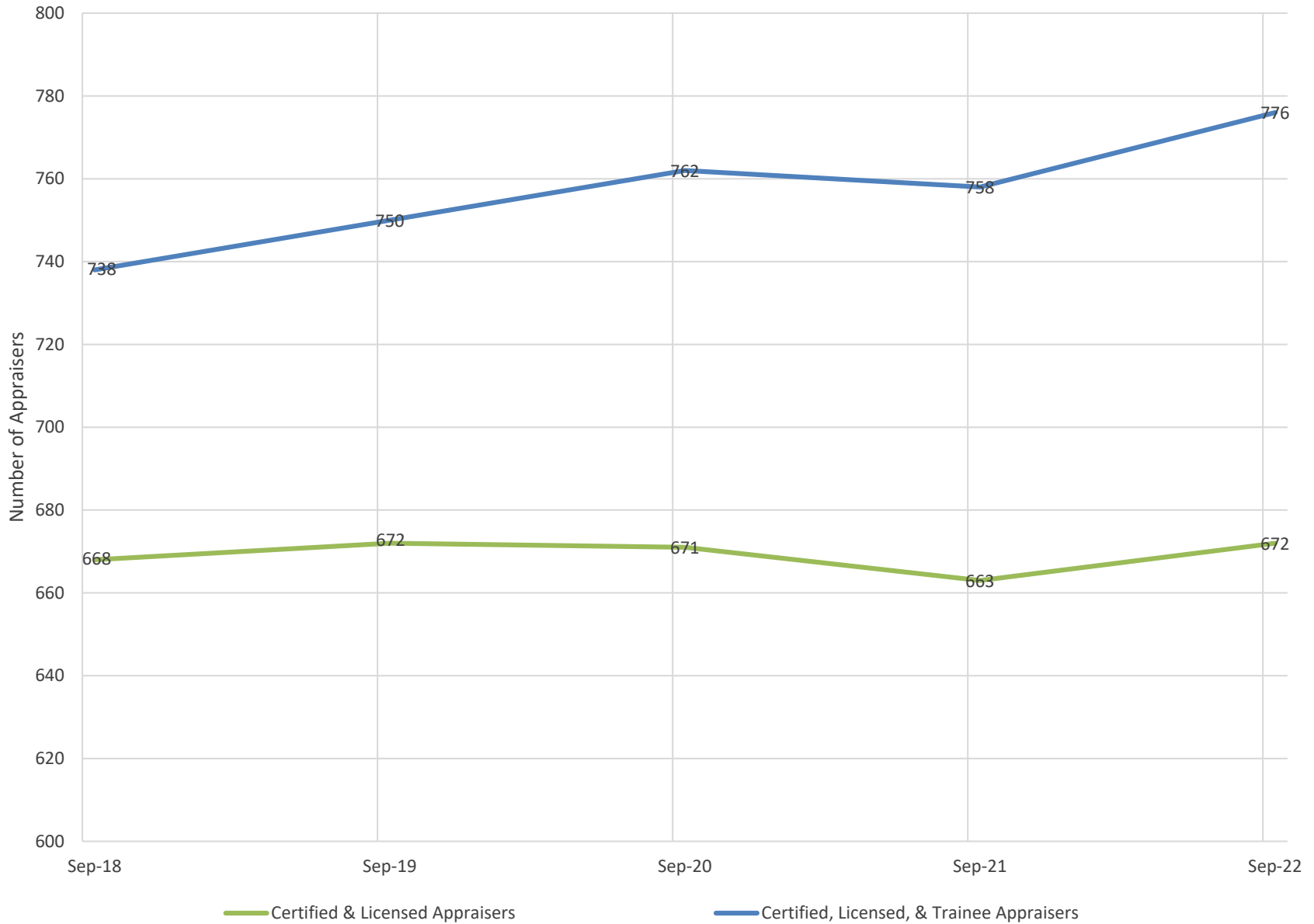
Total Real Property Appraisers (not including Trainee)
- Five Year Trend



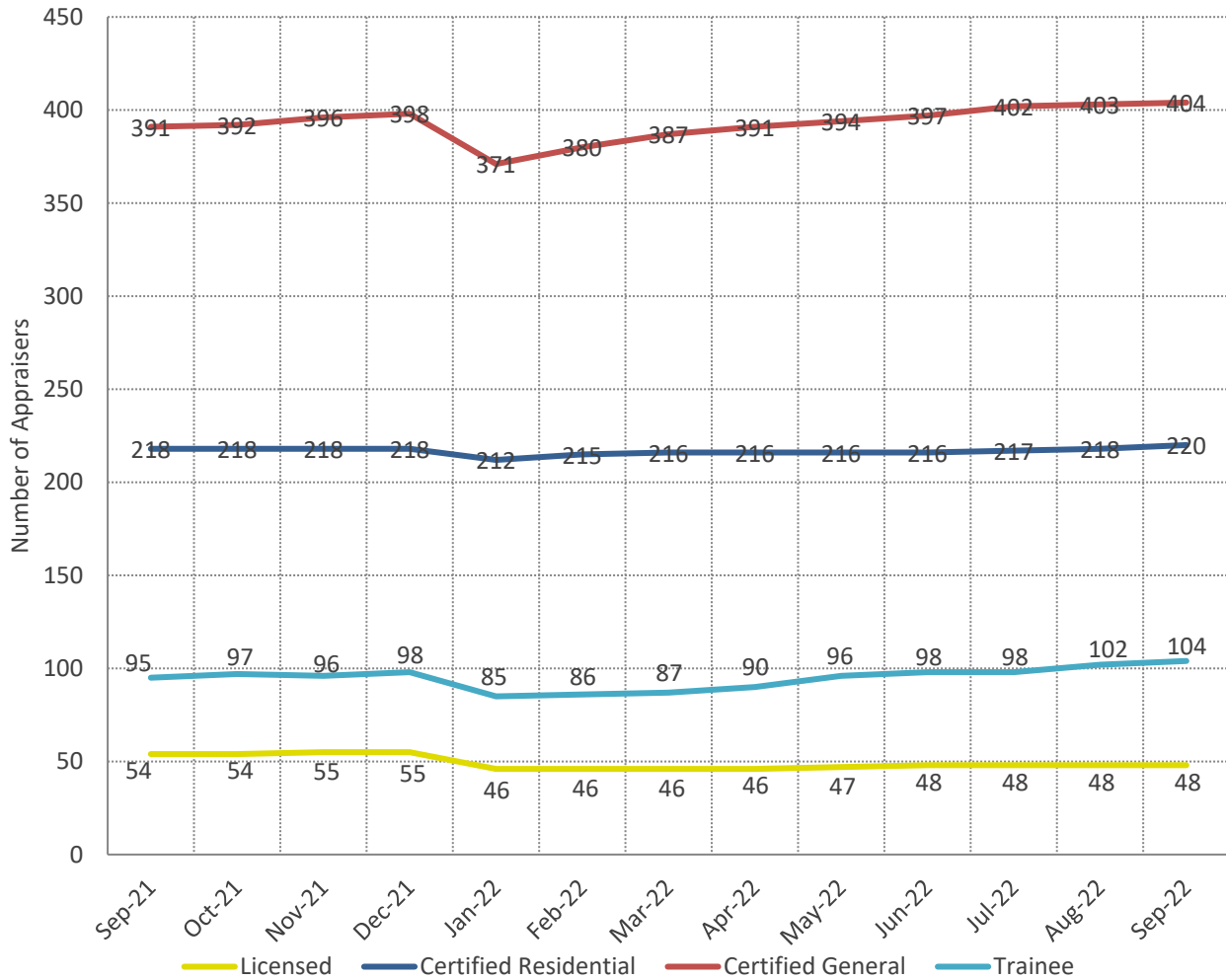
Total Real Property Appraisers by Classification -
Five Year Trend



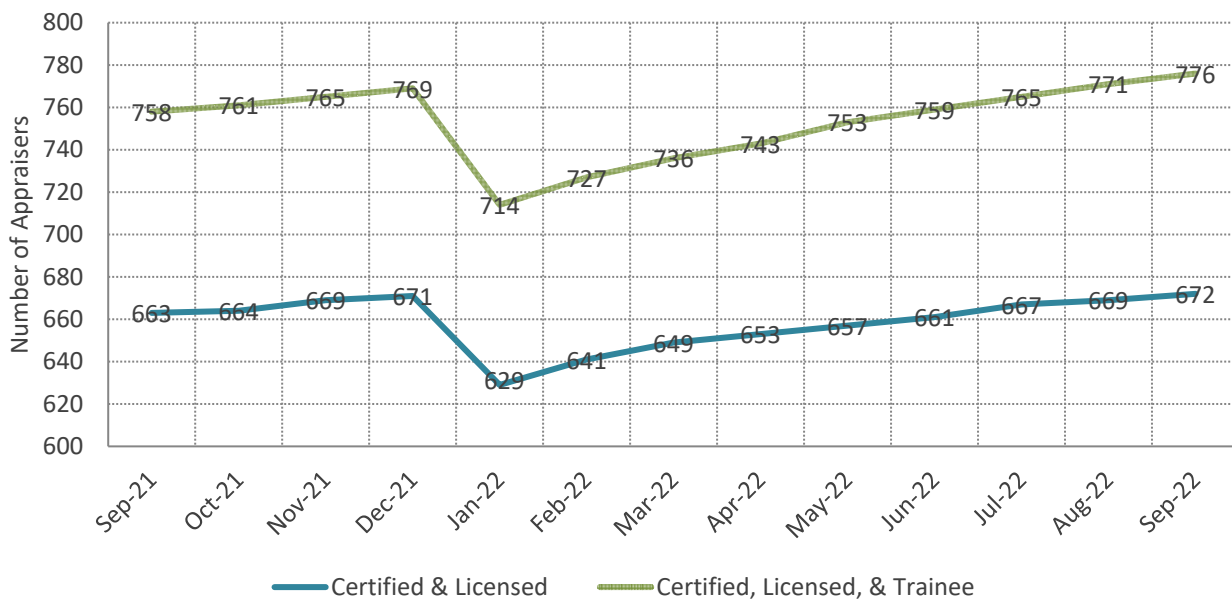
Total Real Property Appraisers - Five Year Trend



Real Property Appraisers by Classification - Thirteen Month Trend

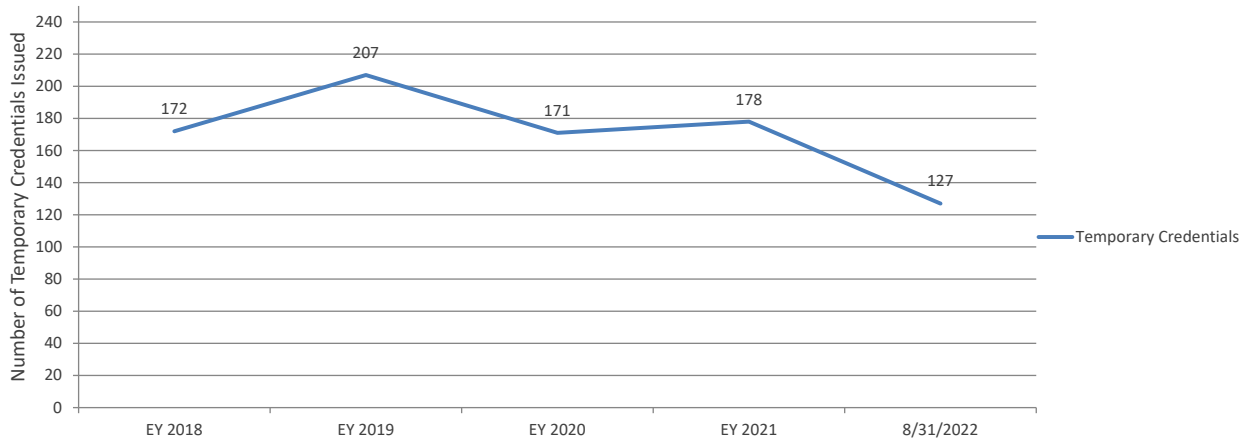


Total Real Property Appraisers - Thirteen Month Trend

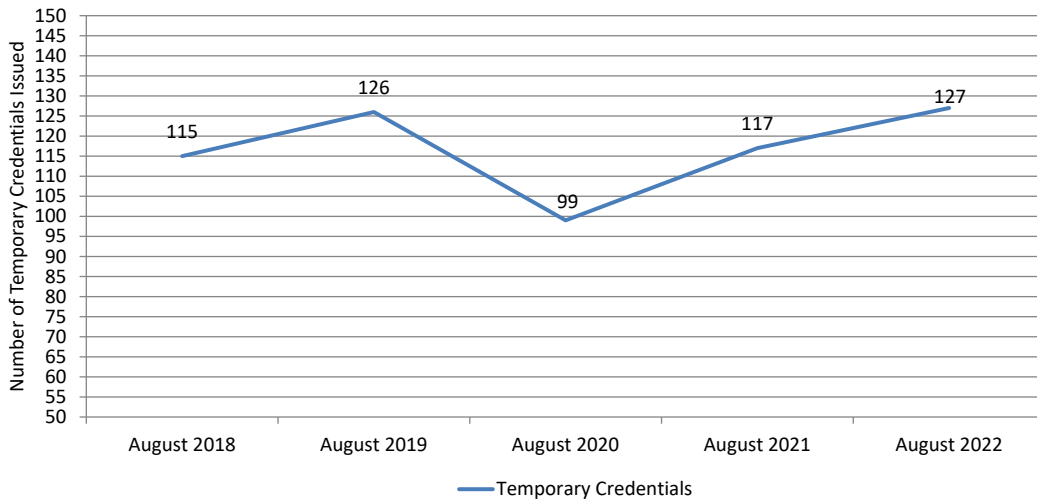


Temporary Real Property Appraiser Report

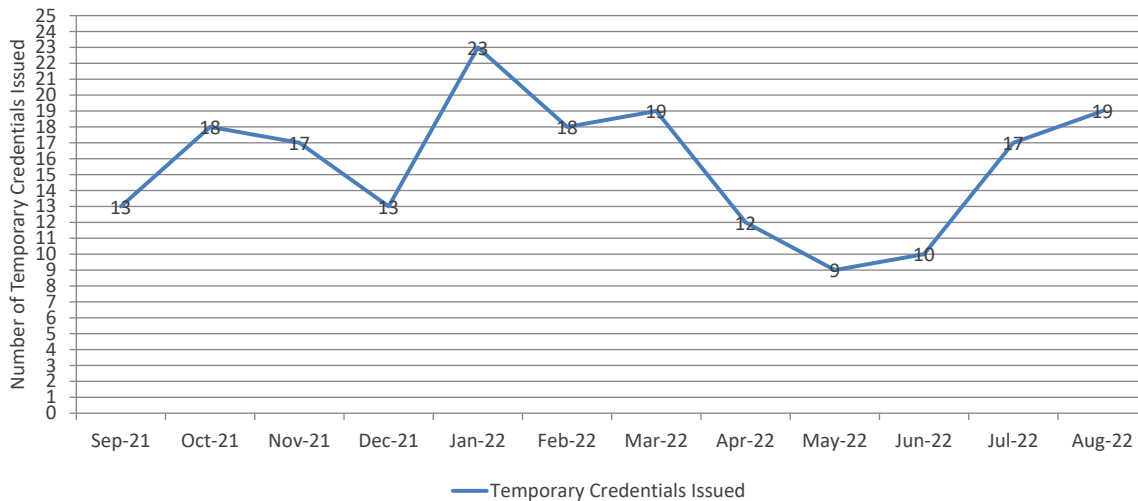
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



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

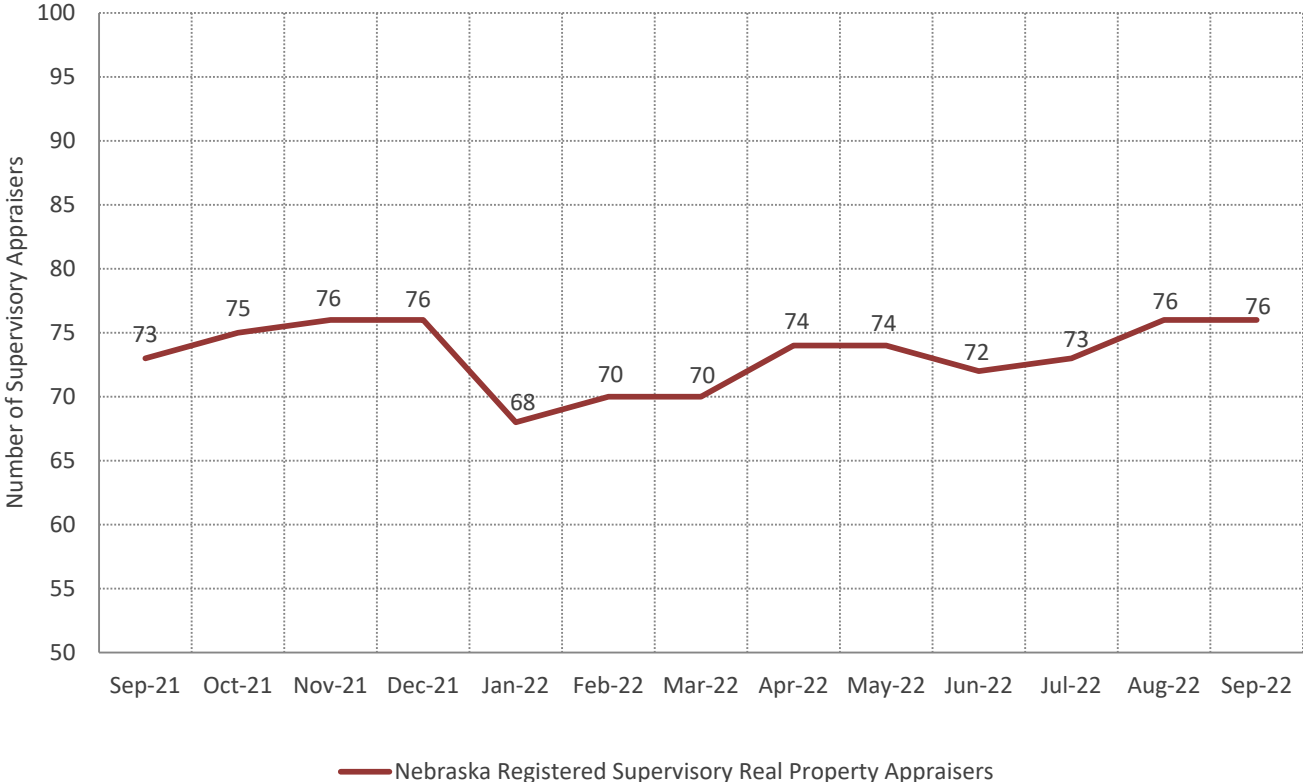


Temporary Real Property Appraiser Credentials Issued by Month - Twelve Month Trend



Supervisory Real Property Appraiser Report

Registered Supervisory Real Property Appraisers - Thirteen Month Trend

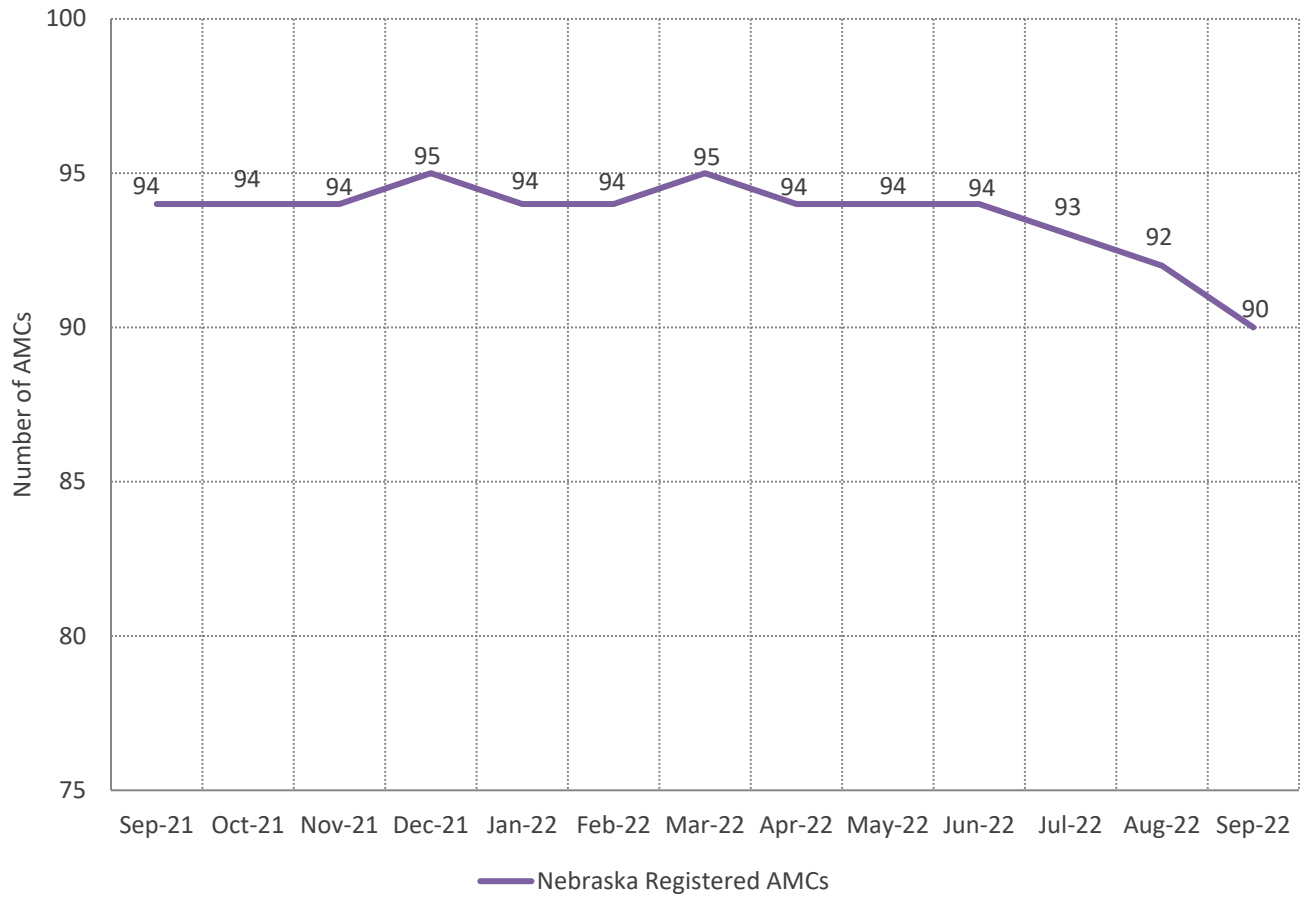


Registered Supervisory Real Property Appraisers - Five Year Trend

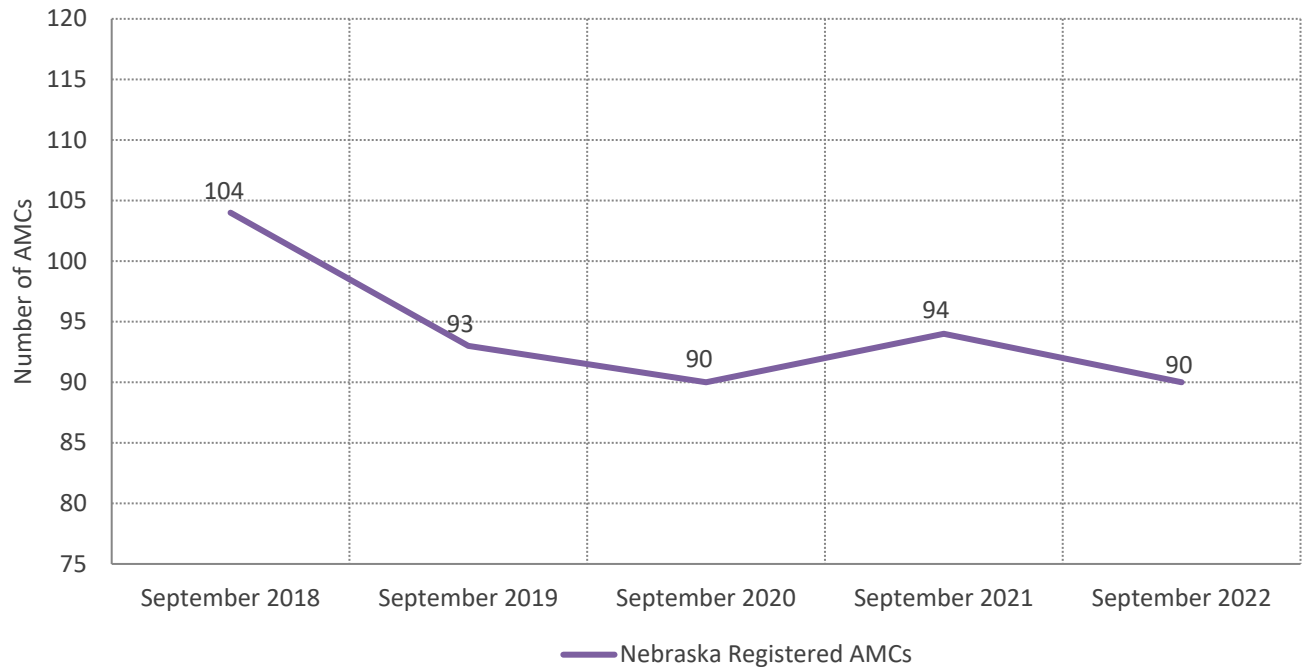


Appraisal Management Company Report

Appraisal Management Companies - Thirteen Month Trend



Appraisal Management Companies - Five Year Trend



NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

August 10, 2022 – September 6, 2022

<i>New Trainee Real Property Appraisers</i>		
T2022019	Joe Jackson	Approved August 30, 2022
T2022020	Kile Lundy	Approved August 30, 2022 with advisory, no supervisor
<i>New Certified Residential Real Property Appraisers through Education, Experience, and Examination</i>		
CR2022007	Kirsten Wisniewski	Approved August 16, 2022 to sit for exam
CR22009	Lori Rodgers	Approved August 30, 2022 to sit for exam
<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG2022027R	John Mackris	Approved August 22, 2022

NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF EDUCATION ACTIVITY AND INSTRUCTOR(S) APPLICANTS

August 10, 2022 – September 6, 2022

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
<i>New Continuing Education Activities and Instructors</i>					
ASFMRA	2221447.01	8	Appraisal of Water Rights Seminar	Lee Smith	August 23, 2022
ASFMRA	2221141.01	7	2022-2023 7 Hour National USPAP Course (A114)	Jeffrey Berg Chris Greenwalt Mark Lewis LeAnn Moss Dave Nebel Ann Roehm Charles Seely	August 23, 2022
ASFMRA	2221453.01	8	Appraising Agricultural Land in Transition	Rebecca Stone	August 23, 2022
ASFMRA	2223454.01	8	Appraising Agricultural Land in Transition	Rebecca Stone	August 23, 2022
ASFMRA	2221437.01	4	Barn-Dominium/Shouse/Shome - What Is It and What It's Not	Ray Wagester	August 24, 2022
ASFMRA	2223438.01	4	Barn-Dominium/Shouse/Shome - What Is It and What It's Not	Ray Wagester	August 24, 2022
ASFMRA	2221443.01	8	Valuing Livestock Facilities: Dairy Farm Seminar	Rebecca Stone	August 24, 2022
ASFMRA	2223444.01	8	Valuing Livestock Facilities: Dairy Farm Seminar	Rebecca Stone	August 24, 2022
ASFMRA	2223446.01	4	Practical Applications of the Equivalency Ratio	Andrew Gudajtes	August 24, 2022
ASFMRA	2221449.01	7	Square Footage Method for Calculating Single Family Residences	Anthony Federico	August 24, 2022
ASFMRA	2223450.01	7	Square Footage Method for Calculating Single Family Residences	Anthony Federico	August 24, 2022
ASFMRA	2221451.01	4	Timberland Valuation: A Practical Overview	Ashley Miller	August 26, 2022
ASFMRA	2223452.01	4	Timberland Valuation: A Practical Overview	Ashley Miller	August 26, 2022
McKissock, LLC	2223456.03	7	Live Webinar: Appraising Complex and Stigmatized Residential Properties	Alexander Gilbert Alan Hummel Josh Walitt Mel Black Robert Abelson Charles Fisher Robert Frazier Robert McClelland Charles Huntoon Dan Bradley Philicia Lloyd Pam Teel Steve Maher Sam Martin Julie Molendorp Jo Traut	August 26, 2022

ASFMRA	2223475.01	22	Valuation of Conservation Easements and Other Partial Interests in Real Estate (A315)	Art Clapp Chris Greenwalt Paul Bierschwale Charles Seely Brian Gatzke James Jeffries Brent Stanger John Widdoss	September 2, 2022
ASFMRA	2221476.01	22	Valuation of Conservation Easements and Other Partial Interests in Real Estate (A315)	Art Clapp Chris Greenwalt Paul Bierschwale Charles Seely Brian Gatzke James Jeffries Brent Stanger John Widdoss	September 2, 2022
ASFMRA	2223477.01	21	Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book) Course	Art Clapp Chris Greenwalt John Widdoss Mark Lewis Brian Gatzke Paul Bierschwale	September 2, 2022
ASFMRA	2221478.01	21	Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book) Course	Art Clapp Chris Greenwalt John Widdoss Mark Lewis Brian Gatzke Paul Bierschwale	September 2, 2022
<i>New Qualifying Education Activities and Instructors</i>					
ASFMRA	1223439.01	40	Foundations of Appraisal Review (A600)	Chris Greenwalt Terry Kestner Robin Nesburg Robb Steinke George Janning	August 12, 2022
ASFMRA	1221440.01	40	Foundations of Appraisal Review (A600)	Chris Greenwalt Terry Kestner Robin Nesburg Robb Steinke George Janning	August 12, 2022
ASFMRA	1223463.01	22	Eminent Domain (A250)	Lee Smith Paul Bierschwale Brian Gatzke	August 31, 2022
ASFMRA	1221464.01	22	Eminent Domain (A250)	Lee Smith Paul Bierschwale Brian Gatzke	August 31, 2022
ASFMRA	1221465.01	30	General Market Analysis and Highest & Best Use (A290)	Cindy Best Justin Bierschwale Robb Steinke Brian Gatzke Douglas Hodge Terry Kestner	August 31, 2022

ASFMRA	1223466.01	30	General Market Analysis and Highest & Best Use (A290)	Cindy Best Justin Bierschwale Robb Steinke Brian Gatzke Douglas Hodge Terry Kestner	August 31, 2022
ASFMRA	1223467.01	30	Cost Approach for General Appraisers (A301)	Cindy Best Justin Bierschwale Randall Kyles Douglas Hodge Mark Lewis Rebecca Stone Brent Stanger Charles Seely Nathan Tonne JoAnn Wall Wayne Young	August 31, 2022
ASFMRA	1221468.01	30	Cost Approach for General Appraisers (A301)	Cindy Best Justin Bierschwale Randall Kyles Douglas Hodge Mark Lewis Rebecca Stone Brent Stanger Charles Seely Nathan Tonne JoAnn Wall Wayne Young	August 31, 2022
ASFMRA	1223469.01	30	Sales Comparison Approach for General Appraisers (A302)	Cindy Best Justin Bierschwale Stacy Jackson Randall Kyles Mark Lewis Jaxson Love Brent Stanger Charles Seely Nathan Tonne JoAnn Wall Wayne Young	August 31, 2022
ASFMRA	1221470.01	30	Sales Comparison Approach for General Appraisers (A302)	Cindy Best Justin Bierschwale Stacy Jackson Randall Kyles Mark Lewis Jaxson Love Brent Stanger Charles Seely Nathan Tonne JoAnn Wall Wayne Young	August 31, 2022
ASFMRA	1223471.01	30	Income Approach for General Appraisers, Part 1 (A303)	Terry Kestner Justin Bierschwale Mark Lewis Brent Stanger Nathan Tonne	August 31, 2022

ASFMRA	1221472.01	30	Income Approach for General Appraisers, Part 1 (A303)	Terry Kestner Justin Bierschwale Mark Lewis Brent Stanger Nathan Tonne	August 31, 2022
ASFMRA	1223473.01	30	Integrated Approaches to Value (A304)	Jeffrey Berg Justin Bierschwale Mark Lewis Randall Kyles LeAnn Moss Charles Seely Brent Stanger Rebecca Stone Nathan Tonne JoAnn Wall John Widdoss Wayne Young Lee Smith Carol Haygood	August 31, 2022
ASFMRA	1221474.01	30	Integrated Approaches to Value (A304)	Jeffrey Berg Justin Bierschwale Mark Lewis Randall Kyles LeAnn Moss Charles Seely Brent Stanger Rebecca Stone Nathan Tonne JoAnn Wall John Widdoss Wayne Young Lee Smith Carol Haygood	August 31, 2022

**2022-23 Nebraska Real Property Appraiser Board Goals and Objectives
June 15, 2022 Strategic Planning Meeting**

	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	NOTES
LAWS, RULES, AND GUIDANCE DOCUMENTS	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the Real Property Appraiser Act, which includes but is not limited to the ASC SOA recommendations.	12/31/2022		Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.	Ongoing.	
	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the AMC Registration Act, which includes but is not limited to the ASC SOA recommendations and inclusion of criminal and civil immunity language.	12/31/2022		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, harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB707 in 2022, and incorporate changes made to the Real Property Appraiser Qualification Criteria and CAP Guidelines effective January 1, 2022.	6/30/2023	ASC, AGO, and GPRO preliminary reviews complete.	Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration.	Ongoing.	
				Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.	Ongoing.	
				Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant.	Ongoing.	
COMPLIANCE	None			None		
CREDENTIALING AND REGISTRATION	Explore change to real property appraiser credential renewal dates.	6/30/2023		Explore opportunities to increase the number of Nebraska resident real property appraisers.	Ongoing.	
	Explore alternatives for verification of AMC owner AMC Rule background compliance related to AMC registration renewal.	6/30/2023				
EDUCATION	Add language to the Certified General Real Property Appraiser Requirements document located on the Board's website encouraging potential real property appraiser applicants who intend to engage in real property appraisal practice pertaining to agricultural real property complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.	6/30/2023		Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers.	Ongoing.	
	Send letter to all registered supervisory real property appraisers describing the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property and to request that supervisory real property appraisers encourage their trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser, to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.	6/30/2023		Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers.	Ongoing.	
	Send letter to American Society of Farm Managers and Rural Appraisers describing the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property and requesting that the organization consider increasing its frequency and availability of synchronous, asynchronous, and hybrid qualifying and continuing education offerings.	6/30/2023				
	Include language in the 2023-2024 Credential Renewal Reminder and Information article in the fall edition of The Nebraska Appraiser encouraging Nebraska real property appraisers to complete continuing education related to their area of real property appraisal practice focus.	12/31/2022				
	Include a new Q&A in the 2023-2024 Credential Renewal Questions and Answers encouraging Nebraska real property appraisers to complete continuing education related to their area of real property appraisal practice focus.	12/31/2022				
PERSONNEL	Add additional Administrative Specialist classified employee. Adequate staffing is required to carry out the Board's mission, maintain a high-level operation, remain compliant with Title XI, and to maintain public satisfaction.	6/30/2023		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.	
	Utilize SOS temporary employee as available to assist with processing real property appraiser renewal applications for the 2023-24 real property appraiser renewals.	6/30/2023	Request has been filed with SOS for October 3, 2022 start date.			
	Add the Juneteenth holiday to the NRPAB Employee Handbook.	12/31/2022	Completed in July.			
PUBLIC INFORMATION	Explore adding disciplinary action orders/consent agreements to the Appraiser Listing search as a PDF attachment (Obtain quote form CIO and present to the Board for consideration).	6/30/2023		Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the appraiser community.	Ongoing.	
	Remove Education Provider Offerings Calendar from the NRPAB website.	12/31/2022		Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, documents posted to the NRPAB website, meeting information, and other information that affects the industry.	Ongoing.	
	Restructure the Appraiser Listing page on the NRPAB website and remove the distribution map.	6/30/2023		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.	
	Complete 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.	12/31/2022	BLPM Nespor established a design concept. Currently waiting on response from CIO regarding feasibility.	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.		

**2022-23 Nebraska Real Property Appraiser Board Goals and Objectives
June 15, 2022 Strategic Planning Meeting**

ADMINISTRATION	Complete supervisory real property appraiser list derived from Application for Renewal of Nebraska Real Property Appraiser Credential.	6/30/2023	Completed in July.	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.	6/30/2023		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.	
	Complete online AMC renewal application and upgrade to the AMC Interface in the NRPAB Database.	6/30/2023	This project has started.	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.	
FINANCIALS	Include request for an increase in funding for CIO and technology maintenance expenditures, additional AARS contractor services, and an additional Administrative Specialist classified employee in the FY2023-25 Biennial Budget Request.	12/31/2023	Completed in August.	None.		

2022-23 NRPAB SWOT Analysis

<p>STRENGTHS:</p> <ul style="list-style-type: none"> - Customer service - Organization - Board member knoweldge - Staff knowledge - Adaptability - Professional Diversity of Board - Modernization of Accessability 	<p>WEAKNESSES:</p> <ul style="list-style-type: none"> - Inability to grow the industry - Efficiency loss due to database - Size of agency staff - Regulatory and statutory regulations 	<p>OPPORTUNITIES:</p> <ul style="list-style-type: none"> - Growth in appraiser field - Continually evaluate how the Board and Agency operate 	<p>THREATS:</p> <ul style="list-style-type: none"> - Agency turnover - Federal agency oversight - State economic climate - Aging appraiser population - Inadequate supervisory appraiser knowledge
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STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 08/31/22

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

Percent of Time Elapsed = 16.99

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES						
510000 PERSONAL SERVICES						
511100 PERMANENT SALARIES-WAGES	150,067.69	12,294.66	21,800.51	14.53	4,709.94	123,557.24
511300 OVERTIME PAYMENTS	1,633.48					1,633.48
511600 PER DIEM PAYMENTS	9,100.00	400.00	400.00	4.40		8,700.00
511700 EMPLOYEE BONUSES	1,000.00					1,000.00
511800 COMP TIME PAYMENT	1,633.48	130.92	379.28	23.22		1,254.20
512100 VACATION LEAVE EXPENSE	12,763.62	582.98	2,474.51	19.39	295.39	9,993.72
512200 SICK LEAVE EXPENSE	824.88	189.47	231.00	28.00	41.53	552.35
512300 HOLIDAY LEAVE EXPENSE	7,918.85		1,297.11	16.38	637.20	5,984.54
Personal Services Subtotal	184,942.00	13,598.03	26,582.41	14.37	5,684.06	152,675.53
515100 RETIREMENT PLANS EXPENSE	13,188.15	988.26	1,960.53	14.87	449.26	10,778.36
515200 FICA EXPENSE	14,148.06	952.20	1,857.46	13.13	417.31	11,873.29
515500 HEALTH INSURANCE EXPENSE	32,903.00	2,741.90	5,483.80	16.67		27,419.20
516300 EMPLOYEE ASSISTANCE PRO	37.08		37.08	100.00		
516500 WORKERS COMP PREMIUMS	1,528.00	1,528.00	1,528.00	100.00		
Major Account 510000 Total	246,746.29	19,808.39	37,449.28	15.18	6,550.63	202,746.38
520000 OPERATING EXPENSES						
521100 POSTAGE EXPENSE	2,500.00	352.82	944.52	37.78		1,555.48
521300 FREIGHT	100.00					100.00
521400 DATA PROCESSING EXPENSE	80,262.00		4,882.64	6.08		75,379.36
521500 PUBLICATION & PRINT EXPENSE	3,000.00	502.86	2,531.36	84.38		468.64
521900 AWARDS EXPENSE	100.00					100.00
522100 DUES & SUBSCRIPTION EXPENSE	600.00					600.00
522200 CONFERENCE REGISTRATION	1,100.00					1,100.00
524600 RENT EXPENSE-BUILDINGS	11,687.30	939.94	1,947.20	16.66		9,740.10
524900 RENT EXP-DUPR SURCHARGE	3,859.00	321.59	643.18	16.67		3,215.82
527100 REP & MAINT-OFFICE EQUIP	500.00					500.00
531100 OFFICE SUPPLIES EXPENSE	2,000.00		72.18	3.61		1,927.82
532100 NON CAPITALIZED EQUIP PU	500.00					500.00
532260 VOICE EQUIP		35.98	35.98			35.98-
533100 HOUSEHOLD & INSTIT EXP	235.00					235.00
534900 MISCELLANEOUS SUPPLIES EXPENSE	50.00					50.00

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ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
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					35,000.00
541700	LEGAL RELATED EXPENSE	7,000.00					7,000.00
542100	SOS TEMP SERV-PERSONNEL	7,830.00					7,830.00
547100	EDUCATIONAL SERVICES	1,500.00					1,500.00
554900	OTHER CONTRACTUAL SERVICE	41,000.00	3,269.25	4,754.00	11.60		36,246.00
556100	INSURANCE EXPENSE	47.00	25.95	25.95	55.21		21.05
559100	OTHER OPERATING EXP	14,880.07					14,880.07
Major Account 520000 Total		214,877.37	5,448.39	16,957.01	7.89	0.00	197,920.36
570000 TRAVEL EXPENSES							
571100	BOARD & LODGING	4,650.00	96.00	384.00	8.26		4,266.00
571600	MEALS-NOT TRAVEL STATUS	100.00					100.00
571800	TAXABLE TRAVEL EXPENSES	2,010.00	61.96	165.22	8.22		1,844.78
572100	COMMERCIAL TRANSPORTATION	1,950.00					1,950.00
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	8,797.64	303.76	705.68	8.02		8,091.96
575100	MISC TRAVEL EXPENSES	1,030.00	12.50	42.15	4.09		987.85
Major Account 570000 Total		18,737.64	474.22	1,297.05	6.92	0.00	17,440.59
BUDGETED EXPENDITURES TOTAL		480,361.30	25,731.00	55,703.34	11.60	6,550.63	418,107.33

SUMMARY BY FUND TYPE - EXPENDITURES

2	CASH FUNDS	480,361.30	25,731.00	55,703.34	11.60	6,550.63	418,107.33
BUDGETED EXPENDITURES TOTAL		480,361.30	25,731.00	55,703.34	11.60	6,550.63	418,107.33

BUDGETED FUND TYPES - REVENUES

470000 REVENUE - SALES AND CHARGES

471100	SALE OF SERVICES	400.00	25.00-	75.00-	18.75-		475.00
471120	QUALIFYING ED COURSE FEES	750.00	950.00-	1,050.00-	140.00-		1,800.00
471121	CONTINUING ED NEW FEES	1,250.00	100.00-	550.00-	44.00-		1,800.00
471122	CONTINUING ED RENEWAL FEES	150.00		60.00-	40.00-		210.00
475150	CERTIFIED GENERAL NEW FEES	9,000.00	600.00-	900.00-	10.00-		9,900.00

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	<u>BUDGETED</u>	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>	<u>PERCENT OF</u>	<u>ENCUMBERANCES</u>	<u>VARIANCE</u>
<u>ACCOUNT CODE DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACTIVITY</u>	<u>ACTUALS</u>	<u>BUDGET</u>		
475151 LICENSED NEW FEES	1,200.00					1,200.00
475152 FINGERPRINT FEES	3,077.00	316.75-	588.25-	19.12-		3,665.25
475153 CERTIFIED RESIDENTIAL NEW	3,000.00		300.00-	10.00-		3,300.00
475154 CERTIFIED GENERAL RENEWAL	122,375.00	5,775.00-	11,275.00-	9.21-		133,650.00
475155 LICENSED RENEWAL	15,950.00		275.00-	1.72-		16,225.00
475156 FINGERPRINT AUDIT PROGRAM FEES	3,960.00	150.00-	315.00-	7.95-		4,275.00
475157 CERTIFIED RESIDENTIAL RENEWAL	64,625.00	2,475.00-	5,775.00-	8.94-		70,400.00
475161 TEMPORARY CERTIFIED GENERAL	9,000.00	1,000.00-	1,800.00-	20.00-		10,800.00
475163 AMC REGISTERED NEW FEES	12,000.00					12,000.00
475164 AMC APPLICATION FEES	2,100.00					2,100.00
475165 AMC REGISTERED RENEWAL	129,000.00	4,500.00-	16,500.00-	12.79-		145,500.00
475167 CERTIFIED RESIDENTIAL INACTIVE	300.00					300.00
475168 CERTIFIED GENERAL INACTIVE	300.00					300.00
475234 APPLICATION FEES	28,200.00	3,050.00-	5,550.00-	19.68-		33,750.00
476101 LATE PROCESSING FEES	4,500.00	25.00-	150.00-	3.33-		4,650.00
Major Account 470000 Total	411,137.00	18,966.75-	45,163.25-	10.98-	0.00	456,300.25
480000 REVENUE - MISCELLANEOUS						
481100 INVESTMENT INCOME	6,000.00	989.63-	1,994.55-	33.24-		7,994.55
481101 AMC INVESTMENT INCOME	5,000.00					5,000.00
484500 REIMB NON-GOVT SOURCES	2,500.00	14.94-	14.94-	.60-		2,514.94
Major Account 480000 Total	13,500.00	1,004.57-	2,009.49-	14.89-	0.00	15,509.49
BUDGETED REVENUE TOTAL	424,637.00	19,971.32-	47,172.74-	11.11-	0.00	471,809.74
SUMMARY BY FUND TYPE - REVENUE						
2 CASH FUNDS	424,637.00	19,971.32-	47,172.74-	11.11-		471,809.74
BUDGETED REVENUE TOTAL	424,637.00	19,971.32-	47,172.74-	11.11-	0.00	471,809.74

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.		460648	08/19/22	RC	RB	NRPAB DEPOSIT 220819	6803951		25.00-
			471100 SALE OF SERVICES									25.00-
Total for Object												
25310	079	000	53105018.471120.		458288	08/04/22	RC	RB	NRPAB DEPOSIT 220804	6786277		900.00-
25310	079	000	53105018.471120.		458666	08/08/22	RC	RB	NRPAB DEPOSIT 220808	6788820		50.00-
			471120 QUALIFYING ED COURSE FEES									950.00-
Total for Object												
25310	079	000	53105018.471121.		458288	08/04/22	RC	RB	NRPAB DEPOSIT 220804	6786277		75.00-
25310	079	000	53105018.471121.		461066	08/23/22	RC	RB	NRPAB DEPOSIT 220822	6807695		25.00-
			471121 CONTINUING ED NEW FEES									100.00-
Total for Object												
25310	079	000	53105018.475150.		459773	08/15/22	RC	RB	NRPAB DEPOSIT 220815	6797731		300.00-
25310	079	000	53105018.475150.		462488	08/31/22	RC	RB	NRPAB DEPOSIT 220831	6816941		300.00-
			475150 CERTIFIED GENERAL NEW FEES									600.00-
Total for Object												
25310	079	000	53105018.475152.		457948	08/02/22	RC	RB	NRPAB DEPOSIT 220802	6782256		45.25-
25310	079	000	53105018.475152.		458288	08/04/22	RC	RB	NRPAB DEPOSIT 220804	6786277		45.25-
25310	079	000	53105018.475152.		458666	08/08/22	RC	RB	NRPAB DEPOSIT 220808	6788820		90.50-
25310	079	000	53105018.475152.		458999	08/09/22	RC	RB	NRPAB DEPOSIT 220809	6791337		45.25-
25310	079	000	53105018.475152.		459305	08/11/22	RC	RB	NRPAB DEPOSIT 220811	6794396		45.25-
25310	079	000	53105018.475152.		461830	08/25/22	RC	RB	NRPAB DEPOSIT 220825	6811213		45.25-
			475152 FINGERPRINT FEES									316.75-
Total for Object												
25310	079	000	53105018.475154.		458011	08/01/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220801	6781484		550.00-
25310	079	000	53105018.475154.		458353	08/03/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220803	6785608		275.00-
25310	079	000	53105018.475154.		458287	08/04/22	RC	RB	NRPAB RENEWALS DEPOSIT 220804	6786300		1,650.00-
25310	079	000	53105018.475154.		460432	08/16/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220016	6800141		825.00-
25310	079	000	53105018.475154.		460803	08/18/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220818	6803950		550.00-
25310	079	000	53105018.475154.		461066	08/23/22	RC	RB	NRPAB DEPOSIT 220822	6807695		275.00-
25310	079	000	53105018.475154.		461830	08/25/22	RC	RB	NRPAB DEPOSIT 220825	6811213		550.00-
25310	079	000	53105018.475154.		462488	08/31/22	RC	RB	NRPAB DEPOSIT 220831	6816941		1,100.00-
			475154 CERTIFIED GENERAL RENEWAL									5,775.00-
Total for Object												
25310	079	000	53105018.475156.		458011	08/01/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220801	6781484		10.00-
25310	079	000	53105018.475156.		458353	08/03/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220803	6785608		5.00-
25310	079	000	53105018.475156.		458287	08/04/22	RC	RB	NRPAB RENEWALS DEPOSIT 220804	6786300		30.00-
25310	079	000	53105018.475156.		459394	08/10/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220810	6793809		5.00-
25310	079	000	53105018.475156.		459305	08/11/22	RC	RB	NRPAB DEPOSIT 220811	6794396		5.00-
25310	079	000	53105018.475156.		460432	08/16/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220016	6800141		20.00-

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	53105018.475156.		460562	08/17/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220817	6801895		20.00-
25310	079	000	53105018.475156.		460803	08/18/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220818	6803950		10.00-
25310	079	000	53105018.475156.		460964	08/19/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220819	6805600		5.00-
25310	079	000	53105018.475156.		461066	08/23/22	RC	RB	NRPAB DEPOSIT 220822	6807695		5.00-
25310	079	000	53105018.475156.		461742	08/24/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220824	6810548		5.00-
25310	079	000	53105018.475156.		461830	08/25/22	RC	RB	NRPAB DEPOSIT 220825	6811213		10.00-
25310	079	000	53105018.475156.		462488	08/31/22	RC	RB	NRPAB DEPOSIT 220831	6816941		20.00-
Total for Object			475156	FINGERPRINT AUDIT PROGRAM FEES								150.00-
25310	079	000	53105018.475157.		459394	08/10/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220810	6793809		275.00-
25310	079	000	53105018.475157.		459305	08/11/22	RC	RB	NRPAB DEPOSIT 220811	6794396		275.00-
25310	079	000	53105018.475157.		460432	08/16/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220016	6800141		275.00-
25310	079	000	53105018.475157.		460562	08/17/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220817	6801895		1,100.00-
25310	079	000	53105018.475157.		460964	08/19/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220819	6805600		275.00-
25310	079	000	53105018.475157.		461742	08/24/22	RC	RB	NRPAB RENEW EFW DEPOSIT 220824	6810548		275.00-
Total for Object			475157	CERTIFIED RESIDENTIAL RENEWAL								2,475.00-
25310	079	000	53105018.475161.		457948	08/02/22	RC	RB	NRPAB DEPOSIT 220802	6782256		150.00-
25310	079	000	53105018.475161.		458288	08/04/22	RC	RB	NRPAB DEPOSIT 220804	6786277		50.00-
25310	079	000	53105018.475161.		458666	08/08/22	RC	RB	NRPAB DEPOSIT 220808	6788820		50.00-
25310	079	000	53105018.475161.		458999	08/09/22	RC	RB	NRPAB DEPOSIT 220809	6791337		150.00-
25310	079	000	53105018.475161.		459305	08/11/22	RC	RB	NRPAB DEPOSIT 220811	6794396		50.00-
25310	079	000	53105018.475161.		460462	08/18/22	RC	RB	NRPAB DEPOSIT 220818	6801931		50.00-
25310	079	000	53105018.475161.		460648	08/19/22	RC	RB	NRPAB DEPOSIT 220819	6803951		150.00-
25310	079	000	53105018.475161.		461066	08/23/22	RC	RB	NRPAB DEPOSIT 220822	6807695		250.00-
25310	079	000	53105018.475161.		461830	08/25/22	RC	RB	NRPAB DEPOSIT 220825	6811213		50.00-
25310	079	000	53105018.475161.		462022	08/26/22	RC	RB	NRPAB DEPOSIT 220826	6812390		50.00-
Total for Object			475161	TEMPORARY CERTIFIED GENERAL								1,000.00-
25310	079	000	53105018.475234.		457948	08/02/22	RC	RB	NRPAB DEPOSIT 220802	6782256		450.00-
25310	079	000	53105018.475234.		458288	08/04/22	RC	RB	NRPAB DEPOSIT 220804	6786277		250.00-
25310	079	000	53105018.475234.		458666	08/08/22	RC	RB	NRPAB DEPOSIT 220808	6788820		400.00-
25310	079	000	53105018.475234.		458999	08/09/22	RC	RB	NRPAB DEPOSIT 220809	6791337		450.00-
25310	079	000	53105018.475234.		459305	08/11/22	RC	RB	NRPAB DEPOSIT 220811	6794396		250.00-
25310	079	000	53105018.475234.		460462	08/18/22	RC	RB	NRPAB DEPOSIT 220818	6801931		100.00-
25310	079	000	53105018.475234.		460648	08/19/22	RC	RB	NRPAB DEPOSIT 220819	6803951		300.00-
25310	079	000	53105018.475234.		461066	08/23/22	RC	RB	NRPAB DEPOSIT 220822	6807695		500.00-
25310	079	000	53105018.475234.		461830	08/25/22	RC	RB	NRPAB DEPOSIT 220825	6811213		250.00-
25310	079	000	53105018.475234.		462022	08/26/22	RC	RB	NRPAB DEPOSIT 220826	6812390		100.00-

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			475234	APPLICATION FEES								3,050.00-
25310	079	000	53105018.481100.		18588747	08/18/22	JE	G	OIP July 2022 1.62707%	6805029		512.04-
Total for Object			481100	INVESTMENT INCOME								512.04-
25310	079	000	53105018.484500.		18489831	08/04/22	JE	G	P Card Rebate 2nd Qtr 2022	6788876		14.94-
Total for Object			484500	REIMB NON-GOVT SOURCES								14.94-
25310	079	000	53105018.511100.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		3,810.17
25310	079	000	53105018.511100.		3167025	08/24/22	T2	7	PAYROLL LABOR DISTRIBUTION	6801015		4,181.14
Total for Object			511100	PERMANENT SALARIES-WAGES								7,991.31
25310	079	000	53105018.511600.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		260.00
Total for Object			511600	PER DIEM PAYMENTS								260.00
25310	079	000	53105018.511800.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		85.15
Total for Object			511800	COMPENSATORY TIME PAID								85.15
25310	079	000	53105018.512100.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		280.09
25310	079	000	53105018.512100.		3167025	08/24/22	T2	7	PAYROLL LABOR DISTRIBUTION	6801015		98.90
Total for Object			512100	VACATION LEAVE EXPENSE								378.99
25310	079	000	53105018.512200.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		113.93
25310	079	000	53105018.512200.		3167025	08/24/22	T2	7	PAYROLL LABOR DISTRIBUTION	6801015		9.32
Total for Object			512200	SICK LEAVE EXPENSE								123.25
25310	079	000	53105018.515100.		3166893	08/10/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6782397		321.18
25310	079	000	53105018.515100.		3167026	08/24/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6801015		321.18
Total for Object			515100	RETIREMENT PLANS EXPENSE								642.36
25310	079	000	53105018.515200.		3166893	08/10/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6782397		319.38
25310	079	000	53105018.515200.		3167026	08/24/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6801015		299.52
Total for Object			515200	FICA EXPENSE								618.90
25310	079	000	53105018.515500.		3166893	08/10/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6782397		891.12
25310	079	000	53105018.515500.		3167026	08/24/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6801015		891.12
Total for Object			515500	HEALTH INSURANCE EXPENSE								1,782.24
25310	079	000	53105018.516500.		50192997	08/01/22	PV	V	AS - RISK MANAGEMENT DIVISION	6777070		933.60

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
Total for Object			516500	WORKERS COMP PREMIUMS								993.20
25310	079	000	53105018.521100.		18572213	08/17/22	JE	G	POSTAGE DUE JUL 2022	6801293		352.82
25310	079	000	53105018.521100.		18588639	08/17/22	JE	G	NRPAB POSTAGE JULY 2022	6803656		123.49-
Total for Object			521100	POSTAGE EXPENSE								229.33
25310	079	000	53105018.521500.		18296984	08/10/22	J9	G	COPY SERVICES APR-JUN 2022	6759294		502.86
Total for Object			521500	PUBLICATION & PRINT EXP								502.86
25310	079	000	53105018.524600.		18413876	08/05/22	JE	G	RENT & LB530 AUG 2022- OTHER	6777535		939.94
25310	079	000	53105018.524600.		18588608	08/17/22	JE	G	NRPAB RENT AUGUST 2022	6803610		328.98-
Total for Object			524600	RENT EXPENSE-BUILDINGS								610.96
25310	079	000	53105018.524900.		18413876	08/05/22	JE	G	RENT & LB530 AUG 2022- OTHER	6777535		321.59
25310	079	000	53105018.524900.		18588608	08/17/22	JE	G	NRPAB RENT AUGUST 2022	6803610		112.56-
Total for Object			524900	RENT EXP-DEPR SURCHARGE								209.03
25310	079	000	53105018.532260.		18464499	08/02/22	J1	G	PURCHASE CARD TRANSACTION	6783373		23.39
Total for Object			532260	VOICE EQUIP								23.39
25310	079	000	53105018.539500.		50228123	08/02/22	PC	V	Purchase Card Offset	6783302		131.98
25310	079	000	53105018.539500.		18464499	08/02/22	J1	G	PURCHASE CARD TRANSACTION	6783373		131.98-
Total for Object			539500	PURCHASING CARD SUSPENSE								
25310	079	000	53105018.554900.		50192796	08/01/22	PV	V	BAUERMEISTER APPRAISAL SERVICE	6776956		250.00
25310	079	000	53105018.554900.		50192871	08/01/22	PV	V	BAUERMEISTER APPRAISAL SERVICE	6776980		250.00
25310	079	000	53105018.554900.		50192888	08/01/22	PV	V	BAUERMEISTER APPRAISAL SERVICE	6776987		375.00
25310	079	000	53105018.554900.		50192900	08/01/22	PV	V	BAUERMEISTER APPRAISAL SERVICE	6776994		500.00
25310	079	000	53105018.554900.		50192915	08/01/22	PV	V	BAUERMEISTER APPRAISAL SERVICE	6776999		250.00
25310	079	000	53105018.554900.		50219911	08/01/22	PV	V	AGRIPLEX REAL ESTATE & APPRAIS	6782892		875.00
25310	079	000	53105018.554900.		50228156	08/02/22	P9	V	PATROL, NEBRASKA STATE	6783399		362.00
Total for Object			554900	OTHER CONTRACTUAL SERVICES								2,862.00
25310	079	000	53105018.556100.		50276412	08/10/22	PV	V	AS - RISK MANAGEMENT DIVISION	6794818		16.87
Total for Object			556100	INSURANCE EXPENSE								16.87
25310	079	000	53105018.571100.		18464499	08/02/22	J1	G	PURCHASE CARD TRANSACTION	6783373		62.40
Total for Object			571100	LODGING								62.40

R5509168M
 NIS0003
 Agency 053
 Division 000
 Grant

REAL PROPERTY APPRAISER BD
 AGENCY DEFINED DIVISION

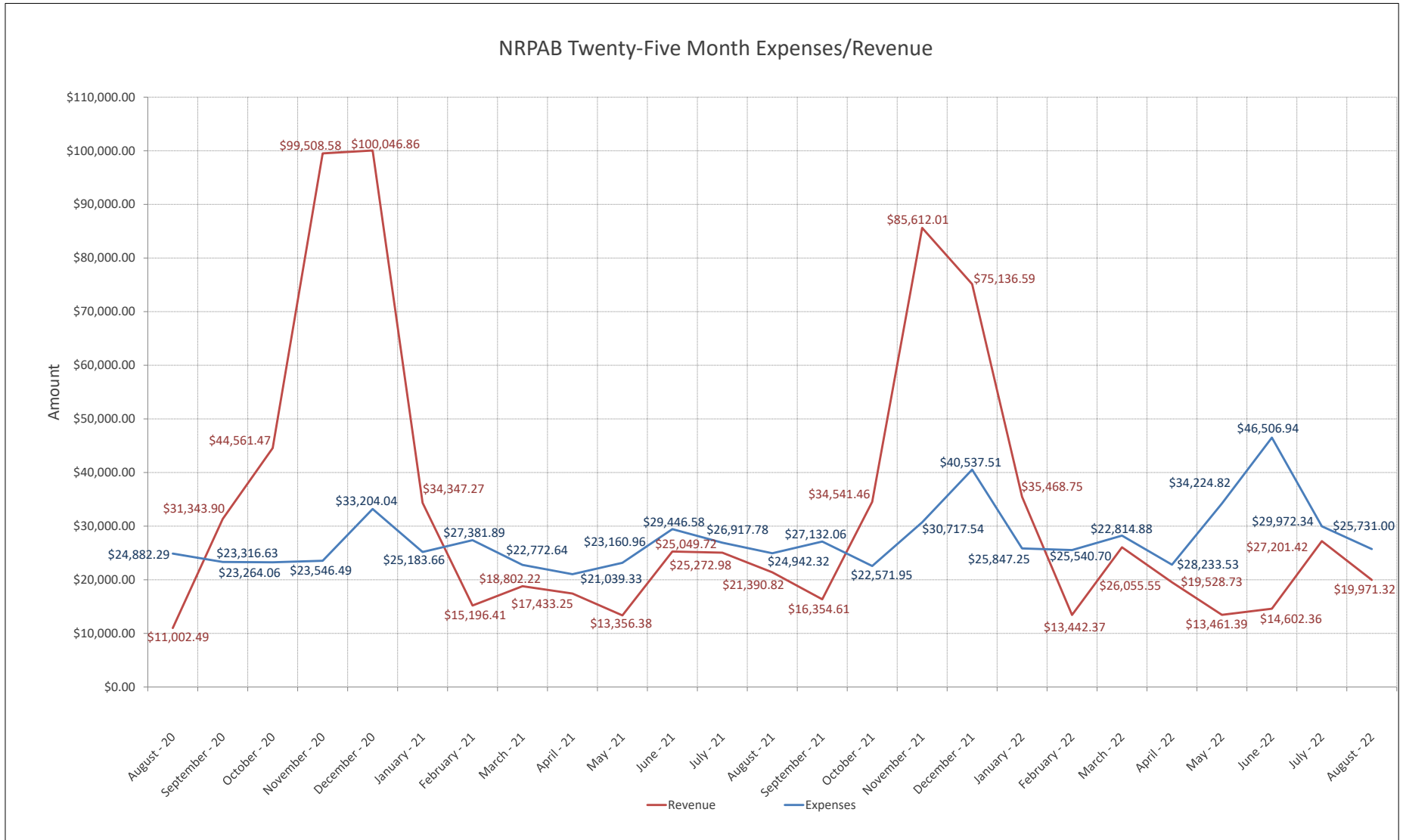
STATE OF NEBRASKA
 MTD General Ledger Detail
 All Objects
 As of 08/31/22

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	53105018.571800.		50236970	08/03/22	PV	V	DOWNING, BONNIE M	6786928		40.27
Total for Object			571800 MEALS - TRAVEL STATUS									40.27
25310	079	000	53105018.574500.		50206814	08/01/22	PV	V	WALKENHORST, WADE	6777493		6.50
25310	079	000	53105018.574500.		50236970	08/03/22	PV	V	DOWNING, BONNIE M	6786928		190.94
Total for Object			574500 PERSONAL VEHICLE MILEAGE									197.44
25310	079	000	53105018.575100.		50206814	08/01/22	PV	V	WALKENHORST, WADE	6777493		.81
25310	079	000	53105018.575100.		50236970	08/03/22	PV	V	DOWNING, BONNIE M	6786928		7.31
Total for Object			575100 MISC TRAVEL EXPENSE									8.12
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									2,669.34
25320	079	000	53105200.475165.		458998	08/09/22	RC	RB	NRPAB AMC DEPOSIT 220809	6791325		1,500.00-
25320	079	000	53105200.475165.		459774	08/15/22	RC	RB	NRPAB AMC DEPOSIT 220815	6797772		1,500.00-
25320	079	000	53105200.475165.		461065	08/23/22	RC	RB	NRPAB AMC DEPOSIT 220823	6807689		1,500.00-
Total for Object			475165 AMC REGISTERED RENEWAL									4,500.00-
25320	079	000	53105200.476101.		461065	08/23/22	RC	RB	NRPAB AMC DEPOSIT 220823	6807689		25.00-
Total for Object			476101 LATE PROCESSING FEES									25.00-
25320	079	000	53105200.481100.		18588747	08/18/22	JE	G	OIP July 2022 1.62707%	6805029		477.59-
Total for Object			481100 INVESTMENT INCOME									477.59-
25320	079	000	53105200.511100.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		2,051.89
25320	079	000	53105200.511100.		3167025	08/24/22	T2	7	PAYROLL LABOR DISTRIBUTION	6801015		2,251.46
Total for Object			511100 PERMANENT SALARIES-WAGES									4,303.35
25320	079	000	53105200.511600.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		140.00
Total for Object			511600 PER DIEM PAYMENTS									140.00
25320	079	000	53105200.511800.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		45.77
Total for Object			511800 COMPENSATORY TIME PAID									45.77
25320	079	000	53105200.512100.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		150.73
25320	079	000	53105200.512100.		3167025	08/24/22	T2	7	PAYROLL LABOR DISTRIBUTION	6801015		53.26
Total for Object			512100 VACATION LEAVE EXPENSE									203.99
25320	079	000	53105200.512200.		3166892	08/10/22	T2	7	PAYROLL LABOR DISTRIBUTION	6782397		

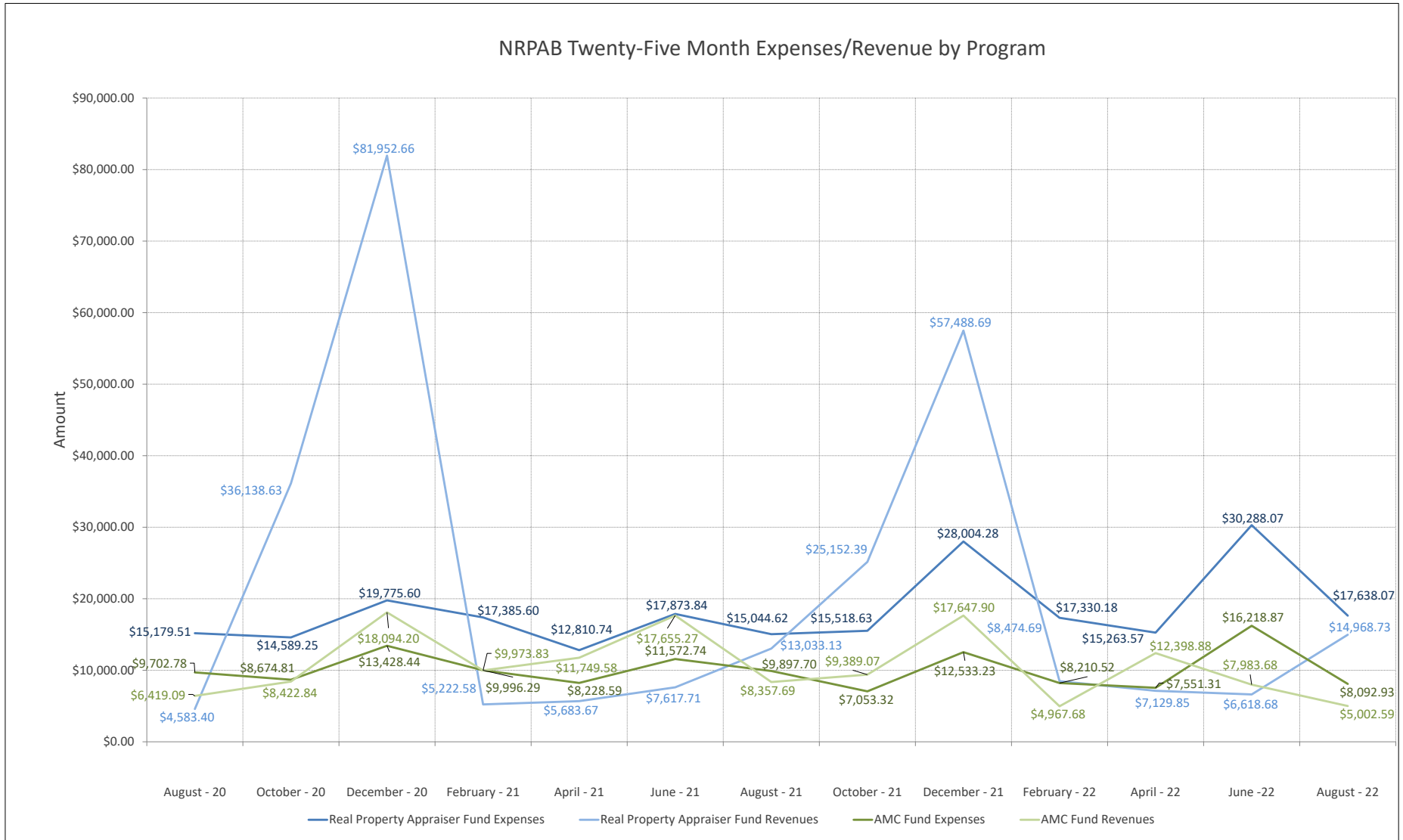
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.512200.		3167025	08/24/22	T2	7	PAYROLL LABOR DISTRIBUTION	6801015		4.95
Total for Object			512200 SICK LEAVE EXPENSE									66.22
25320	079	000	53105200.515100.		3166893	08/10/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6782397		172.95
25320	079	000	53105200.515100.		3167026	08/24/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6801015		172.95
Total for Object			515100 RETIREMENT PLANS EXPENSE									345.90
25320	079	000	53105200.515200.		3166893	08/10/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6782397		172.00
25320	079	000	53105200.515200.		3167026	08/24/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6801015		161.30
Total for Object			515200 FICA EXPENSE									333.30
25320	079	000	53105200.515500.		3166893	08/10/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6782397		479.83
25320	079	000	53105200.515500.		3167026	08/24/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6801015		479.83
Total for Object			515500 HEALTH INSURANCE EXPENSE									959.66
25320	079	000	53105200.516500.		50192997	08/01/22	PV	V	AS - RISK MANAGEMENT DIVISION	6777070		534.80
Total for Object			516500 WORKERS COMP PREMIUMS									534.80
25320	079	000	53105200.521100.		18588639	08/17/22	JE	G	NRPAB POSTAGE JULY 2022	6803656		123.49
Total for Object			521100 POSTAGE EXPENSE									123.49
25320	079	000	53105200.524600.		18588608	08/17/22	JE	G	NRPAB RENT AUGUST 2022	6803610		328.98
Total for Object			524600 RENT EXPENSE-BUILDINGS									328.98
25320	079	000	53105200.524900.		18588608	08/17/22	JE	G	NRPAB RENT AUGUST 2022	6803610		112.56
Total for Object			524900 RENT EXP-DEPR SURCHARGE									112.56
25320	079	000	53105200.532260.		18464499	08/02/22	J1	G	PURCHASE CARD TRANSACTION	6783373		12.59
Total for Object			532260 VOICE EQUIP									12.59
25320	079	000	53105200.554900.		50228156	08/02/22	P9	V	PATROL, NEBRASKA STATE	6783399		407.25
Total for Object			554900 OTHER CONTRACTUAL SERVICES									407.25
25320	079	000	53105200.556100.		50276412	08/10/22	PV	V	AS - RISK MANAGEMENT DIVISION	6794818		9.08
Total for Object			556100 INSURANCE EXPENSE									9.08
25320	079	000	53105200.571100.		18464499	08/02/22	J1	G	PURCHASE CARD TRANSACTION	6783373		33.60
Total for Object			571100 LODGING									33.60

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.571800.		50236970	08/03/22	PV	V	DOWNING, BONNIE M	6786928		21.69
Total for Object			571800 MEALS - TRAVEL STATUS									21.69
25320	079	000	53105200.574500.		50206814	08/01/22	PV	V	WALKENHORST, WADE	6777493		3.50
25320	079	000	53105200.574500.		50236970	08/03/22	PV	V	DOWNING, BONNIE M	6786928		102.82
Total for Object			574500 PERSONAL VEHICLE MILEAGE									106.32
25320	079	000	53105200.575100.		50206814	08/01/22	PV	V	WALKENHORST, WADE	6777493		.44
25320	079	000	53105200.575100.		50236970	08/03/22	PV	V	DOWNING, BONNIE M	6786928		3.94
Total for Object			575100 MISC TRAVEL EXPENSE									4.38
Total for Business Unit		53105200	AMC LICENSING									3,090.34
Total for Division		000										5,759.68
Total for Agency		053	REAL PROPERTY APPRAISER BD									5,759.68

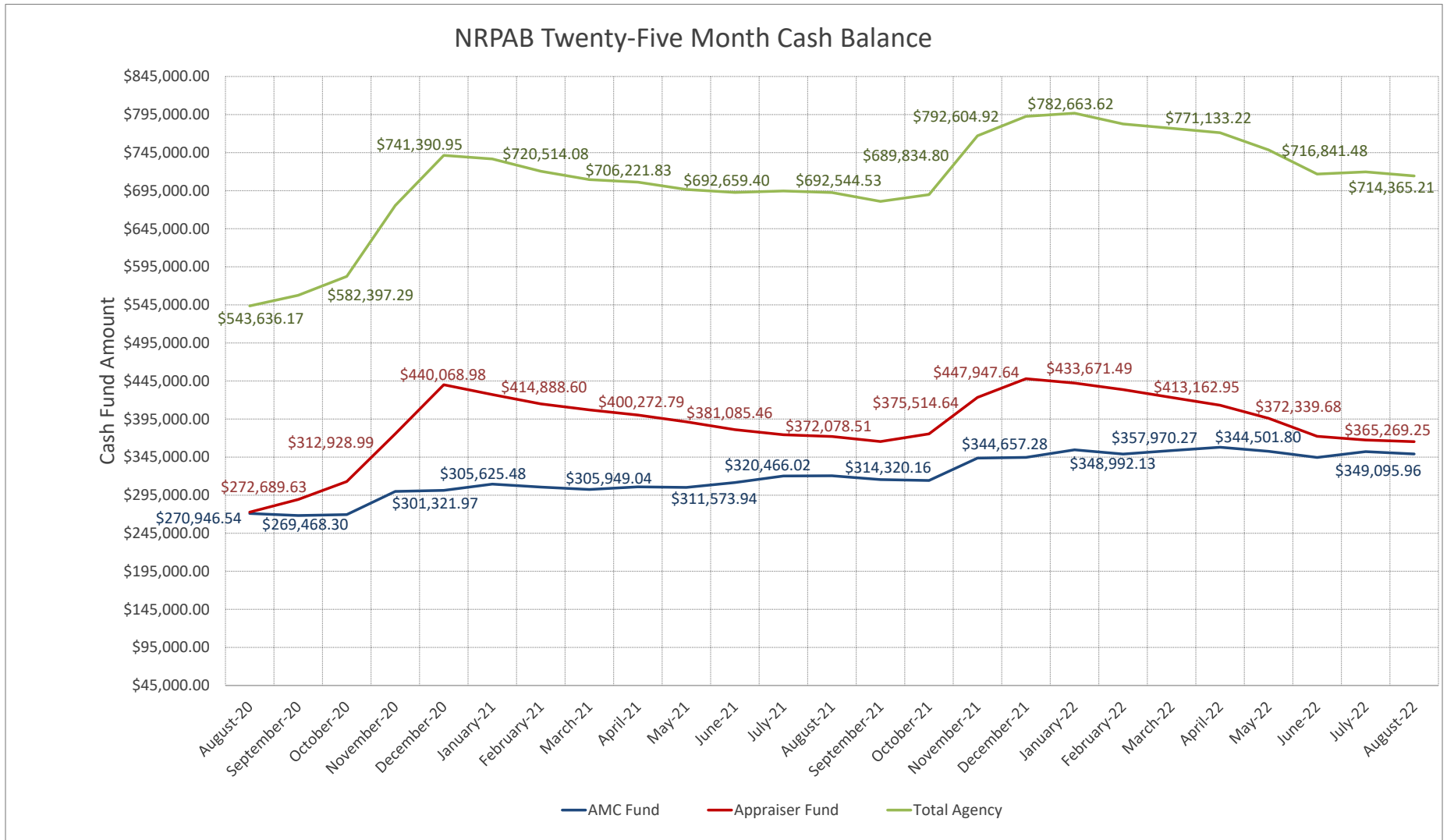
Financial Report and Considerations - Financial Charts



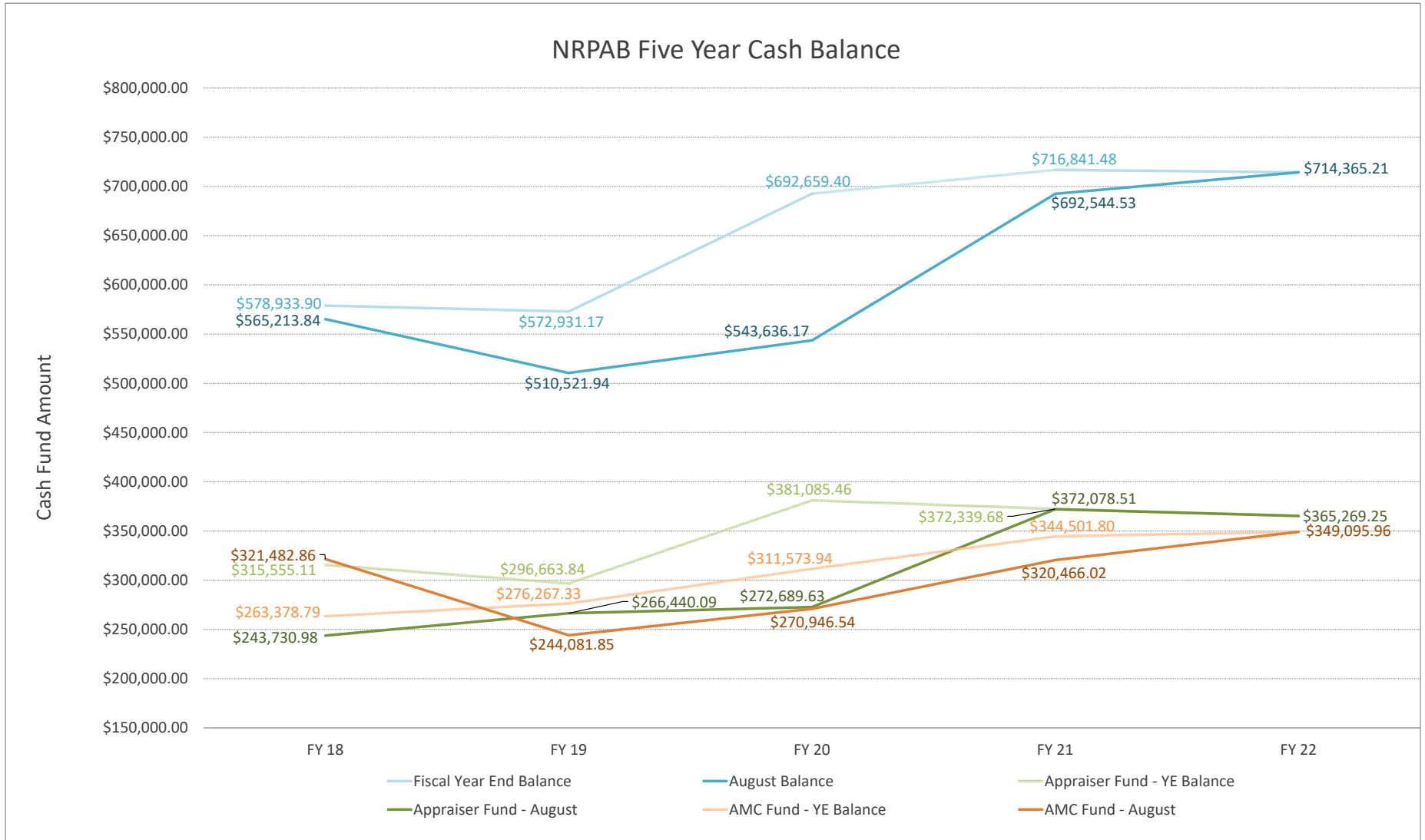
Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts





MEMO FROM THE NEBRASKA REAL PROPERTY APPRAISER BOARD

September 15, 2022

State of Nebraska Accepting Applications for Open At-Large Licensed Real Estate Broker Member on NRPAB

By Tyler Kohtz, Director

Board Member Thomas M. Luhrs' term as the At-Large Licensed Real Estate Broker representative expires on December 31, 2022. The State of Nebraska is currently accepting applications to fill this position on the Nebraska Real Property Appraiser Board.

The Board administers and enforces the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act, to ensure that the citizens of Nebraska are protected and served, and also that the appraisal services community is highly qualified through education, experience, and examination.

The Board's primary functions include issuing and renewing appraiser credentials, developing and implementing appraiser standards, approving and renewing registration for appraisal management companies, approving appraiser qualifying courses and continuing education activities, investigating and adjudicating grievances, developing laws and rules, and disseminate relevant information to general public, stakeholders, credentialed appraisers and appraisal management companies.

Anyone interested in the position as the At-Large Licensed Real Estate Broker representative must hold a current license as a Real Estate Broker. A Licensed or Certified Real Property Appraiser credential is also preferred, but not required. The term for this position will run for five years, beginning on January 1, 2023. If you would like more information about this position, or what the Board does, please visit the NRPAB website at <https://appraiser.ne.gov> or contact the Board's office at 402-471-9015.

The Application for Executive Appointment can be found on the Governor's website located at <https://governor.nebraska.gov>. Select the dropdown titled "Constituent Services" at the top of the page, then select "Boards and Commissions." The Board hopes to have a new member appointed by the Governor prior to its January 2023 meeting, so if interested, please complete the application before December 1, 2022. The application will remain open until an appointment is made.

Board Members

Chairperson of the Board

Thomas M. Luhrs, Imperial
Certified General Appraiser
Licensed Real Estate Broker Rep
Term Expires: January 1, 2023

Vice-Chairperson of the Board

Wade Walkenhorst, Lincoln
Financial Institutions Rep
Term Expires: January 1, 2024

Board Member

Bonnie M. Downing, Dunning
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2025

Board Member

Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Board Member

Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd District Representative
Term Expires: January 1, 2027



Tyler N. Kohtz, Director

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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Fax: 402-471-9017

Website: <https://appraiser.ne.gov>



Visit NRPAB on Facebook

Kohtz, Tyler

From: Workman, Kevin
Sent: Monday, August 29, 2022 3:57 PM
Cc: Workman, Kevin; Osentowski, Christy
Subject: Non-Code-Agency 2022 Annual State Teammate Engagement Survey Subscription



Colleagues:

Last October, the Department of Administrative Services was excited to announce the launch of the new and enhanced teammate engagement survey with our survey partner [Glint](#). Glint's integration with LinkedIn Learning offered us an enhanced synergy between our learning and development platform and our engagement platform. This collaboration allowed you and your selected HR Business Partners to view suggested training and educational opportunities based on survey results and assign them as appropriate to managers and/or teammates, which provided real-time solutions for our agencies to improve teammate's engagement.

Last year's pilot was incredibly successful and funded through DAS. We are now moving out of the pilot phase to a yearly cadence in our partnership with Glint. While non-code agency participation is optional, we strongly recommend that your agency participate. Your agency's subscription to Glint assures your agency will receive all available survey information for your agency and general enterprise results subject to the limits of confidentiality based on number of respondents in a given area. The subscription cost is based on FTE (headcount) and the estimated cost will be about \$13.00/FTE. The actual cost may be lower based on the number of agencies participating.

If your agency wants to subscribe to receive results for the 2022 survey, please respond to as.teammateengagementandrecognition@nebraska.gov by Wednesday, September 21, 2022. Your agency will be billed accordingly.

Specific information about this year's survey scheduled for November will be coming at a later date.

If you have any questions, you can reach out to me at kevin.workman@nebraska.gov.

Best Regards,

Kevin Workman, SPHR, SHRM-SCP, CLSSEGB

State Personnel Director
Nebraska Department of Administrative Services
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Summary of Proposed Changes to Title 298 of the Nebraska Administrative Code September 6, 2022 Draft

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

- Numerous changes related to the administration of the education program are made, due to the Real Property Appraiser Qualifications Criteria effective on January 1, 2022 (“2022 Criteria”) and the CAP Policies and Procedures effective on January 1, 2022 (2022 CAP”), adopted by the Appraiser Qualifications Board of The Appraisal Foundation. The definition of “correspondence education” is replaced with “distance education,” which is expanded to include “synchronous,” asynchronous,” and “hybrid.” In addition, “conference” is removed as a definition. A significant number of changes are also made to Chapter 6. The majority of these changes align the language in Chapter 6 with the 2022 Criteria and the 2022 CAP. Chapter 6 is also restructured for clarification. The “Requirements” sections for qualifying education, continuing education, and the supervisory real property appraiser and trainee course include duplicate language. The duplicated language is stricken from these sections and added to the general education section at the beginning of Chapter 6. Finally, the “Initial Application,” “Resubmission of Instructor Approval,” and “Expiration and Rescinding of Instructor Approval” sections are all stricken. The instructor qualifications remain, but the instructor is now considered a part of the education activity submission and approval (must have an instructor policy that requires the use of instructors that meet the requirements of Chapter 6). This change aligns with the reference to instructors in the AQB CAP Policies and Procedures.
- LB707, approved by Governor Ricketts on April 18, 2022, updated the Nebraska Real Property Appraiser Act to implement the Real Property Appraiser Qualifications Criteria (“2021 Criteria”) adopted by The Appraisal Foundation’s Appraiser Qualifications Board, effective on January 1, 2021; and to maintain compliance with Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (“Title XI”) and the Policy Statements of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (“ASC Policy Statements”). The proposed changes to Title 298 harmonize the language in Title 298 with the changes made to the Real Property Appraiser Act through LB707. Specifically, the requirements for acceptance of PAREA, which includes how credit is awarded based on what PAREA program is completed by the applicant. Finally, the requirement that a temporary credential applicant provide a completion date is stricken.

- It is the Board’s priority to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession. The following changes address this very issue: The use of the synchronous (livestream) and hybrid (online and livestream) education delivery mechanisms for real property appraiser qualifying and continuing education is expanded; the acceptance of education completed in another jurisdiction is expanded by allowing for education offerings to meet the minimums established in the Real Property Appraiser Qualifications Criteria only, and by allowing distance education to be accepted if approved by any jurisdiction in which an applicant or real property appraiser holds a credential as verified through the Appraiser Registry of The Appraisal Subcommittee instead of their jurisdiction of residency only; the requirements for acceptance of PAREA are established; the review and approval procedures are updated to allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exists requiring Board expertise; the requirement that no more than 50% of real property appraisal practice experience be obtained for work without a traditional client is removed in accordance with the 2022 Criteria; and education providers are no longer required to submit evidence of an education activity being AQB CAP approved, or an instructor being an AQB Certified USPAP Instructor when required.
- Pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (“Title XI”), the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (“ASC”) monitors each State’s appraiser and AMC regulatory programs to ensure the State: Recognizes and enforces the standards, requirements, and procedures prescribed by Title XI; has adequate authority to permit it to carry out its Title XI related functions; and makes decisions concerning appraisal standards, appraiser qualifications and supervision of appraiser practices consistent with Title XI. The ASC performed an State Off-Site Assessment (“SOA”) of the State of Nebraska Appraiser Regulatory Program and AMC Regulatory Program in February of 2022. The ASC observed that the information collected for Federally Regulated AMCs is beyond the authority of the AMC Rule and Revised Bulletin 2017 -01 issued April 16, 2018. The collection of this information is removed as requested by the ASC. The ASC also recommended that all references to the federal registries use the current names, “Appraiser Registry” and “AMC Registry.” All references throughout Title 298 are updated.
- During the drafting of the proposed changes, emphasis was placed on the effectiveness of regulations in place, the clarity and applicability of the language in Title 298, and the public’s rights and welfare. Language is updated to reflect this emphasis. The following specific changes are made for one or more of the above reasons: The practicum course language is incorporated into the language that pertains to non-traditional experience, which is also expanded to better align with the actual language utilized in the Real Property Appraiser Qualifications Criteria; many of the aggregate maximum of 25% experience items are stricken as the Real Property Appraiser Qualifications Criteria specifically states that experience must be in appraisal work conforming to USPAP standards 1-6; the language “the Board may accept areas of experience upon demonstration by the applicant that such experience directly relates to training and improvement of skills used in real property appraisal practice” is also stricken as such experience would be in conflict with the Real Property Appraiser Qualifications Criteria; “or” is stricken and replaced with “and” as the requirements in all three sections must be met for the application to be considered a completed application for a real property appraiser credential to be awarded by reciprocity;

“prior to” is stricken and “by” is added as evidence of completion of the 7-hour National Uniform Standards of Professional Appraisal Practice Update course may be submitted on December 31; “applicant” is stricken and “real property appraiser” is added to better clarify that 001.10C, which pertains to continuing education requirements, is relevant to those that already hold a credential; “August 31” is stricken, and “June 30” is added in Section 002.01 to reflect current practice for when a credential holder will be notified of selection for a random criminal history record check; and the fee name is updated to “continuing education activity renewal application fee” in Section 003.04A.2 to harmonize this fee name with that in the Real Property Appraiser Act.

- The proposed changes to Title 298 include no fee changes and will have no fiscal impact on credential/registration holders and other political subdivisions.

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

- “Attendee” is stricken and “student” is added in Chapter 1, § 001.04 to better align with the language in the Real Property Appraiser Qualifications Criteria and the CAP Policies and Procedures (page 1).
- The definition “conference” is stricken (page 1) in Chapter 1 as “this type of education activity may be classified as “classroom” or “distance education,” which better align with the 2022 Criteria and CAP Policies and Procedures language.
- “Except for appraisal subject matter electives” is stricken and “Core curriculum does not include appraisal subject matter electives” is added in Chapter 1, § 001.07 for better clarity (page 1).
- The definition “correspondence education” is stricken (page 1) as “distance education” is the new definition utilized for an education activity previously considered to be “correspondence education”. This change is applied throughout.
- The definition “online education is stricken, and “distance education” is added, which is expanded to include “synchronous,” asynchronous,” and “hybrid” is added in Chapter 1, § 001.09 to align the language with the 2022 Criteria (page 2). This change is applied throughout.
- The definition “real property appraiser-in-charge” is added in Chapter 1, § 001.12 for clarification of the real property appraiser responsible for real property appraisal practice assistance provided by an applicant in the case of a licensed residential real property appraiser or certified residential real property appraiser obtaining real property appraisal practice experience outside of the scope of practice of their current classification.
- Chapter 2, § 001.01D (page 6), Chapter 2, § 001.06 (page 13), Chapter 4, § 001.10 (pages 30-31) are amended to allow for classroom and distance education activities completed in another jurisdiction to meet or exceed the requirements for approval as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation in lieu of Chapter 6 of Title 298 for credit to be awarded, and that distance education activities completed in another jurisdiction are approved by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions

Examination Council along with the jurisdiction of residency (jurisdiction of residency is current requirement). These changes open up the number of qualified education activities allowed, particularly for synchronous or hybrid education activities, reducing regulatory burden on applicants and credential holders.

- Chapter 2, § 002.01 (page 14) is amended to add “certified general real property appraiser” as a credential for obtaining real property appraisal experience in the State of Nebraska or as a resident of Nebraska. If a certified general real property appraiser were to allow his or her credential to lapse, he or she would need to re-apply for credentialing and meet all of the current requirements in place. Currently, Title 298 is not clear as to what experience is acceptable for inclusion on a real property appraisal practice experience log under this circumstance. Adding “certified general real property appraiser” allows a certified general real property appraiser the same option as a licensed residential real property appraiser or a certified residential real property appraiser for reporting and submitting real property appraisal practice experience. The language, “This Section does not apply to participation in a PAREA program” is also added as participation in a PAREA program is not considered to be engaging in real property appraisal practice for experience credit.
- Chapter 2, §§ 002.03 (page 14), 004.04 (page 14), 002.07 (page 15), 002.11 (page 17), 002.12A (page 17), 002.12C (page 17), 002.14 (page 18) are amended to reflect that the Board may not review an applicant’s real property appraisal practice experience for determination of acceptability. These changes are related to the review and approval procedures that provide for a committee review of an applicant’s real property appraisal practice experience, and allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exists requiring Board expertise.
- Chapter 2, §§ 002.04 (page 14), 002.05 (page 15), 002.09A (page 16) are amended to clarify that the requirements for the significant real property appraisal practice assistance, acceptable real property appraisal experience hours, and the real property appraisal practice experience log apply to licensed residential real property appraisers or certified residential real property appraisers obtaining real property appraisal practice experience outside of the scope of practice of their current classification for upgrading to a higher classification.
- “Or” is stricken after “and” and “the” is added in its place to clarify that both the supervisory real property appraiser or the real property appraiser-in-charge and the applicant verify that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice in Chapter 2, §§ 002.04 (page 14).
- Chapter 2, § 002.06 (page 14) is amended to strike the language requiring that real property appraisal practice experience gained for work without a traditional client cannot exceed 50% of the total real property appraisal practice experience requirement in accordance with the 2022 Criteria. In addition, language is added to allow for a practicum course approved by The Appraisal Foundation’s Appraiser Qualifications Board’s Course Approval Program as meeting the requirement for non-traditional client real property appraisal practice experience. This language aligns with the 2022 Criteria.

- In Chapter 2, § 002.07 (page 14), “Highest and best use,” “ad valorem tax appraisal,” and “feasibility analysis or study” are stricken from the aggregate maximum of 25% of acceptable experience items as the Real Property Appraiser Qualifications Criteria specifically states, “An applicant’s experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.” “Practicum course of study adhering to AQB guidelines” is also stricken and reintroduced in Chapter 2, § 002.06.
- Chapter 2, § 002.08 (stricken) (page 15) is stricken. The 50% non-traditional real property appraisal experience requirement is stricken. The language, “The Board may accept areas of experience upon demonstration by the applicant that such experience directly relates to training and improvement of skills used in real property appraisal practice” is stricken as the Real Property Appraiser Qualifications Criteria specifically states, “An applicant’s experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.” There is no experience that would qualify under the above language that is also compliant with the Real Property Appraiser Qualifications Criteria.
- Chapter 2, § 002.08 (added) (page 15-16) harmonizes Title 298 with the LB707 changes to establish the requirements for PAREA to be accepted by the Board, which includes how credit is awarded based on what PAREA program is completed by the applicant. This language aligns with the Real Property Appraiser Qualifications Criteria.
- Chapter 2 § 002.11 (page 17) is amended to reflect that the Board may not review an applicant’s real property appraisal practice experience hours for determination of acceptability. These changes are related to the review and approval procedures that provide for a committee review of an applicant’s real property appraisal practice experience, and allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exist requiring Board expertise.
- Chapter 2 § 002.12 (page 17) is amended to move, “If the real property appraisal practice experience log submitted by the applicant is accepted” to provide for better clarification of the process utilized for review of an applicant’s real property appraisal practice experience.
- Chapter 2 § 002.12A (page 17) is amended to add the language, “will be selected” which was stricken from Section 002.12 related to the previously mentioned change.
- Chapter 2 §§ 002.12A.1 (page 17), 002.12A.2 (page 17) are amended to strike the language, “by the Board’s staff” as this language is unnecessary and inconsistent with the language used throughout Section 002.

- Chapter 2 § 002.13 (page 18) is added to allow for a committee review of an applicant’s real property appraisal practice experience if it is determined by the Director that any appraisal review assignment results are found to be null or insignificant.
- Chapter 2 § 002.14 (page 18) is amended to strike, “applicable” before “real property appraisal practice experience requirements” and “it will notify” after the same language, and add “will be notified” after “the applicant” to provide for better clarification of the process utilized for review of an applicant’s real property appraisal practice experience.
- Chapter 2 § 002.15 (page 19) is added to move, “Verification of the applicant’s real property appraisal practice experience may be obtained from other persons as needed” from the stricken Section 002.16, and “the applicant may be required to submit additional details, reports or file memoranda” from Section 002.12C, to provide for better clarification of the process utilized for review of an applicant’s real property appraisal practice experience.
- Chapter 2 § 002.16 (page 20) is amended to strike, “the Board will consider” before “all information received,” and add “will be considered” after the same language to provide for better clarification of the process utilized for review of an applicant’s real property appraisal practice experience.
- Chapter 2, §§ 003.03 (page 20), 003.05 (page 20), 004.02D (page 24) are amended to reflect that the Board may not approve the applicant to sit for examination. These changes are related to the review and approval procedures that allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exists requiring Board expertise.
- Chapter 2, §§ 004.02C (page 24), 004.02D (page 24), 004.02E (page 24), 004.02F (page 24) are amended to reflect that the Board may not approve the application. These changes are related to the review and approval procedures that allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exists requiring Board expertise.
- During its SOA, the ASC recommended that all references to the federal registries use the current names, “Appraiser Registry” and “AMC Registry.” These references are updated in Chapter 2, §§ 004.02F (page 24), 004.02G (page 25), Chapter 3 §§ 001.06 (page 27), 001.08 (page 27), Chapter 4 § 003.02C (page 32), Chapter 6 § 004.03E(3) (page 56), Chapter 7 §§ 001.04C (page 68), 002.01C (page 69).
- “Or” is stricken and replaced with “and” as the requirements in all three sections must be met for the application to be considered a completed application for a real property appraiser credential to be awarded by reciprocity in Chapter 3, § 001.04 (page 26).
- “And completion date” is stricken from Chapter 3, § 002.01B, which harmonizes the temporary credential requirements with the changes made in LB707.
- In Chapter 4, § 001.01 (page 29), “prior to” is stricken and “by” is added as evidence of completion of the 7-hour National Uniform Standards of Professional Appraisal Practice Update course may be submitted on December 31.

- “Applicant” is stricken and “real property appraiser” is added to better clarify that continuing education requirements are relevant to those that already hold a credential in Chapter 4, § 001.10C (page 31).
- In Chapter 4, § 002.01 (page 31), “August 31” is stricken, and “June 30” is added to reflect current practice for when a credential holder will be notified of selection for a random criminal history record check.
- In Chapter 5, § 001 (page 34), “Made to the Board” is stricken and “approved” is added after “date of application was” for better clarification and to reflect current practices.
- The language, “The expiration date of any continuing education activity will remain the same as approved under the previous education provider” is added in Chapter 6, § 001.03 (page 36) for better clarification.
- Chapter 6, §§ 001.07 (page 36), 001.08 (page 36), 001.11 (page 36), 001.12 (page 37), 001.13 (page 37), 001.14 (page 37) are added to Section 001, “General” education, and stricken from Section 002.01 (pages 39-40), “Requirements” under “Qualifying Education,” 003.01A (pages 46-47), “Requirements” under “Continuing Education,” and Section 004.01 (pages 53-54), “Requirements” under “Supervisory Real Property Appraiser and Trainee Course.” This language is moved to eliminate repeated language and to consolidate the general education requirements in one area.
- Chapter 6, § 001.09 is added to Section 001, “General” education, and stricken from Section 002.01D (pages 40), “Requirements” under “Qualifying Education,” This language is moved to align the language with the AQB CAP Policies and Procedures in which this language applies to all education.
- Distance education requirements found in Chapter 6, § 001.15 (pages 37-38) are amended to align the language with the 2022 Criteria and the 2022 CAP requirements to incorporate the requirements for distance education components and delivery mechanism approval.
- “Real property appraiser and client” is added before “communication” in Chapter 6, § 002.01A (page 36) due to ASC Policy Manager observation that this language is too vague.
- Chapter 6, §§ 002.02A2 (pages 36-43), 003.02A.2 (pages 47-50), 004.04A.2 (pages 57-60) are amended to align the language with the 2022 CAP requirements for education activity submission and approval.
- Chapter 6, §§ 002.02B.1 (page 43), 003.02B.1 (pages 50-51) are amended to allow an activity identified by the education provider as approved by the AQB of The Appraisal Foundation through its CAP program for qualifying and continuing education be verified by staff as such through The Appraisal Foundation’s AQB Approved Courses list found on its website instead of the education provider including evidence of AQB CAP approval with the application. This removes an unnecessary burden placed on education providers.
- Chapter 6, §§ 002.02B.2 (page 44), 003.02B.2 (page 51), 004.04B.1 (page 60) are amended to allow that certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation be verified through The Appraisal

Foundation's Find an AQB Certified USPAP Instructor found on its website for education activities requiring the use of a AQB Certified USPAP Instructor. This removes an unnecessary burden placed on education providers.

- The “Resubmission of Approved Activity” language in Chapter 6, §§ 002.03A (page 44), 003.03A (page 51), 004.05A (page 61) is amended to harmonize the reasons for resubmission with the changes made to qualifying education activities, continuing education activities, supervisory real property appraiser and trainee courses, and instructors.
- The “Resending Approval” language in Chapter 6, §§ 002.04A (page 45), 003.04B (page 52), 004.06A (page 61) is amended to harmonize the reasons for rescinding of approval with the changes made to qualifying education activities, continuing education activities, supervisory real property appraiser and trainee courses, and instructors.
- In Chapter 6, § 003.04A.1 (page 52), “Renewal” is stricken after “application” and before “fee,” and “renewal” is added before “application” to use the correct language for this fee as established in Neb. Rev. Stat. § 76-2241.
- Chapter 6, § 005 (pages 62-66) is restructured to consolidate the instructor requirements for clarity, and to strike all “Initial Application,” “Resubmission of Instructor Approval,” and “Expiration and Rescinding of Instructor Approval” language to align the language with the AQB CAP Policies and Procedures and remove an unnecessary burden placed on education providers. The instructor(s) for an education activity will be identified on the education provider’s application submitted for approval of the activity. Such identification must include first name, last name, email address, and phone number, and state the instructor’s qualification as specified in Section 005.01 of this Chapter. An education provider must have a written instructor qualifications policy that requires the use of instructors who meet the requirement of the Act and Section 005.
- During its SOA, the ASC noted that information required of Federally Regulated AMCs that is beyond the authority of the AMC Rule and Revised Bulletin 2017 -01 issued April 16, 2018. The ASC recommended that the reporting requirements concerning AMC appraisers for federally regulated AMCs be removed from Title 298. The language identifying the information is stricken in Chapter 7, § 003.01 (page 70).

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

Draft September 6, 2022

CHAPTER 1 GENERAL PROVISIONS

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

001.01 Activity means any real property appraiser related education offering.

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

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

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

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

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

~~**001.06**~~**001.05** Continuing education means any real property appraisal practice related activity creditable towards the renewal of a credential issued under the Act.

~~**001.07**~~ Core curriculum means those qualifying education courses ~~except for appraisal subject matter~~

~~**001.06**~~ electives, adopted in the Real Property Appraiser Qualification Criteria by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum for credentialing as a real property appraiser. Core curriculum does not include appraisal subject matter electives.

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

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~~001.09~~001.07 Course means a qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee activity that includes student material, instructor material, learning objectives, a timed outline, a matrix if applicable, and a final exam if applicable.

~~001.08~~ Distance education means any activity based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid.

~~001.01~~——

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

~~001.08A~~ Synchronous means the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting.

~~001.08B~~ Asynchronous means the instructor and student interaction is non-simultaneous; the student progresses at his or her own pace and follows a structured content and quiz/exam schedule.

~~001.08C~~ Hybrid means the learning environment allows for classroom, synchronous, and/or asynchronous interaction.

~~001.11~~001.09 Qualifying education means any real property appraisal practice related education activity creditable towards obtaining a credential as a real property appraiser.

~~001.12~~001.10 Secondary provider means any education provider that purchases rights to, or otherwise lawfully acquires from another education provider, activity materials to deliver.

~~001.11~~ Real property appraiser-in-charge means the real property appraiser engaged in real property appraisal practice within the scope of practice for his or her classification, responsible for the significant real property appraisal practice assistance provided by an applicant in the case of a licensed residential real property appraiser or certified residential real property appraiser obtaining real property appraisal practice experience outside of the scope of practice of their current classification.

~~001.13~~001.12 True copy of report and workfile means any report and/or workfile submitted to the Board is an exact duplicate of the report submitted to the client, as well as the exact duplicate of the workfile associated with such report, including the quality and clarity of the print, charts, graphs, examples, photos, and any information referenced by this Title, and including organization and presentation of materials.

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

003 The current edition of the Uniform Standards of Professional Appraisal Practice is adopted as the minimum standards governing real property appraisal practice in the State of Nebraska. A copy of such standards will be supplied with the issuance of each new real property appraiser credential, and with renewal of each real property appraiser credential. A copy of the Uniform Standards of Professional Appraisal Practice is on file and available for public inspection in the office of the Real Property Appraiser Board and may be examined in the

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office of the Secretary of State.

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

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- (5) Date report was submitted,
- (6) Amount owed for valuation services rendered, and
- (7) Description of attempts to rectify the matter.

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

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

012 ADMINISTRATIVE FEES

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

013 APPLICATION FOR PRELIMINARY CRIMINAL HISTORY REVIEW

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

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

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

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

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

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

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

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

CHAPTER 2 REAL PROPERTY APPRAISER CREDENTIAL

001 EDUCATION

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

001.01 Trainee real property appraiser/supervisory real property appraiser

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

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

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

001.01A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent

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

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

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

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

001.01D.1 ~~Except for an online or correspondence activity,~~ the Board may accept a classroom education supervisory real property appraiser and trainee course completed in another jurisdiction if, at the time that the supervisory real property appraiser and trainee course was completed, the course:

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

001.01D.1b ~~The supervisory real property appraiser and trainee course m~~Meets or exceeds the requirements for approval as a supervisory real property appraiser and trainee course as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.

001.01D.2 The Board may accept a distance education ~~online or correspondence~~ supervisory real property appraiser and trainee

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course completed in another jurisdiction if, at the time the supervisory real property appraiser and trainee course was completed, the course:

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

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

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

001.02 Licensed Residential Real Property Appraiser

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

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

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

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

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

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

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

001.03 Certified Residential Real Property Appraiser

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

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

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

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

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

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

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

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

001.03D.2 Pursuant to NEB. REV. STAT. § 76-2228.01 (5) (b), successfully completing a minimum of 125 hours in the following board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required

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qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

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

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

001.03E.1 Satisfying one of the following:

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

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

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

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

001.04 Certified General Real Property Appraiser

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

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

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

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

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

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

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

001.04B.2 Pursuant to NEB. REV. STAT. § 76-2230 (4) (b), a licensed

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residential real property appraiser must successfully complete a minimum of 150 hours in the following board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

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

001.04B.3

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

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

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

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

001.05B An official transcript from the university or college at which the applicant obtained a degree in real estate that has had all or part of

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its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. Transcripts may be submitted in paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.

001.06 Qualifying Education Completed in Another Jurisdiction

~~001.06A~~ ~~Except for an online or correspondence activity, t~~The Board may accept a classroom education qualifying education activity completed in another

001.06A jurisdiction if, at the time the activity was completed, the qualifying education activity:

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

~~001.06A.2~~ ~~MThe qualifying education activity meets or exceeds the~~ 001.06A.2 requirements for approval as a qualifying education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.

001.06B The Board may accept ~~an online or correspondence~~ distance education qualifying education activity completed in another jurisdiction if, at the time the activity was completed, the qualifying education activity:

001.06B.1 ~~IThe activity swas~~ approved as qualifying education by the jurisdiction in which the applicant ~~credentialed holder is~~ was a legal resident ~~at the time the activity was completed, or is~~ approved as qualifying education by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

~~001.06B.2~~ ~~MThe qualifying education activity meets or exceeds the~~ 001.06B.2 requirements for approval as qualifying education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.

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

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

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access directions directly from the school.

002 EXPERIENCE

002.01 After January 1, 2014, real property appraisal practice experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, ~~or certified residential real property appraiser, or certified general real property appraiser.~~ This Section does not apply to participation in a PAREA program.

002.02 At the Board's discretion, up to 50% of the real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser may be obtained in another jurisdiction. This real property appraisal practice experience may be accepted by the Board if the real property appraisal practice experience is compliant with the laws of the jurisdiction in which it was obtained.

002.03 An applicant's hours of real property appraisal practice experience submitted to the Board for review and determination of acceptability ~~by the Board~~ shall:

002.03A Demonstrate the applicant's progressive responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion; and

002.03B Be completed in compliance with the Uniform Standards of Professional Appraisal Practice.

002.04 An applicant must provide significant real property appraisal practice assistance for real property appraisal practice experience credit to be awarded ~~by the Board~~. An applicant may apply his or her signature, along with the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser's signature if applicable, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification; or the applicant must be given attribution in the assignment results report, which includes a description of the applicant's significant real property appraisal practice assistance.

002.05 Real property appraisal practice experience hours obtained in any manner considered exempt from the Real Property Appraiser Act per NEB. REV. STAT. § 76-2221 will not be credited to the applicant, unless the applicant and ~~the~~ or supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, verifies that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice.

002.06 There need not be a client in a traditional sense (i.e., a client hiring a real property appraiser for a business purpose) in order for an assignment results report to qualify for real property appraisal practice experience, ~~but real property appraisal practice experience gained for work without a traditional client cannot exceed 50% of the total real property appraisal practice experience~~

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requirement. A practicum course approved by The Appraisal Foundation's Appraiser Qualifications Board's Course Approval Program may satisfy the non-traditional client real property appraisal practice experience requirement. Experience credit shall be granted for the actual classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.

002.07 Real property appraisal practice experience submitted to the Board for review and determination of acceptability ~~by the Board~~ may include no more than an aggregate maximum of 25% of the total number of real property appraisal practice experience hours in the following areas or a combination from the following areas:

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

~~**002.08** Real property appraisal practice experience hours obtained in the areas specified above are considered to be work without a traditional client, and are applied to the 50% real property appraisal practice experience allocation in Section 002.06 of this Chapter. With the exception of Section 002.06 and Section 002.07 of this Chapter, the Board may accept areas of experience upon demonstration by the applicant that such experience directly relates to training and improvement of skills used in real property appraisal practice.~~

002.08 Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(d), 76-2231.01 (1)(e), and 76-2232 (1)(e), an applicant for the licensed residential, certified residential, or certified general real property appraiser credential may provide a document of completion evidencing the successful completion of a PAREA program.

002.08A A document evidencing the successful completion of a PAREA program must include the name of PAREA program provider, evidence that PAREA program is approved by the Appraiser Qualifications Board, indicate that the type of PAREA program completed is either the licensed residential or the certified residential program, the name of the applicant, and a statement that the applicant successfully completed the PAREA program.

002.08B Except for hours of experience required to be in nonresidential appraisal work in NEB. REV. STAT. § 76-2232 (1)(e)(i), the following real property appraisal practice experience credit will be awarded for the successful completion of a PAREA program:

002.08B.1 For a licensed residential PAREA program, 100% of hours of experience required in NEB. REV. STAT. § 76-2230 (1)(d)(i); 67% of the hours of experience required in NEB. REV. STAT. § 76-2231.01 (1)(e)(i); and 33% of the hours of experience required in NEB. REV. STAT. § 76-2232 (1)(e)(i).

002.08B.2 For a certified residential PAREA program, 100% of hours of experience required in NEB. REV. STAT. § 76-2230 (1)(d)(i); 100% of the hours of experience required in NEB. REV. STAT. § 76-2231.01 (1)(e)(i); and 50% of the hours of

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experience required in NEB. REV. STAT. § 76-2232 (1)(e)(i).

002.09 Each applicant for the licensed residential, certified residential, or certified general real property appraiser credential will furnish a log of his or her most recent real property appraisal practice experience claimed on a form approved by the Board.

002.09002.09A The real property appraisal practice experience must be in chronological order on the log, and include an applicant signature, and the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser~~the supervisory real property appraiser signature~~ if applicable, on each page. At a minimum, the real property appraisal practice experience log shall identify the following:

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

002.10002.09B The real property appraisal practice experience log format in effect at the time application is made to the Board will be accepted, as well as any previously approved experience log formats in effect at the time the real property appraisal practice experience was obtained and recorded. All real property appraisal practice experience requirements in place at the time application is made to the Board are applicable regardless of the real property appraisal practice experience log format submitted.

002.09A002.09C A separate real property appraisal practice log shall be maintained by a trainee real property appraiser for each of his/her board-designated supervisory real property appraisers. It is the responsibility of both the supervisory real property appraiser and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Act and this Title. When the trainee real property appraiser is under the direct supervision of more than one supervisory real property appraiser while engaged in real property appraisal practice for an assignment, each log shall reflect the specific number of hours and description of work performed in that real property appraisal practice assignment with each supervisory real property appraiser.

002.11002.10 A trainee real property appraiser is entitled to obtain copies of reports he or she has prepared and workfiles for those reports. The supervisory real property appraiser shall keep copies

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of reports for a period of five years, or at least two years after the final disposition of any judicial proceedings in which the real property appraiser provided testimony related to the real property appraisal practice assignment, whichever period expires last.

~~002.12~~002.11 Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(d)(~~i~~), 76-2231.01 (1)(e)(~~i~~), and 76-2232 (1)(e)(~~i~~), ~~the Board will consider~~ the aggregate number of real property appraisal practice experience hours considered for evaluation includes those hours reported on each real property appraisal practice experience log submitted by the applicant beginning ~~at~~ the log entry indicating the earliest date on which real property appraisal practice experience was obtained and ending on the date the application for credentialing as a licensed residential, certified residential, or certified general real property appraiser was signed by the applicant.

~~002.12~~ If the real property appraisal practice experience log submitted by the applicant is accepted, A representative sampling of real property appraisal practice experience submitted by the applicant on his or her real property appraisal practice experience log will be evaluated to determine if the real property appraisal practice experience meets the requirements of the Act and this Chapter. ~~If the real property appraisal practice experience log submitted by the applicant is accepted, the Board's staff will select~~

~~002.13~~002.12A A minimum of three reports will be selected from the real property appraisal practice experience log for ~~the Board's~~ review to qualify the real property appraisal practice experience. The following additional criteria are applied to the report selection for each level of credential:

~~002.15A~~002.12A.1 To qualify the real property appraisal practice experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.

~~002.11A.~~002.12A.2 To qualify the real property appraisal practice experience of an applicant for the certified residential real property appraiser credential, a minimum of one report related to a two-to-four unit residential property, one report related to a residential property 0 to 20 years old, and one report related to a residential property 20 years or older will be selected ~~by the Board's staff~~. Two selected reports will include at least two approaches to value.

~~002.11A.~~002.12A.3 To qualify the real property appraisal practice experience of an applicant for the certified general real property appraiser credential, a minimum of three reports related to income producing properties will be selected ~~by the Board's staff~~. Two selected reports will include all three approaches to value.

~~002.14~~002.12B The applicant will be notified of the selected reports in writing, and will have 10 business days from the date of receipt of the notification to submit a true and accurate copy of each report to the Board's office.

~~002.15~~002.12C ~~To assist the Board with its evaluation of the applicant's real property appraisal practice experience, a~~ At least one of the three requested reports will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports at no cost to

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

~~002.13~~ Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contract with the Board, and the findings of the appraisal review assignment results are found to be null or insignificant by the director, an applicant's real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members established by the director for determination as to whether the applicant's real property appraisal practice experience is acceptable in accordance with the Act and this Chapter.

~~002.13A~~ If the subcommittee finds that the applicant's real property appraisal practice experience meets the requirements of the Act and this Chapter, the subcommittee will notify the director of its decision. The subcommittee may authorize the director to notify the applicant of any appraisal review assignment results and issue a written advisory regarding any appraisal review assignment results.

~~002.13B~~ If the subcommittee finds that the applicant may not meet one or more of the requirements of the Act or this Chapter, the application shall be placed before the Board for consideration.

~~002.16~~ Verification of the applicant's real property appraisal practice experience may be obtained from other persons as needed

~~002.17~~~~002.14~~ If the Board determines an applicant may not meet the applicable real property appraisal practice experience requirements, ~~it will notify~~ the applicant will be notified in writing. The Board may, at its discretion, request a written response from the applicant to the Board's findings as to the applicant's real property appraisal practice experience and/or invite the applicant to meet to discuss any deficiencies found in the report(s). Upon conclusion of the meeting, the Board may re-evaluate the applicant's real property appraisal practice experience.

~~002.18A~~~~002.14A~~ If the applicant's real property appraisal practice experience is not acceptable to the Board, the Board may, at its own discretion, require the applicant to obtain additional education, and/or submit one or more supplemental real property appraisal practice experience logs with additional hours of real property appraisal practice experience, and/or submit one or more additional reports.

~~002.18A.1~~~~002.14A.1~~ If the Board requires the completion of additional education, the applicant will be notified of the conditions for the additional education in writing.

~~002.18A.2~~~~002.14A.2~~ If the Board requires the submission of one or more supplemental real property appraisal practice experience logs, the applicant will be notified of the conditions for the supplemental log(s) in writing. The Board may select a representative sampling of one or more additional report(s) for review from any supplemental log requested by the Board to qualify the real property appraisal practice experience. If the Board selects any additional report(s) from a supplemental log:

~~002.18A.2a~~~~002.14A.2a~~ The applicant will be notified of the Board selected report(s) in writing, and will have 10 business days from the date of receipt of the notification to

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submit a true copy of each report to the Board's office. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

~~002.18A.2b~~002.14A.2b Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board's discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

~~002.18A.1~~002.14A.3 If the Board requires submission of one or more additional reports, the applicant will be notified of the conditions for the additional report(s) in writing:

~~002.18A.3a~~002.14A.3a Upon receipt of the requested report(s), the Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

~~002.18A.3b~~002.14A.3b Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board's discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

~~002.18B~~002.14B If the applicant's real property appraisal practice experience is not acceptable upon review of the additional education, supplemental real property appraisal practice experience log(s), and/or additional report(s), the Board may deny the application.

002.15 Verification of the applicant's real property appraisal practice experience may be obtained from other persons as needed, and the applicant may be required to submit additional details, reports or file memoranda.

002.19~~002.16~~ When making a determination that an applicant may or may not meet the applicable real property appraisal practice experience requirements, ~~the Board will consider~~ all information

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

003 EXAMINATION

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

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

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

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

003.04 An applicant may have up to three attempts to successfully pass the National Uniform Licensing and Certification Examination within twelve months from the date the applicant was approved by the Board to sit for examination. If an applicant fails to pass the examination on the first or second attempt, he or she may notify the Board for approval to retake the examination. An applicant who does not pass the examination may submit any required fees to the test administrator for retesting.

003.05 An applicant who has successfully passed the National Uniform Licensing and Certification Examination may provide an official copy of the test results to the Board's office within twelve months from the date the applicant was approved ~~by the Board~~ to sit for examination.

003.06 Each applicant shall follow the rules imposed by the administrator of the examination. No applicant may receive or give any assistance during an examination. Violation of these rules may be reason for denial of a credential.

003.07 In compliance with the Americans with Disabilities Act, reasonable accommodation will be provided to all applicants; and the Board may authorize an examination to be administered to an individual orally or by other technique.

004 APPLICATION

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004.01 Trainee Real Property Appraiser and Supervisory Real Property Appraiser Requirements

004.01A Any applicant for the trainee real property appraiser credential must:

004.01A.1 Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

004.01A.2 Pay a non-refundable application fee of \$150.00; and

004.01A.3 Pay a non-refundable criminal history record check fee of \$45.25.

004.01B Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

004.01C If the Board's director finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant.

004.01D Upon the approval as a trainee real property appraiser, the applicant will be issued:

- (1) A letter notifying him or her of his or her status as a Nebraska trainee real property appraiser,
- (2) A wall certificate on a form approved by the Board, and
- (3) Instructions to access his or her credentialing card.

004.01E The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the Applicant may be required by the Board to:

004.01E.1 Complete additional education; and/or

004.01E.2 Not reapply for the trainee real property appraiser classification for an amount of time to be determined by the Board.

004.01F If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

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- 004.01G** If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.
- 004.01G.1** In order to receive a copy of such record, the applicant shall:
- 004.01G.1a** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and
 - 004.01G.1b** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.
- 004.01G.2** If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.
- 004.01H** A trainee real property appraiser may request approval for a supervisory real property appraiser at any time after he or she is issued a credential as a trainee real property appraiser by the Board provided the credential is current and active. The trainee real property appraiser is not required to submit an additional application for approval as a trainee real property appraiser, or pay any additional fees. Each request made by a trainee real property appraiser for approval of a supervisory real property appraiser will be submitted to the Board on a form approved by the Board.
- 004.01I** Any applicant for approval as a supervisory real property appraiser must apply his or her signature on the application submitted by a trainee real property appraiser showing compliance by the applicant with all supervisory real property appraiser requirements established by the Act or by this Title. Along with the application, the trainee real property appraiser must submit any documentation required for supervisory real property appraiser approval.
- 004.01J** Any application for approval as a supervisory real property appraiser received at the Board's office considered to be incomplete will not be processed, and may be returned to the trainee real property appraiser as incomplete. Any application for approval as a supervisory real property appraiser not considered to be incomplete will be processed.
- 004.01K** If the Board's director finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser.

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- 004.01L** Upon approval of a supervisory real property appraiser, the supervisory real property appraiser and the trainee real property appraiser will each be issued a letter notifying them of the supervisory real property appraiser's approval.
- 004.01M** The Board may deny an application for approval as a supervisory real property appraiser at any time during the process if the Board finds that the supervisory real property appraiser applicant, or the trainee real property appraiser, fails to meet the requirements in the Act and/or this Title that pertain to approval as a trainee real property appraiser and/or approval as a supervisory real property appraiser. Before submitting a new application, the supervisory real property appraiser applicant and/or the trainee real property appraiser may be required by the Board to:
- 004.01M.1** Complete additional education; and/or
- 004.01M.2** Not reapply for the trainee real property appraiser classification, and/or approval as a supervisory real property appraiser, for an amount of time to be determined by the Board.
- 004.01N** If the Board denies an application for approval as a supervisory real property appraiser, the trainee real property appraiser may file a new application for the supervisory real property appraiser applicant. The supervisory real property appraiser applicant must meet the requirements pertaining to approval as a supervisory real property appraiser in place at the time a new application is submitted to the Board.
- 004.01O** If disciplinary action is taken against a supervisory real property appraiser by the Board, or any other appraiser regulatory agency in any other jurisdiction, the supervisory real property appraiser's approval will be revoked as of the date of action by the Board or other jurisdiction.
- 004.01P** Any certified real property appraiser that has been approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraisers, may use the title supervisory real property appraiser or designation "S.A." in conjunction with his or her name.

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

- 004.02A** Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential must:
- 004.02A.1** Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

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- 004.02A.2** Pay a non-refundable application fee of \$150.00; and
- 004.02A.3** Pay a non-refundable criminal history record check fee of \$45.25.
- 004.02B** Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.
- 004.02C** If the Board's director finds that the applicant meets the general, education, and experience requirements in the Act and this Title, the applicant may be Board approved ~~the applicant~~ to sit for the National Uniform Licensing and Certification Examination ~~examination~~. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the applicant may be approved to sit for the National Uniform Licensing and Certification Examination.
- 004.02D** If an official copy of the test results is provided within twelve months from the date the applicant was approved ~~by the Board to~~ sit for examination showing that he or she has successfully passed the National Uniform Licensing and Certification Examination, the application will be considered a completed application and the applicant is approved for issuance of a credential as a licensed residential, certified residential, or certified general real property appraiser ~~may be issued to the applicant~~.
- 004.02E** Within thirty days of approval ~~by the Board~~ that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant shall pay a non-refundable credentialing fee of \$300.00 before the applicant is authorized to act as a real property appraiser within the applied for classification in this State.
- 004.02F** Within thirty days of approval ~~by the Board~~ that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual National Appraiser Registry fee of \$40.00 before the applicant is authorized to act as a real property appraiser in this State.
- 004.02G** If an applicant fails to provide the required fees as specified in Section 004.02E and Section 004.02F of this Chapter, the application will be placed before the Board for reconsideration.
- 004.02H** Upon receipt of the required fees at the Board's office, the applicant will be issued:

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

004.02I The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:

004.02I.1 Complete additional education;

004.02I.2 Obtain additional real property appraisal practice experience; and/or

004.02I.3 Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

004.02J If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board. If a new application for credentialing in the same classification is received within one year of the Board's denial of a previous application by the applicant, and one or more reports were reviewed for conformity with the Uniform Standards of Professional Appraisal Practice by a qualified disinterested third party certified real property appraiser to assist the Board with evaluation of the applicant's experience for that previous application, the applicant shall pay any cost(s) associated with any report(s) reviewed in accordance with Section 002 of this Chapter.

004.02K If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

004.02K.1 In order to receive a copy of such record, the applicant shall:

004.02K.1a In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

004.02K.1b Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

004.02K.2 If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

CHAPTER 3 RECIPROCITY AND TEMPORARY REAL PROPERTY APPRAISER

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CREDENTIAL

001 RECIPROCITY

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

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

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

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

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

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

001.03 The application will be considered a completed application and a credential may be issued to the applicant, if the Board's director finds that the applicant:

001.03A Meets the requirements in the Act and this Title;

001.03B The requirements of the applicant's jurisdiction of practice meet or exceed the minimum requirements of the Real Property Appraiser Qualification Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

001.03C The regulatory program of the applicant's jurisdiction of practice specified in an application for credentialing is determined to be effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. An Appraisal Subcommittee finding of poor does not satisfy the requirement that the applicant's jurisdiction of practice is effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

001.04 If the Board's director finds that the applicant may not meet one or more of the requirements specified in Section 001.03A, 001.03B, or 001.03C of this Chapter, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements specified in Section 001.03A, 001.03B, ~~and~~ 001.03C of this Chapter, the application will be considered a completed application and a credential may be issued to the applicant.

001.05 Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant shall pay a non-refundable credentialing fee of \$300.00 before the applicant is authorized to act as a real

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property appraiser within the applied for classification in this State.

- 001.06** Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual ~~National Appraiser~~ Registry fee of \$40.00 before the applicant is authorized to act as a real property appraiser in this State.
- 001.07** If an applicant fails to provide the required fees as specified in Section 001.05 and Section 001.06 of this Chapter, the application will be placed before the Board for ~~re~~consideration.
- 001.08** Upon receipt of the required fees at the Board's office, the applicant will be issued:
- (1) A letter notifying him or her of his or her status as a Nebraska real property appraiser, and that his or her credential will be entered into the Appraisal Subcommittee's ~~National Appraiser~~ Registry,
 - (2) A wall certificate on a form approved by the Board, and
 - (3) Instructions to access his or her credentialing card.
- 001.09** The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:
- 001.09A** Complete additional education;
- 001.09B** Obtain additional real property appraisal practice experience; and/or
- 001.09C** Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.
- 001.10** If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.
- 001.11** If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.
- 001.11A** In order to receive a copy of such record, the applicant shall:
- 001.11A.1** In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and
- 001.11A.2** Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.
- 001.11B** If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

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002 TEMPORARY CREDENTIAL

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

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

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

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

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

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

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

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

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

002.04A A letter notifying him or her of his or her approval as a temporary credential holder, along with the terms of the temporary credential;

002.04B A credentialing card in a form approved by the Board; and

002.04C Instructions to access his or her credentialing card if needed.

002.05 An application may be denied at any time during the process if the applicant is found to not meet the requirements in the Act and this Title that pertain to temporary credentialing.

002.06 Any request for one additional six-month approval of a temporary credential shall be made to the Board on forms approved by the Board. The request will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board. Notice of the decision will be provided to the requestor in writing.

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001 CONTINUING EDUCATION

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

001.01 The seven-hour National Uniform Standards of Professional Appraisal Practice Update course or the seven-hour Instructor Recertification course must be completed at least once every two calendar years. The two-year period for this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. A document certifying completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, or evidence of instructor certification by the Appraiser Qualifications Board, shall be submitted ~~by prior to~~ December 31 of the year in which the course is required.

001.02 Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, evidence of continuing education completion may be submitted to the Board's office at any time during credential holder's two-year continuing education period.

001.03 Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, and any activity approved by the Board on an annual basis in which the content changes on an annual basis, any education activity of the same content, or in the opinion of the Board indistinguishable in content, cannot be used toward meeting the continuing education requirements within the same two-year continuing education period.

001.04 Evidence of participation as a student in each board-approved education activity submitted for continuing education credit includes a document of completion from the education provider that affirms successful completion of each activity.

001.05 Evidence of attendance at an education activity sponsored or conducted by the Board submitted for continuing education credit includes a document of completion from the Board that affirms attendance of such activity. The document is required to include the name of credential holder, name of activity, location of activity, activity attendance date(s), number of hours completed, and signature of the Board's director.

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

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

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

001.09 Individual Program of Continuing Education

001.09A The Board may adopt an individual program of continuing education for a

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credential holder, that is compliant with Appraiser Qualifications Board criteria for continuing education, upon receipt of a written request from the credential holder explaining:

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

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

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

001.10 Continuing Education Completed in Another Jurisdiction

001.10A The Board may accept a classroom education continuing education activity completed in another jurisdiction if, at the time the activity was completed, the continuing education activity:

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

~~001.10A.2~~ ~~M~~The continuing education activity meets or exceeds the **001.10A.2** requirements for approval as a continuing education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.

~~001.10B~~ The Board may accept a distance education ~~online or correspondence~~ continuing education activity completed in another

001.10B jurisdiction if, at the time the activity was completed, the continuing education activity:

001.10B.1 ~~Is The activity was~~ approved as distance education for continuing education by the jurisdiction in which the credential holder ~~is~~was a legal resident, or is approved as continuing education by a jurisdiction in which the real property appraiser is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council ~~at the time the activity was completed~~; and

~~001.10B.2~~ ~~M~~The continuing education activity meets or exceeds the **001.10B.2** requirements for approval as continuing education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser

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~~Qualifications Board of The Appraisal Foundation outlined in Chapter 6 of this Title.~~

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

001.11 Supervisory Real Property Appraiser Status

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

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

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

002 CRIMINAL HISTORY RECORD CHECK

002.01 Any credential holder randomly selected to submit, along with the application for renewal, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Board will be notified by certified mail no later than ~~June~~ ~~August 30~~ of the year in which the credential holder was selected for the criminal history record check.

003 APPLICATION

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

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

003.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title; and

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- 003.01B** Pay a non-refundable criminal history record check fee of \$5.00 for each year of renewal for maintenance of the random fingerprint audit program.
- 003.02** Except for the trainee real property appraiser credential and temporary credential, any applicant for renewal of a credential issued by the Board must:
- 003.02A** Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title;
- 003.02B** Pay a non-refundable credentialing fee of \$275.00 for each year of renewal;
- 003.02C** Pay an annual ~~National Appraiser~~ Registry fee of \$40.00 for each year of renewal; and
- 003.02D** Pay a non-refundable criminal history record check fee of \$5.00 for each year of renewal for maintenance of the random fingerprint audit program.
- 003.03** Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.
- 003.04** Any renewal application post-marked before November 30 will be reviewed by the Board's staff. If a credential holder meets all renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant's credential may be renewed. If the Board's director finds that the applicant may not meet one or more of the renewal requirements in the Act and this Title, or the application is post-marked after November 30, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant's credential may be renewed.
- 003.05** If a criminal history record check report has not been returned to the Board's office by the State Patrol prior to December 31, and all other requirements for renewal in the Act and this Title are met prior to November 30, a credential may be renewed contingent upon the results of the criminal history record check report.
- 003.06** Upon renewal the credential holder will be issued:
- (1) A notification informing him or her of his or her status as a Nebraska real property appraiser, and
 - (2) Instructions to access his or her credentialing card.
- 003.07** The renewal application may be denied at any time during the process if the applicant fails to meet the requirements in the Act and this Title that pertain to renewal of a credential. If a renewal application is denied for any reason excluding the national criminal history record check, the applicant may file a new application for credentialing, and if so, meet the credentialing requirements in place at the time the new application is submitted to the Board.
- 003.08** If the fingerprint-based national criminal history record check result is the basis for denial, the credential holder is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

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

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

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

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

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CHAPTER 5 REAL PROPERTY APPRAISER INACTIVE STATUS

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

002 INACTIVE STATUS APPLICATION

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

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

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

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

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

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

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

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

003 REINSTATEMENT APPLICATION

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

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

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

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

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

003.03

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

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

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CHAPTER 6 EDUCATION PROVIDER ACTIVITY REQUIREMENTS

001 GENERAL

- 001.01** The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Act and this Title as approved.
- 001.02** The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meet the requirements of the Act and this Title as approved.
- 001.03** Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.
- 001.04** Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
- 001.05** Nothing in this Chapter may be construed to preclude education activities sponsored or conducted by the Board from being accepted as qualifying education or continuing education.
- 001.06** The Board maintains a schedule of education activities on its website as a tool to notify future applicants and current credential holders of upcoming education activities. Although education providers may provide notice to the Board of upcoming qualifying education activities, continuing education activities, and supervisory real property appraiser and trainee courses for inclusion on the schedule, the education provider is responsible for scheduling and notifying future applicants and current credential holders of upcoming education activities offered by the education provider.
- 001.07** All activities shall contain current material, theory, methodologies, and Uniform Standards of Professional Appraisal Practice requirements. Activities that include Uniform Standards of Professional Appraisal Practice citations and references must be updated as necessary to reflect changes in the Uniform Standards of Professional Appraisal Practice.
- 001.08** All activities shall be conducted in conformance with the materials, presentation methodologies, and policies as approved.
- 001.09** No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional materials supporting the specific activity learning objectives.
- 001.10** Fifty minutes engaged in instruction equals one hour for a qualifying education all activities. The prescribed number of activity hours includes time for examinations.
- 001.11** Except for qualifying education included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser

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Qualifications Board of The Appraisal Foundation, one semester credit hour received from an accredited college or university equals fifteen classroom hours of instruction.

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

001.13 Education providers shall maintain a record of attendance for each activity for a period of at least five years.

001.14 Secondary providers shall obtain written evidence that the rights to an activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

~~001.06~~

001.07001.15 Distance Education Online and Correspondence Activities

001.15A A distance education activity approved as qualifying education must include a written, closed-book final examination. The examination must be proctored in person or remotely proctored by an official approved by the education provider. Bio-metric proctoring is acceptable. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

001.15B An asynchronous distance education activity, or a hybrid distance education activity in which the learning environment includes asynchronous interaction, approved as continuing education, must include at least one of the following:

001.15B.1 A written examination proctored by an official approved by the education provider. Remote proctoring, including bio-metric procedures, is acceptable. The examination may be written on paper, or administered electronically on a computer workstation or other device. Oral exams are not acceptable; or

001.15B.2 Successful completion of prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

001.15C During evaluation, and at any time a distance education activity is offered to the public, electronic access is required to be provided to the Board at the Board's request. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations without having to take the distance education activity in sequential order and without having to take quizzes or examinations to proceed with the activity.

001.15D All website links must be valid and active for a distance education activity at the time such activity is offered to the public.

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001.15E ~~At the Board's request, a transcript of the distance education activity must be provided to the Board.~~

001.15F ~~Sections 001.15G through 001.15I of this Chapter are not applicable to a synchronous distance education activity, or a hybrid distance education activity in which the learning environment includes synchronous interaction but not asynchronous interaction, as these distance education activities provide for instruction and interaction substantially the same as classroom education.~~

001.15G ~~Delivery mechanism approval must be obtained from one of the following sources for each an asynchronous distance education ~~online education and correspondence education~~ activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction:~~

001.15G.1 ~~The Appraiser Qualifications Board of The Appraisal Foundation;~~

001.15G.2 ~~An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or~~

001.15G.3 ~~shall be certified by the International Distance Education Certification Center, or conducted by an accredited degree-awarding community college, community college, or university that;~~

001.15G.3a ~~Offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses; or-~~

~~001.07A~~**001.15G.3b** ~~Maintains an education delivery program that approves activity design and delivery that incorporate interactivity.~~

001.07B ~~Each online education and correspondence education activity shall have an appropriate mechanism to ensure that the applicant or credential holder demonstrates knowledge of subject matter.~~

001.15A ~~Each asynchronous ~~online education and correspondence education~~ distance education activity, or hybrid distance education activity in which the learning environment includes asynchronous interaction, must provide interaction in a reciprocal environment where the student has verbal or written communication with the instructor.~~

001.15H

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~~001.07C~~ Electronic access is required to be provided to the Board for any online education activity, or for any correspondence education activity offered by electronic means, during evaluation and at any time the activity is offered to the public for completion, without having to complete the activity in sequential order, or without having to complete quizzes or examinations to proceed with the activity.

~~001.07D~~ All website links will be valid and active for online education and correspondence education activities at the time such activity is offered to the public for completion.

~~001.15I~~ At the Board's request, a transcript of the online or correspondence activity shall be provided to the Board. For an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction, an education provider must provide documentation evidencing delivery mechanism approval by the Appraiser Qualifications Board of The Appraisal Foundation; an organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or an accredited degree-awarding community college, college, or university. Acceptable documentation includes the official standard documentation issued to the education provider by the entity that approves the delivery mechanism, or in the case of a an accredited degree-awarding community college, college, or university that offers distance education programs and awards academic credit for the distance education courses, a written description evidencing that the delivery mechanism provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

002 QUALIFYING EDUCATION

002.01 Requirements

002.01A All core curriculum courses shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or be included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation.

002.01B Any appraisal subject matter elective qualifying education activity must contribute to an attendee's development of real property appraiser related competency in any one or more of the following subjects:

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

~~002.01C~~ All qualifying education activities shall contain current material, theory, and

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~~_____ methodologies.~~

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

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

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

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

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

~~**002.01I** _____ A document certifying completion will be issued to each attendee upon completion of any qualifying education activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means that are secure. The document is required to include the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of attendee, or be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.~~

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

~~**002.01K** _____ No qualifying education activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All qualifying education activities must contain sufficient stand-alone instructional materials supporting the specific activity learning objectives.~~

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

002.02 Initial Application

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

002.02A.1 Submit an application for the activity on forms approved by

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the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;

002.02A.2 ~~For an activity not~~ Submit evidence that activity is approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, ~~or~~ submit the following:

002.02A.2a An activity description that clearly describes the content of the activity;

002.02A.2b An activity matrix reflecting hours of credit per topic;

002.02A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

002.02A.2d ~~Written~~ learning objectives that ~~include the following:~~

- ~~(1) Are appropriate for a qualifying education activity,~~
- ~~(2) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,~~
- ~~(3) Are consistent with the activity description,~~
- (4) Are consistent with the textbook and other instructional materials,**
- ~~(5) Are reasonably achievable within the number of hours allotted for the activity, and~~
- ~~(6) Include material to adequately cover the depth and breadth of the required topic area;~~

- ~~(1) The specific knowledge and/or skills attendee(s) are expected to acquire,~~
- ~~(2) An explanation of how learning objectives are consistent with the activity description,~~
- ~~(3) An explanation of how learning objectives are consistent with instructional materials, and~~
- ~~(4) An explanation of how learning objectives are reasonably achievable within the number of hours allotted for the activity;~~

002.02A.2e Student and instructor materials used for the

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activity that:

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

002.02A.2f

A proctored closed-book final examination that complies with the following:

- ~~(1) The examination c~~ontains a sufficient number of
- ~~(1)~~ questions to adequately test the subject matter covered,
- ~~(2)~~ The amount of time devoted to examination must be appropriate for the activity,
- ~~(3)~~ Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives,
- ~~(4)~~ Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly,
- ~~(2)~~ Examination questions must be written in a clear and unambiguous manner, and contains clear and unambiguous
- ~~(5)~~ questions that are individually and collectively appropriate to measure student achievement of stated learning objectives, and
- ~~(3)(6)~~ Utilizes If applicable, the Appraisal Foundation USPAP final examination is utilized for the fifteen-hour Uniform Standards of Professional Appraisal Practice course;

002.02A.2g

A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter~~this Title~~;

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002.02A.2h An attendance policy that complies with the following:

(1) For a classroom education activity, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

~~**002.02A.2h**(2) For a distance education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met. A written attendance policy that requires attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation Act and this Title; and~~

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

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

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

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

002.02A.5 If applicable, submit evidence that distance education online or correspondence activity meets the requirements of Section 001.~~107A~~ of this Chapter; and

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

~~**002.02A.6**~~

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

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002.02B.1 An activity identified by the education provider as approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education will be verified as such through The Appraisal Foundation's AQB Approved Courses list found on its website.

002.02B.2 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation's Find an AQB Certified USPAP Instructor found on its website for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course.

~~002.02B~~

002.02C

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

002.02D

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

002.03 Resubmission of Approved Activity

002.03A

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

- (1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (2) There is a change in the status of ~~the qualifications for online or correspondence delivery~~ specified in Section 001.1507A of this Chapter under which a distance education activity was approved,
- (3) There is a substantial change to the materials, presentation, or policies,
- (4) There is a change in the qualifications ~~as~~ specified in Section 005.01 of this Chapter for any instructor under which an instructor was approved,
- (5) One or more instructors are added or removed by the education

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

002.03B The process and requirements for resubmission of a qualifying education activity are the same as specified in Section 002.02 of this Chapter. If a qualifying education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 002.02A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

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

002.04 Rescinding Approval

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

- (1) Falsification of information submitted for activity approval,
- (2) A change in approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (3) A change in the status of the qualifications for online or correspondence delivery specified in Section 001.1507A of this Chapter under which a distance education activity was approved,
- (4) Substantial errors and/or deficiencies in the materials or presentation,
- (5) The materials, theories, and/or methodologies are not current and/or practical,
- (6) The activity has not been offered for a period of at least five years from the last date of completion or the approval date if activity has not been offered,
- ~~(7)~~ A change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved,
- ~~(8)~~~~(7)~~ The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in Section 005 of this Chapter are not approved,
- ~~(9)~~~~(8)~~ The activity content and/or policies are not communicated or administered to the attendee(s) as approved,
- ~~(10)~~~~(9)~~ A material violation of the Act or this Title by the education provider or instructor for the activity, or
- ~~(11)~~~~(10)~~ A change to a secondary provider's rights to the activity.

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

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Board.

003 CONTINUING EDUCATION

003.01 Requirements

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

- (1) Real property appraisal practice,
- (2) Valuation methodology and/or techniques,
- (3) Market fundamentals, characteristics, conditions, and analysis,
- (4) Real property concepts, characteristics, and analysis,
- (5) Communication,
- ~~(6) Computation, and/or~~
- ~~(6) Legal considerations, Arbitration, dispute resolution,~~
- ~~(7) Ethics and standards of professional practice, USPAP,~~
- ~~(8) Valuation bias, fair housing, and/or equal opportunity,~~
- ~~(9) Land use planning, zoning,~~
- ~~(10) Management, leasing, timesharing,~~
- ~~(11) Property development, partial interests,~~
- ~~(12) Real estate law, easements, and legal interests,~~
- ~~(13) Real estate litigation, damages, condemnation,~~
- ~~(14) Real estate financing and investment,~~
- ~~(15) Real property appraisal-related computer applications,~~
- ~~(16) Real estate securities and syndication,~~
- ~~(17) Seller concessions and impact on value, and/or~~
- ~~(18) Energy-efficient items and "green building" appraisals.~~
- ~~(7)~~

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

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

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

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

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

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

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

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

~~003.01J~~003.01C — The seven-hour Uniform Standards of Professional Practice Update course shall be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or meet the Appraiser Qualifications Board's requirements for approval of an equivalent seven-hour Uniform Standards of Professional Appraisal Practice Update course.

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

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

003.02 Initial Application

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

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

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003.02A.2 ~~For an~~ Submit evidence that the activity ~~is not~~ approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, ~~or~~ submit the following:

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

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

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

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

- ~~(1)~~ Are appropriate for a continuing education activity,
- ~~(2)~~ Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,
- ~~(3)~~ Are consistent with the activity description,
- ~~(4)~~ Are consistent with the textbook and other instructional materials,
- ~~(5)~~ Are reasonably achievable within the number of hours allotted for the activity, and
- ~~(6)~~ Include material to adequately cover the depth and breadth of the required topic area;
- ~~(1)~~ The specific knowledge and/or skills credential holders(s) are expected to acquire,
- ~~(2)~~ An explanation of how learning objectives are consistent with the activity description,
- ~~(3)~~ An explanation of how learning objectives are consistent with instructional materials, and
- ~~(4)~~ An explanation of how learning objectives are reasonably achievable within the number of hours allotted for the activity;

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

- (1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
- (2) Provide appropriately balanced

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coverage of the subject matter in view of the stated learning objectives,

- ~~(3)~~ Reflect current theory, methods, and techniques~~knowledge and~~
- ~~(3)~~ practice, and
- ~~(4)~~ Do not contain significant errors and/or deficiencies;

003.02A.2f If applicable, an examination that complies with the following:

- ~~(1)~~ The examination contains a sufficient number of questions to adequately test the subject matter covered.
- ~~(2)~~ The amount of time devoted to examination must be appropriate for the activity.
- ~~(3)~~ Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives.
- ~~(4)~~ Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly, and
- ~~(5)~~ Examination questions must be written in a clear and unambiguous manner;

~~003.02A.2f~~003.02A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of the Chapter~~this Title~~;

003.02A.2h An ~~written~~ attendance policy that complies with the following:

- ~~(1)~~ For a classroom education activity, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

~~003.02A.2g~~(2) For a distance

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~~education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; requires attendance to be verified in accordance with the Act and this Title;~~

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

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

~~003.02A.2j~~

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

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

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

003.02A.4 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials;

003.02A.5 If applicable, submit evidence that distance education online or correspondence activity meets the requirements of Section 001.~~1597A~~ of this Chapter; and

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

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

003.02B.1 An activity identified by the education provider as approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education will be verified as such through The Appraisal Foundation's AQB Approved Courses list found on its website.

003.02B.2 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation's Find an AQB Certified USPAP Instructor found on its website for the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course.

~~003.02B~~

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

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

003.03 Resubmission of Approved Activity

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

- (1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

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- (2) There is a change in the status of ~~the qualifications for online or correspondence delivery~~ specified in Section 001.1507A of this Chapter under which a distance education activity was approved,
- (3) There is a substantial change to the materials, presentation, or policies,
- (4) There is a change in the qualifications ~~as~~ specified in Section 005.01 of this Chapter for any instructor under which an instructor was approved,
- (5) One or more instructors are added or removed by the education provider,
- (6) The materials, theories, and/or methodologies are no longer current,
- (7) The activity content and/or policies are no longer communicated or administered to the credential holder(s) as approved, or
- (8) There is a change to a secondary provider's rights to the activity.

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

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

003.04 Expiration and Rescinding Approval

003.04A Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity expires on the date five years after the date of approval. An education provider may renew a continuing education activity not required to be resubmitted as specified in Section 003.03A of this Chapter by:

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

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

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

- (1) Falsification of information submitted for activity approval,
- ~~(2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,~~
- ~~(2)~~
- (3) A change in status of the qualifications for online or correspondence delivery specified in Section 001.1507A of this Chapter under which a distance education activity was approved,
- (4) Substantial errors and/or deficiencies in the materials or presentation,
- (5) The materials, theories, and/or methodologies are not current and/or practical,
- ~~(6) A change in the qualifications as specified in Section 005.01 of this~~

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- ~~Chapter under which an instructor was approved;~~
- ~~(7)(6)~~ The instructor(s) responsible for the activity content and presentation are not approved do not meet the qualifications specified in Section 005 of this Chapter,
- ~~(8)(7)~~ The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,
- ~~(9)(8)~~ A material violation of the Act or this Title by the education provider or instructor for the activity, or
- ~~(10)(9)~~ A change in the secondary provider's rights to the activity.

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

004 SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE

004.01 Requirements

- ~~004.01A~~ All supervisory real property appraiser and trainee courses shall contain current material, theory, and methodologies.
- ~~004.01B~~ All supervisory real property appraiser and trainee courses shall be conducted in conformity with the materials, presentation methodologies, and policies as approved.
- ~~004.01C~~ **004.01A** Each supervisory real property appraiser and trainee course shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of class in any day.
- ~~004.01D~~ Education providers shall require that attendee(s) successfully complete a closed book examination by answering a minimum of 70% of exam questions correctly.
- ~~004.01E~~ Fifty minutes engaged in instruction equals one hour for a supervisory real property appraiser and trainee course.
- ~~004.01F~~ A document certifying completion will be issued to each attendee upon completion of a supervisory real property appraiser and trainee course. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means that are secure. The document is required to include the name of education provider, signature of education provider and/or

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~~instructor, name of course as approved, location at which course was conducted or presentation method, date(s) the course was conducted, number of hours, pass or fail statement, and name of attendee.~~

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

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

004.02 Course Objectives

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

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

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

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

004.03 Course Content

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

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- (1) The role of The Appraisal Foundation,
- (2) The role of the Appraiser Qualifications Board in establishing qualifications for real property appraisers,
- (3) The jurisdiction's role in issuing real property appraiser credentials and disciplining real property appraisers,
- (4) The typical structure of real property appraiser regulating bodies, and overview of the role of professional real property appraiser organizations.

004.03B The course must provide adequate information pertaining to qualifications for real property appraiser credentials. Specifically, the following shall be included:

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

004.03C The course must provide an overview of the Uniform Standards of Professional Appraisal Practice relevant to trainee real property appraisers, which shall include the following topics:

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

004.03D The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a supervisory real property appraiser, and at a minimum, include and discuss the following topics:

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

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- (7) The expectations and responsibilities of the supervisory real property appraiser to monitor and provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,
- (8) The expectations and responsibilities of the supervisory real property appraiser to verify that the trainee real property appraiser is properly identified and acknowledged in the report in compliance with the Uniform Standards of Professional Appraisal Practice, and
- (9) The expectations and responsibilities of the supervisory real property appraiser to immediately notify the trainee real property appraiser if the supervisory real property appraiser is no longer qualified to supervise and/or sign the trainee real property appraiser's experience log.

004.03E

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

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

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responsibility to provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,

~~(5)(6)~~ The expectations and responsibilities of the trainee real property appraiser to understand the responsibilities of both the trainee real property appraiser and the supervisory real property appraiser in properly documenting all appropriate trainee real property appraiser's experience logs, and

~~(6)(7)~~ The expectations and responsibilities of the trainee real property appraiser to understand the supervisory real property appraiser must accompany the trainee real property appraiser on all inspections until he or she is competent to conduct inspections independently.

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

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

004.04 Initial Application

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

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

004.04A.2 Submit the following:

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

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

004.04A.2c A timed outline that accounts for the general flow and recommended time spent on topics

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contained within the course;

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

- ~~(1) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,~~
- ~~(2) Are consistent with the activity description,~~
- ~~(3) Are consistent with the textbook and other instructional materials,~~
- ~~(4) Are reasonably achievable within the number of hours allotted for the activity, and~~
- ~~(5) Include material to adequately cover the depth and breadth of the required topic area;~~

~~The specific knowledge and/or skills attendee(s) are expected to acquire,~~

- ~~(1) An explanation of how learning objectives are consistent with the course description,~~
- ~~(2) An explanation of how learning objectives are consistent with instructional materials, and~~
- ~~(3) An explanation of how learning objectives are reasonably achievable within the number of hours allotted for the course;~~

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

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

004.04A.2f A closed-book final examination that complies with the following:

- (1) The examination contains a sufficient number of questions to adequately test the

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subject matter covered,

- (2) The amount of time devoted to examination must be appropriate for the activity.
- (3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives, and
- (4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly.
- (5) Examination questions must be written in a clear and unambiguous manner;
- (2) ~~Contains clear and unambiguous~~

questions that are individually and collectively appropriate to measure attendee's achievement of stated learning objectives;

004.04A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter~~this Title~~;

004.04A.2h ~~An written~~ attendance policy that complies with the following: requires attendance to be verified in accordance with the Act and this Title; and

004.04A.2h

- (1) For a classroom education course, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or
- (2) For a distance education course, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

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

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~~004.04A.2j~~ If applicable, for an activity conducted by an accredited college, community college, or university, submit written evidence that online or correspondence activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor;

004.04A.3 Pay a non-refundable new supervisory real property appraiser and trainee course application fee of \$25.00;

004.04A.4 Submit a copy of the completion document;

004.04A.5 If applicable, submit evidence that online or correspondence activity meets the requirements of Section 001.~~1507A~~ of this Chapter; and

004.04A.6 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

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

~~004.04B.1~~ Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation's Find an AQB Certified USPAP Instructor found on its website for a supervisory real property appraiser and trainee course.

~~004.04B~~

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

004.04D The application may be denied by the Board at any time during the process if the education provider, submitted course, or instructor(s) for the submitted course fail to meet the requirements in the Act and this Title. If an application is denied,

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the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of a supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

004.05 Resubmission of Approved Supervisory Real Property Appraiser and Trainee Course

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

- (1) There ~~is are~~ substantial change to the materials, presentation, or policies,
- (2) There is a change in the qualifications as specified in Section 005-01 of this Chapter ~~for any instructor under which an instructor was approved,~~
- (3) One or more instructors are added or removed by the education provider,
- (4) The materials, theories, and/or methodologies are no longer current,
- (5) The course content and/or policies are no longer communicated ~~or administered to the attendee(s)~~ as approved,
- (6) There is a change in the status of ~~the qualifications for online or correspondence delivery~~ specified in Section 001.107A of this Chapter ~~under which a distance education activity was approved,~~ or
- (7) There is a change to a secondary provider's rights to the activity.

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

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

004.06 Rescinding of Approval

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

- (1) Falsification of information submitted for activity approval,
- (2) Substantial errors and/or deficiencies in the materials or presentation,
- (3) The materials, theories, and/or methodologies are not current and/or practical,
- ~~(4)~~ ~~A change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved,~~
- ~~(5)~~(4) The instructor(s) responsible for the activity content and presentation ~~do not meet the qualifications specified in Section 005 of this Chapter are not approved,~~
- ~~(6)~~(5) The activity has not been offered for a period of at least five years from the last date of completion submitted to the Board or the approval date if activity has not been offered,
- ~~(7)~~(6) The course content and/or policies are not communicated to the

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attendee(s) as approved,

~~(8)(7)~~ A material violation of the Act or this Title by the education provider or instructor for the activity,

~~(9)(8)~~ A change in the status of ~~the qualifications for online or correspondence delivery~~ specified in Section 001.1507A of this Chapter under which a distance education activity was approved, or

~~(10)(9)~~ A change to a secondary provider's rights to the activity.

004.06B

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

005 INSTRUCTORS

~~Any instructor(s) that meet the education provider's instructor qualifications policy. An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as approved presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public must be identified on the education provider's application submitted for approval of the activity. Such identification must include first name, last name, email address, and phone number, and state the instructor's qualification as specified in Section 005.01 of this Chapter. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.~~

005.01 — Requirements

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

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

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

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

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

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

005.02 An instructor for any qualifying education activity, continuing education activity, or supervisory

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real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

~~_____~~ An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a
005.03 credential as a real property appraiser in Nebraska or any other jurisdiction shall:

~~005.01A~~ _____

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

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

~~005.01C~~ _____ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

~~005.01D~~ _____ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

~~005.01A.1~~ _____ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

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

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

~~005.01D~~ _____ An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall:

~~005.03A~~ _____ Maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held;

~~005.03B~~ _____ Not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and

~~005.03C~~ _____ Not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

~~005.04~~ _____ An instructor for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor, certified by the Appraiser Qualifications Board of The Appraisal Foundation.

~~005.05~~ _____ The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal

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Financial Institutions Examination Council.

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

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

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

~~005.01E~~ — Any instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must:

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

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

~~005.01E.3~~ — Have an instructional background in real property appraisal practice education; and

~~005.01E.4~~ — Have a minimum of five years of real property appraisal practice experience.

~~005.01F~~ — Temporary approval of an instructor may be granted in an emergency situation upon written request to the Board.

~~005.02~~ — Initial Application

~~005.02A~~ — An education provider applying for approval of an instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must:

~~005.02A.1~~ — Submit an application for each activity on forms approved by the Board showing compliance by the instructor applicant with all requirements established by the Act or by this Title;

~~005.02A.2~~ — Submit written evidence of the instructor applicant's qualifications related to the activity for which approval is requested; and

~~005.02A.3~~ — Submit evidence of the instructor applicant's approval as an AQB-Certified USPAP Instructor by the Appraiser

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~~Qualifications Board of The Appraisal Foundation for approval as an instructor of any qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or supervisory real property appraiser and trainee course.~~

~~**005.02B** — An application received at the Board's office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.~~

~~**005.02C** — If the Board's director finds that the instructor applicant meets the requirements in the Act and this Title, the application will be considered a completed application and the instructor applicant may be approved for a specific activity. If the Board's director finds that the instructor applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the instructor applicant meets the requirements in the Act and this Title, the application will be considered a completed application and the instructor applicant may be approved. The education provider will receive a written notification of approval, which outlines the details of approval.~~

~~**005.02D** — The application may be denied by the Board at any time during the process if the education provider, the activity for which application for instructor approval is made, or the instructor applicant fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for instructor approval, and if so meet the requirements in place at the time a new application is submitted to the Board.~~

~~**005.03** — Resubmission of Instructor Approval~~

~~**005.03A** — An education provider shall resubmit an instructor for approval if:~~

- ~~(1) — There is a change in the status of instructor's certification as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation if certification is required for instructor approval,~~
- ~~(2) — There is a change in the instructor's qualifications as specified in Section 005.01 of this Chapter under which he or she was approved as an instructor for an activity,~~
- ~~(3) — There is a change in the status of approval of the activity by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,~~
- ~~(4) — There are substantial changes to the activity materials, presentation, or policies,~~
- ~~(5) — The activity materials, theories, and/or methodologies are no longer current,~~
- ~~(6) — The activity content and/or policies are no longer communicated to the attendee(s) as approved, or~~
- ~~(7) — There is a change to a secondary provider's rights to the activity.~~

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~~005.03B~~ The process and requirements for resubmission of an instructor are the same as specified in Section 005.02 of this Chapter.

~~005.04~~ Expiration and Rescinding of Instructor Approval

~~005.04A~~ Approval as an instructor for an activity expires on the same date the activity is no longer approved.

~~005.04B~~ The Board may rescind approval of an instructor for an activity if the Board finds:

- ~~(1)~~ Falsification of information submitted for activity and/or instructor approval;
- ~~(2)~~ A change in the status of instructor's certification as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation if certification is required for instructor approval;
- ~~(3)~~ A change in the instructor's qualifications, as specified in Section 005.01 of this Chapter, under which he or she was approved as an instructor for an activity;
- ~~(4)~~ A change in the status of approval of the activity by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program;
- ~~(5)~~ Substantial errors and/or deficiencies in the materials or presentation of activity;
- ~~(6)~~ The materials, theories, and/or methodologies of activity are not current and/or practical;
- ~~(7)~~ The activity content and/or policies are not communicated as approved;
- ~~(8)~~ A material violation of the Act or this Title by the education provider or instructor; or
- ~~(9)~~ A change to a secondary provider's rights to the activity.

~~005.04C~~ If the Board finds reason to rescind its prior approval of an instructor, the Board will provide written notice to the education provider that includes a description of reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the instructor. If approval is rescinded, the education provider may file a new application for instructor approval, and if so, meet the requirements in place at the time a new application is submitted to the Board.

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CHAPTER 7 APPRAISAL MANAGEMENT COMPANY REGISTRATION

001 APPLICATION

To qualify for registration as an appraisal management company, an applicant must comply with all of the provisions of the AMC Act and this Title relating to registration.

001.01 Any applicant for registration as an appraisal management company must:

001.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration requirements established by the AMC Act or by this Title; and

001.01B Pay a non-refundable application fee of \$350.00.

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

001.03 If the Board's director finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the applicant may be issued a registration as an appraisal management company. If the Board's director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and registration as an appraisal management company may be issued to the applicant.

001.04 Within sixty days of approval, the applicant may be issued registration as an appraisal management company, and before the applicant is authorized to conduct business as an appraisal management company in this State, the applicant shall:

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001.04A Pay a non-refundable initial registration fee of \$2000.00;

001.04B On a form approved by the Board, submit the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the date on which issuance of a registration to the applicant was approved. This requirement does not apply to appraisal management services provided by the applicant exempt under NEB. REV. STAT. § 76-3204:

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

001.04C Pay an annual AMC ~~National~~ Registry fee in the amount of \$25.00 for each AMC Appraiser reported pursuant to Section 004.01B of this Chapter.

001.05 If an applicant fails to provide the required fees as specified in Section 001.04 of this Chapter, the application will be placed before the Board for reconsideration.

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

001.06A A letter notifying the organization of their status as a Nebraska registered appraisal management company; and

001.06B A wall certificate on a form approved by the Board.

001.07 The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the AMC Act and/or this Title that pertain to registration. If the Board denies an application for any reason excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

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

001.08A In order to receive a copy of such record, the individual shall:

001.08A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

001.08A.2 Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

001.08B If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

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001.09 Every Appraisal Management Company registered in the State of Nebraska shall keep the Board informed of the organization's principal place of doing business and notify the Board in writing within ten (10) calendar days of any change of such address or telephone number.

002 RENEWAL

An applicant for renewal of an appraisal management company registration must comply with all of the provisions of the AMC Act and this Title relating to registration.

002.01 Any applicant for renewal of a registration as an appraisal management company must, no later than sixty days prior to the expiration of the current registration:

002.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration and renewal requirements established by the AMC Act and by this Title, which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the expiration date of the current registration:

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

002.01B Pay a non-refundable renewal registration fee of \$1500.00; and

002.01C Pay an annual AMC ~~National~~ Registry fee in the amount of \$25.00 for each AMC Appraiser reported pursuant to Section 002.01A of this Chapter.

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

002.03 If the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the registration may be renewed by board staff. If the Board's director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and the registration may be renewed. Upon approval, the appraisal management company will receive a letter notifying the organization of their status as a Nebraska registered appraisal management company.

002.04 The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the AMC Act and/or this Title that pertain to registration or renewal. If the Board denies renewal of a registration for any basis excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

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

002.05A In order to receive a copy of such record, the individual shall:

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002.05A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record, and

002.05A.2 Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

002.05B If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

002.06 Any appraisal management company who fails to meet the renewal application requirements specified in Section 002.01 of this Chapter may be eligible for renewal of a registration if, within six months of the registration expiration date, the requirements specified in Section 002.01A through Section 002.01C of this Chapter are met and a late processing fee of \$25.00 for each month or portion of a month the renewal application requirements are not met is received at the Board's office.

002.07 Any appraisal management company who fails to meet the requirements in the AMC Act and this Title pertaining to the renewal of a registration is not eligible for renewal and may submit an application for a new registration.

002.08 Any person who continues to perform as an appraisal management company or related activities subject to the AMC Act following the date of expiration of a registration is in violation of the AMC Act and of this Title. Such person will be subject to any restrictions and penalties provided by the AMC Act or by this Title, and any application by such person for a registration shall be subject to all requirements for issuance of a new registration.

003 FEDERALLY REGULATED APPRAISAL MANAGEMENT COMPANIES

A federally regulated appraisal management company must report all information required to be submitted to the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC ~~final~~ rule, and any policy or rule established by the Appraisal Subcommittee related to its operation in this state, including, but not limited to, the collection of information related to ownership.

003.01 Any federally regulated appraisal management company that does not hold a registration as an appraisal management company issued by the Board must submit the information required for the AMC ~~National~~ Registry on a form approved by the Board, ~~which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the federally regulated appraisal management company in connection with a covered transaction in the State of Nebraska during the twelve month period as requested on the form approved by the Board:~~

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

003.02 Pay an annual AMC Registry fee in the amount of \$25.00 for each AMC Appraiser reported pursuant to Section 003.01 of this Chapter; and

003.03 Pay a non-refundable ~~reporting form processing application~~ fee of \$350.00.

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CHAPTER 8 INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS

001 GENERAL

- 001.01** The Board will not enter into disputes that solely concern the valuation of any property.
- 001.02** Except for those filed by the Board, all grievances shall be in writing and signed, setting forth in clear and concise language the alleged violations of the Act, AMC Act, and/or the Rules and Regulations of the Board. Any documentation in support of the alleged violations shall be included with the grievance.
- 001.03** Nothing in this Chapter limits or precludes the Board in the performance of its investigatory duties under the Act or AMC Act.
- 001.04** All disciplinary hearings for any violation of the Act, AMC Act, and/or this Title will be governed by the Administrative Procedures Act and 297 NAC 4.
- 001.05** All investigations or disciplinary actions that are not formally dismissed are published on the Board's website for a period of ten years from the date of execution of a consent agreement or the date of order resulting in disciplinary action, and reported to the Appraisal Subcommittee of the Federal Financial Institutions Examination Council as required.

002 VIOLATION OF REAL PROPERTY APPRAISER ACT

- 002.01** Any person in the State of Nebraska is subject to the procedures established by this Chapter for any alleged violations of the Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the Act or by other law.
- 002.02** If technical assistance is required to assist with the investigation and/or hearing, the Board may

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contract with or use a qualified person. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she is appointed by his or her fellow board members to participate in an investigation. Any person in contract with the Board to provide technical assistance for an investigation reports his or her findings to the Board's investigator as requested.

002.03 Upon receipt of a grievance not filed by the Board, the following steps are generally followed:

002.03A If applicable, the aggrieved person will be notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance and directions to follow the matter through the minutes of the Board meetings in which the grievance is discussed.

002.03B The person against whom the grievance is filed will be notified in writing of the grievance and the allegations, and may be requested to:

002.03B.1 Submit true copies of report(s) and workfile(s), within an appropriate period of time as determined by the investigator; and/or

002.03B.2 Answer the allegations in writing, electronically, or verbally as determined by the investigator.

002.03C The Board's investigator evaluates the grievance, along with any information obtained pursuant to Section 002.03B of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

002.03D The Board reviews the evidence provided by the investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.

002.03D.1 If the Board determines that the allegations(s) should be investigated, the person under investigation will be notified of the investigation and any alleged violations of the Act or this Title in writing; or

002.03D.2 If the Board determines that the allegation(s) should be dismissed, the person under investigation will be notified of dismissal in writing.

002.04 For a grievance filed by the Board, the following steps are generally followed:

002.04A The person against whom the Board is considering filing a grievance will be notified in writing of the Board's concerns, and may be requested to submit true copies of report(s) and workfile(s), along with other information, within an appropriate period of time as determined by the investigator.

002.04B The Board's investigator evaluates the matter, along with any information obtained pursuant to Section 002.04A of this Chapter, to determine jurisdiction

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and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

002.04C The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.

002.04C.1 If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the Act or this Title in writing; or

002.04C.2 If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.

002.05 If the Board determines to proceed with an investigation, the following steps are generally followed:

002.05A In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:

002.05A.1 Submit additional documentation within an appropriate period of time as determined by the investigator; and/or

002.05A.2 Provide a response to the results of one or more technical reviews, and/or provide any other information concerning the investigation, in writing, electronically, or verbally as determined by the investigator.

002.05B In conducting an investigation, the aggrieved person may be requested to:

002.05B.1 Submit documentation and other information as requested;

002.05B.2 Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or,

002.05B.3 Discuss the allegations with the investigator.

002.05C In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.

002.05D Upon the conclusion of an investigation, the Board's investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s), or:

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002.05D.1 In the case of a credential holder, file a formal complaint.

002.05D.2 In the case of a person not holding a credential under the Act, issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

002.05E The Board may offer the person an opportunity to informally discuss the alleged violation(s) before the Board or with representative(s) of the Board, request further investigation, dismiss the allegation(s), or:

002.05E.1 In the case of a credential holder, file a formal complaint.

002.05E.2 In the case of a person not holding a credential under the Act, issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

002.05F If the investigation reveals that there is not good cause to believe that the person under investigation has violated the Act or this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed, and no formal complaint will be initiated by the Board, or cease and desist order issued by the Board. Upon dismissal, the Board may issue an advisory opinion, recommend a specific education activity, request to meet with the person under investigation to discuss the matter, or make any other recommendation that the Board deems beneficial to the person under investigation.

002.05G If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the Act or this Title:

002.05G.1 A formal complaint is prepared by the Board and served upon the credential holder under investigation.

002.05G.2 A cease and desist order may be prepared by the Board and served upon the non-credential holder under investigation.

002.06 The Board may enter into a consent agreement or negotiated settlement at any time during an investigation, any time before a cease and desist order is issued in the case of a person not holding a credential under the Act, or any time after filing a formal complaint for any person credentialed under the Act. Voluntary surrender or nonrenewal of a credential or education activity to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation. In addition, voluntary surrender or nonrenewal of a credential will prohibit the credential holder from applying for subsequent reinstatement or credentialing.

002.07 Disciplinary action taken by the Board may include but is not limited to:

- (1) Revocation of a credential or education activity,
- (2) Suspension of a credential or education activity,
- (3) Denial of any application,
- (4) Probation,

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- (5) Admonishment,
- (6) Censure,
- (7) Reprimand,
- (8) Advisement,
- (9) Education,
- (10) Examination,
- (11) Real property appraisal practice experience,
- (12) Limit or limitations on a credential holder or applicant, and/or upon the right to engage in real property appraisal practice and trainee real property appraiser supervision,
- (13) Cease and desist order, and
- (14) Costs associated with investigation.

002.08 Pursuant to NEB. REV. STAT. § 76-2248.01, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the Act or this Title.

002.09 Supervisory Real Property Appraiser

002.09A If any report submitted to the Board by a trainee real property appraiser for verification of experience as an applicant for credentialing is found to contain Uniform Standard of Professional Appraisal Practice deficiencies, the supervisory real property appraiser is notified of the Board's concerns, and is provided a redacted copy of any technical review of the subject report completed at the request of the Board.

002.09B The supervisory real property appraiser may be requested to:

002.09B.1 Submit documentation, including but not limited to, report(s) and workfile(s);

002.09B.2 Answer the results of a technical review in writing; and/or

002.09B.3 Voluntarily and informally discuss the results of a technical review with one or more board members.

002.09C If the Board finds that there is not good cause to believe that the supervisory real property appraiser has violated the Act or the Rules and Regulations promulgated by the Board, no consideration will be given to the certified real property appraiser's future activity as a supervisory real property appraiser.

002.09D If the Board finds a probability that the actions of the supervisory real property appraiser constitute a violation of the Act or the Rules and Regulations, a written advisement may be issued, which may or may not include a recommendation for the supervisory real property appraiser to take additional action; or the Board may upon its own motion cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed.

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002.10 Education Provider

- 002.10A** If the actions of an education provider constitute an alleged violation of the Act or this Title, the education provider is notified of the Board's concerns in writing.
- 002.10B** The education provider may be requested to answer the allegations in writing, submit documentation as requested, and/or voluntarily and informally discuss the alleged violations with the Board or its investigator.
- 002.10C** If the Board finds that there is not good cause to believe that the education provider has violated the Act or this Title, the education provider will be notified in writing, which may or may not include advisement.
- 002.10D** If the Board finds a probability that the actions of the education provider constitute a violation of the Act or this Title, the Board may upon its own motion, cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed. If applicable, the education provider is notified of the Board's intent to rescind approval of an activity and any actions that may mitigate the Board's concerns.

003 VIOLATION OF THE AMC REGISTRATION ACT

- 003.01** All registered appraisal management companies and all applicants for a registration in the State of Nebraska are subject to the complaint procedures established by this Chapter for any alleged violations of the AMC Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the AMC Act or by other law.
- 003.02** If technical assistance is required to assist with the investigation and/or hearing, the Board may contract with or use qualified individuals or companies. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she was appointed by his or her fellow board members to participate in an investigation. Any person under contract with the Board to provide technical assistance for an investigation reports his or her findings to the Board's investigator as requested.
- 003.03** Upon receipt of a grievance not filed by the Board, the following steps are generally followed:
- 003.03A** If applicable, the aggrieved person is notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance and directions to follow the matter through the minutes of the Board meetings in which the grievance is discussed.
- 003.03B** The person against whom the grievance is filed is notified in writing of the grievance and the allegations, and may be requested to answer the allegations in writing, electronically, or verbally within an appropriate period of time as determined by the investigator.
- 003.03C** The Board's investigator evaluates the grievance, along with any information obtained pursuant to Section 003.03B of this Chapter, to determine jurisdiction and to make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

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003.03D The Board reviews the evidence provided by the investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.

003.03D.1 If the Board determines that the allegations(s) should be investigated, the person under investigation is notified of the investigation and any alleged violations of the AMC Act or this Title in writing; or

003.03D.2 If the Board determines that the allegation(s) should be dismissed, the person under investigation is notified of dismissal in writing.

003.04 For a grievance filed by the Board, the following steps are generally followed:

003.04A The person against whom the Board is considering filing a grievance is notified in writing of the Board's concerns, and may be requested to submit information within an appropriate period of time as determined by the investigator.

003.04B The Board's investigator evaluates the matter, along with any information obtained pursuant to Section 003.04A of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

003.04C The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.

003.04C.1 If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the AMC Act or this Title in writing; or

003.04C.2 If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.

003.05 If the Board determines to proceed with an investigation, the following steps are generally followed:

003.05A In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:

003.05A.1 Submit documentation, including but not limited to, report(s)

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and workfile(s), appraisal review report(s), AMC appraiser panel information, Uniform Standards of Professional Appraisal Practice compliance, AMC appraiser fees, and record of AMC appraiser valuation services within an appropriate period of time as determined by the investigator; and/or

003.05A.2 Provide any other information concerning the investigation, in writing, electronically, or verbally as determined by the investigator.

003.05B In conducting an investigation, the aggrieved person may be requested to:

003.05B.1 Submit documentation as requested;

003.05B.2 Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or,

003.05B.3 Discuss the allegations with the investigator.

003.05C In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.

003.05D Upon the conclusion of an investigation, the Board's investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s) or file a formal complaint.

003.05E If the investigation reveals that there is not good cause to believe that the person under investigation has violated the AMC Act or this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed and no formal complaint will be initiated by the Board. Upon dismissal, the Board may issue an advisory opinion, or recommend a specific action that the Board deems beneficial to the person under investigation.

003.05F If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the AMC Act or this Title, a formal complaint may be prepared by the Board.

003.06 The Board may enter into a consent agreement or negotiated settlement at any time before or after filing a formal complaint. Voluntary surrender or nonrenewal of a registration to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation and will prohibit the person under investigation from applying for subsequent reinstatement or registration.

003.07 Disciplinary action taken by the Board may include but is not limited to:

- (1) Conditional or unconditional revocation,
- (2) Conditional or unconditional suspension,
- (3) Fine,
- (4) Censure,
- (5) Admonishment,
- (6) Civil penalty not to exceed five thousand dollars for a first offense and not to exceed ten thousand dollars for a second or subsequent offense,

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- (7) Advisement,
- (8) Cease and desist order, and/or
- (9) Costs associated with investigation.

003.08 Pursuant to NEB. REV. STAT. § 76-3222, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the AMC Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the AMC Act or this Title.

Kohtz, Tyler

From: Jenny Tidwell <jenny@asc.gov>
Sent: Friday, July 22, 2022 10:20 AM
To: Kohtz, Tyler
Subject: RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Hey Tyler,
Thanks for the comments back. I didn't realize that the CAP Policies had this discrepancy, but will look for it. Yes, if you specify the type of communication like that, you will be fine.
Have a great day,

Jenny

Jenny Howard Tidwell
Appraisal Subcommittee
Policy Manager
(202) 441-1538
jenny@asc.gov

From: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Sent: Thursday, July 21, 2022 2:23 PM
To: Jenny Tidwell <jenny@asc.gov>
Subject: RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Hi Jenny,

Thank you very much for taking the time to review this draft. I have left some comments for you below. Please get back to me when you can.

Regards,

Tyler Kohtz, Director
Nebraska Real Property Appraiser Board



From: Jenny Tidwell <jenny@asc.gov>
Sent: Wednesday, July 20, 2022 3:26 PM
To: Kohtz, Tyler <tyler.kohtz@nebraska.gov>; Neal Fenochietti <neal@asc.gov>
Subject: RE: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Hey Tyler,
Thanks so much for your patience in my response. Ada and I have reviewed all the proposed changes and only have a couple of minor comments:

Chapter 6 002.02A.2d

This is inconsistent with 002.01D which indicates a textbook cannot be the primary instruction material; this uses "and/or" with other instructional materials. It should just be "and" if textbooks cannot be primary. I [see this](#). Interestingly, I took the language for both regulations directly from the AQB CAP Policies. I noticed that in the CAP

Policies, the textbook reference applies to all education courses, so I moved this rule from the qualifying education section to the general education section. I then removed “or” from 002.02A.2d as recommended, and also from 003.02A.2d for continuing education and 004.04A.2d for the Supervisory Appraiser and Trainee Course.

Chapter 6 003.01A (5)

“Communication” as a topic for CE may be a little vague; I'm not sure it would increase the appraiser's skill, knowledge and competency in appraisal, even if it would make the appraiser better at their job.

Would this be any better? If not, do you have a recommendation for language, or would you recommend that this just be removed?

002.01A Any appraisal subject matter elective qualifying education activity must contribute to an attendee’s development of real property appraiser related competency in any one or more of the following subjects:

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

Thanks for the opportunity to review,

Jenny

Jenny Howard Tidwell
Appraisal Subcommittee
Policy Manager
(202) 441-1538
jenny@asc.gov

From: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Sent: Tuesday, June 28, 2022 9:05 AM
To: Jenny Tidwell <jenny@asc.gov>; Neal Fenochietti <neal@asc.gov>
Subject: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Jenny and Neal,

The Board has drafted changes to Title 298 (rules and regulations). The Board always feels that the feedback received from you is not only helpful from a language standpoint, but also results in a more efficient rule making process for the Board. Could you please conduct a preliminary review of the draft for Title 298, and offer any comments or recommendations that you may have prior to the Board engaging in the formal administrative rule making process. I have attached a redlined copy of the draft and a summary of changes document.

If you have any questions, please contact me.

Regards,

Tyler N. Kohtz, Director
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor

Kohtz, Tyler

From: Melson, Lynn
Sent: Wednesday, August 10, 2022 2:18 PM
To: Kohtz, Tyler
Subject: RE: Preliminary review of 298 NAC 1-7

Hi Tyler. As a follow up to our phone conversation yesterday, I think the Board can delegate to you, as director, the authority to issue credentials when there is no question that requirements have been met and "all the boxes are checked" as you said. I think your proposed amendments to Chapter 2 would be approved. Looking at the amendments as delegating authority to the director, I do not think it is necessary for the Board to ratify the issuance of credentials in those circumstances and I would not include language about ratification in Chapter 2 as I think it might lead to some confusion.

Lynn

Lynn A. Melson
Assistant Attorney General
2115 State Capitol
Lincoln NE 68509
402-471-3817

From: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Sent: Tuesday, August 9, 2022 3:12 PM
To: Melson, Lynn <Lynn.Melson@nebraska.gov>
Subject: RE: Preliminary review of 298 NAC 1-7

Hi Lynn,

Do you have a second to talk now?

Thanks,

Tyler Kohtz, Director
Nebraska Real Property Appraiser Board



From: Melson, Lynn <Lynn.Melson@nebraska.gov>
Sent: Tuesday, August 9, 2022 3:02 PM
To: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Subject: Preliminary review of 298 NAC 1-7

Good afternoon Tyler! As you requested, I have reviewed your agency's proposed amendments to 298 NAC 1-7. I do have a few questions and comments as a result of my preliminary review. And, please keep in mind that this is my preliminary review and that the Legal Services Bureau Chief or Attorney General might have a different view of the regulations when they are submitted for our review and approval after the Board has finalized the regulations, held its public hearing, and voted on the amendments.

My first comment concerns the use of acronyms within the regulations. I generally suggest that the agency define each acronym, or use the full title in parentheses, the first time it appears in the regulations. I think you have done that for the most part, but I did not see an explanation of "PAREA. If that acronym is not explained with its first use, please do so.

Next is a typographical error I spotted in Chapter 2, § 002.13. I think you meant to use "contract" and not "contact" there.

Third is a general question about the amendments to Chapter 2 which state that the Director will review an applicant's appraisal practice experience, education and exam eligibility and that allow the Director to approve new applications for licensure or certification. Generally, a licensing board's director would have a limited role and the board would vote whether to approve an application for licensure. I would appreciate it if you could explain your current procedure and how the amendments would change the process. For example, do you intend that the director make a final decision or would the director make a recommendation which would then be ratified by the board?

Apart from my comments above, I did not see any problems with these proposed amendments.

Lynn

Lynn A. Melson
Assistant Attorney General
2115 State Capitol
Lincoln NE 68509
402-471-3817

Kohtz, Tyler

From: Kintner, Lauren
Sent: Friday, September 2, 2022 11:25 AM
To: Kohtz, Tyler
Subject: REPLY: Nebraska Real Property Appraiser Board Proposed Changes to Title 298
Attachments: Summary of Proposed Changes to Title 298 of the Nebraska Administrative Code June 16, 2022 Draft.doc; Title 298_Draft June 16, 2022.docx

Dear Tyler:

Thanks for the opportunity to review the agency's draft revisions to Title 298. I have now completed my review and do not see any areas that warrant further edits. I know the Governor will very much appreciate the Board's continued efforts to streamline these regulations.

Feel free to contact me at any time. Thanks,
Lauren Kintner
402-471-2414

From: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Sent: Tuesday, June 28, 2022 10:03 AM
To: Kintner, Lauren <Lauren.Kintner@nebraska.gov>
Subject: Nebraska Real Property Appraiser Board Proposed Changes to Title 298

Lauren,

In the past, I have sent updates to Title 298 to you for a preliminary review before beginning the formal rule hearing process. The Board always feels that the feedback received from you is not only helpful from a language standpoint, but also results in a more efficient rule making process for the Board. I am once again asking that your office conduct a preliminary review of the draft for Title 298, and offer any comments or recommendations that you may have prior to the Board engaging in the formal administrative rule making process. I have attached a redlined copy of the draft and a summary of changes document.

If you have any questions, please contact me.

Regards,

Tyler N. Kohtz, Director
Nebraska Real Property Appraiser Board
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Lincoln, NE 68509-4963
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 Visit NRPAB on Facebook





THE NEBRASKA APPRAISER

News from the Nebraska Real Property Appraiser Board

Summer 2022

Director's Comments



Director Tyler Kohtz

Tyler Kohtz has been the Director for the Nebraska Real Property Appraiser Board since March of 2012. He is responsible for the development, implementation, and management of all programs for the agency, including the administration and enforcement of the Real Property Appraiser Act and the Appraisal Management Company Registration Act.

Pumpkin Spice and All Things Nice

It's that time of year when vacations are replaced with all things pumpkin spice. I hope that you've all had a wonderful summer! As we transition from summer to pumpkin spice season, the Board has been busy planning for the future. The Board held its strategic planning meeting in June. At this meeting, the Board establishes its short-term and long-term goals and objectives. The Board has also finalized its 2023-2025 biennial budget request. Preparing the biennial budget request goes hand in hand with the strategic planning meeting as discussions at this meeting become the building blocks for the biennial budget request. As always, the Board's hard work and dedication during this time is appreciated. Finally, the Board opened up the 2023-24 real property appraiser renewal applications at the beginning of July and is fully prepared to process your submissions. More information on the 2023-24 real property appraiser renewal procedures can be found in a featured article in this newsletter. Please remember, the Board is here for you, so feel free to call the Board's office with any questions, concerns, or comments that you may have. I hope that you enjoy this edition of The Nebraska Appraiser.

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Upcoming NRPAB Meetings:

- ◆ October 20, 2022 @ NRPAB Office (Conference Room)
- ◆ November 17, 2022 @ NRPAB Office (Conference Room)
- ◆ December 15, 2022 @ NRPAB Office (Conference Room)

These meeting dates are all tentative. Please check the Board's Facebook page or website for information as these dates approach. The start time for each meeting can be found in the public notice and on the agenda posted to the Board's website at least 48 hours prior to the start of the meeting. Any meeting also held by virtual conferencing will be stated as such in the public notice for that meeting.

2023-24 Credential Renewal Processes and Procedures

By Tyler N. Kohtz, Director

Real property appraiser renewal applications are due November 30, 2022. If your Nebraska credential expires December 31, 2022, please review the following information regarding the 2023-24 credential renewal process.

Yellow postcards were mailed in late June to all real property appraisers whose credential expires December 31, 2022, with directions for downloading the paper real property appraiser renewal application form from the Board's website at appraiser.ne.gov (see yellow highlights in picture at bottom of this page), and how to access the online real property appraiser renewal application through Appraiser Login via Centurion (see yellow highlights in picture at bottom of this page and red highlights in picture at bottom of the next page). Additional information related to updating contact information and completing the online real property appraiser renewal application in Appraiser Login can be found in the Winter 2021 edition of The Nebraska Appraiser feature article titled "NRPAB Appraiser Login Expanded to Include Online Real Property Appraiser Renewal Application and Contact Information Self-Service Interface," which is located on the Board's website:

https://appraiser.ne.gov/newsletters_and_memos/2021/TheNebraskaAppraiserWinter2021.pdf.

If you have any questions regarding Appraiser Login, the online real property appraiser renewal application, or the contact information interface, please feel free to contact the Board's office by phone at 402-471-9015, or by email at nrpab.AppraiserLogin@nebraska.gov.

All online real property appraiser renewal applications must be submitted with a date stamp prior to December 1, 2022 (all required continuing education completion certificates and supporting documentation must be submitted to the NRPAB through the Education Submission Portal found in Appraiser Login or by email prior to the submission of the online real property appraiser renewal application), and all paper real property appraiser renewal applications, along with all required documents, must be mailed to the Board's office, postmarked prior to December 1, 2022, to be considered timely. Paper renewal applications must include:

- A completed 2023-24 Application for Renewal of Nebraska Real Property Appraiser Credential;
- Explanations and copies of documents for all "YES" answers to disciplinary questions;
- All fees;
- All required continuing education completion certificates and supporting documentation (if not already submitted to and approved by the NRPAB through the Education Submission Portal found in Appraiser Login or by email); and
- For those notified of random selection for Criminal History Record Check ("CHRC") by certified mail, the signed and dated Authorization to Use Fingerprints for Criminal History Record Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form and fingerprint cards or date of electronic fingerprint submission.

(Note: You must include all required documentation and explanations of "YES" answers to disciplinary questions with each renewal application, even if that information was previously sent to the Board.)

Incomplete or incorrect paper real property appraiser renewal applications will be returned, and incomplete online real property appraiser renewal applications will be rejected. In these cases, a letter describing the issues and explaining the next step will be sent (the status of an online real property appraiser renewal application can also be followed in Appraiser Login). Applications missing any required accompanying documentation are considered incomplete.

The screenshot shows the official website of the Nebraska Real Property Appraiser Board. The navigation menu includes links for Home, Board Members and Staff, Contact, Appraiser Login (highlighted), Approved Education Activity Search, Appraiser Listing, and AMC Listing. The sidebar on the right contains a list of links: AMC Registration, Appraiser Credentialing, Board Meetings, Education, Enforcement, Laws, Regulations, and Guidance Documents, Public Information, Request Forms, USPAP Review Report Forms, and 2022-23 Renewal Applications (highlighted). Below the navigation menu, the mission and vision statements are displayed. At the bottom, there is a section titled "Information about the 2021-22 Renewal Period:" with links to "2021-22 Real Property Appraiser Continuing Education Requirements (pdf)" and "2021-22 Renewal Questions & Answers (pdf)".

2023-24 Credential Renewal Processes and Procedures (continued)

When a complete real property appraiser renewal application has been received and processed by board staff, a blue postcard will be mailed stating that the credential has been renewed and providing directions for printing the credentialing card through Appraiser Login. An automated email will also be sent.

If a completed online real property appraiser renewal application is not submitted with a date stamp prior to December 1, 2022, or a paper real property appraiser renewal application, along with all required documents, is not received at the Board's office postmarked prior to December 1, 2022, a credential holder will have until July 1, 2023 to meet the requirements for renewal. 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, 2022. (The late processing fee does not apply until January 1, 2023 for new or upgraded credentials issued on or after November 1, 2022.) Also, for an online real property appraiser renewal application, if an incorrect routing or account number is entered for an EFW payment, a \$20.00 fee will be assessed for ACH return expenses charged to the Board by the Nebraska State Treasurer's Office.

Except for applications to renew new or upgraded credentials issued after November 30, 2022 and before January 1, 2023, all real property appraiser renewal applications received after November 30, 2022 may go before the Board for review.

If an appraiser who is required to submit fingerprints with this year's real property appraiser renewal application sends everything on time (on or before November 30, 2022), but the Board has not received the CHRC results from the State Patrol by December 31, 2022, the Board may renew a credential contingent on the CHRC results. All other requirements for renewal must be met prior to the November 30 deadline for this contingent approval.

A credential holder may elect inactive status to maintain his or her credential if he or she is unable to engage in real property appraisal practice for a period of less than two years. The inactive status application is located on the Board's website at: https://appraiser.ne.gov/Appraiser_Credentialing/.

Information regarding the CE requirements is available in Appraiser Login in the Education Interface ("Education" button on the left side of the page - see red highlights in picture at bottom of the page). Log into Appraiser Login and select the "Nebraska Real Property Appraiser Continuing Education Requirements" link at the top of the page in the Education Interface.

The Board may adopt a program of continuing education for an individual credential holder as long as the program complies with the Appraiser Qualifications Board's continuing education criteria. To request an individualized program of continuing education, submit a letter to the Board explaining the circumstances that are the basis for the request and the reason(s) why the existing continuing education requirements are a hardship.

Each credential holder who successfully renews his or her credential after the second year of a two-year credential period receives one free download of the PDF version of the 2020-21 Edition of USPAP through Appraiser Login ("USPAP" button on the left side of the page - see red highlights in picture at bottom of this page). The PDF version may only be used in accordance with the License Agreement for TAF Digital Content once the download is complete. You can purchase a hard copy from [The Appraisal Foundation](#).

Please contact the Board's office at 402-471-9015, or by email at: nrpab.renewals@nebraska.gov, for any questions concerning continuing education requirements or the real property appraiser renewal process.

← → C nrpab-appraiser-cat.ne.gov/appraiser/login/appraiser.xhtml

Nebraska Real Property Appraiser Board

Home Board Members and Staff Contact CAT Appraiser Login CAT Approved Education Activity Search CAT Appraiser Listing AMC Listing

The Nebraska Real Property Appraiser Board has made every effort to ensure the accuracy of the information provided in Appraiser Login. However, if any errors, omissions, or discrepancies are found in Appraiser Login, please notify the Nebraska Real Property Appraiser Board immediately. As a Nebraska credentialed appraiser, it is your responsibility to ensure that all continuing education requirements are met, and all required information for renewal is submitted to the Board's office in a timely manner.

Appraiser Details

Appraiser - Tyler Kohtz

Home	Name: Kohtz, Tyler
Contact Information	Email: tyler.kohtz@nebraska.gov <input checked="" type="checkbox"/> Include in bulk email list for the NRAB
Credential	
Education	
Renew Credential	
USPAP	

2021-22 Real Property Appraiser Continuing Education Requirements (pdf)
2021-22 Renewal Questions & Answers (pdf)

2022 NRPAB Strategic Planning Meeting Summary

By Tyler N. Kohtz, Director

The Board held its strategic planning meeting on June 15, 2022. At this meeting the Board discussed the previous fiscal year and established its short-term and long-term goals and objectives for the future.

The Board included the following as accomplishments for the 2021-2022 fiscal year:

- The appraiser online renewal application has been in place for one entire renewal cycle, and has been well received by the real property appraiser community. The real property appraiser renewal application interface has also increased processing efficiency.
- Through relevant bill drafting and rulemaking, the Board continues to open the door a little more for new real property appraisers to enter the profession.
- The Board has stayed on top of federal and industry changes with law making and rulemaking. All goals related to Laws, Rules, and Guidance Documents were accomplished.
- The transfer of all appraiser paper files to electronic format is complete.
- Significant progress was made on multiple technology projects, including database enhancements and capabilities.
- The agency underwent a successful Appraisal Subcommittee State Off-site Assessment (SOA) in February 2022.

The Board also had many productive discussions concerning the future and the goals and objectives for the 2022-2023 fiscal year. The Board's short-term goals and objectives include:

- Explore change to real property appraiser credential renewal dates.
- Explore alternatives for verification of AMC owner AMC Rule background compliance related to AMC registration renewal.

- Encourage potential real property appraiser applicants, who intend to engage in real property appraisal practice pertaining to agricultural real property, to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.
- Communicate the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property to all registered supervisory real property appraisers, and request that supervisory real property appraisers encourage their trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.
- Communicate real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property with agricultural-based education providers and request that organizations consider increasing its frequency and availability of synchronous, asynchronous, and hybrid qualifying and continuing education offerings.
- Encourage Nebraska real property appraisers to complete continuing education related to their area of real property appraisal practice focus.
- Add additional Administrative Specialist classified employee to ensure that adequate staffing is in place to carry out the Board's mission, maintain a high-level operation, remain compliant with Title XI, and to maintain public satisfaction.
- Explore addition of disciplinary action orders/consent agreements to the Appraiser Listing search as PDF attachments as these documents are considered public records.



2022 NRPAB Strategic Planning Meeting Summary (continued)

- Complete 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, and restructure the Appraiser Listing page.
- Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system.
- Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser (newsletter), and Memos from the Board (listserv emails) to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, documents posted to the NRPAB website, meeting information, and other information that affects the industry.

Finally, the Board reviewed its long-term goals and objectives for the 2022-2023 fiscal year. The Board's long-term goals and objectives include:

- Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.
- Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.
- 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.
- Continue to adopt guidance documents for public advisement concerning interpretation of statutes and rules and retire guidance documents that are no longer relevant.
- 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.
- Explore opportunities to increase the number of Nebraska resident real property appraisers.
- 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.
- Continue to monitor the effectiveness of current NRPAB website, and repair bugs, make improvements, and add enhancements needed to address functionality or use.
- Explore the development and implementation of an updated NRPAB branding.
- 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.
- Continue to monitor the effectiveness of current NRPAB database, repair bugs, make improvements, and add enhancements needed to address program or use changes.
- Explore online real property appraiser initial applications (Reciprocity; Education, Experience & Examination; Temporary) AMC initial applications, education activity applications, and other services that require payment of a fee.

More information on the Board's 2022 strategic planning meeting can be found in the June 15, 2022 meeting minutes located on the Board's website at: https://appraiser.ne.gov/meetings/minutes/2022/220615_Strategic_Planning_Minutes.pdf.

2022 Spring AARO Conference Summary

By Tyler N. Kohtz, Director

I attended the Spring AARO Conference in San Antonio, Texas from May 13th through the 15th. Much of the discussion centered on bias, diversity, and discrimination in the financial industry and the PAVE Action Plan; PAREA; USPAP compliance; the Real Property Appraiser Qualifications Criteria and the Course Approval Program policy updates; and technology and practice advancements in government and in real property appraisal practice. I noted the following highlights:

- The Appraisal Subcommittee (“ASC”) opened the conference. According to the ASC, COVID-19 is still having an impact on its ability to conduct compliance reviews and the ASC is still conducting State Off-site Assessments (SOA), which have been taking place since the COVID-19 pandemic started. The ASC also reported that a lot of staff turnover has occurred in the states since the beginning of COVID-19; approximately 50%. The ASC Grant Program continues to be successful as \$2.4 million in grants have been allocated. However, due to COVID-19, the number of states applying has been lower than expected. The ASC has increased its attention to racial bias/equity concerns as it understands the pressure the industry is under. According to the ASC, HUD and EEOC are investigating incidents. The ASC has also held roundtables, participated in the PAVE Task Force, conducted Census/Surveys, and completed USPAP and Criteria review. According to the ASC, many legislative bills have been introduced, but the outcome of any of them is not clear at present. Finally, the ASC revealed that it has developed a new seal, logo, and website.

- The Appraisal Foundation (“TAF”) reported that its monthly newsletter continues to be well received, and that a weekly podcast is in place to answer questions from every corner of the industry. TAF also reported that it is offering PAREA Scholarships to overcome some of the issues the appraisal profession is facing and is partnering with corporate America to bring more appraisers to the industry. As a result of the PAVE Action Plan, TAF is completing a comprehensive review of the Ethics Rule; retained Relman Colfax to conduct a study; is advocating for residential equity; is emphasizing the importance of building a well-trained, accessible, and diverse appraiser workforce; hired a consultant to evaluate the membership of the three boards; and incorporated diversity training as a part of TAF ongoing programs. TAF also completed a study on AVMs, and its report examines the current generation of AVMs used in housing and makes recommendations on potential standards for AVMs moving forward.
- Fannie Mae provided an update on its appraisal program and began by providing a brief summary of its purpose and discussing the modernization of appraisals. Fannie Mae reported that last year was the highest appraisal volume ever; however, as appraisal volume increases, the number of real property appraisers has remained the same. Fannie Mae also discussed the standards adopted by reference (Appraiser Independence Requirements, ANSI standard Z765-2021, Uniform Appraisal Dataset, Uniform Standards of Professional Appraisal Practice), and indicated that it will be implementing data technology driven solutions with considerations given to both appraisal waivers and appraiser-dependent solutions. Fannie Mae then summarized the Uniform Appraisal Dataset (UAD) forms redesign. Future information will be captured to support Highest and Best Use, more specific information will be incorporated for prior sales and transfers for both subject and comparables, prior services will be moved to the certification, and quality and condition ratings will include both interior and exterior conditions.

ASC FUN FACT

According to the ASC, the GAO Report of Federal Appraisal Exemptions shows that 85% of residential mortgages received an appraisal although most qualified for an exemption. Evaluations and Waivers are only utilized in 15% of residential mortgage transactions.

2022 Spring AARO Conference Summary (continued)

- Fannie Mae finished its presentation by summarizing its Appraiser Quality Monitoring (AQM) program. It utilizes four options to provide appraisers and industry feedback.
 - ◇ State Tips – Appraisal sent to state regulatory agencies due to Loan Quality Center Defects/repurchase (lender must repurchase the loan back). Both lender and Fannie Mae must agree that appraisal is defective for a State Tip to be sent.
 - ◇ State Referral – Formal complaint to state regulatory agencies based on the identification of egregious appraisal issues.
 - ◇ AQM List – Notice sent to appraiser and lending partner that appraisal from the identified appraiser will be reviewed in the post-acquisition file review process or that Fannie Mae will no longer accept loans with appraisal completed by the specific appraiser.
 - ◇ Appraiser Letter – Letter to inform appraiser of appraisal issues identified.
- At the Spring 2022 AARO Conference, presentations were also given on the following topics:
 - ◇ Board member, staff, and contractor complaints. Specifically, complaints against sitting members, liability of a board member and staff members when the board is sued, quorum matters, and general dos and don'ts of board and staff communication.
 - ◇ At the Executive Directors and Administrators open discussion, anti-occupational licensing legislation, ASC State Offsite Assessments, appraiser bias complaints, AMC panel fees, Fannie Mae complaints, and staffing Issues.
 - ◇ The importance of data security. A brief summary of the State of Washington data breach was included. The system was taken offline within twenty-four hours after suspicious activity detected. The breach affected forty-four professions, fifty to fifty-five staff members, and potentially 650,000 individuals. The state utilized cyber liability insurance to open a temporary call center.
 - ◇ Appraisal ghosting, public trust, and the State regulators' duties. Ghosting occurs when an appraiser accepts an assignment, then disappears. According to the presenter, ghosting violates public trust and is harmful to consumers, real property appraisers, AMCs, financial institutions, and the public.
 - ◇ The Appraisal Institute's Pathway to Success Grant award. A grant was awarded to A.I. through the ASC for PAREA development. The A.I. Board of Directors approved PAREA development in September, and is collaborating with partners to hit predetermined milestones and framework development. A.I. is on schedule for a September 2023 premiere.

If you have questions regarding the 2022 Spring AARO Conference, please contact me by email at tyler.kohtz@nebraska.gov, or by phone at 402-471-9015.



What's new at The Appraisal Foundation?
appraisalfoundation.org



What's new at the Appraisal Subcommittee?
asc.gov



What's new at the AARO?
aaro.net

NRPAB Quick Hits

- ◆ Congratulations to Allison Nespor, who has been with the Board for six years as of July 18th.
- ◆ The Nebraska Real Property Appraiser Board retired no guidance documents, and adopted one new guidance document, between April and June.
 - * **22-01:** Education Activity Instructor Application Requirements — Adopted May 19, 2022

All Guidance Documents are available for viewing on the Board's website at: [https:// appraiser.ne.gov/guidance_documents.html](https://appraiser.ne.gov/guidance_documents.html).

- ◆ Compliance Update
 - * Between the months of April and June, no grievances were filed against any Nebraska credentialed real property appraisers; the Board closed one grievance. During this time, no disciplinary actions were taken by the Board against any appraisers.
 - * Between the months of April and June, no grievances were filed against any appraisal management companies. During this time, no disciplinary actions were taken by the Board against any appraisal management companies.



NRPAB Staff

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[Visit NRPAB on Facebook](#)

Have questions? We have answers!

Questions related to appraisal management company registration and renewal: nrpab.amc@nebraska.gov

Questions related to real property appraiser credentialing: nrpab.credentialing@nebraska.gov

Questions related to real property appraiser credential renewal: nrpab.renewals@nebraska.gov

Questions related to real property appraiser education (QE & CE): nrpab.education@nebraska.gov

Questions related to investigations, or how to file a grievance: nrpab.compliance@nebraska.gov

Questions related to Appraiser Login: nrpab.AppraiserLogin@nebraska.gov

General Questions: nrpab.questions@nebraska.gov

NRPAB Quick Hits

- ◆ The Board's staff continues the process to ensure that all Nebraska real property appraisers have access to Appraiser Login ("A.L."). Additional security is required for enhancements made to A.L. in January 2021, which meant that A.L. had to be moved to the Centurion Blue platform ("Centurion"). Credentials can be renewed, contact information updated, education completion certificates submitted, education history reviewed, and the eUSPAP downloaded through A.L. If you have not received an invitation to Centurion, and have never accessed A.L. via Centurion, please contact the Board's office at nrpab.AppraiserLogin@nebraska.gov or 402-471-9015.

Who's New?

The Nebraska Real Property Appraiser Board congratulates the following individuals who received real property appraiser credentials, and the organizations newly registered as appraisal management companies, between April and June of 2022.

Trainee Real Property Appraisers

Mary Grooms, Lincoln NE – T2022006
Andrea Leathers, Battle Creek NE - T2022007
Cody McCutcheon, Lincoln NE – T2022008
Gail Curry, Laurel NE – T2022009
Jeffrey Curry, Laurel NE – T2022010
Troy Euse, Lincoln NE – T2022011
David Beyer, West Des Moines IA – T2022012
Thatcher Skolout, Omaha NE – T2022013
Jill Styskal, Lincoln NE – T2022014

Licensed Residential Real Property Appraisers

Nicholas Nelsen, Blair NE – L2022003
Elizabeth Stowe, Salt Lake City UT – L2022004R

Certified Residential Real Property Appraisers

Sarah Gerberding, Giltner NE – CR2022004

Certified General Real Property Appraisers

Bradley Schopp, Wildwood MO – CG2022015R
Daniel McNeilly, Chicago IL – CG2022016R
Patrick Dale, Blue Springs MO – CG2022017R
Kyle Redfearn, Grapevine TX – CG2022018R
Sean Haar, Lincoln NE – CG2022019
Owen Ard, Tulsa OK – CG2022020R
Michael Caba, Bend OR – CG2022021R
Jonathon Sestak, Overland Park KS – CG2022022R
Stephen King, Tampa FL – CG2022023R
Joshua Luther, Sioux Falls SD – CG2022024R
Douglas Heinrich, Kansas City MO – CG2022025R

Appraisal Management Companies

None



Board Members

Chairperson of the Board
Thomas M. Luhrs, Imperial
Certified General Appraiser
Licensed Real Estate Broker Rep
Term Expires: January 1, 2023

Vice-Chairperson of the Board
Wade Walkenhorst, Lincoln
Financial Institutions Rep
Term Expires: January 1, 2024

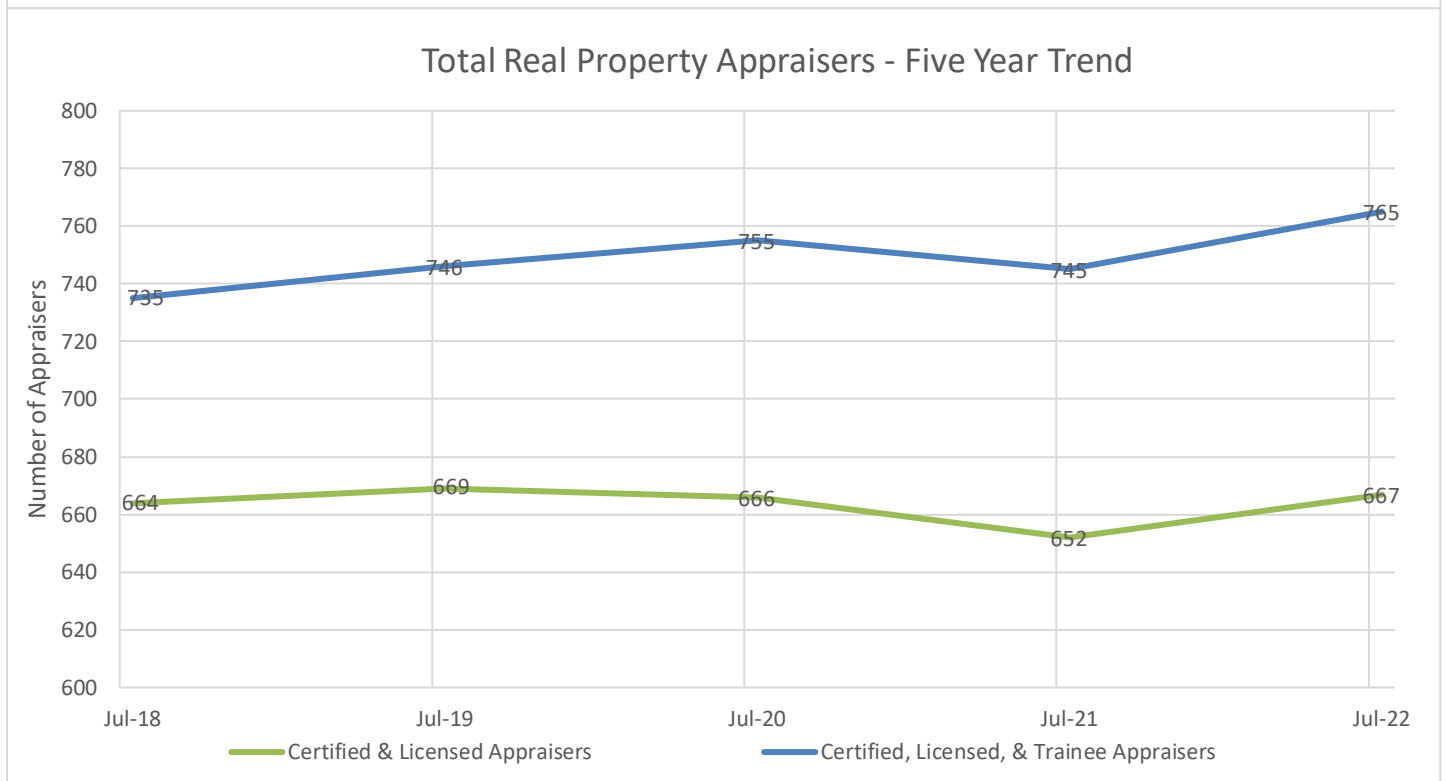
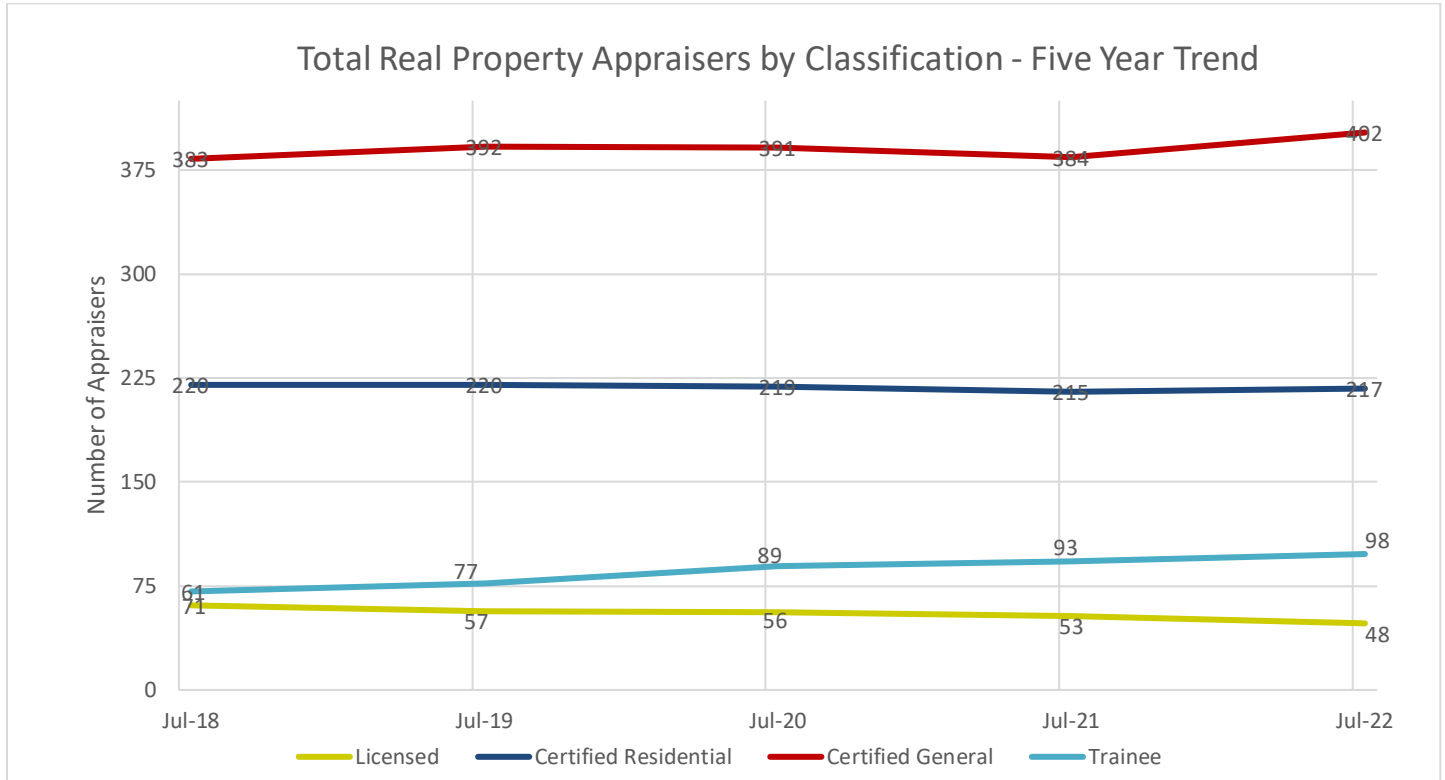
Board Member
Bonnie M. Downing, Dunning
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2025

Board Member
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Board Member
Kevin Hermsen, Gretna
Certified General Appraiser
2nd District Representative
Term Expires: January 1, 2027

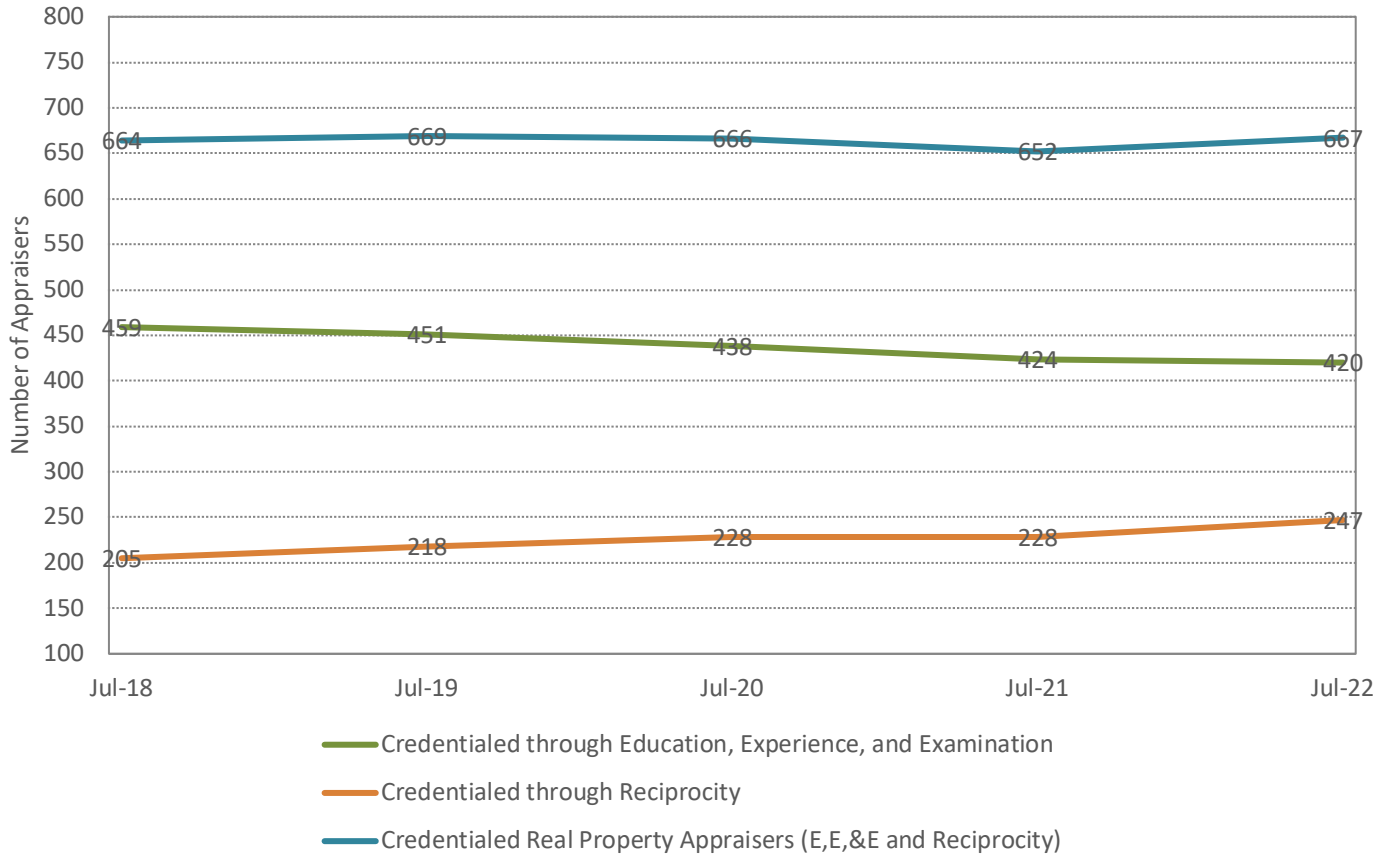
Real Property Appraiser and AMC Numbers and Trends as of July 1, 2022

The charts below outline the five-year trend for the number of Nebraska credentialed real property appraisers and Nebraska registered appraisal management companies as of July 1, 2022. There are currently 667 licensed residential, certified residential, and certified general real property appraisers in Nebraska, and 98 credentialed trainee real property appraisers. In addition, there are currently 93 appraisal management companies registered in Nebraska.

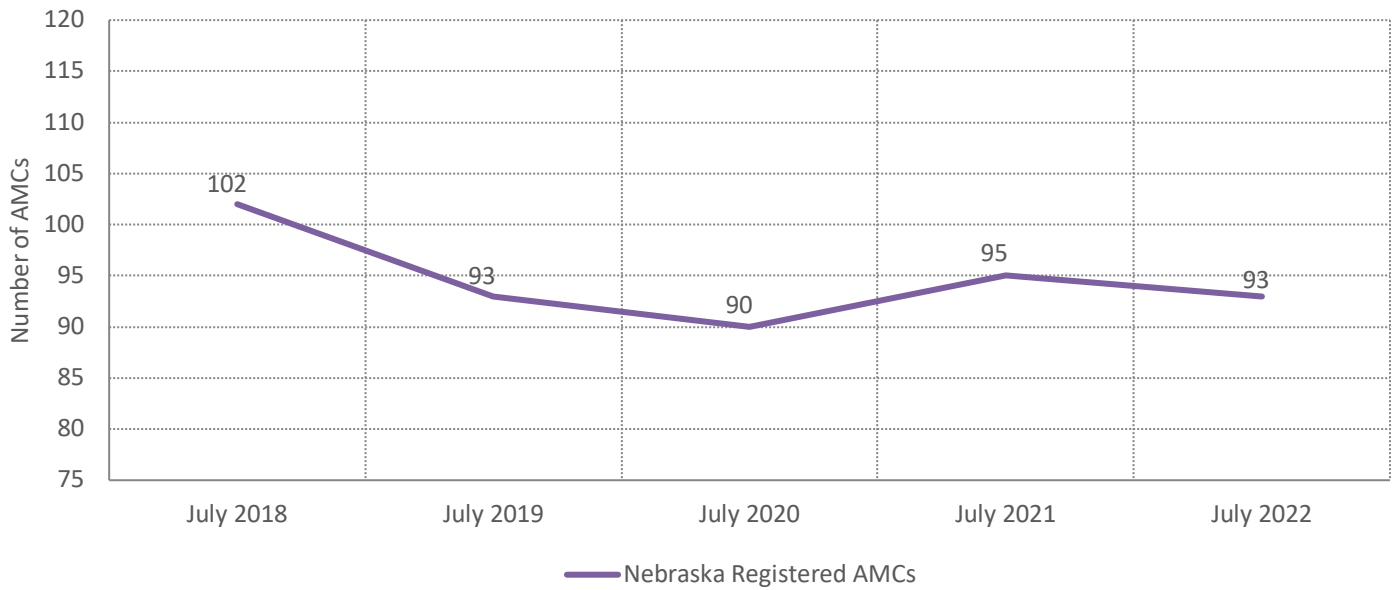


Real Property Appraiser and AMC Numbers and Trends as of July 1, 2022 (Continued)

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

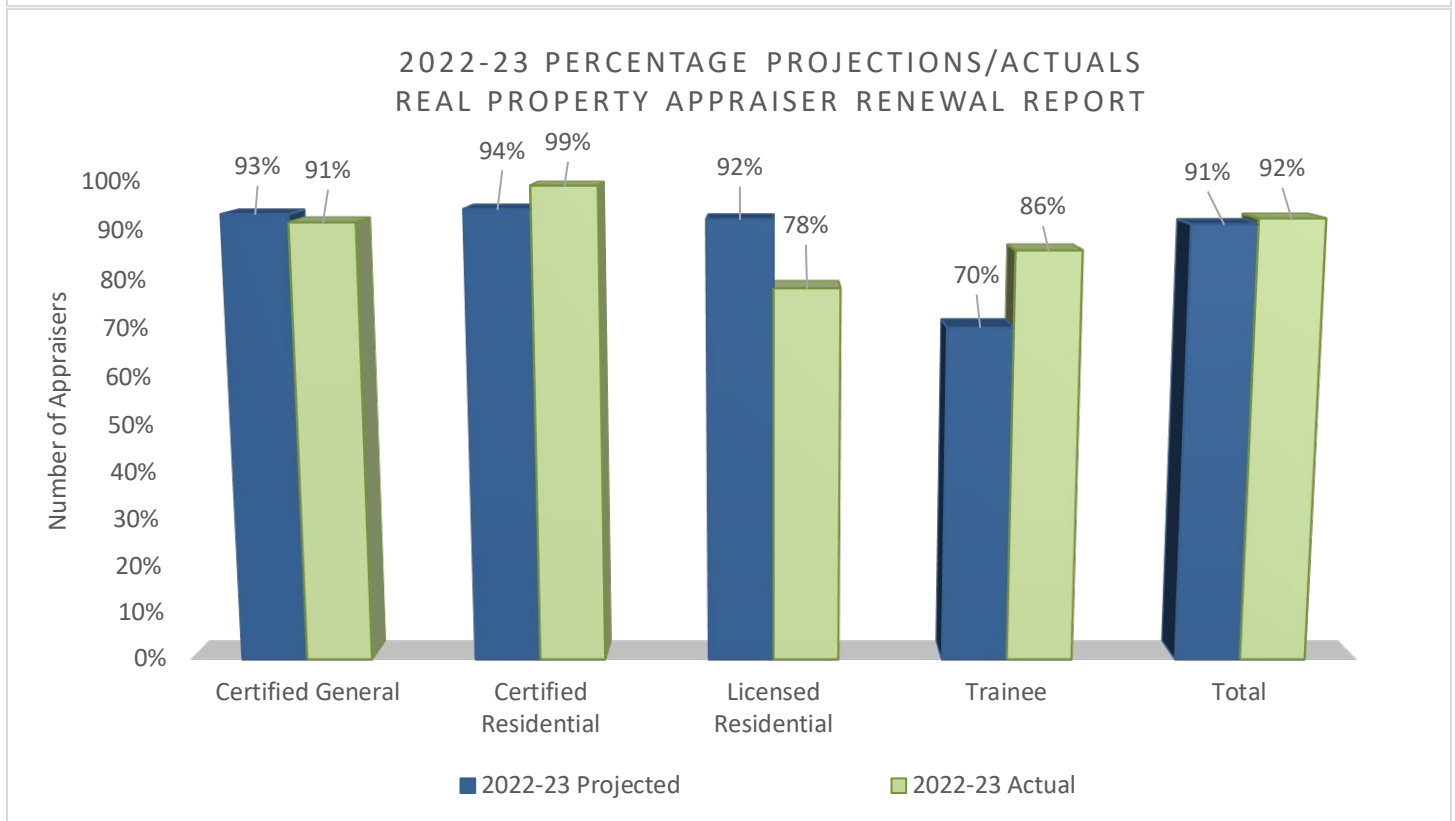
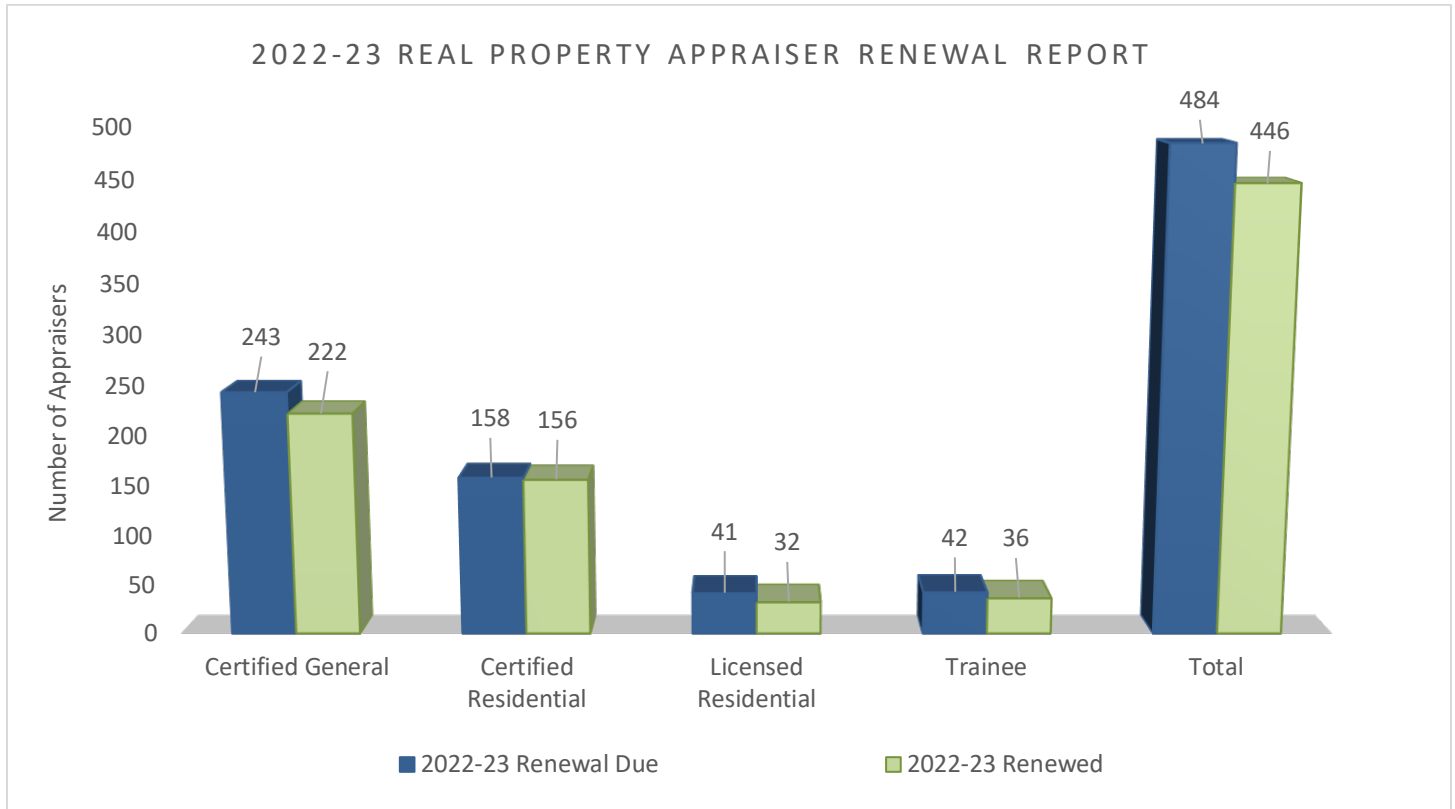


Appraisal Management Companies - Five Year Trend



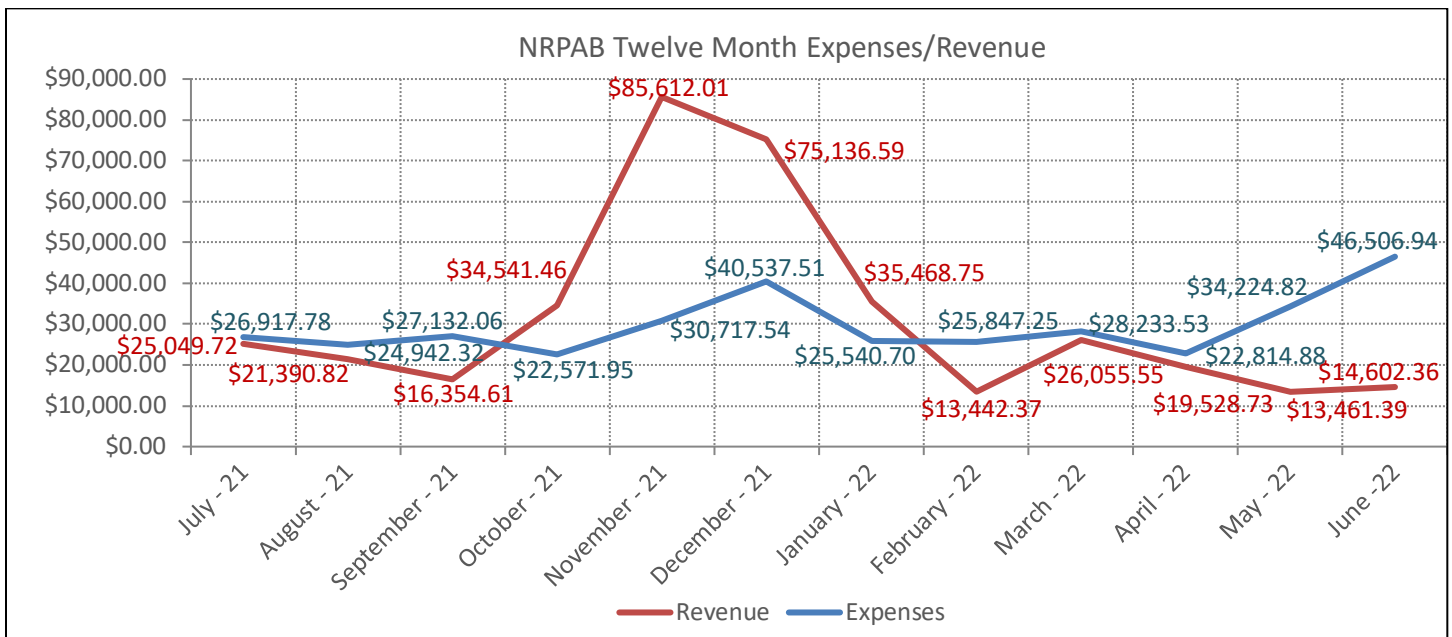
Real Property Appraiser Renewal Counts and Percentages as of July 1, 2022

The charts below outline the real property appraiser renewal counts and percentages as of July 1, 2022. There were 484 trainee, licensed residential, certified residential, and certified general real property appraiser renewals due, and 446 credentials were renewed.



NRPAB Financial Snapshot as of June 30, 2022

The 2021-22 Fiscal Year ended with \$355,987.28 in expenditures and \$380,644.36 in receivables. As of the end of June, actual expenses registered at 84.60 percent of the budgeted expenditures; revenues finished at 107.75 percent of projected revenues for the fiscal year. The fiscal year ended with expenditures within the projected range. However, overtime expenditures finished at 353.56 percent of budgeted. Funds were reallocated from other sources to increase overtime funding for the fiscal year. Once again, fewer grievances required the use of subject matter experts and the Board's Special Assistant Attorney General, resulting lower than expected expenditures for legal services and other contractual services. Revenues exceeded projections, highlighted by strong appraisal management company and appraiser revenues. More details regarding the Board's fiscal year end can be found in the July 21, 2022 meeting minutes located on the Board's website at https://appraiser.ne.gov/meetings/minutes/2022/220721_Minutes.pdf.



← → ↻ appraiser.ne.gov

Apps Gmail YouTube Maps

Official Nebraska Government Website

Nebraska Real Property Appraiser Board

Home Board Members and Staff Contact **Appraiser Login** Approved Education Activity Search Appraiser Listing AMC Listing

Appraiser Login

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

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

Information about the 2021-22 Renewal Period:
[2021-22 Real Property Appraiser Continuing Education Requirements \(pdf\)](#)
[2021-22 Renewal Questions & Answers \(pdf\)](#)

- AMC Registration
- Appraiser Credentialing
- Board Meetings
- Education
- Enforcement
- Laws, Regulations, and Guidance Documents
- Public Information
- Request Forms
- USPAP Review Report Forms
- 2021-22 Renewal Applications
- COVID-19 Information
- 2021 Legislation of NRPAB Interest

Your credentialing card, the Online Renewal Application with EFW Payment, the Education Submission Portal, continuing education requirements, education history, and USPAP download are all found in the Appraiser Login on the Board's website.

Q.13

2023-2025 NRPAB Biennial Budget Request Highlights

Narrative Summary

The Nebraska Real Property Appraiser Board administers and enforces the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act. In order to carry out its duties in an efficient and equitable manner, and to maintain compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, appropriate funding is needed for general operation and issues faced by the Board. The Board's primary functions are to issue and renew appraiser credentials; develop and implement standards for appraiser credentialing; register and renew registration for appraisal management companies; approve appraiser qualifying courses and appraiser continuing education activities, along with instructors for these activities; investigate and adjudicate grievances; develop laws and rules through relevant, efficient and effective legislation and rulemaking; and disseminate relevant information to general public, stakeholders, credentialed appraisers and appraisal management companies. Through these processes, the Board ensures that the citizens of Nebraska are protected and served, and also that the appraisal business community is highly qualified through education, experience, and examination. The Board's funding request priorities address the Board's primary functions. In addition, the Board is also requesting funding adjustments to address the following specific issues that affect the base appropriation as listed below.

Base Appropriations

	FY2022-23
CASH FUND	\$415,564.00
SALARY LIMIT	\$184,942.00

Budget Request Issues (Requested budget change relevant to the Base Appropriations)

- **Additional FTE Teammate** - It is essential that the agency operates with the highest efficiency and effectiveness. Since 2017 there has been significant task creep that has begun to impede the agency's effectiveness and efficiency. Although many steps have been taken during the past two years to increase efficiency (e.g., database enhancements to better automate processes; staff duty evaluation and reassignment; streamlined processes and procedures), the pace at which agency staff must operate to complete tasks to keep up with the current workload is exceeding its capabilities. Any negative change in staffing would also have a detrimental effect on Board functions. As a result, credential holders, the mortgage loan industry, and the public would be negatively impacted. Adequate staffing is required to carry out the Board's mission, maintain a high-level operation, remain compliant with Title XI, and to keep public satisfaction. The Board is requesting funding for one additional FTE Administrative Specialist classified position. The Board intends to redirect base funds for temporary services utilized for real property appraiser renewals to this position as the temporary duties would be included in the new position's duties. The Board also intends to redirect partial overtime and comp time base funds to this position as the need for overtime would be reduced significantly (FY 23-24: \$45,201, FY 24-25: \$47,790).
- **CIO and Technology Maintenance** - As the NRPAB Database, Appraiser Login, and the NRPAB website become more detailed with increased functionality, the maintenance costs are also increasing. The Board is requesting additional funding for CIO and technology maintenance for bug repairs, security functions, and for modifications to the Board's technology systems to address changes to the Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AMC Rule, AQB CAP Program Guidelines, and Title XI (FY 23-24: \$1,608, FY 24-25: \$1,608).

- AARS Contractor Fees** - The number education, experience, and education applicants has increased significantly during the past two fiscal years; this trend is expected to continue. The implementation of Practical Applications of Real Estate Appraisal Programs (“PAREA”), and the Appraiser Qualifications Board's consideration of removing barriers to entry into the real property appraiser profession as recommended in the PAVE Action Plan, will likely increase the trajectory of this upward trend further. The Board is requesting additional funding for Appraisal Applicant Review Contractors that conduct USPAP compliance reviews of applicants' appraisal reports to assist with the Board's determination as to if the real property appraisal practice experience meets the Real Property Appraiser Qualifications Criteria as promulgated by the Appraiser Qualifications Board of The Appraisal Foundation and the Uniform Standards of Professional Appraisal Practice (“USPAP”) as promulgated by the Appraisal Standards Board of The Appraisal Foundation (FY 23-24: \$6,000, FY 24-25: \$7,500).
- *2023-2025 Teammate Salary Increase** - As requested, “2023-2025 Teammate Salary Increase” is included as an issue to estimate the cost of employee salary increases equivalent to 5% for FY24 and FY25 each (FY 23-24: \$9,877, FY 24-25: \$20,251).
- *2023-2025 Teammate Health Insurance** - It is anticipated that health care costs will change in the next biennium. As requested, “2023-2025 Teammate Health Insurance” is included as an issue to estimate the cost to the agency for employee health insurance with an increase equivalent to 4% for FY24 and FY25 each (FY 23-24: \$1,316, FY 24-25: \$2,685).
- 2023-2025 DAS Assessment Changes** - The Department of Administrative Services charges an assessment based on usage. The Board's request includes the necessary adjustments based on the changes to assessments for the 2023-25 biennial budget cycle (FY 23-24: \$1,113, FY 24-25: \$1,113).

* Enterprise Issues are used to aggregate information and costs across all agencies of state government for a specific activity. Two Enterprise Issues have been established for the 2023-2025 biennial budget by the State Budget Division.

Fiscal Summary

<u>FY 23-24</u>	<u>FY 24-25</u>
Base: \$415,564.00	Base: \$415,564.00
Request: \$480,680.00	Request: \$496,511.00
Difference: \$65,116.00	Difference: \$80,947.00
Projected Expenditures: \$392,813.00	Projected Expenditures: \$405,764.00
Projected Revenues: \$390,128.00	Projected Revenues: \$417,903.00
Appraiser Fund Balance: \$393,866.00	Appraiser Fund Balance: \$405,094.00
AMC Fund Balance: \$333,145.00	Fund Balance: \$334,056.00

NEWSLETTER



Dear Tyler,

Summer has flown by here at The Appraisal Foundation. The Appraisal Standards Board has been hard at work on its comprehensive review of the Ethics Rule, which resulted in the Third Exposure Draft of proposed changes of USPAP.

We have provided all the links and deadlines for the Third Exposure Draft below, but with this draft there is another development I wanted to make you aware of.

Last week, the ASB voted to extend the 2020-21 USPAP by an additional year. The document will now be effective through December 31, 2023. This is in addition to the one-year extension the ASB voted for in February 2021.

Going forward, new editions of USPAP will have an effective date but not an end date. This is the result of the maturation of the document and the time it now takes to thoroughly examine future proposed changes. This will also give the ASB flexibility to respond in a timely manner to a changing marketplace.

You can check out the [press release on this announcement](#) here and visit our Frequently Asked Questions [here](#).

Please let me know if you have any questions about this or any of the other announcements in this month's newsletter.

Sincerely,

Lisa Desmarais
Vice President of Appraisal Issues

Forum to Explore Education Requirements

In recent years, the appraisal profession has been increasingly focused on issues relating to discrimination, fair housing laws, and

In This Newsletter

From Lisa's Desk: An extension of USPAP

Forum to Explore Education Requirements

Third Exposure Draft

SRAG

Appraiser Talk: An episode on the appraiser regulatory system

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real property values. A number of stakeholders have asked the Appraiser Qualifications Board to consider adding additional requirements to the Real Property Appraiser Qualification Criteria on the topics of fair housing laws and valuation bias.

The AQB is holding a virtual public forum on September 12 from 1-3 pm ET to explore these requests to expand education requirements related to fair housing laws and valuation bias. They will engage with panelists from state appraiser regulatory agencies, professional appraiser organizations, education providers, and consumer, civil rights, and fair housing advocacy groups.

Click [here](#) to register to attend.

Third Exposure Draft

The Third Exposure Draft of proposed changes to the 2023 USPAP is now available for public comment. The comment deadline is September 24th.

Here are quick links to:

- [View the Third Exposure Draft](#)
- [Leave a public comment](#)
- [Watch the webinar on the Third Exposure Draft](#)

SRAG

Stay tuned for an announcement regarding the State Regulatory Advisory Group coming soon!

Appraiser Talk

The Appraisal Foundation's podcast Appraiser Talk releases its newest episode every Monday. Last month, we released an episode talking about the appraiser regulatory system. You can listen to the entire episode [here](#).

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.

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.

NEWSLETTER



Dear Tyler,

The Appraisal Foundation is continuing its work to consider the various recommendations made by the Biden Administration's Interagency Task Force on Property Appraisal and Valuation Equity.

This includes a recommendation, which other stakeholders have also shared with us, for the Appraiser Qualifications Board to consider additional requirements for the Real Property Appraiser Qualification Criteria on the topics of fair housing laws and valuation bias.

To more fully examine this issue, the AQB will be hosting a "Forum to Explore Education Requirements: Fair Housing Laws and Valuation Bias Education" on September 12th at 1:00 p.m. ET.

This forum will explore these requests to expand education requirements related to fair housing laws and valuation bias. The AQB and the public will hear from state appraiser regulatory agencies, professional appraiser organizations, education providers, and consumer, civil rights, and fair housing advocacy groups.

There will be an open forum at the end of the event for audience participation. If you would like to participate in the open forum, please submit your comments and/or questions to Aida Dedajic (aida@appraisalfoundation.org) in advance of the forum.

We hope you will join us for this event. Click [here](#) to register, and we look forward to seeing you on September 12th.

Sincerely,

Dave Bunton
President

Updates from the ASB

In This Newsletter

From the President's Desk:
Join us for an upcoming
Education Forum

Updates from the ASB

Updates from the AQB

Appraiser Talk

Upcoming Events

Sept. 12: [Forum to Explore Education Requirements: Fair Housing Laws and Valuation Bias Education](#)

Sept. 29: [AQB Public Meeting](#)

Oct 20: [ASB Public Meeting](#)

Nov 3-5: [BOT Public Meeting](#)

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The [2020-21 USPAP has been extended](#) an additional year. The current version of USPAP is now effective through December 31, 2023.

The Third Exposure Draft of proposed changes to USPAP is now available for your review. The public comment deadline is September 24th. All comments are reviewed by members of the ASB.

- Click [here](#) to review the Exposure Draft
- Click [here](#) to leave a public comment
- Click [here](#) to watch a webinar reviewing the proposed changes

Updates from the AQB

The AQB has released Q&As relating to the extension of USPAP and the impact on appraiser continuing education. Click [here](#) to read.

Appraiser Talk

The Appraisal Foundation's podcast Appraiser Talk releases its 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.

Share this Newsletter

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

About The Appraisal Foundation

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

[Unsubscribe](#)

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

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



Quarterly Update

To submit a story, update, or announcement for the next quarterly newsletter, please send it to Brandy March at brandy.march@aaro.net. The next quarterly update will be sent around December 1, 2022.

June 2022

- June 1, 2022: The Appraisal Foundation's Board of Trustees named Jillian White and Meredith Meuwly as the newest trustees. They will begin their three-year term in January 2023.
- June 1, 2022: The University of Central Florida and University of Missouri, Kansas City are the latest schools to have approved degrees through the Real Estate Degree Review Program. Click [here](#) to see the full list of schools.
- June 1, 2022: Don't forget to check out the episodes of Appraiser Talk! 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.
- June 23, 2022: [Economists say hot housing market 'not a bubble'](#): The latest [Zillow](#) Home Price Expectations Survey polled more than 100 experts from academia, government and the private sector to gather their opinions on the state of the housing market and future growth, inflation forecasts and recession risks.
- June 23, 2022: NAR and the Urban Institute [hosted](#) a policy forum to discuss access of mortgage financing to underserved communities.
- June 23, 2022: The acting Federal Housing Finance Agency (FHFA) Director Sandra Thompson has become the agency's permanent leader. Thompson had been acting director since June 2021 and previously served as the deputy director of the FHFA Division of Housing Mission and Goals since 2013.
- June 26, 2022: AARO President, Joe Ibach attended a Joint Meeting with IAC and TAFAC to provide an update on the organization's activities.

July 2022

- July 1, 2022: The Appraisal Foundation [released](#) its 2021 Annual Report.
- July 1, 2022: The AQB released a [new Q&A regarding PAREA mentors](#).
- July 7, 2022: Fannie Mae exec [advocates](#) the leveraging of technology.
- July 27, 2022: Tom Lewis, former Director on the AARO Board of Directors has accepted a position at the Appraisal Subcommittee and is stepping down from the AARO Board and the North Carolina Appraisal Board.
- July 27, 2022: CFPB closely [examining](#) appraisal industry.
- July 27, 2022: CoreLogic [reports](#) that the delinquency rate dropped for the 13th consecutive month.



July 27, 2022: The National Association of Realtors [reports](#) that home sales went up.

August 2022

August 1, 2022: The AQB releases the Third Exposure Draft of proposed changes to USPAP, which includes changes to the ETHICS Rule. Click [here to review](#) the Third Exposure Draft. The [public comment deadline](#) is September 18th.

August 1, 2022: The Appraisal Foundation is looking for people to join their Business Valuation Resource Panel and Personal Property Resource Panel. These resource panels provide input to The Appraisal Foundation's two independent boards on the standards and qualifications and offer unique insight from the business valuation and personal property appraisal professions. Click [here](#) to apply to the BVRP, and click [here](#) to apply to the PPRP. Applications are due September 1st.

August 1, 2022: The AQB will be hosting a "Forum to Explore Education Requirements: Fair Housing Laws and Valuation Bias Education" on September 12th at 1:00 p.m. ET. This forum is in response to stakeholders who have asked the Appraiser Qualifications Board to consider additional requirements to the Real Property Appraiser Qualification Criteria on the topics of fair housing laws and valuation bias. Click [here](#) to register for this free event.

August 11, 2022: The ASB [has](#) extended the current USPAP (2020-2021) be effective through December 31, 2023.

August 31, 2022: Republicans [call](#) for greater oversight for Fannie Mae & Freddie Mac.

August 31, 2022: The AQB will be hosting a "Forum to Explore Education Requirements: Fair Housing Laws and Valuation Bias Education on September 12 at 1:00 p.m. Eastern. Click [here](#) to register.

August 31, 2022: The AQB will be hosting a public meeting on September 30, 2022. Click [here](#) to register.

Upcoming AARO Events

Join us for the Fall Conference in Washington, DC from October 14 – October 17, 2022. Check out information [here](#).

We will also have our Spring Conference in Savannah, GA from May 8- May 11, 2023. More information located [here](#).

Communications Committee: